



PROCUREMENT PROCEDURES MANUAL

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1. INTRODUCTION

WEWORLD-GVC's procurement procedures regulate the process of purchasing goods, services and works necessary to implement humanitarian emergency and development projects.

The manual is broadly inspired on reference documents for the implementation of projects financed by the European Commission in the development sector as well as in that of emergencies, establishing procedures that incorporate their procedures and guidelines.

Since 2013, WEWORLD-GVC and the donors' practices faced some modifications, due to changes in legislative framework as well as improvements in internal mechanism balances and controls. This led us to update this manual, introducing some complementary information for a more efficient management of the procurement procedures.

Moreover, we decided to put beside this manual some sample of documents, templates and easy tools, in order to guide project managers and help WEWORLD-GVC staff to use documents which are at the same time as compliant as possible with the main donors rules and easy to be used. This gives all the offices a common identity, with a view to a restyling effort put in place by the Communication office.

1.1. SCOPE AND APPLICATION OF THE MANUAL

The main objectives of this manual are:

- To serve as a practical tool to ensure the compliance to the general principles of the procurement process;
- To serve as a reference and guide for all the personnel involved in the procurement process, with particular attention to the operators based abroad;
- To allow more efficient and targeted monitoring of procurement processes.

While these procedures are to be understood as references for the all projects implemented by WEWORLD-GVC, regardless of the donor, in general it will always be necessary to proceed as follows:

1. In case of projects funded by donors other than the European Commission, check for the existence of guidelines related to the specific funding agreement so as to integrate WEWORLD-GVC's procedures with those of the Donor; the guidelines have to be sent, if available, together with the project's budget and the procurement plan to the Procurement Officer.
2. It's always necessary to check if locally some laws or regulations are in place, which potentially could be at odds with WEWORLD-GVC or Donor's procedures. This legislative

conflict will have to be addressed by the Project Manager in coordination with the Procurement Officer.

3. Periodically check for updates of the regulations that may have been enacted and are currently applicable to projects in progress;

1.2. GENERAL PRINCIPLES

The general principles that inspire WEWORLD-GVC's procurement procedures are:

- Transparency in the procurement processes;
- Respect of WEWORLD-GVC's ethical principles expressed in the Code of Ethics and Conduct during the processes of assignment and performance of the contracts
- Prevention and fight against corruptive, fraudulent, collusive and coercive practices¹;
- Respect of the laws and national and international regulations;
- Proportionality between the procedures followed for the assignment of contracts and the value of those contracts;
- Equal treatment and no discrimination for all potential contractors;
- No discrimination among the various funding organizations;
- The assignment procedures shall follow the principles of ECONOMY, EFFICIENCY and the best QUALITY-PRICE ratio, so as to obtain the desired quality of the product at the best price;
- Respect of the conditions outlined in the contracts stipulated with international donors;
- Right of access to contractor for audit and other checks;
- Supporting local economy whenever it is possible, without distorting the local market, increasing prices or unduly burdening either the local natural resources or the environment;

NOTE

GVC's Management shall be promptly informed of any cases of fraudulent conduct, attempts of conspiracy and extortion.

¹ With regard to fraud and corruption issues, please refer to WeWorld-GVC Antifraud&Anticorruption Policy

1.3. ETHICAL PROCUREMENT

All procurement transactions must be conducted in a professional manner and in accordance with the highest ethical standards.

In the selection of candidates, tenderers and contractors the following criteria must be taken into account:

- The respect of working conditions of bidders and contractors' staff
- The avoidance of child labor;
- The respect of social rights;
- Zero-tolerance for sexual exploitation and sexual abuse in relation to grave professional misconduct²
- Ethical procurement and transport in order to avoid contractors involved in illegal activities.
- Environmental aspects when selecting goods and distribution methods, including, whenever it possible, a criteria to evaluate the supplier's environmental performance as well as the sustainability of the delivery products and solutions in line with EU's initiatives "GPP"

1.4. CONFLICT OF INTEREST

Impartiality and objectivity must be ensured at every stage of the procedure, from the planning to the execution of the procurement, including the subsequent audits and controls.

- Suppliers should be asked if there is a potential conflict of interest with any WEWORLD-GVC staff before any contract is placed with them, and written documentation of this should be placed on file and taken into consideration in any future procurement dealing with that supplier (Annex 6)
- In respect of any evaluation, adjudication or award of a contract, all member of evaluation committee must be required to acknowledge in writing that they have no conflict of interest with the selected supplier or contractor in by signing the declaration (Annex 26)

When confronted with a situation constituting or likely to entail a conflict of interest, every member of the staff shall inform his/her superior so that appropriate measures can be adopted to avoid such a conflict or its continuation.

² Please refer to WeWorld GVC Code of Ethics and Conduct and WeWorld GVC PSEAH Policy

2. STAGES OF THE PROCUREMENT PROCESS

The procurement process is not limited merely to the acquisition of goods, services or work, but also envisages the implementation of a definite process of planning and correct application of certain rules so as to respect the general principles described above. Moreover, a bunch of “best practices” have been put in place in some of the most delicate phases of the project, helping to monitor and collect correct information before the end of the project, as a process of clarity and transparency which is foremost useful during a financial audit. Finally this kind of approach introduces a double-check on the contracts in force and financially closed

The procurement process can be summarized in the following stages:

- 2.1 CREATION AND APPROVAL OF THE PROCUREMENT PLAN
- 2.2 SELECTION OF THE SUPPLIER / CONTRACTOR
- 2.3 PREPARATION AND SIGNATURE OF CONTRACTS
- 2.4 CONTROL AND ACCEPTANCE OF THE SERVICES REQUIRED

2.1. CREATION AND APPROVAL OF THE PROCUREMENT PLAN

At the time of drafting new project proposals, the project budget is drawn up with the relative procurement plan. The Procurement Plan³ envisages for each acquisition (over 2.000 EUR), in addition to the budget forecast, also the definition of the procurement procedures to be applied during the implementation of the project

The definition of the procurement procedures to be applied for each process shall be carried out in line with the following reference table for WEWORLD-GVC procedures.

