



project funded by the European Union

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an African-European partnership
for vocational training



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pour la formation professionnelle

Procurement

Delft, 13.12.2019

Programme mis en œuvre par

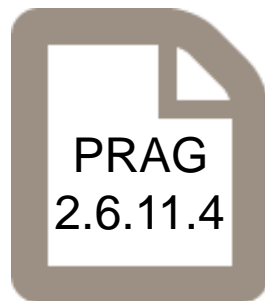




Awarding principles to be respected



Transparency
Equal treatment
Proportionality
Non Discrimination



Procedures - overview

<p>SERVICE CONTRACTS</p>	<p>≥ EUR 300 000 - International restricted or open tender procedure</p>	<p>< EUR 300 000 - Simplified procedure</p>		<p>≤ € 20 000</p>
<p>SUPPLY CONTRACTS</p>	<p>≥ EUR 300 000 - International restricted or open tender procedure</p>	<p>< € 300 000 but ≥ € 100 000 - Local open tender procedure</p>	<p>< € 100 000 but > € 20 000 - Simplified procedure</p>	<p>Single tender A payment may be made against invoice without prior acceptance of a tender if the expenditure is ≤ 2 500€</p>
<p>WORKS CONTRACTS</p>	<p>≥ € 5 000 000 - International open tender procedure or - International restricted tender procedure</p>	<p>< € 5 000 000 but ≥ € 300 000 Local open tender procedure</p>	<p>< € 300 000 but > € 20 000 - Simplified procedure</p>	<p>≤ 2 500€</p>

Slicing prohibited!



Artificially splitting
related activities
into smaller sizes



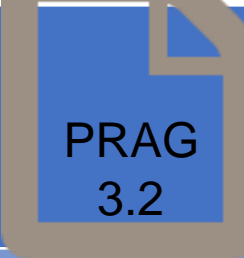
Services

Definition

Contract between a service provider and the Contracting Authority for the provision of services such as technical assistance or studies



Types of Contracts



Global Price	Fee-based
Specifies an outcome	Specifies the means
Final Product	Tasks performed Payment linked to services actually provided
E.g. Study, audits, training, Conferences	E.g. Technical assistance, Supervision

Less than 2500€



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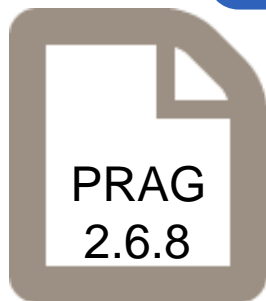
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The Contracting Authority
may simply pay against
invoices without prior
acceptance of a tender

Procedures: Single offer

When the contract does
not exceed EUR 20 000





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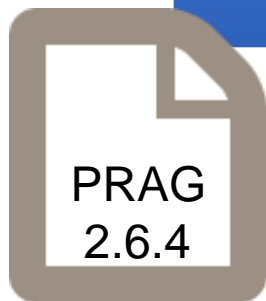
Market notice
Invitation letter
Instructions to tenderers
Terms of reference
Project contract and annexes
Administrative compliance grid
Evaluation grid
Offer submission form

Annexes: PRAG 3.7.



Procedures: Simplified – less than 300,000 euro

The contracting authority invites at least 3 candidates of its choice to submit tenders





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SERVICES

Simplified procedure

If, having consulted the tenderers, the contracting authority receives only one tender that is administratively and technically valid, the contract may be awarded provided that the award criteria are met.

B8o	Simplified tender dossier (for the simplified procedure and for the single tender procedure)	b8o_simplified_en.zip
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The contract notice is not published, but it is included in the tender dossier as it contains important information for those service providers that are invited to tender, notably the selection criteria.

Evaluation Grid



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The objective is
to give quality!

More impact given to
"organisation and
methodology"



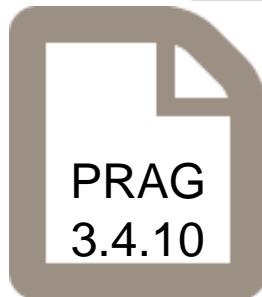
Tender Opening Session



Double Envelope System



Envelope sealed
Deadline respected



Tender Opening Report

Only accepted offers go on to next phase

Conclusion and award



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For each tender
weighted technical
score
+
weighted financial
score
= overall score

BEST QUALITY PRICE RATIO WINS!

Contract Award

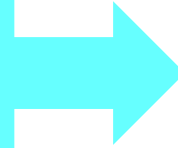


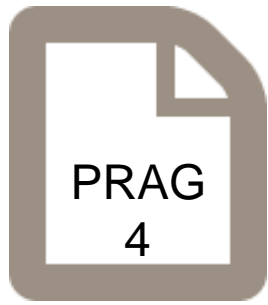
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Best price
quality ratio





Supplies

Definition

Contract between
a supplier and the
Contracting
Authority for the
purchase, leasing,
rental or hire
purchase of
products



Delivery conditions



Delivered At Place

Delivered Duty Paid

Less than 2500€



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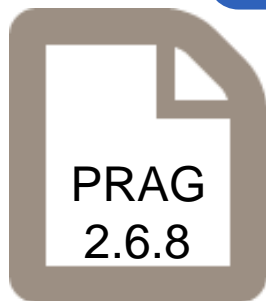
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The Contracting Authority
may simply pay against
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Procedures: Single offer

When the contract does
not exceed EUR 20 000





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Supply

- When the contract does
- not exceed EUR 20 000

A negotiation report (Annex A10b for single tender procedures) must be produced, explaining how participant(s) in the negotiations were chosen, how they met the selection criteria, how the price was set, and the grounds for the award decision [2.6.8. du PRAG](#)

The negotiation steps shown in the negotiation report template must be followed. Eligibility rules (nationality as well as exclusion situations mentioned in sections [2.3.1.](#) and [2.3.2.](#)) and selection criteria must be duly complied with. Documentary evidence for exclusion criteria and selection criteria should be submitted as referred to in sections [2.6.10.1.3.](#) and [2.6.11.](#), respectively.

