

# **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. A copy of the email from Finance and Accounts confirming the availability and source of funding <b>must be</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.