Table 1: WEWORLD-GVC PROCUREMENT PROCEDURES

TYPE OF PROCEDURE	TYPE OF CONTRACT		
	SERVICES	SUPPLIES	WORKS
International open tender (minimum 30 days of publication)	$X \geq 200,000 \text{ €}$	$X \geq 150,000 \text{ €}$	$X \geq 3,000,000 \text{ €}$
Local open tender (minimum 21 days of publication)	$150,000 < X < 200,000 \text{ €}$	$\text{€ } 60,000 \leq X < 150.000$	$\text{€ } 300,000 \leq X < 3,000,000$
Competitive Negotiated Procedure (minimum 3 candidates)	$\text{€ } 10,000 \leq X < \text{€ } 150,000$	$\text{€ } 10,000 \leq X < 60,000$	$\text{€ } 10,000 \leq X < 300,000$
Single Offer (With request of quotation from at least 3 companies)	$2,000 \leq X < 10,000 \text{ €}$		
Single Offer	$500 < X < 2,000 \text{ €}$		

Table 1 is the reference for application of the different WEWORLD-GVC procurement procedures. Any exceptions or derogation to that table shall be discussed and authorized by the main office of WEWORLD-GVC in accordance with the procedures defined in the paragraph “Derogations”.

³ Annex 1

Different threshold are applied for contracting experts and consultants. Each procedure is further explained in chapter “Selection of consultants and experts”.

TYPE OF PROCEDURE	CONSULTANTS AND EXPERTS
<u>Open unlimited vacancy</u>	Contract over 20,000 €
<u>Open limited vacancy</u>	Budget line over 20,000 €, split in contracts not exceeding 20,000 €
<u>Single quote</u>	Contract under 20,000 €

NOTE

Different purchases in the same category of goods and budget line may not be divided artificially into multiple purchases of lesser amounts in order to apply simpler procurement procedures.

The “Procurement Plan” shall be drawn up by the Project Manager (or, in his absence, by the Country Representative or Desk Officer), who shall send it to the Procurement Officer at the main office to receive his approval⁴. The document is to be presented at the time of undertaking the action or prior to presentation to the donor if requested by it, and shall be communicated to the Desk Officer and Country Representative.

During implementation of the project, the Project Manager will update the “Procurement Plan” and send it to the main office:

- Quarterly;
- At the time of presentation of the interim and final reports.
- Everytime some important modifications involve procedures over 10.000 EUR, forcing to change the forecast procedure.
- Everytime the project budget is significantly modified

NOTE:

During the tendering stage, if all the offers received during the procurement procedure are above the maximum limit of the procedure applied (Reference to table no. 1), the procedure has to be

⁴ Responsibilities through the different stages of the process are summarized in Annex 2

cancelled and the procedure relative to the effective price segment will have to be applied.

Framework Contracts

Known also as Long-term Contracts, they are stipulated between the nonprofit organization and one or more suppliers to determine general characteristics relative to goods, services or works assignable in the sphere of a period of time that may reach up to 5 years. Detailed indications regarding the purchase will be provided case by case on the basis of more detailed “purchase orders”. This procedure, which shall be carried out in respect of the principles established in this manual will make possible to identify pre-selected suppliers. Specific contracts will be stipulated with the suppliers who signed the framework contract after having consulted all the suppliers involved in that particular framework contract.

2.2. SELECTION OF THE SUPPLIER

The Project Manager, who is responsible for application of the procurement procedures for the goods, services and works necessary to implement the project, will then have to:

1. Apply the procurement procedure approved by the main office through the “Procurement plan”
2. Prepare and archive the necessary documents and relative authorization required for every procurement procedure⁵
3. Create the evaluation groups when necessary to conform to WEWORLD-GVC standards (evaluation committee⁶)
4. Pay particular attention in applying the criteria of selection envisaged by the various donors:
 - Application of the rules of exclusion
 - Application of the rules on the nationality and origin for DEVCO projects, as per last 2014 modifications.
 - *Clearly, for projects funded by U.N. agencies or other possible institutional donors, reference shall be made to their lists of eligible countries, if any.*
 - *At this time, your attention is called to the Ethics Code, signed by all employees, prepared by WEWORLD-GVC in Italian, Spanish, French and English.*
 - Counterterrorism checks according to internal analysis, guidelines of donors and agreement(s) signed by WEWORLD-GVC and the donor(s).

Candidates or participants in tenders shall be excluded from the procurement

⁵ Annex 3

⁶ Annex 23, 24, 25, 26

procedures in one of the following cases:

- a. They are bankrupt or are winding up their business, have been placed in receivership, have settled with creditors, are subject to procedures regarding these matters or are in similar situations deriving from procedures envisaged by the laws of their country;
- b. They have been found guilty in a trials for crimes regarding professional conduct, and have received a final judgment;
- c. They have committed gravely improper professional acts proven, in any case, by WEWORLD-GVC;
- d. They have not fulfilled their obligations relative to payment of social security contributions or taxes according to the legislation in the country where their main office is located, or in Italy or in the country that is the contract beneficiary;
- e. They have been brought to trial and definitively found guilty of fraud, corruption, participation in criminal organizations or any other illegal activity;
- f. They have been declared in grave breach for failure to comply with their contractual obligations in other procurement procedures funded by WEWORLD-GVC or by the companies that fund it.

The burden of proof is on the candidate to demonstrate that it does not fall into one of the situations listed above.

