

Procurement for UNHCR projects



Appendix to the DCA
Procurement Manual

Edition No. 2





DCA Procurement for UNHCR

APPENDIX TO THE DCA PROCUREMENT MANUAL
2ND REVISION JULY 2021

DanChurchAid
Procurement and Logistics Unit
Meldahlsgade 3
1613 Copenhagen V
Denmark
Tel.: +45 3318 7717
Email: procurement@dca.dk
www.danchurchaid.org

Copyrights © DanChurchAid 2021

This Guide on UNHCR Procurement within a DCA context (All rights reserved), can be used freely by DCA implementing partners, but may also be available for other organisations that may find it useful. The Guide is copyrighted, but may be reproduced by any method for educational and procurement implementation purposes, but not for resale. Formal permission is required for all such use and a fee may be payable. For copying in other circumstances or for reuse in other publications, or for translation or adaption, prior permission shall be obtained from the copyright owner. A fee may be payable.

Table of Contents

1	INTRODUCTION	2
2	UNHCR THRESHOLDS AND PROCEDURES	3
2.1	Thresholds for Procurement	3
2.1.1	UNHCR Informal solicitation method	4
2.1.2	UNHCR Formal solicitation method	4
2.2	UNHCR Core Relief Items	5
2.3	UNHCR Emergency Procurement	5
2.4	UNHCR Exception to the principle of Competition	5
2.5	Simple Procurement Procedure below EUR 10,000	7
2.6	Negotiated Procurement Procedure between EUR 10,000 and 149,999	8
2.6.1	UNHCR Informal Negotiated Procedure EUR 10,000 – 32,000	8
2.6.2	UNHCR Formal Negotiated Procedure between EUR 33,000 - 149,999	9
2.7	Local Open Tender Procurement Procedure between EUR 150,000 and 299,999	12
2.8	International Open Tender Procurement Procedure above EUR 300,000	15
3	DCA VENDOR MANAGEMENT	16
3.1	Sourcing and Pre-qualification of suppliers and candidates	16
3.1.1	Step 1 – Identify Goods and Services	17
3.1.2	Step 2 – Post the Advertisement or Request in the Procurement Document	17
3.1.3	Step 3 – Receive the Supplier Registration Form	17
3.1.4	Step 4 – Pre-qualification	17
3.2	Eligibility of Suppliers and Candidates	19
3.3	Contractor Performance Evaluation	19
3.4	The ADMIND Database	20
3.4.1	Suppliers	20
3.4.2	The Supplier Card / General	22
3.4.3	The Supplier Card / Performance	23
3.4.4	The Supplier Card / Comments	25
3.4.5	Products	26
4	DCA AUTHORIZATION SCHEDULE	27
5	CODE OF CONDUCT	28
5.1	Conflict of Interest / Confidentiality / Gifts & Hospitality – DCA staff	28
5.2	Conflict of Interest / Confidentiality / Gifts & Hospitality – Suppliers	28
6	APPLICABLE TAX EXEMPTIONS	29
7	DCA ANNEXES	30
	Annex 1 – Advertisement of Business Opportunities	30
	Annex 2 – Supplier Registration Form	31

1 INTRODUCTION

This first revision of this appendix DCA Procurement for UNHCR is applicable from 8th January 2018. UNHCR plans the next update to take place by 31 December 2022, unless an earlier update is deemed necessary.

All procurement in UNHCR funded projects must comply with the updated UNHCR Implementing Partnership Management [Guidance Note No.4 \(Revision 1\)](#). In the rest of the appendix the document is called UNHCR Guidance Note No. 4 (Revision 1). UNHCR has specific requirements to procurement activities, and this document is an appendix to the [DCA Procurement Manual](#) and applicable to all DCA implemented projects funded by UNHCR. The purpose of this document is to elaborate on a few central UNHCR requirements, which are in addition to or different from the [DCA Procurement Manual](#) and provide guidance on how to comply within a DCA procurement context. This document does not stand instead of the [UNHCR Guidance Note No.4 \(Revision 1\)](#). As per [DCA Procurement Manual](#) section 3.2 should discrepancies occur, the [UNHCR Guidance Note No.4 \(Revision 1\)](#) overrules everything and anything presented in this document.

Please take note that all procurement planning, implementation and finalization will continue to take its point of departure from the [DCA Procurement Manual](#). However, in four notable areas, UNHCR operates with Guidelines that require changes to the DCA procedures:

- a. UNHCR has different procurement thresholds and procedures, and chapter 2 below presents how to apply the DCA Procurement Manual and templates in a way that will meet the UNHCR requirements.
- b. UNHCR derogations “Exceptions to the effective competition principle” are fewer and different to those of DCA. Chapter 2 includes the available UNHCR exceptions.
- c. UNHCR has specific requirements to sourcing and pre-qualification of suppliers and candidates. Chapter 3 presents how to use the DCA ADMIND database (ADMIND) for suppliers and candidates and describes how to undertake contractor performance evaluation.
- d. Chapter 4 includes the DCA authorization levels.

