

➤ Procurement Procedures

Solicitation procedures for the procurement of goods, services and works

The UNU procures goods and services through competitive solicitations. Three standard types of Solicitation Documents, namely Request for Quotation (RFQ), Invitation to Bid (ITB) and Request for Proposal (RFP) is used. The selection of the type of procurement takes into account prudent commercial practices and considers the use of a competitive selection process appropriate within the particular industry for the goods, services or works being sought.

Request for Quotation (RFQ) - shall be used for the procurement of goods, services or works with standard and clear specifications and a total estimated value above US\$4,000 and up to US\$40,000. This is the most flexible and least formal method that is applied for procuring goods services and/or works with standard specifications and products which are readily available on the market.

Invitation to Bid (ITB) shall be used for the procurement of goods with standard and clear specifications and a total estimated value in excess of US\$ 40,000. In these cases, the Contract shall be awarded to the “qualified bidder whose bid substantially conforms to the requirements set forth in the Solicitation Documents and is evaluated to be the one with the lowest cost to the United Nations”.

Request for Proposals (RFP) shall be used for procurement of goods, services or works that cannot be quantitatively or qualitatively expressed in sufficient detail to allow for use of an ITB, such as professional or other complex goods, services or works. Contracts are awarded “to the qualified proposer whose proposal, all factors considered, is the most responsive to the requirements set forth in the Solicitation Documents”. In other words, the award is not necessarily based on the lowest cost. The evaluation of the Proposals received from Vendors participating in the Solicitation shall be based on the criteria set forth in the Solicitation Documents.

The following are some practical tips for preparing and submitting solicitation documents:

- Always respond when invited to submit an offer, even if you should not be in a position to participate.
- Study tender documents carefully, ask for clarification if there is any uncertainty
- Ensure that your offer meets ALL requirements, including quality certificates, financial statements, catalogues, submission forms etc., in requested format and language.
- If you wish you may submit an alternative proposal, in addition to the requested proposal, as long as this is accompanied by a brief explanation.
- Meet the submission deadline.
- Attend public bid openings when invited.