

UNDP BSTIP PMO

Document	Properties
Title:	Standard Operating Procedures on Procurement
Document Language:	English
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Applicability:	All Procurement managed by UNDP PMO BSTIP PMO

1. Applicability

Current Standard Operating Procedures (hereinafter SOP) on procurement applies to all procurement operations conducted by UNDP BSTIP PMO in the framework DEX Projects. Administration Unit will periodically revise and issue the most recent version of SOP in UNDP BSTIP PMO.

2. Governing Frameworks and Delegation of Procurement Authority

The Governing Framework for this SOP is:

- (i) UNDP Financial Rules and Regulations and
- (ii) UNDP CAP User Guide.

SOP will be complimentary to the provisions stipulated in the CAP User Guide by introducing additional operating procedures and formal requirements, as well as clarifying roles and responsibilities.

Issues not addressed by this SOP are governed by the CAP User Guide.

Administration Unit is delegated to be responsible for all procurement processes conducted by UNDP BSTIP PMO with estimated contract amount of 2,500 USD and more but less than 30,00 USD.

According to the ICF, three of the Atlas roles – project manager, approving manager, and operations manager – also exercise an authority for UNDP expenditure transactions. The requirement for these three authorities is considered especially important from an internal control perspective.

An overview of the three authorities consist as follows.

- ⌚ The first authority is the person with primary responsibility for managing the resources being spent. This person is referred to as the “project manager”. The project manager approves requisitions (for PO transactions) and requests for nonPO payments (for nonPO transactions).
- ⌚ The second authority, referred to in this document as the “approving manager”, approves POs (for PO transactions) and nonPO payment vouchers (for nonPO transactions).
- ⌚ The third authority, referred to as the “operations manager”, approves the pending disbursements. One person may exercise up to two (but not all three) of the authorities on any one transaction.

3. Procurement Planning

Procurement planning is essential for the timely solicitation of quotations, bids or proposals; cost efficiency; award of contracts; and delivery of inputs. Procurement planning entails more than the selection of a procurement method for various goods and services and the timing of procurement activities but combines the legal and institutional frameworks in which procurement must be carried out.

UNDP BSTIP PMO shall prepare procurement plans for each year. Procurement plans are presented to the Programme Manager within 20 working days after the AWP is signed. The template for procurement plan is presented in *Annex 1*. Changes in the Procurement plan including addition of new items, subtraction of existing items, substantive changes in the delivery dates is approved by Programme Manager. In emergency situations (disasters etc.) special measures are applied according to the CAP User Guide.

4. Preparation of Procurement Documents

Requesting Unit (RU) is responsible for the proper drafting of unbiased and vendor-neutral Technical Specifications, ToRs or Bills of Quantity, in consultation with IT unit for EDP equipment and IT related services. RU is required to consult suitably qualified expertise if needed. Administration Unit clears/revises the procurement documents within maximum 4 working days. Technical specifications for EDP equipment and TORs for IT related services are reviewed and approved by IT Unit as a part of AU review process.

AU verifies that the proposed procurement action is in agreement with that indicated in the approved Procurement Plan. AU also checks that proposed deadlines for all relevant steps in the procurement process are reasonable and realistic in view of the requirements of each procurement action, depending on its nature, quantities and complexity.

5. Advertising and Issue of Procurement Documents

The AU is responsible for the distribution of procurement documents to vendors which (i) listed on rosters for the type of goods, services, works in question or (ii) when advertisement is required, respond to the advertisements or (iii) have been short-listed after evaluation of applications presented in response to requests for expressions of interest to participate in the competition for consulting services contracts. Solicitation documents (RFQ, RFP) cleared by AU are sent to all pre-qualified/short listed vendors in UNDP roster for specific tasks.

AU prepares Letter of Invitation (template is presented in *ANNEX III*) in English and/or Greek and places it in at least **1 official newspaper** for all RfPs as well as those RFQs identified in the below table.

Method	Steps	Advertising in newspapers	Posting in UNDP Website	Roster/prequalification list
RFQ		1. With an estimated cost of goods more than 100,000 USD 2. Non standard goods/services 3. In cases, where solicitation through the website and roster has not yielded at least three responsive offers	YES	YES
RFP		1. With an estimated cost of goods more than 100,000 USD 2. Non standard goods/services 3. In cases, where solicitation through the website and	YES	YES

		roster has not yielded at least three responsive offers		
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International advertisement is made for all cases identified in the CAP User Guide.