In a few instances, DCA Procurement Manual annexes are customized to aid the process, and these annexes are available at the end of this document.

2 UNHCR THRESHOLDS AND PROCEDURES

In addition to the [DCA Procurement Manual](#), please take note and implement the following additional UNHCR requirements:

- In a few instances UNHCR procurement thresholds and procedures are stricter than DCA's and overrules DCA Procurement Manual section 3.2.1.
- A mandatory Purchase Request is required to initiate procurement.
- Written quotations or proposals below USD 40,000 (approx. EUR 32,000) are mandatory and overrules the optional written quotations or proposals in the simple procedure in the DCA Procurement Manual.
- From USD 40,000 (approx. EUR 32,000) bids must use the two-envelope system, requiring suppliers to submit the technical and financial proposals sealed in two separate envelopes. This overrules the informal approach in the DCA Negotiated Procedure.
- UNHCR exceptions to the principle of competition are fewer in number and different in scope than the available derogations of the DCA Procurement Manual. Please apply UNHCR exceptions for purchases with UNHCR funds.

The detailed procedural descriptions below incorporate the above UNHCR requirements. Please also refer to the Implementing Partnership Management [UNHCR Guidance Note No.4 \(Revision 1\)](#).

2.1 THRESHOLDS FOR PROCUREMENT

As per the [DCA Procurement Manual](#) section 3.2 in situations where the donor rules are stricter than the DCA Procurement Procedures outlined in the manual section 3.2.1, the donor rules prevail. For UNHCR funds please ensure that the procurement thresholds implemented are compliant with UNHCR guidelines. Where there is a conflict, the UNHCR guidelines prevail unless it violates relevant legislation. Please observe that the UNHCR thresholds are in USD and the [DCA Procurement Manual](#) operates with EUR.

As of 8th January 2018, the current UNHCR threshold for formal solicitation methods for DCA is USD 40,000 in **ordinary operations**. The threshold might be changed, and please contact the UNHCR Country Office concerned or UNHCR Procurement Services to obtain information about the valid thresholds. This formal solicitation threshold is the only threshold that UNHCR instructs DCA to apply, and below incorporated in the DCA procurement thresholds and procedures.

The USD 40,000 threshold is equal to approximately EUR 33,000. This threshold dictates the use of UNHCR formal solicitation method. Consequently, the DCA negotiated procedure is relevant under the formal solicitation method. Please pay close attention to the additional UNHCR requirements to be added to the usual DCA negotiated procedure for formal procedures.

The table below outlines the differences between UNHCR and DCA procurement procedures. UNHCR has additional requirements to the [DCA Procurement Manual](#); thus an explanation of how to meet the UNHCR requirement for each DCA threshold and procurement procedure, is given in the below.

Value of Procedure for Supply Contracts*	DCA Terminology	UNHCR Terminology	Requirements in addition to DCA guidelines
EUR 300 – 10,000	Simple Procedure	Informal solicitation method	Quotations must be in writing (e-mail, letter or fax) The bidders must be allowed minimum 3 working days to respond. A minimum of 3 bids must be received. The quotations must be opened after the deadline, only.
EUR 10,000 – 32,000 (USD 40,000)	Negotiated Procedure	Informal solicitation method	The quotations must be opened after the deadline, only.
EUR 32,000 (USD 40,000) – EUR 149,999	Negotiated Procedure	Formal solicitation method	The submission of bids must be sealed. Ideally, the tender documentation is publicly available.
EUR 150,000 – 299,999	Local Open Tender		A choice between formal solicitation method Invitation to Bid (ITB) or Request for Proposal (RFP).
Above EUR 300,000	International Open Tender		RFP must use the two-envelope system, requiring suppliers to submit the technical and financial proposals sealed in two separate envelopes.

*In a similar manner, please apply the appropriate DCA threshold for Service and Works contracts.

2.1.1 UNHCR Informal solicitation method¹

UNHCR procurement under the informal solicitation method uses the Request for Quotation (RFQ). As many suppliers as possible shall be invited to submit their offers in order to obtain no less than 3 valid quotes, unless a lower competition is duly justified, please refer to section 2.3 Exception to the principle of competition. A minimum deadline of no less than three working days shall be granted to suppliers for submitting their offers. Quotes shall be provided in writing and can be submitted in the form of an e-mail, letter or fax, but they can be opened only after the deadline for submission expires. The procurement principles shall be observed and contracts are awarded according to the lowest priced offer meeting the specifications.