WEWORLD-GVC , according to its own Risk Assessment, may abstain from requiring these declarations for contracts worth less than € 60,000.

Contracts will not be assigned to candidates who, during the procurement procedures:

- a. Are subject to conflicts of interest;
- b. Have omitted to provide the information requested by WEWORLD-GVC as a condition for participation in the procurement procedures or have furnished false information;
- c. Attempted practices of corruption, fraud, collusion or coercion to obtain their assignment.

In this case it is necessary to inform the management of WEWORLD-GVC and in accordance taking the necessary official steps to inform the donor.

WEWORLD-GVC requires that all companies which supply works/goods/services in the performance of the respective contracts respect the highest ethical standards, the fundamental social rights and working conditions of their employees, that they abstain from exploiting child labor or do not exercise any other practices of exploitation, such as limiting the employees' rights of free association, collective agreement and membership in labor unions.

See also annex n. 26, that should be filled and signed by the contractors and attached to every contract for a value equal or above 10.000 Euro.

2.3. PREPARATION AND SIGNATURE OF CONTRACTS

In general, the contract shall be prepared by the Project Manager and reviewed by the Country Representative or Head of Mission depending on the procurement procedure to perform⁷. Applying the principle of proportionality, on the basis of the different procedures applied and the amount of the contract, it will be possible to stipulate more or less elaborate versions of the contract.

In case of tender, it is a good rule to include a draft of the contract in the inquiry.

Regardless of the complexity of the contract, information regarding the following paragraphs must be included:

- “Technical Specifications” should be as detailed as possible for tenders
- “Terms of payment” to be agreed with the management so as to envisage a reasonable project “Cash flow”
- Time and place of delivery (with application of penalties for delayed delivery if necessary)

NOTE:

GVC should always try to use its own contract format and not accept a supplier’s contract format, whenever possible.

2.4. CONTROL AND ACCEPTANCE OF THE SERVICES REQUIRED

Acceptance of the services required is a fundamental event as WEWORLD-GVC thereby acknowledges fulfillment of the service contracts and resolves to pay the price.

Depending on the type of service required and the amount of the purchase, different documents may be necessary.

For example, general indications may be defined based on the type of market regulated by the contract:

For supply contracts⁸ a “Delivery note”⁹ may be issued by the logistic office or project manager, taking the following points into consideration:

- Conformity in terms of quantity and quality with those required. Any quality certificates, if included, shall be presented and attached to the documentation. Materials with defects and

⁷ Annex 4

⁸ See simple supply contract – Annex 8

⁹ Annex 32

not conforming to those required shall not be accepted. A delivery report specifying any defects shall be issued in this case.

- Place of delivery:
- Time of delivery: check that the materials have arrived within the time agreed. If not, decide whether to apply a penalty (which shall have been specified in the contract in advance)

In case of service contracts requiring a service such as design, data processing, works management, there are two main categories involved, depending on the mode of payment:

- Total price: the service is paid on the basis of well-defined output (such as an interim-report or final report). In this case written approval of the output is issued.
- On a time and materials basis: when the necessary output is not foreseeable in advance (as in the case of works management, etc.) a unit/time rate is established (Euro/Day, etc.). In this case, in addition to the evidence of completed service the contractor will have to enclose an account of the hours worked, which shall be approved by WEWORLD-GVC (stamp and signature).

For works contracts, payment is made on the strength of the working progress report (WPR), approved by the WEWORLD-GVC staff:

The Working Progress Report (WPR) shall be enclosed with the request of payment by the supplier and shall certify the condition of having reached the stage envisaged for payment according to the contract terms. The WPR shall reflect the same structure of metric calculation used in the contract so as to permit comparison. WEWORLD-GVC shall then verify the truth of the request and approve the working progress report¹⁰ (stamp and signature).

The final payment shall be made after testing, where envisaged, or after the Final Handover¹¹

Note: based on the types of goods/services purchased or done, it will be necessary to decide whether to request that the supplier issue a warranty to safeguard WEWORLD-GVC's investment.

¹⁰ Annex 29

¹¹ Annex 30, 31

3. SINGLE OFFER

The “Single Offer” procedure:

- *Is applied for purchases having a value between 500€ and 1,999€.*

The Project Manager shall:

1. Perform the Market study¹² to identify the supplier;
2. Send the Request of quotation¹³ with technical specifications to the selected supplier;
3. Examine the offer (which must be in writing) and, if deemed satisfactory, proceed to the next stage and, if not, proceed with a new market search and offer inquiry;
4. Prepare and sign the “Purchase or Supply Order”¹⁴ or “Contract”¹⁵;
5. On delivery of the goods, service or works, verify the adequacy of the goods/services/works received and report any defects or shortcomings;
6. On receipt of the invoice, verify its regularity and prepare the payment at the term agreed;
7. Obtain a receipt for payment;

¹² Annex 5

¹³ Annex 7

¹⁴ Annex 10

¹⁵ Annex 8, 9

4. SINGLE OFFER WITH THREE QUOTATIONS

The "Single Offer with three quotations" procedure is applied for purchases between 2,000€ and 9,999€.

