

➤ Procurement Procedures

Solicitation procedures for the procurement of goods, services and works

The UNU procures goods and services through competitive solicitations. The following

The types of solicitation practiced by the UNU are as follows, although the dollar values may vary from one organization to another:

- **Expression of Interest (EOI)**
EOI are written communications by a supplier to provide information about its products, resources, qualifications and experience, in response to a particular opportunity.
- **Request for Quotation (RFQ)**
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. RFQ's call for a written quotation and applies to contracts exceeding the range \$2,500 but less than \$20,000.
- **Invitation to Bid (ITB)**
An ITB is a formal solicitation, normally used whenever the entity is not required to propose technical approaches to a project activity, or to offer management or supervision of an activity. ITBs are used when the entity is to provide its cost requirements to meet precise specifications sought from the UNU (e.g. procurement of goods). It may also apply to work contracts and services that can be expressed quantitatively and qualitatively. ITB applies to contracts exceeding \$20,000, the lowest price, compliancy and technical competency are determining factor to win the contract.
- **Request for Proposal (RFP)**
A RFP is a formal solicitation, normally used when the inputs and/or outputs cannot be quantitatively and qualitatively expressed at the time the invitation is made, as for example consulting or similar services are sought. A RFP may also be used for purchase of complex goods when you are not sure of the functional specifications and wish to seek proposals. RFP applies to contracts exceeding \$20,000.00, requirements can be met in various ways and the overall best solution wins the contract, not necessarily the lowest price.

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.