



COMMONWEALTH PORTS AUTHORITY

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January 26, 2020

To: All CPA Vendors

Subject: Important Notice to Vendors/Suppliers

This is to inform you that the Commonwealth Ports Authority (CPA) has Procurement Regulations in place that require the proper approvals before any expenditure is made. As you may know, CPA's Procurement Regulations require an approved purchase order (PO) or executed contract is required before any items are released or services provided to CPA. Thus, any items invoiced to the CPA without an approved purchase order or executed contract will not be honored by CPA. Please see the attached notice for more information.

Should you have any questions or concerns, please do not hesitate to contact me at (670) 237-6500.

Sincerely,

A handwritten signature in black ink, appearing to read "C. Tenorio".

CHRISTOPHER TENORIO
Executive Director

ATTACHMENTS:

cc: CPA Department Heads
CPA Accounting File

NOTICE RE: PURCHASE ORDERS

This notice is to inform our valued vendors or suppliers about the Commonwealth Ports Authority's (CPA) Purchasing Policy and Procedures before any expenditure is made. CPA's Purchasing Policy requires that all orders have an approved numbered Purchase Order or a valid written agreement between the parties before shipment of the product or before the rendering of any services.

Invoices that are received without an Approved Purchase Order or a written agreement will NOT be paid by the CPA and the invoice will be returned to the supplier. To avoid this inconvenience, the Vendor or Supplier shall direct its attention to the CPA Purchasing Guidelines as follows:

1. CPA's employees who are authorized to order goods and services must first obtain written quotes from vendors or suppliers.
2. If your quote is selected and approved, the department which solicited the quote will issue a Requisition and Purchase Order based on the quote you provided.
3. Once the Purchase Order is approved by CPA, the Purchase Order will then be sent to the vendor/supplier.
4. The vendor/supplier delivers the product or performs the services limited to the scope and quantities on the Purchase Order. Any additional scope and quantities for change orders required PRIOR APPROVAL. Do not deliver or perform product or services beyond what is listed in the Purchase Order unless you have received an official change order.
5. The vendor/supplier then submits its Invoice with the Purchase Order number printed on the invoice or with a copy of the approved Purchase Order to support the invoice.
6. CPA will then pay the invoice normally within 30 days, if it conforms to the Purchase Order and any change orders issued.

Similarly, the above Purchasing Guidelines applies to written agreements executed by the Parties for products or services.

NOTE: A purchase that is required because of an emergency situation is treated differently from the above procedure. CPA will inform the vendor if it is acquiring the goods and services pursuant to an emergency situation by providing a written notice to the supplier signed by the Executive Director of the CPA.