The Project Manager shall:

- 1 Perform the Market study to identify possible suppliers;
- 2 Send Request of quotations with technical specifications to at least three different suppliers identified in the market study, via fax or e-mail or hand delivery;
- 3 Examine the offers (which must be in writing) and select the best offer. If deemed satisfactory, proceed to the next stage and, if not, proceed with a new market search and offer inquiry;
- 4 Sign the "Purchase Order" and/or "Contract";
- 5 On delivery of the goods, services or works, verify the adequacy of the goods/services/works received and report any defects or shortcomings;
- 6 On receipt of the invoice, verify its regularity and prepare the payment at the term agreed;
- 7 Get a receipt for the payment;

SINGLE QUOTE WITH 3 OFFERS	Procurement phase	Market search
		Send offer inquiries with technical specifications to at least three different suppliers identified in the market search, via fax or e-mail or hand delivery
	Evaluation and contracting phase	Selection of the most convenient offer (written evaluation). If deemed satisfactory, proceed to the next stage and, if not, proceed with a new market search and offer inquiry
		Contract (in case of works, supplies or services spread in a span of time) or purchase order (for immediate transactions). VAT status and regularity with financial regulations of the country should be verified.
	Execution of the contract phase	Verification of conformity of goods received, or service and work realized
		Regular invoice
		Payment
Receipt		

5. COMPETITIVE NEGOTIATED PROCEDURE

The Project Manager shall:

1. Perform the Market study to select at least three potential suppliers;
2. Prepare and send the invitations to the tender¹⁶ and the tender dossier¹⁷ (with a reference to the procedure to be launched, according to the Procurement Plan and estimated cost of the purchase) to the Country Representative, and/or the Procurement Officer.

The Country Representative / Procurement Officer shall:

3. Examine the documentation and approve the launch of the procedure¹⁸.

The Project Manager shall:

4. Send written invitation to participate in the tender at the same time to an adequate number of suppliers to ensure real competition, in any case not fewer than three, setting a date for delivering the offers; the dossier can be annexed to the invitation or may be represented by the request to the suppliers to come to the WEWORLD-GVC premises in order to receive the complete tender dossier. In this latter case a table of the suppliers withdrawing the tender shall be drafted¹⁹; The tender can be sent by email also, but in this case a receipt of the tender must be signed and scanned by the supplier. Automatic replies to the emails are NOT a proof of delivery. Confirmations by emails are not a proof too, without a scan copy of tender's receipt.
5. Draft a table listing the potential suppliers who should delivery the offers in a closed envelope by the due date. Late offers cannot be accepted.
6. Establish the evaluation committee in order to assess the offers received, fill out the comparative table and award the tender. For the sake of clarity and transparency of evaluation, a comparative table shall ALWAYS be drawn, with using evaluation criteria identified in the terms of the tender.
7. Send to the Country Representative and/or Procurement Officer the following documentation:
 - a. Evaluation Report of the offers received, including the evaluation table
 - b. Draft of the contract
 - c. Purchase request of authorization²⁰ (signed or via e-mail)

¹⁶ Annex 11

¹⁷ Annex 12, 13, 14

¹⁸ Annex 3

¹⁹ Annex 21

²⁰ Annex 4

The Country Representative/ Procurement Officer shall:

8. Authorize, via e-mail or fax, the purchase request after reviewing the documents sent by the project manager

The Project Manager shall then:

9. Send (via fax or e-mail) award and apology letters²¹ informing about result of the tender to all the participants in the tender. The winner shall be notified of the date set to sign the contract and shall be informed of any additional documents to bring to the signing (Financial Guarantee, etc.);
10. Sign the Contract on behalf of WEWORLD-GVC (in the absence of the Project Manager the contract is signed by the Country Representative);
11. On delivery of the goods, services or works, verify the adequacy of the goods/services/works received and report any defects or shortcomings, drafting a delivery note and authorizing the supplier to issue an invoice;
12. Prepare the payment on the terms agreed in the contract; the financial plan should always be kept in consideration while planning the payments.
13. Get a receipt for payment together with the maintenance guarantee, if required by contract;

The personnel appointed to authorize the launch of the tender or the signature of the contract is identified in Annex 2

²¹ Annex 27, 28

NEGOTIATED PROCEDURE	Procurement phase	Market search, selecting at least 3 suppliers to invite to tender
		Preparation of the tender dossier and the invitations to the negotiated procedure. The authorization form (annex 3) has to be submitted to the person in charge to authorize the launch.
		A written invitation to participate in the tender has to be sent at the same time to an adequate number of candidates to ensure real competition, in any case not fewer than three, setting a deadline for submitting the offers. A sheet of delivery of tender to the candidates (annex 21) shall be drafted; an official invitation could be sent by email, provided that a .pdf file of confirmation has to be signed and stamped by the invited candidate.
		Preparation of a sheet for the receipt of the offers within the deadline (annex 22)
	Evaluation and contracting phase	Selection of the most convenient offer through an evaluation committee (an even number of evaluators, at least three). Declaration of impartiality over 10,000 EUR (Annex 26).
		Evaluation report of the offers received (Annex 24), including the evaluation table, draft of the contract, and authorization to the contract's signature (Annex 4) should be sent to the appointed persons for the authorization
		Send (via fax or e-mail) the award or apologize letters (Annex 27, 28), informing on the result of the tender to all the candidates. The winner shall be notified of the date for the signature the contract, reminding the necessary conditions
		Signing of the Contract by the Project Manager or Country Representative or Head of Mission
	Execution of the contract phase	Verification of conformity of goods received, or service and work realized (Annex 29, 30, 31, 32)
		Regular invoice
		Payment
		Receipt

6. LOCAL OPEN TENDER

The Project Manager shall:

1. Prepare and send to the Procurement Officer and the Country Representative the Tender dossier²² and relative announcement with the estimated cost of the purchase.

