

BARBADOS WATER AUTHORITY

**Pine Commercial Estate
The Pine
St. Michael**



SUPPLIER GUIDELINES

Objective

These guidelines outline the procedures and policies that shall govern the relationship between the Barbados Water Authority and its suppliers. All suppliers must comply with the stated requirements of these guidelines.

Supplier Information Needed

- Name and address of supplier
- Contact Information - telephone, fax, email, name of sales contact
- Description of product or services being offered
- Brief description of the company
- Years of experience in the field
- Certificate of incorporation
- Copy of VAT Certificate
- Names and addresses of all company directors
- Disclosure of any business ties that are or could be related to the outcome of the provision of material/service
- A list of at least (3) customers that have received similar products/materials, who can be contacted as references

Payment Terms

- The name of the company must be clearly stated on all correspondence
- All invoices, delivery orders, credit notes must reference a purchase order number
- Correspondence/invoices not bearing a BWA purchase order number will not be honoured
- To ensure there is no delay in paying, any inconsistencies should be corrected before the goods/services are delivered
- Invoices sent via the mail should be addressed to the Accounts Department. When the goods are delivered to one of the storerooms with an invoice, then the storekeeper will receive the invoice

Purchase Order Requirements

- All orders placed for goods or services must be done with a valid BWA purchase order
- Vendors/suppliers must be in possession of a valid BWA purchase order
- Goods must be delivered to one of BWA's warehouses unless instructed otherwise by the Procurement Manager
- Goods must be delivered between 8:00am and 3:00pm Monday to Friday. After hour deliveries must be coordinated with the Storekeeper at each location
- All correspondence/invoices must reference a purchase order number
- Purchasing Department must be notified by the supplier of any changes in its personnel and telephone or fax numbers
- The supplier must adhere to all purchase order terms and conditions. No deviations will be allowed on the items/services to be provided unless agreed in writing or a revised purchase order is issued
- All goods/services must be supplied to the satisfaction of the BWA
- Payment terms must be clearly stated on all proposals/quotations, e.g. 30 days credit or advance payment
- If a percentage is to be paid in advance - percentage amount should be clearly stated in the proposal/quotation
- Mobilisation fee - amount must be stated in the proposal/quotation
- The supplier/vendor shall not sub-contract any work awarded by the BWA without prior written approval by the BWA
- Offering of gifts with the expectation of gain is prohibited and will disqualify a vendor/supplier

Contact Numbers:

Purchasing Department:

- Procurement Manager, Clyve Sealy at clyve.sealy@bwa.bb, or Winston Roach, Purchasing Officer at winston.roach@bwa.bb, telephone no. 246-434-4200, fax no. 246-228-0155, the Purchasing Department at email address: purchasing@bwa.bb,

Accounts Payable - Telephone no. 246-434-4200, fax no. 246-228-0155, email address: accounts@bwa.bb

Financial Controller: Lorna Mascoll, Financial Controller at telephone no. 246-434-4200, fax no. 246-228-0155, or via email at lorna.mascoll@bwa.bb,