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REGULATION NUMBER 7

Approved: Pedro R. Vázquez
Secretary of State

"DELEGATE BUYERS REGULATIONS"

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This Regulation is amended in Article 7, Section 2, Article 11, Section 2, Article 20, Article 21, Section 1 and 1-b, Article 27, Section 1 and 2, Article 32, Article 33, Article 35, Section 3, Article 42, Section 7 and 8, Article 43, Section 5 and Article 44, Section 1-a and 9.

Article 7, Section 2-Abbreviations and Definitions

(13) Order- Written document submitted by the Administration or the Purchaser, requiring the contractor to deliver, to close, to grant a service or to construct an utility or project by virtue of a previous contract.

Article 11, Section 2-Who Is

The Subdelegate Buyer is that person occupying a position in an Agency in which a Delegate Buyer has been appointed, whom in addition to the Delegate Buyer of the Agency, the Administrator has authorized to effect purchases, due to the needs of the Agency.

Article 20- Duration

The appointment as Buyer shall be in effect for not more than two (2) years.

Article 21, Section 1- Amount

Buyers are authorized to issue orders up to four thousands (\$4,000.00) dollars. Nevertheless, the agency heads may diminish at their discretion the amount of each Buyer in his agency. If this is done,

it must be notified immediately to the Administration.

Article 21, Section 1-b- Limitation

The up to four thousand (\$4,000.00) dollars authorization shall be understood to apply to each Purchase per program. This shall not be use to get or acquire a good or service exceeding this amount.

Article 27- Sections 1 and 2- Supervision

1. Delegate Buyer is obligated to supervise Subdelegate Buyers in his agency and shall answer for their work to the agency head.
2. In those agencies in which Subdelegate Buyers are placed in geographic regions physically separated from the central office of the agency, the Subdelegate Buyers must supervise and ensure the adequate processal of purchases in his region.

Article 32-Funds Verification

When issuing any purchase order, it shall be the responsibility of every Buyer, to verify that sufficient funds are obligated for such a purpose, these will be not necessary when funds obligated are sufficient.

Article 33-Purchase Orders Distribution

When issuing a purchase order the Buyer shall have to immediately distribute copies of such order in the amount stipulated in the instructions in the form, to the following:

1. Official Receiver of his agency
2. Property Custodian:
 - a) If the order was for equipment acquisition
3. Delegate Buyer:
 - a) If the order was issued by Subdelegate Buyer

4. Finance Director of his agency, and
5. Treasury Department

Exception: The copy to be sent to the corresponding Administrative Area with the monthly report.

Article 35, Section 3- Content

The Buyer's Monthly Report shall contain the following information, including copy number five (5) of the Purchase Orders .

- a. Date of Report and the period covered
- b. Name of Delegate Buyer
- c. Number of Delegate Buyer
- d. Name of Agency
- e. Purchase order breack down
 - 1) Number of each purchase order issued that month
 - 2) Date of each order
 - 3) Goods, workds, or service object of each order
 - 4) Total amount of each order
 - 5) Total number of orders issued that month
 - 6) Total amount for the month
- f. In those agencies in which the Delegate Buyer has to supervise Subdelegate Buyers:
 - 1) The original copy of the Monthly Report of each Subdelegate Buyers
 - 2) His Certification of verification and approval of said Report.

Article 42-Procedure Up to Five Hundred (\$500.00) Dollars

"If a request for goods or services is involved and the amount at issue fluctuates within one (0.01¢) cent and

five hundred (\$500.00) dollars, the following procedure shall be complied with:"

Article 42, Section 6.h.2) (a)

- a) Informal bid may not be awarded if the lowest bid or the best exceeded five hundred (\$500.00) dollars, in which case, he will have to carry out the corresponding procedure.

Article 42, Section 7-Notification

- a. To all Bidders

The Buyer will notify by telephone the Award to the successful bidder.

Article 42, Section 8-Contract

The contract shall consist of the following documents:

- a. The original requisition approved by the Buyer
- b. Summary of proposals and Award
- c. Copy of the purchase order that will constitute the formal document in the contractual obligation.

Article 43-Procedure Up to Two Thousand (\$2,000.00) Dollars

"When requesting price and conditions for goods or services whose amount fluctuates between five hundred (\$500.01) dollars and one cent and two thousand (\$2,000.00) dollars, the procedure stated below shall be followed":

Article 43, Section 5-Proposal

Bidders shall make their proposal simultaneously upon request or subsequently by telephone within the time established by the Buyer, which will be the same for all. The bidder interested in having his bid considered for Award, shall have to confirm it within the terms set by the Buyer.

Article 44, Section 1-a-Original Requisition

"a. An exact specification or description of the need, except in those cases expressly stipulated in these Regulation."

Article 44, Section 9-Notification of Award

"The Buyer at his discretion, shall inform verbally whom the informal bid has been awarded; but irrelevant of whether he informs this or not, within twenty-four (24) hours, utilizing the form provided by the Administration, he shall notify all the Bidders submitting bids about the final award and the reasons for the rejection of the unsuccessful bids."

EFFECTIVENESS

These regulations shall enter into effect thirty (30) days after their presentation at the Department of State of the Commonwealth of Puerto Rico, according to the provisions of Public Law No.112 of June 30, 1957, as amended; better known as the "Regulations Act of 1958".

Approved in San Juan, Puerto Rico, on the 30th day of Nov. of 1979.



LEOPOLDO MERCADO SANTINI
ADMINISTRATOR