The Procurement Officer and Country Representative shall:

2. Review the documentation and approve the publication of the tender via email or fax;

The Project Manager shall:

3. Publish the Tender announcement in the main local media;
4. The Tender dossier shall be sent or delivered to all the applicants within a time established for delivery of the tender dossier at WEWORLD-GVC 's or partner's premises. A table of delivery of the tender shall be drafted;
5. Prepare an "informative meeting" with the participants if necessary for correct interpretation of the tender dossier and for technical specifications. Prepare written minutes and send them to all the participants in the tender, even those not present at the informative meeting;
6. Collect any question raised by one or more participants in writing (within the terms specified in the terms of the tender) and reply in writing to all, in the same way (within the terms specified). Publication of questions and answers on the WEWORLD-GVC website, managed by the Procurement Officer, is the preferred method;
7. Receive the offers by the deadline. The envelopes shall be numbered consecutively and entered on a specific list (delivery list), with the same number, also indicating the name of the sender, date and time of receipt;
8. Establish the evaluation committee in order to assess the offers received, fill out the comparative table and award the tender, as follows:
 - a. Opening session: on the date and at the time established (in a public session not earlier than 21 days from the date of publication) open the envelopes and examine the documents received
 - b. Evaluation session: For clarity and transparency of evaluation, a comparative table shall ALWAYS be drafted of the offers received;
9. Send the Procurement Officer and/or Country Representative the following documents:
 - a. Evaluation Report of the offers received, including the evaluation table
 - b. Draft of the contract

²² Annex 13, 14, 15, 16, 17, 18, 19, 20

- c. Purchase request of authorization (signed or via e-mail)

The Country representative ($x < 60,000$) + Procurement Officer ($60,000 < x < 150,000$) + Program Director and Administrative Coordinator ($x > 150,000$) shall:

- a. Examine and verify the documentation received from the project manager
- b. Authorize, via e-mail or fax, the purchase request
- c. Review and approve the draft contract

The Project Manager shall then:

- 10. Send (via fax or e-mail) award and apology letters informing about result of the tender to all the participants in the tender. The winner shall be notified of the date set to sign the contract and shall be informed of any additional documents to bring to the signing (Financial Guarantee, etc.);
- 11. Sign the Contract on behalf of WEWORLD-GVC (in the absence of the Project Manager the contract is signed by the Country Representative or Head of Mission);
- 12. On delivery of the goods, services or works, verify the adequacy of the goods/services/works received and report any defects or shortcomings, drafting a delivery note and authorizing the supplier to issue an invoice;
- 13. Prepare the payment on the terms agreed in the contract; the financial plan should always be kept in consideration while planning the payments.
- 14. Get a receipt for payment together with the maintenance guarantee, if required by contract;

LOCAL OPEN TENDER	Procurement phase	Preparation of the tender dossier and relative announcement with the estimated cost of the purchase. The authorization form (annex 3) has to be submitted to the person in charge to authorize the launch.
		Publication of tender announcement on local media (newspapers)
		At the deadline for request of documents the terms of the tender shall be sent to all the applicants at the same time, or within a time established for delivery of the tender at the WEWORLD-GVC premises. A sheet of delivery of tender to the candidates (annex 21) shall be drafted.
		Any additional information, or answer to questions raised during procurement procedure, should be given to all the candidates after the term for withdrawing the dossier. Alternatively, these should be published on WEWORLD-GVC website.
		The envelopes shall be numbered consecutively and entered on a specific list (delivery list), with the same number, also indicating the name of the sender, date and time of receipt (Annex 22)
	Contracting phase	Selection of the most convenient offer through an evaluation committee (an even number of evaluators, at least three). Declaration of impartiality over 10,000 EUR (Annex 26)
		Evaluation report of the offers received, including the evaluation table, draft of the contract, and authorization to the contract's signature (Annex 24, 25, 4)
		Send (via fax or e-mail) the award or apologize letters, informing on the result of the tender to all the candidates. The winner shall be notified of the date for the signature the contract, reminding the necessary conditions (Annex 27, 28)
		Signing of the Contract by the Project Manager or Country Representative or Head of Mission
	Execution of the contract phase	Verification of conformity of goods received, or service and work realized
		Regular invoice
		Payment
		Receipt

7. INTERNATIONAL OPEN TENDER

The Project Manager shall:

1. Prepare and send to the Procurement Officer and the Country Representative the Tender dossier and relative announcement with the estimated cost of the purchase.

The Procurement Officer and the Country Representative shall:

2. Review the documentation and approve the publication of the tender via email or fax.
3. Prepare the publication on the WEWORLD-GVC website in coordination with the IT Manager and Project Manager.

The Project Manager shall:

4. Publish the Tender announcement in the appropriate media;
5. The Tender dossier shall be sent or delivered to all the applicants within a time established for delivery of the tender dossier at WEWORLD-GVC's or partner's premises. A table of delivery of the tender shall be drafted;
6. Prepare an "informative meeting" with the participants if necessary for correct interpretation of the terms of tender. Prepare written minutes and send them to all the participants in the tender, even those not present at the informative meeting;
7. Collect any question raised by one or more participants in writing (within the terms specified in the terms of the tender) and reply in writing to all, in the same way (within the terms specified). Publication of questions and answers on the WEWORLD-GVC website, managed by the Procurement Officer, is the preferred method;
8. Receive the offers by the deadline. The envelopes shall be numbered consecutively and entered on a specific list (delivery list), with the same number, also indicating the name of the sender, date and time of receipt;
9. Establish the evaluation committee in order to assess the offers received, fill out the comparative table and award the tender, as follows:
 - a. Opening session: on the date and at the time established (in a public session not earlier than 21 days from the date of publication) open the envelopes and examine the documents received
 - b. Evaluation session: For clarity and transparency of evaluation, a comparative table shall ALWAYS be drafted of the offers received;
10. Send the Procurement Officer and/or Country Representative the following documents:
 - a. Evaluation Report of the offers received, including the evaluation table

- b. Draft of the contract
- c. Purchase request of authorization (signed or via e-mail)

The Country representative ($x < 60,000$) + Procurement Officer ($60,000 < x < 150,000$) + Program Director and Administrative Coordinator ($x > 150,000$) shall:

- a. Examine and verify the documentation received from the project manager
- b. Authorize, via e-mail or fax, the purchase request
- c. Review and approve the draft contract

The Project Manager shall then:

- 11. Send (via fax or e-mail) award and apology letters informing about result of the tender to all the participants in the tender. The winner shall be notified of the date set to sign the contract and shall be informed of any additional documents to bring to the signing (Financial Guarantee, etc.);
- 12. Sign the Contract on behalf of WEWORLD-GVC (in the absence of the Project Manager the contract is signed by the Country Representative or Head of Mission);

The Procurement Officer shall:

- 13. Coordinate the publication on the WEWORLD-GVC website of the contract assignment, the amount and name of the winning company.

