

PRT.SOP.VI.053

Goods Request for Price Estimate *OSS/CPS*

OSS Standard Operating Procedure
Target Audience: All Staff

DISCLAIMER

Standard Operating Procedures (SOPs) provide a step-by-step guide for staff directly involved in the processing of administrative actions to support and facilitate the implementation of WHO policies and procedures. The SOPs are for guidance only; they are neither authoritative nor binding. The SOPs reflect the policies and procedures of WHO at the time of writing; however, policies and procedures change from time-to-time. In the case of a conflict between the SOPs and the WHO eManual provisions, the WHO eManual provisions take precedence.

1. INTRODUCTION

1.1. Overview/Description

This Standard Operating Procedure describes activities performed during the processing of Requests for Price Estimate (RPE) Lines. The process starts when a RPE line is submitted from a Goods Registration, or a specific rejected RPE line is re-submitted. The process is completed when the RPE line is priced or rejected.

1.2. General Guidance / Business Rules

Technical units and programs should assess and plan their procurement needs.

The RPE helps to prepare for a successful Requisition for Goods. The Procurement Requester should describe the procurement need and specifications as accurately as possible. The Procurement Specialist, in accordance with WHO procurement rules, surveys the market and populates the RPE with the necessary information (e.g. appropriate supplier, description, price, lead time and any other additional information). Based on above, the Procurement Requestor may convert the Priced RPE line into a Goods requisition line and submit for approval in GSM. The use of the RPE, although not mandatory, is encouraged whenever the Procurement Requester cannot not find a product matching his needs in the WHO online catalogues. The RPE does not trigger any financial commitment.

1.3. Reference Material

1.3.1. WHO eManual

- VI.2.1 General
- VI.2.2 Procurement of goods

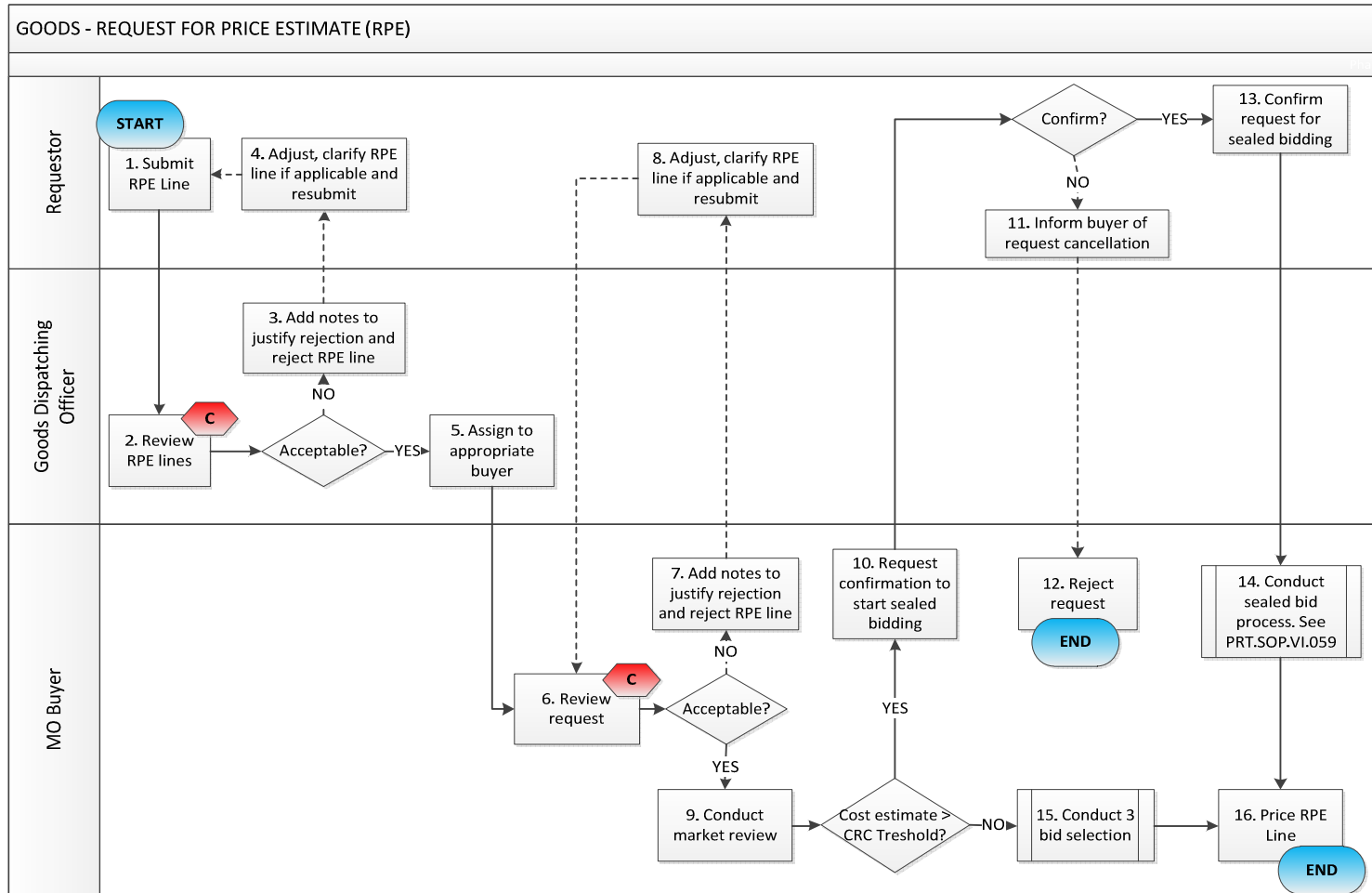
1.3.2. UPKs

- Procurement>Procurement Requests for Goods and Services > Request for Price Estimate (Goods Only)
- 3.180 Raise a request for Price Estimate (RPE)
- 3.181 Allocate RPEs to the appropriate specialist
- 3.182 Respond to a Request for Price Estimate (RPE)