2.1.2 UNHCR Formal solicitation method²

UNHCR instructs that the formal solicitation method involve the submission of sealed bids or proposals due by a publicly announced deadline. Ideally, the tender documentation is publicly available, ensuring the fair access to all potential suppliers in the market. Furthermore, the solicitation documentation should include clear solicitation provisions, especially in relation to evaluation criteria. The formal solicitation method aims for a written, contractual agreement between buyer and seller. Two formal solicitation methods are typically used: Invitation to Bid (ITB) and Request for Proposal (RFP). These represent two distinct methods of soliciting bids and proposals. The methods can be used for procurement of all types of items.

UNHCR Invitation to Bid (ITB)

UNHCR defines the ITB³ as a method applied for procurement of goods, services or works with standard and firm specifications that can be expressed qualitatively and quantitatively and evaluated with a pass/fail criteria. ITB requires the use of formal tendering documents. Submission of offers is subject to a strict deadline and offers may

¹ Provision 32, UNHCR Guidance Note No. 4 (Revision 1)

² Provision 33 and 89, UNHCR Guidance Note No. 4 (Revisions 1)

³ Provision 91, UNHCR Guidance Note No. 4 (Revision 1)

only be received by staff not involved in the procurement process. All bidders who pass the technical confirmation are ranked according to their price offers from lowest to highest. The contract is awarded to the supplier with the lowest priced offer passing the technical specifications.

UNHCR Request for Proposal (RFP)⁴

UNHCR defines the RFP as a method to obtain proposals for Goods and/or Services to satisfy a requirement that cannot be described in a quantitative or qualitative. RFPs require the use of formal tendering documents. Submission of offers is subject to a strict deadline, and offers may only be received by staff not involved in the procurement process. RFPs must use the two-envelope system, requiring suppliers to submit the technical and financial proposals sealed in two separate envelopes. The technical and financial evaluation criteria need to be established in the RFP stressing the key areas of importance that will be considered in the evaluation. In addition, the ratio between technical and financial factors may differ from one RFP to another, i.e. 70/30 or a 60/40 weighting (technical/ financial). Proposals are evaluated, ranked and awarded based on a definition of “best value” (highest score) considering both technical and financial factors.

2.2 UNHCR CORE RELIEF ITEMS

The procurement of Core Relief Items⁵ (CRIs), and medicines, for distribution to refugees and other persons of concern, as well as procurement of vehicles are usually done by the UNHCR Procurement Service⁶ in Hungary. Any request to DCA to procure these centrally procured items must first be approved by the UNHCR Procurement Service in Hungary.

2.3 UNHCR EMERGENCY PROCUREMENT⁷

In case of **emergency level L2 or L3** declared by UNHCR in a country, when exigencies⁸ arise in emergency operations, DCA is entitled to automatically apply a higher threshold for formal solicitation methods for a period of 6 months following the declaration of the emergency response in order to effectively satisfy the needs of the persons of concern. UNHCR will inform DCA of the emergency level.

As of 8th January 2018, the threshold for formal solicitation methods applicable for DCA during emergency levels L2 and L3 is USD 60,000. Please contact the UNCHR Country Office concerned or UNHCR Procurement Service in Hungary to obtain information about the valid thresholds.

UNHCR defines exigency as an unexpected situation that is so compelling that, if not addressed immediately; it would endanger life, property or adversely affect essential operations. The emergency is such that it precludes requisitioning through normal supply channels, use of normal procurement procedures and obtaining advanced approvals normally required to respond to the situation. Examples include a sudden unexpected influx of refugees, or a fire or flood in a refugee camp. However, an urgent need due to delay by DCA or implementing partners or failure to plan adequately does not qualify as an emergency.

2.4 UNHCR EXCEPTION TO THE PRINCIPLE OF COMPETITION

Competition is normally the most effective method to ensure best value for money. Although competitive bidding is the general rule in UNHCR, exceptions may apply in the following cases, subject to the provision of the necessary justification:

- a) When there is no competitive marketplace for the requirement, such as

⁴ Provision 91, UNHCR Guidance Note No. 4 (Revision 1)

⁵ The List may be obtained from UNHCR in country and will eventually be available on the UNHCR website.

⁶ Provision 13, UNHCR Guidance Note No. 4 (Revision 1)

⁷ Provision 31, UNHCR Guidance Note No. 4 (Revision 1)

⁸ Provision 88, UNHCR Guidance Note No. 4 (Revision 1) and definition is included in section 2.2.