 Annex A10b :

A10b

Negotiation report for single tenders

[a10b_singletenderreport_en.docx](#)

Tender Dossier



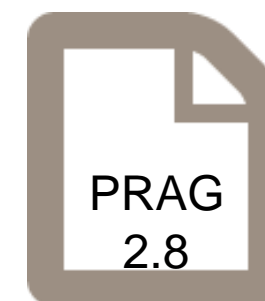
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INCLUDES

Contract notice
Invitation letter
List of invited tenderers
Instructions to Tenderers
Technical Specifications
Draft Contract & annexes
Administrative Compliance Grid
Evaluation Grid
Tender Submission Form



Technical specifications

Allowing equal access

No brand names

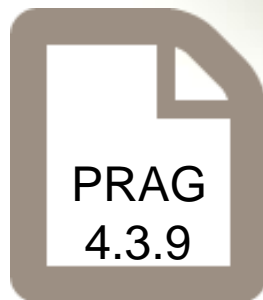
References to standards





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Technical Evaluation



ONLY Yes/No

Check if offers
comply with
technical
specifications

Only technically compliant offers go on to next phase!

Contract Award



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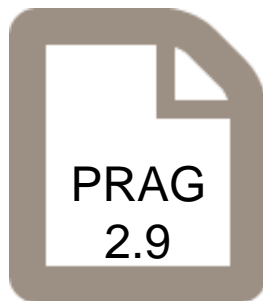




Evaluation committee – set up



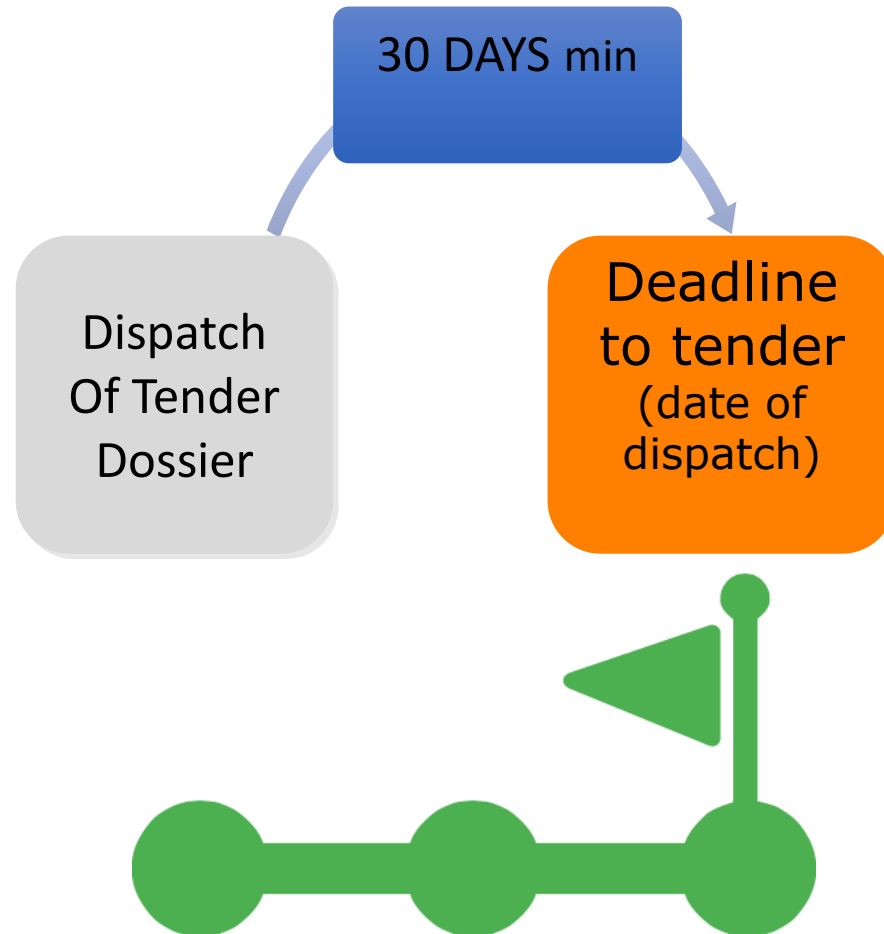
Always have
substitutes



- ✓ Odd number of voting members
- ✓ Declaration of impartiality and confidentiality
- ✓ Observers



Evaluation – Main steps

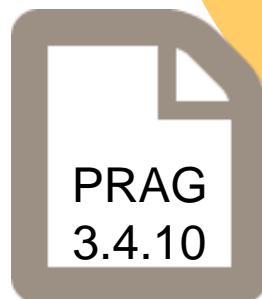


- Tender opening session
- Administrative compliance
- Technical evaluation
- Financial evaluation
- Conclusion



Administrative Compliance

Documentary
evidence for
exclusion AND
selection criteria



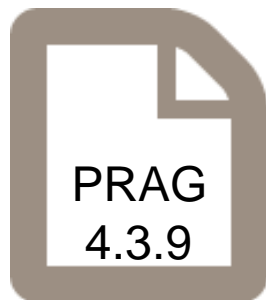
Only compliant offers go on to next phase

Tender Opening Session



ONE Envelope System

Public



Only accepted offers go on to next phase

Administrative Compliance

Fill in
Administrative
Compliance Grid

May request
clarifications



Only compliant offers go on to next phase

Conclusion of the Evaluation Committee



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Award to the tenderer

Eligible

Within the max.
budget available

Meets the minimum
technical
requirements

