



MEMORANDUM

TO: MANAGERS AND SUPERVISORS
FROM: KATE C. DAVIS 
DATE: OCTOBER 12, 2021
SUBJECT: PURCHASING DEPARTMENT PROCEDURES

October 1, 2021 marked the beginning of fiscal year 2022. As such, the Purchasing Department will be implementing the following changes effective **immediately**.

Obtaining Price Quotations for Good or Services Valued Under \$50,000

A detailed specification must be prepared prior to obtaining quotations for goods or services valued under \$50,000. This should be prepared using the Authority's RFQ template. The purpose of the template is to ensure that all potential suppliers receive the same information and is allotted the same time to respond. This will also ensure that no single supplier is given a potentially unfair advantage over the next.

Information to potential suppliers should include:

- a. a description of the goods or services to be procured;
- b. detailed specifications as required;
- c. quantity (units or hours as applicable);
- d. contacts details for the relevant business area;
- e. delivery time or other requirements; and
- f. point of delivery or performance as required.

Quotation documentation must be written such that it does not unduly limit the range of potential suppliers. Quotations should reflect details of shipping to the Virgin Islands installation and any discounts if relevant. **Please Note: For off-island vendors, please ensure that shipping costs to the Virgin Islands is included.** Faxed, mailed, hand-delivered or emailed quotations will be accepted. Communications during the quotation process should be handled with due regard for probity.



Submitting Price Quotations in SAP

When submitting a price quotation in SAP, a copy of the RFQ template should be submitted with the quotes. If only one vendor responded to the price quotation or for any reason the vendor selected is not the lowest vendor, then a justification letter is required. The justification letter should state the reason why the lowest vendor was not selected. Justification letters should be submitted to justification@viport.com.

Once the Purchase Order has been approved, the Purchasing Department will be responsible for forwarding the approved purchase orders to the selected vendor.

Delivery of Goods to the Authority

All goods ordered by the Authority shall be delivered to the following address:

Virgin Islands Port Authority
Purchasing Division Warehouse
Henry E. Rohlsen Airport
St. Croix, VI 00820

Virgin Islands Port Authority
Purchasing Division Warehouse
8220 Lindberg Bay
St. Thomas, VI 00802

The Purchasing Office will be the Division responsible for receiving all delivered goods to ensure the maintenance of an accurate inventory of the Authority's assets.

Vendor Performance Report Form

The attached Vendor Performance Report form should be completed for any purchase of goods or services exceeding \$25,000.00 and at least once each year during the term of any Contract issued by the Authority. The purpose of the Vendor Performance Report is to assist the Purchasing Department in evaluating vendors performance to determine whether to award a contract to a vendor based on past performance. The completed forms should be e-mailed to vipaprocurment@viport.com.