1.3.3. Related SOPs

- PRT.SOP.IV.051 Goods Requisition
- PRT.SOP.IV.052 Goods Emergency Procurement
- PRT.SOP.IV.054 Adjudication Report Preparation for Goods

2. PROCESS FLOW



3. PROCESS STEPS

Step	Control (C)	Type	Process	Role / Responsibility
1		GSM	<p>Submit RPE line(s) On Submission, RPE lines are assigned to the Major Office Goods Dispatching Officer inbox. The Requestor should indicate clear specifications or other contextual information allowing the identification of the product and potential vendors</p>	Requestor
2	C	GSM	<p>Reviews the RPE lines for validity.</p>	MO Goods Dispatching Officer
3		GSM	<p>If RPE line is not acceptable, rejects RPE lines upon adding notes to justify rejection. <u>Reasons for RPE rejection may include, but are not limited to:</u></p> <ul style="list-style-type: none"> a) The goods are available in the catalogue. RPE should not be re-submitted by requestor b) The description is not specific and precise enough nor is the contextual description c) Another equivalent RPE is already available. (rf emanual VI.1.3 80, (...)tenders from at least three prospective providers are sought by formal invitation to bid unless (...)there are valid price lists, Long-term Agreements or quotations confirmed with the supplier within the previous twelve months (...)) 	MO Goods Dispatching Officer
4		GSM	<p>Adjusts / corrects RPE Lines and resubmits RPE Line.</p> <p>Based on the notes in the field "Buyer Comments" the requestor:</p> <ul style="list-style-type: none"> a) clarifies the necessary information and resubmits (rf 3.c) b) does not re-submit and keeps the RPE line with status rejected in the registration (rf 3.a and b) 	Requester

			c) creates an additional Catalogue Registration line (rf 3.a)	
5			<p>Assigns request to appropriate buyer.</p> <p>If RPE line is acceptable and:</p> <ul style="list-style-type: none"> • Can be processed locally, assigns to a local buyer (from same MO). • Should be processed in another Major Office, assigns to the relevant MO Goods Dispatching Officer. Dispatcher adds explanatory notes to justify the re-assignment. 	MO Goods Dispatching Officer
6	C	GSM	Major Office Buyer reviews RPE Lines.	Buyer
7		GSM	<p>If RPE line is not acceptable, rejects RPE lines upon adding notes to justify rejection.</p> <p>See process step 3 for possible rejection reasons.</p>	Other MO Dispatcher
8		GSM	<p>Adjusts / corrects RPE Lines and resubmits RPE Line.</p> <p>See step 4. Upon re-submission, the RPE line goes directly to the buyer who processed the line previously (does not have to go through the dispatcher again)</p>	Requester
9		Offline	If request is acceptable, conducts market review.	MO Buyer
10		Offline	<p>If cost estimate is equal or higher than the CRC threshold, requests confirmation from the requester. (i.e.: Milestones of the procurement plan, availability of funds.)</p> <p>The purpose of this is to avoid unnecessary workload and clarify the procurement context with the Requestor</p>	MO Buyer

11		Offline	Confirms negatively	Requester
12		GSM	Rejects RPE Line upon receipt of information.	MO Buyer
13		Offline	Confirms positively	Requester
14		Offline	Conducts sealed bid process. Refer eManual VI.1.3.130-170 and PRT.SOP.VI.059.	MO Buyer
15		Offline	<p>If cost estimate based on market survey (step 9) is below the CRC threshold, conducts 3 bids selection. (rf. eManual VI.1.3.70-120)</p> <p>Of note, the elements used for the bid selection should be kept for the Adjudication Report (AR, required for the PO drafting phase). (For Adjudication Report Preparation for Goods.PRT.SOP.VI.018).</p>	MO Buyer
16		GSM	<p>Prices the RPE line. The line is sent back to the requester.</p> <p>Notes: As a follow up, the Requester might convert the RPE line to a requisition, which will then be submitted for WP manager approval. Please refer to PRT.SOP.VI.015 Goods Requisition for details. Please refer to PRT.SOP.VI.015 Goods Requisition for details.</p>	MO Buyer

4. KEY RISKS & COMPENSATING CONTROLS

Risks	Compensating Controls	Process Step
Purchase of inadequate goods due to insufficient/wrong specifications.	Goods dispatching Officer and MO buyer insure specifications obtained from Requestor are sufficient.	2, 6
Inefficient use of Procurement resources due to lack of planning at Programs level.	Technical units and programs should assess and plan their procurement needs in a timely manner	General guideline
WHO may be limiting itself to those products which are already known to the requester and/or buyer if the RPE process for non-catalog items is not used.	This is currently not addressed as requests for price estimate (RPE) are not mandatory.	n/a