The Project Manager shall:

- 14. On delivery of the goods, services or works, verify the adequacy of the goods/services/works received and report any defects or shortcomings, drafting a delivery note and authorizing the supplier to issue an invoice;
- 15. Prepare the payment on the terms agreed in the contract; the financial plan should always be kept in consideration while planning the payments.
- 16. Get a receipt for payment together with the maintenance guarantee, if required by contract;

INTERNATIONAL OPEN TENDER	Procurement phase	Preparation of the tender dossier and relative announcement with the estimated cost of the purchase. The authorization form has to be submitted to the person in charge to authorize the launch.
		Publication of tender announcement on WEWORLD-GVC website and the appropriate media
		(Ø) ²³ Tender for drafting a restricted list, through international publication of an announcement of interest. A list of potential suppliers (no fewer than four and generally no more than eight) for the provision of services, goods or the assignment of works will advance to the next stage. In the restricted mode the selection is done only on a technical basis. In this case, the announcement shall be published in an international newspaper, in a local newspaper with large circulation and on the WEWORLD-GVC website, as well as all the other appropriate media. Between publication and opening of the offers at least 30 days shall pass
		At the deadline for request of documents the terms of the tender shall be sent to all the applicants at the same time, or within a time established for delivery of the tender at the WEWORLD-GVC premises. A sheet of delivery of tender to the candidates shall be drafted.
		Any additional information, or answer to questions raised during procurement procedure, should be given to all the candidates after the term for withdrawing the dossier. Alternatively, these should be published on WEWORLD-GVC website.
		The envelopes shall be numbered consecutively and entered on a specific list (delivery list), with the same number, also indicating the name of the sender, date and time of receipt
		(Ø) The selected supplier of the restricted list are invited to submit a financial offer, through the same procedure ruled by the negotiated procurement
	Contracting phase	Selection of the most convenient offer through an evaluation committee (an even number of evaluators, at least three under At least five under....)
		Evaluation report of the offers received, including the evaluation table, draft of the contract, and authorization to the contract's signature
		Send (via fax or e-mail) the award or apologize letters, informing on the result of the tender to all the candidates. The winner shall be notified of the date for the signature the contract, reminding the necessary conditions
		Signing of the Contract by the Project Manager or Country Representative or Head of Mission
	Execution of the contract phase	Verification of conformity of goods received, or service and work realized
		Regular invoice
		Payment
		Receipt

²³ Though not envisaged by these general procedures of GVC, this particular procedure may be used by agreement with the donor's rules for the following case:

Projects funded by ECHO: To be applied, regardless of the contractual amounts for purchases of **medical products and medicines, and for Food Aid.** (see paragraphs 4.3 and 4.4 of ECHO Annex 4)

Projects funded by DEVCO: To be applied for services if costing more than 200,000€

8. PROCUREMENT PROCEDURE FOR COSTS OF THE ITALIAN OFFICE

Purchases by the main office in Italy may be necessary in the following cases:

1. Costs in Italy for projects implemented in Italy (education for development, etc.): In this case the procedures to follow are as outlined above with no substantial difference.
2. Costs for the structure in Italy not directly attributable to specific budget lines of projects: the same procedures outlined above apply to these cases. The logistics office will have the duty of organizing and filing all the documents.

9. SELECTION OF CONSULTANTS AND EXPERTS

OPEN UNLIMITED VACANCY

X > 20,000 €

The position of expert will be subject to an open procedure. This involves the following steps:

1. opening a vacancy 30 days before the starting date of the contract through the main sites and WEWORLD-GVC recruitment site. The difference from a classic vacancy, however, will reside in providing a link to WEWORLD-GVC website, where the content of tender documents, namely the rules for submission of a proposal, the deadline, the characteristics of the service to be provided, and a form will be published. The candidate will be required to submit a financial offer for the requested service.
2. Pre-selection (if necessary) of the best offers, with the possibility of negotiating offers and interview aims to verify the authenticity and validity of nominations- Selezione finale da parte di un comitato di valutazione composto da almeno 3 persone
3. Evaluation report and summary of all the steps that led to the selection of the service provider
4. Contracting through Personnel Office (for the contracts signed in Italy) or through the Procurement Officer (for the contracts signed locally).

OPEN LIMITED VACANCY

X > 20,000 €

(in case the budget line is above this threshold, but composed of individual contracts less than the threshold):

1. Proposal included in the procurement plan of activation of the "Open limited vacancy" procedure with approval to be requested to the Procurement Officer
2. Opening a vacancy 30 days before the starting date of the contract through the main sites and recruitment WEWORLD-GVC site. Inside the vacancy will be offered the maximum threshold wage for each figure, not to mention the entire budget, or will be given a minimum and maximum salary range (eg. Expert in marketing local products, looking for 8 distinct figures contracted for a number of months, with a range between 2,000 and 3,000 Euros for performance)
3. Preselection (if necessary) of the best offers, with the possibility of negotiating offers and interview aims to verify the authenticity and validity of candidates.
4. Evaluation report and summary of all the steps that led to the selection of the service provider

Contracting through Personnel Office (for the contracts signed in Italy) or through the Procurement Officer (for the contracts signed locally).