- due to a monopoly situation, the contract can only be awarded to a particular Supplier or Service provider (e.g. when a Government Department, state body or academic institute are the only practical and/or legal bodies which are authorised capable to undertake such tasks. An example is the use of the National Electrical supply body to connect a refugee camp to the national grid)
 - for purchases where prices or rates are fixed by legislations or by regulatory bodies (e.g. when prices of commodities such as water, fuel or cement are fixed by central or local government authorities)
 - where the requirement involves a brand-specific product or service (e.g. where a particular brand is the only option for technical, safety or compatibility reasons, such as a medicine or complex device of specific manufacture)
- b) When there has been a previous decision or there is a need to standardize the specification; (e.g. when a particular make is deemed to be required such as in the case of standardisation of a fleet of motorcycles)
- c) When offers for identical products and service have been obtained competitively within a reasonable period and the conditions of contract and price remain competitive; (e.g. a repeat procurement or additional procurement from a previously contracted supplier)
- d) When, within a reasonable prior period, a formal solicitation has not produced satisfactory results; for example, when less than three or no suitable tenders/proposals/quotes have been submitted in response to a formal solicitation procedure after the initial procedure has been completed.
- e) When the proposed procurement contract is for the purchase or lease of rental property and the market conditions do not allow effective competition (e.g. for the rental of office space)
- f) When there is an exigency for the requirement (an unexpected situation that if not addressed immediately; would endanger life, property or adversely affect essential operations, not created due to delay or lack of planning on DCA or implementing partners' part. E.g. vehicle rental to evacuate an injured/ill person for medical treatment)
- g) When the proposed procurement contract related to obtaining services that cannot be evaluated objectively (e.g. in cases of service contracts for creative tasks that are subject to individual preferences such as art and photography services, etc.) and
- h) When a formal solicitation will not give satisfactory results (e.g. where the market is unwilling to submit a bid or where the nature of suppliers / nature of items / location of items indicate that it is unlikely that the suppliers will have the capacity to respond to the required templates, for example rural livestock or building material purchases from villagers who may be illiterate)

Where one or more of the above circumstances occur, the DCA Head of Procurement and Logistics in Copenhagen may decide to waive the requirement of the competitive bidding process. Such a decision must be fully documented and justified in writing and kept in the procurement file for later inspection.

2.5 SIMPLE PROCUREMENT PROCEDURE BELOW EUR 10,000

For procurement procedures with a value below EUR 10,000, the Procurement Committee meets the UNHCR requirements by implementing the DCA Simple Procedure for Supply, Service or Works.

When implementing the Simple Procedure, please comply with section 6.1, 7.1, and 8.1 in the [DCA Procurement Manual](#) and please observe and implement the following additional UNHCR requirements indicated in **italic and bold** below. For compliance and documentation purposes, please use the DCA templates listed under 'DCA Annex' as per the applicable contract category.

The steps for the simple procurement procedure for Supply, Service, Works contracts below EUR 10,000		
Step	Description	DCA Annex
1	<p>Requisition / Draft specifications</p> <p>Initiate the procurement as per the Procurement Plan by completing the Purchase Request.</p> <p>Take care in identifying the technical specifications or the Terms of Reference of the Supply, Service or Works under procurement.</p> <p>Create a File in ADMIND, with the description 'Purchase Request' followed by the Purchase Request number</p>	<p>Log Manual Annex 3.02 Purchase Request</p> <p>Start a File in ADMIND</p>
2	<p>Obtain quotations</p> <p>Collect a minimum of three written quotations or proposals. Please allow Suppliers and candidates minimum 3 working days to respond. The quotations must only be opened after the deadline.</p>	<p>SUP 1: Simple Procedure Quotation Form (Supply)</p> <p>SER 2: Request for Proposal (Service)</p> <p>WOR 1: Request for Proposal (Works)</p>
3	<p>Evaluation</p> <p>Evaluate the quotations or proposals and select the best offer.</p>	<p>SUP 4: Evaluation Grid (Supply)</p> <p>SER 3: Evaluation Grid (Services)</p> <p>WOR 3: Evaluation Grid and Report (Works)</p>
4	<p>Purchase Order / Contract</p> <p>Issue the Purchase Order for goods or the Contract for Services in ADMIND.</p>	<p>SUP 6: Purchase Order (Supply)</p> <p>SER 4: Contract (Services) or SER 2: Request for Proposal (Contract included in the RFP)</p> <p>WOR 2: Contract (Works)</p> <p>The Purchase Order or Contract is optional for order values below EUR 2,000.</p>
5	<p>Receipt and Inspection</p> <p>Inspect that goods and services received comply with the Purchase Order or Contract. Sign and file a proof of receipt / delivery note / copy of the service output / Certificate of Final Completion for Works</p>	

2.6 NEGOTIATED PROCUREMENT PROCEDURE BETWEEN EUR 10,000 AND 149,999

Please note that the DCA procurement procedure for this threshold embrace both the informal and formal UNHCR solicitation method. This means that the negotiated procedure for EUR 10,000 – 32,000 is an informal solicitation and the negotiated procedure above EUR 32,000 is a formal solicitation.

