

# **INSTRUCTIONS TO USE THE PROCUREMENT REQUISITION (PR)**

*Effective 2<sup>nd</sup> January, 2025, all Procurement Requests must be submitted using the online Procurement Requisition Form (<https://pra.moh.gov.tt/>)*

For further clarification or information, please feel free to contact the Procurement Unit at [procurement@health.gov.tt](mailto:procurement@health.gov.tt) or at extensions 14803 to 14808.

## **STEPS TO COMPLETE PROCUREMENT REQUISITION**

| STEPS | DESCRIPTION   |
|-------|---|
| 1.    | All fields on the form must be fully completed. Incomplete fields may result in the Procurement Requisition (PR) being rejected   |
| 2.    | All fields on the PR must be filled out on a computer (typed)   |
| 3.    | Attention should be paid to the five (5) categories of PRs to ensure that the relevant category is used, based on the type of item being requested  |
| 4.    | For items with multiple specifications that cannot fit on the PR, supporting documents may be attached to the PR such as Scope of Works (SOW), Terms of Reference (TOR).  |
| 5.    | The Finance and Accounts department must be contacted by the Requester to confirm the availability and source of funding before submitting the PR.<br>A copy of the email from Finance and Accounts confirming the availability and source of funding <b><u>must be</u></b> uploaded with the PR. |
| 6.    | After completing the PR on the computer, it must then be forwarded with <u>all</u> attachments to the requesting Head of Department/Unit/Division for approval.   |
| 7.    | After the PR is approved by the Head of Department/Unit/Division, the PR must be submitted to obtain non-objection from the Permanent Secretary, Deputy Permanent Secretary or Chief Medical Officer, as applicable.  |