



Purchases of goods and services for BEST 2.0+ with a value between EUR 40,000 and EUR 90,000

Purchases of goods and services with a total contractual value equal to or more than **EUR 40,000 but less than EUR 90,000** are subject to special competitive bidding procedures. Such purchases are **only allowed with separate written pre-authorization from the BEST Secretariat.**

Where authorisation is granted the following competitive bidding procedure must be followed.

- **Issuing a Request for Proposal (RFP):** a written document that includes all the relevant information and is issued to all the bidders. It is not enough to get 3 'quotes' from potential contractors without first issuing them with the exact requirements (e.g. Terms of Reference) and conditions for submitting proposals.
- In addition to detailing the services or specification of the goods/services sought the RFP must specify the evaluation criteria (technical and financial) and scoring that will be used to assess the offers received and select the successful proposal.
- The RFP can be sent directly to a number of suppliers selected by the Purchaser (although it can also be advertised through relevant media).
- The selection of potential suppliers shall be made according to the criteria detailed in the RFP (e.g. the experience of the supplier in providing the required/similar goods or service, the ability of the supplier to deliver within the required timelines, and the reliability and technical capacity of the supplier).
- **A minimum of 3 proposals** received that meet the basic requirements is mandatory. Proposals should be signed.
- The evaluation of proposals must never be done by a single individual but instead by an evaluation panel of **at least 2 evaluators.**
- Members of the evaluation panel need to sign a declaration that they have no conflict of interest with regards to the procurement and the bidders.
- The Approving Officer, i.e. the officer with delegated authority to sign the contract, has the responsibility to verify that the procurement policy has been duly followed.