SINGLE QUOTE

X < 20,000 €

The contracting phase for this category will still be subject to a market research conducted by the Project Manager, who will follow the presentation of a CV and an economic offer by an individual candidate. If the offer or the CV were not satisfactory for the type of service to be market research will continue through the collection of other applications. Being in this threshold does not imply, however, the mandatory adoption of this mode. A vacancy can be opened. In that case the procedure to be followed will be the same of the Open Limited Vacancy

10. DEROGATION TO THE PROCUREMENT PROCEDURES AND EXCEPTIONAL CASES

10.1 REQUESTS AND AUTHORIZATIONS OF EXCEPTIONS AND DEROGATIONS

If the prescribed procedure cannot be applied for local reasons (security problems, absence of suppliers who can provide the service required, monopoly, absence of goods on the market, etc.) the project manager and Procurement Officer shall agree on which procedure can be used. Then an official request should be submitted to the donor or alternatively to the Headquarter, depending on the nature of the derogation required.

In general, there are two possible types of exceptions:

- Internal derogation by the main office: where the WEWORLD-GVC procedure is not followed, and the donor's rules are applied. This includes also the amounts forecast for cash for work, distributions and other activities. All the budget lines > 2,000 eur not involving running and office costs or local and international staff should be included in the procurement plan, where derogations to the internal procedures will be evaluated by the Procurement Officer, which is in charge to grant the derogation after discussing with Desk Officer and/or Administrative Coordinator.
- External derogation of the donor: where it is not possible to apply the standard procedure defined by the donor's rules, the donor must be asked directly to grant the derogation. These requests should be first monitored and authorized by the Procurement Officer.

The Procurement Plan should be constantly updated once a request of derogation obtains an approval, from the Headquarter and/or from the donor.

10.2 SPECIAL CASES

In addition to the different limits for determination of the procedures, the main donors (DEVCO and ECHO) decide for exceptional and appropriately justified cases, additional cases where it is possible to apply the "Single Offer" procedure.

In general, the main cases for application are listed here below. It should be noted that this list is not complete, and reference should be made to the rules of the individual donors for precise definition case by case.

- Rental of land, buildings, offices or other real estate
- Emergency operations

- When a tender has been announced and received no response. In this case the negotiated procedure with a single supplier is possible on condition that the original terms of the tender are not amended
- In the presence of additions to a basic contract or for a contract of a previous operation having the same characteristics in the same geographical zone. In this case the Negotiated Procedure/Single Offer is possible on condition that a tender was announced for the previous contract won by the supplier at conditions sufficiently similar to the new contract. Not more than a year has passed between the two contracts
- In case of exceptional works and/or service not envisaged in the initial contract, consequent to extraordinary events and necessary to complete the works, on condition that the aggregate amount of the extra works not exceed 50% of the value of the main contract
- Purchases at *Humanitarian Procurement Centres*

In all those cases in which the Single Offer procedure is preferred, it is necessary to inform the main office (Purchase Manager and Desk Officer) with a report explaining the reason for proceeding with the Single Offer and how the negotiation will be conducted. The Purchase Office is responsible for checking the request, including compliance with the donor's rules, and approving the Single Offer procedure.

10.3 HUMANITARIAN PROCUREMENT CENTRES

These are non-profit organizations specialized in the management of supplies of services and goods for humanitarian aid. They can provide technical assistance in the acquisition or supply of «pre-established stocks», in procurement or logistics. The use of these HPCs guarantees the right of WEWORLD-GVC to apply the single quote to award the contract to an HPC (regardless of the amount). The procurement procedure must respect all the basic principles and general rules, however, also in this case. Therefore, it will be necessary in any case to gather evidence of a market search (three pro forma).

See the annex with the list of HPC recognized by ECHO.

http://ec.europa.eu/echo/files/partners/humanitarian_aid/HPC-register_en.pdf

Although they are approved only by ECHO, they can also be used for the other donors.

In this case, a written derogation from the main office is not necessary.

In addition to the foregoing, there are additional situation, in the sphere of the emergency project (ECHO), in which special procedures may be applied.

Urgent Humanitarian Actions, as defined by ECHO, are those which have to deal with unexpected humanitarian needs generated by natural or man-made disasters. The actions funded by ECHO as

Primary Emergencies and the emergency decisions are always urgent actions. Situations involving urgency also include other situations funded under other categories of financial decisions where, however, the actions has to begin immediately and where implementing the procurement procedure could risk endangering human lives. The concept of Urgency cannot be based on the exclusive assessment of WEWORLD-GVC.

These actions must be envisaged by article 8.3 of the grant contract with ECHO, and if not, a derogation must be requested from ECHO.

In the case of urgent humanitarian actions, WEWORLD-GVC may issue orders for any amount on the basis of a negotiated procedure with a single tender.

11 PREPARATION OF TENDER DOSSIER

11.1 PUBLISHING CALLS TO TENDER

Calls to tender shall be published, depending on the type of procedure, in the following media:

1. Local media, in the country of implementation of the project. Usually, these are newspapers with a wide circulation where other agencies (U.N., NGOs, etc.) and public companies normally publish tenders.
2. International media, where required by the procedures.
3. On the WEWORLD-GVC and donor's website where required by the procedures.

For certain projects, but only following detailed requests, if publication could damage or endanger WEWORLD-GVC, the donor may agree to avoid publication. Their explicit authorization is necessary, however.

The announcement shall contain specific information such as:

- Project code and title
- Subject of the tender: Technical specifications of the goods/services/works to be purchased or assigned
- A date by which the documents must be collected and delivered.

11.2 CRITERIA OF SELECTION

Regardless of the type of purchase, the following criteria shall be applied:

GENERAL PRINCIPLES:

WEWORLD-GVC shall provide a clear and non-discriminatory criterion of selection in all procurement procedures. The purpose of using the procedure is to ascertain that the candidate has the financial, economic, technical and professional capabilities to fulfill the requirements of the contract.

