

# COMPETITIVE BIDDING THRESHOLDS & SOLICITATION METHODS

Bidding threshold (in US\$)	Solicitation method	Adjudication report justifying the proposed selection of the supplier	Submission to CRC
≤ 5,000	<b>Goods and Services</b>	<b>Goods and Services</b>	<b>Goods &amp; Services</b>
	<p><b>Low-value procurement</b> - All requirements for goods or services evaluated on pass and fail methodology</p> <p>Used for procuring readily available, off-the-shelf or standard specification goods or services up to or equal to US\$5,000</p> <p>Seek three offers; if not possible despite the best efforts, provide valid justification in writing</p>	<p>No adjudication report is required. However, justification by means of any written document e.g. a summarized page or even email providing reasons for selection of award should be attached to the Low value PO in the system.</p>	<p>Submission to the CRC is <u>not</u> required</p>
> 5,000 to ≤ 50,000	<b>Goods and Services</b>	<b>Goods and Services</b>	<b>Goods &amp; Services</b>
	<p><b>Request for Quotation (RFQ)</b> - All requirements for goods or services that are clear and specific; evaluated on pass and fail methodology</p> <p>An RFQ should generate a minimum of three offers. If it is not possible to obtain at least three (3) offers despite best efforts, a written explanation of the reasons must be noted in the Adjudication Report</p> <p><b>Note:</b> For services with the value above US\$5,000 and up to or equal to US\$50,000; Procurement Initiators have the options to solicit such requirements through Request for Quotation for simple straight forward needs that can be evaluated on pass and fail basis. However, if the procurement case is considered complex although within such a low threshold, the Procurement Initiators and / Procurement Experts may solicit the requirement through a simplified Request for Proposal using the appropriate template.</p>	<p>An adjudication report stating the reasons for the selection is mandatory and should be attached in the ERP system. A costing should be included as part of the submission.</p> <p><b>In case of procurement for emergencies an adjudication report is not required up to 50,000 USD.</b></p>	<p>Submission to the CRC is <u>not</u> required</p>
> 50,000 to ≤ 300,000	<b>Goods</b>	<b>Goods</b>	<b>Goods &amp; Services</b>
	<p><b>Invitation to Bid (ITB)</b> - All requirements for goods or services that are clear and specific evaluated on pass and fail methodology</p> <p>Bids from at least three suppliers must be sought in writing. However, open competition via UNGM whenever possible is strongly encouraged.</p> <p>One envelope (joint financial and technical)</p>	<p>An adjudication report stating the reasons for the selection is <b>mandatory</b></p> <p>Commercial evaluation of vendors should be included in the Adjudication Report submission, including the winning bid,</p> <p><b>In case of procurement for emergencies (Goods and Services) an Emergency Adjudication Report is required</b></p>	<p>CRC / RCRC review is <b>not mandatory</b> for competitive bidding for cases up to or equal to USD 300,000</p> <p>If no competitive bidding process was conducted, a <b>waiver must be requested</b> from the HQ or Regional CRC or by the DAF, who will report this to the Regional CRC.</p>
	<b>Services</b>	<b>Services</b>	
	<p><b>Request for Proposal (RFP)</b> - Requirements for goods or services that are complex and can be met in a variety of ways -evaluated on cumulative / weighted analysis</p> <p>Proposals from at least three suppliers must be sought in writing. However, open competition, whenever possible, via UNGM is strongly encouraged. Two envelopes (separate financial and technical)</p> <p><b>Note:</b> For services with a value exceeding US\$50,000, Procurement Initiators have the option to solicit such requirements through Invitation to Bid for direct or straightforward cases (e.g. for simple services such as printing services, simple conference services, local transportation services, and the like). However, if the case is considered complex, Procurement Initiators and / Procurement Experts may solicit the requirement through a Request for Proposal using the appropriate template.</p>	<p>An adjudication report stating the reasons and justification for the selection is <b>mandatory</b>.</p> <p>Commercial evaluation and Cumulative Analysis (Best Value for Money, BVM Analysis) should be included in the submission.</p> <p>The recommended supplier(s)' proposal should be included as part of the submission.</p> <p><b>In case of procurement for emergencies (Goods and Services) an Emergency Adjudication Report is required</b></p>	<p><b>In the case of procurement for emergencies, it is not required to consult the CRC prior to raising the contract. However, the CRC must be informed post facto, in form of consolidated report on a quarterly basis (see <a href="#">XVII.8.1 Emergency Procurement (Goods and Services)</a>)</b></p>
> 300,000	<b>Goods</b>	<b>Goods</b>	<b>Goods &amp; Services</b>
	<p><b>Invitation to Bid (ITB)</b> - All requirements for goods or services that are clear and specific</p> <p>Open competitive bidding (with sealed bids) is <b>mandatory</b> and should be issued competitively in UNGM using the e-tendering system.</p> <p><u>Mandatory tender process is managed by a Major Office Procurement Expert.</u></p>	<p>An adjudication report stating the reasons and justification for the selection is <b>mandatory</b>.</p> <p>Commercial evaluation of vendors should be included in the Adjudication Report submission, including the winning bid</p> <p><b>In case of procurement for emergencies (Goods and Services) an Emergency Adjudication Report is required</b></p>	<p>For cases of USD 300,000 and above, CRC/ RCRC review is <b>mandatory</b></p> <p>If no competitive bidding process was conducted, a <b>waiver must be requested</b> from the HQ or Regional CRC or by the DAF, who will report this to the Regional CRC.</p>
	<b>Services</b>	<b>Services</b>	
	<p><b>Request for Proposal (RFP)</b> Requirements for goods or services that are complex and can be met in a variety of ways. Evaluated on cumulative / weighted analysis.</p> <p>Open competitive bidding (with sealed bids) is <b>mandatory</b> and should be issued competitively in UNGM using the e-tendering system.</p> <p>The technical and financial proposals will be received in different envelopes via the e-tendering system.</p> <p><u>Mandatory tender process is managed by a Major Office Procurement Expert</u></p>	<p>An adjudication report stating the justification for the selection is mandatory.</p> <p>Commercial evaluation and Cumulative Analysis (Best Value for Money, BVM Analysis) should be included in the submission</p> <p>The recommended supplier(s)' proposal should be included as part of the submission.</p> <p><b>In case of procurement for emergencies (Goods and Services) an Emergency Adjudication Report is required above 50,000 USD</b></p>	<p><b>In case of emergency procurement, no submission to the CRC/ RCRC prior to contracting is necessary, but all ex-post facto cases must be reported to the CRC/ RCRC on a quarterly basis <a href="#">XVII.8.1 Emergency Procurement (Goods and Services)</a> .</b></p>