## GEN 9: Procurement Steps Overview

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  **Procurement Steps** | **Simple procedure** | **Negotiated Procedure** | **Local Open tender** | **International Open tender** |
| Declaration of Impartiality and Confidentiality | x | x | x | x |
| Purchase Request with technical specifications / TOR | x | x | x | x |
| Prepare shortlist of min. 4-8 suppliers/candidates |  | x |  |  |
| Publish Tender notice (local and/or international) |  |  | x | x |
| Prepare and submit the Request for Quotation or Proposal/Tender dossier |  | x | x | x |
| Receive quotations/proposals/tenders | x | x | x | x |
| Arrange tender opening |  |  | x | x |
| Evaluate and select supplier/candidate | x | x | x | x |
| Negotiate (optional) |  | x |  |  |
| Send Letter of Acceptance |  |  | x | x |
| Issue Purchase Order/Contract | x | x | x | x |
| Publish Award notice |  | x | x | x |
| Receive and inspect | x | x | x | x |