Before drafting the terms of the tender, the Project Manager shall consider which criteria should and can realistically be ascertained and then decide what type of documentation it will be possible to require from the supplier during the tender.

ASSESSING THE ECONOMIC AND FINANCIAL CAPABILITIES OF CANDIDATES

The period for which to assess the economic and financial capabilities is at least three years. Proof of economic and financial capability can be provided, for example, with the following documents:

- Summary bank statement or evidence of indemnity insurance on the professional risk;
- Presentation of the corporate financial statements for at least two years;
- A declaration of general revenues and revenues concerning the works, supplies and services that are the subject of the contract, for a period of at least three years.

ASSESSING THE TECHNICAL AND PROFESSIONAL CAPABILITIES OF CANDIDATES

The periods for ascertaining the technical and professional capabilities of a supplier are three years for services and supplies and five years for works. Proof of technical and professional capability can be provided, for example, with the following documents:

- Educational and professional qualifications of the candidates (CVs)
- List:
 - of the main services and supplies made in the past three years, with the amounts, dates and clients, specifying whether public or private. Evidence of correct implementation shall be obtained from certificates obtained or signed by the clients
 - for the works performed in the past five years, with amounts, dates and places. The list shall be accompanied by certificates of satisfactory performance signed by the clients.
- Description of the technical equipment, tools and systems that will be used by the company to furnish services and works.
- Description of the measures applied to ensure the quality of supplies and services, and a description of the company's R&D office.
- Information about the technical personnel or companies involved, if they are directly owned by the company, particularly those responsible for quality control.
- Regarding supplies: samples, descriptions and/or photographs and/or certificates issued by an official institute of control or recognized agencies that certify the conformity of the products to the specifications and standards required.
- Declaration on the average annual number of employees and executive staff of the candidate in the last three years.
- Information about the portion of the contract that, if selected, the candidate intends to subcontract.

If the documentation necessary is presented in a language that is not one of the official languages of the European Union, a translation must be presented in the official language of the project.

If the candidate is not able to provide the evidence required for some exceptional reason, it can prove its capability in any case with any other means that WEWORLD-GVC considers adequate.

If the candidate sends self-certification as a documentary proof, WEWORLD-GVC reserves the right to request additional proof.

11.3 CRITERIA OF ASSIGNMENT

Contracts are assigned on the basis of the assignment criteria specified in the Call for Tender:

1. Automatic procurement procedure, if the contract is assigned to the candidate who, having satisfied all the conditions, quotes the lowest cost;
2. Assignment procedure known as «best value for money», so as to obtain the quality desired from the product at the best price (best quality/price ratio).

Substantially, WEWORLD-GVC requires application of the principle of “best value for money”.

11.4 MODE OF PRESENTATION OF THE OFFERS

In general, for tenders, the offers shall be sent with the double envelope system: a first envelope marked on the outside “Technical offer” and a second marked “Financial offer”, are both placed inside a sealed envelope. The outer envelope shall bear:

1. The delivery address as indicated in the call for tenders
2. Reference to the tender to which it responds
3. The wording «do not open before the date of the opening session»

This system makes it possible to assess the technical and financial offers separately and at different times, and thereby guarantees the possibility of assessing the technical offer independent of the price quoted.

11.5 EVALUATION COMMITTEE

WEWORLD-GVC uses an evaluation committee for all purchases in excess of 10,000 €.

The Evaluation Committee must have at least three voting members.

The voting members must have the necessary technical and administrative skills to give an informed opinion on the procedure. The identity of the assessors should be a confidential matter.

All the members of the Evaluation Committee shall sign a Declaration of Impartiality and Confidentiality²⁴.

Moreover, the evaluation committee shall have the opportunity to examine the documentation relative to the tender prior to the evaluation meetings, so as to give the individual members ample time understand the different selection criteria applied.

It is a good rule to have a committee that involves not only the staff of WEWORLD-GVC but also, for example:

- the staff of the local partner;
- the staff of the local and/or national authorities involved in the project (such as the municipal engineer, etc.);
- outside experts when particular technical skills are required.

Any request to supply accessory documentation shall have a deadline of 15 days from the date of the communication.

11.6 CANCELLATION OF TENDERS

A tender may be cancelled for the following reasons, which must be specified in the terms of the tender:

- a. The tender has been found to be fruitless, i.e. no offer, or none of suitable quality and/or price, has been received;
- b. The economic or technical terms of the project have changed significantly;
- c. Exceptional cases and cases of force majeure make it impossible to perform the contract;
- d. When all the technically conforming offers received exceed the financial resources available;
- e. When serious irregularities in the procedure have occurred, and are grave enough to prevent normal competitiveness among the participants.

If the assignment procedure for the contract is cancelled, all the candidates shall be informed in writing, as quickly as possible, of the reasons for the cancellation.

1. Procurement plan
2. Responsibilities
3. Launch authorization
4. Purchase authorization
5. Market study
6. Supplier Declarations
7. SQ Quotation request
- 7b. Quotation request receipt
8. SQ simple supply contract
9. SQ simple service contract
10. SQ NP Purchase order
11. NP invitation
12. NP simple supply tender dossier
13. NP OLT complete supply tender dossier
14. NP OLT simple works tender dossier
15. Tender works vol 1
16. Tender works vol 2
17. Tender works vol 3
18. OLT General conditions complex service
19. OLT General conditions complex supply
20. OLT General conditions complex works
21. NP OLT tender collection
22. NP OLT tender submit
23. Opening session report
24. Evaluation report
25. Second evaluation report
26. Declaration of impartiality
27. Award letter
28. Apology letter
29. Completion of works
30. Quittance
31. Hand over
32. Delivery note
33. Donation
34. Checklist of documents



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