Upon preparation of the CAP minutes, the AU prepares the contract in two copies; one of them is filed in UNDP BSTIP PMO and the other is given to the vendor.

7. Handling Requests for Clarifications

Organization of pre-bid or pre-proposal conferences is encouraged, especially for large and complicated (non-standard) contracts. The procurement documents also offer opportunities for participants to request clarifications. All written requests for clarifications must be answered promptly and in writing. The AU shall prepare responses and distribute to all registered bidders. The response shall be distributed in written form to all participants on record and without disclosing the identity of the source of inquiry.

8. Evaluations

Evaluation of quotations, bids or proposals received will be made by the Evaluation Committee and responsible for procurement process. Relevant Project Manager, one programme staff and one staff from Administration shall participate and contribute to the evaluation process. AU shall convene Evaluation Committee meeting within 5 working days after the receipt/opening of the offers. The Evaluation Committee should be composed of 3-5 persons, amongst which at least one should be expert in the field. AU will prepare the minutes of the evaluation reports within 5 working days after the evaluation committee meeting. The report will indicate the background of the process, procurement method and evaluation criteria used and the winner identified and recommended to be contracted. Decisions will be made by consensus. Whenever a consensus is not reached, the reasons for diverging opinions will be documented and the Evaluation Report presented to the Programme Manager for decision making. Model Evaluation Committee Report is presented in *Annex IV*.

If UNDP CAP User Guide so requires¹, the results of the evaluation, and the entire procurement process will be reviewed by UNDP BRC CAP Committee. Waivers from competitive procurement for items estimated at more than 2,500 USD will also require CAP review and the BRC OM's approval. CAP Secretary will prepare CAP minutes within 3 working days and submit all documents to OM for approval. Weekly CAP meetings will be convened on a regular basis, in a specified date and time as established in the CAP calendar. CAP chairperson may invite more frequent meetings if needed.

ACP review and endorsement will be sought for cases² identified in the CAP User Guide.

9. Contracting

Based on the Evaluation Committee recommendations (and upon the Programme Manager's approval), a contract will be prepared by the AU. Atlas POs will be raised by AU for all procurements with contract price of more than USD 2,500. Contract, PO preparation and approval time will not exceed 5 (five) working days.

10. Management of Contracts

Two original contracts are signed, one for UNDP and one for vendor. UNDP original contract is filed in the AU. AU will monitor the contract implementation process and arrange supervision of works/services/goods delivery either by its own Projects staff or outsourced expertise.

11. Receipt of Goods, Works and Services

The AU will receive goods and services contracted under RFQ procedures.

AU will be responsible for qualitative and quantitative acceptance and will confirm the matching of deliverables to the contract requirements and conditions. If needed, IT unit can provide technical support for accepting IT related goods/services.

¹ Whenever contract price is more than 30,000 USD

² All contracts more than 100,000 USD

Receipt in Atlas will be created by AU, whenever Atlas access rights are granted.

12. Assets Management

Goods received which are qualified as assets in CAP User Guide, will be inventoried by AU and managed by Asset Focal Point in accordance with the provisions of CAP User Guide.

RADT forms should be filled out when an asset is disposed/written off.

Definitions

ACP – Advisory Committee on Procurement

AWP – Annual Work Plan

CAP – Contracts, Assets and Procurement

CPO – Chief Procurement Officer

DEX – Direct Execution

EDP – Electronic Data Processing

EOI – Expression of Interest

ITB – Invitation to Bid

LOI – Letter of Invitation

NEX – National Execution

OMS – Office Management System

PA – Procurement Associate

PO – Purchase order

AU – Administration Unit

RFP – Request for Proposals

RFQ – Request for Quotations

RPR – Request for Procurement

RR – Resident Representative

RU – Requesting Unit

TOR – Terms of Reference

LIST OF ANNEXES

Annex I	Procurement Plan – PP
Annex II	Request for Procurement - RPR
Annex III	Letter of Invitation - LOI
Annex IV	Evaluation Committee Report - ECR
Annex V	Acceptance Act

Annex VI	Revised form of ITB for Contract of works
Annex VII	Sample of tech. Evaluation for Contract of works