For compliance and documentation purposes, please use the DCA templates listed under 'DCA Annex' as per the applicable contract category.

2.6.1 UNHCR Informal Negotiated Procedure EUR 10,000 – 32,000

The informal negotiated procedure is the DCA negotiated procedure with a few additional UNHCR requirements as outlined below.

The steps for UNHCR INFORMAL NEGOTIATED procurement procedure for Supply, Service, Works Contracts between EUR 10,000 – 32,000

Step	Description	DCA Annex
1	Requisition / Draft specifications	Initiate the procurement as per the Procurement Plan by completing the Purchase Request . Take care in identifying the technical specifications or the Terms of Reference of the Supply, Service or Works under procurement.
		Log Manual Annex 3.02 Purchase Request Start a File in ADMIND
		Create a File in ADMIND, with the description 'Purchase Request' followed by the Purchase Request number
2	Prepare a Short list	Invite a minimum of 4-8 suppliers or candidates using ADMIND , market knowledge or internet to source current and new suppliers.
		GEN 13: List of Suppliers/Candidates and Tender Receipt Form GEN 11: Business Opportunity/ Tender Notice
3	Draft and Invite Bids	Prepare the RFQ and submit it simultaneously to all selected suppliers or candidates.
		SUP 2: Request for Quotation (Supply) SER 2: Request for Proposal (Service) WOR 1: Request for Proposal (Works)
4	Receive Bids	For each quotation received, register the date and time of receipt. Keep the bids unopened until the deadline expires.
		GEN 13: List of Suppliers/Candidates and Tender Receipt Form
6	Evaluate Bids	Evaluate quotations and proposals in writing using the evaluation grid.
		SUP 4: Evaluation Grid (Supply) SER 3: Evaluation Grid for Negotiated Procedure (Services) WOR 3: Evaluation Grid and Report (Works)
7	Negotiate (optional)	There is an option to negotiate the terms and considerations are described further in the DCA Procurement Manual.
8	Issue Purchase Order or Contract	Issue the Purchase Order or Contract.
		SUP 6: Purchase Order (Supply) SER 4: Contract (Services) or SER 2: Request for Proposal (Contract included in the RFP) WOR 2: Contract (Works)
9	Letter to unsuccessful suppliers	Unsuccessful suppliers and candidates shall be notified of the result of the procedure.
		SUP 8: Letter to Unsuccessful Suppliers SER 5 and WOR 4: Letter to Unsuccessful Candidates (Service and Works)

10	Award Notice	To be published in a suitable procurement media.	GEN 17: Award Notice (Optional below EUR 30,000)
11	Receipt and Inspection	Inspect goods and services received as per the Purchase Order or Contract. Sign and file a proof of receipt / delivery note / copy of the Service output / Certificate of Completion	

2.6.2 UNHCR Formal Negotiated Procedure between EUR 33,000 - 149,999

The formal solicitation requires one of two types of formal tender processes: the Invitation to Bid (ITB) or the Request for Proposal (RFP). The vast majority of procurements undertaken in a UNHCR funded project at this threshold will fall under the ITB process where clear specifications, known quantity and meaningful references to quality are possible. For goods, this would be items such as computers, transport solutions, office equipment, agricultural inputs etc. For services, this could be a consultant for a project or program evaluation, a benchmark analysis, a facilitator/trainer for a workshop etc. When purchasing goods and services under an ITB process at this threshold, the DCA annexes to use will depend on the contract category and are included in the below table. It is important to use these annexes as they include central UNHCR requirements to procurement documents.

When the project requires procurement of complex goods and services, please use the Request for Proposal process described in the below table. This process requires the use of a two-envelope system, which means submission of the financial and technical bids in separate envelopes or emails. The DCA annexes to use will depend on the contract category and are specified in the below table. These annexes derive from the Local Open Tender procedure, which is similar to the UNHCR Request for Proposal. It is important to use these annexes as they include central UNHCR requirements to procurement documents. To avoid confusion, please note that DCA uses the Request for Proposal terminology to describe the solicitation documents used for Services or Works processes, whereas UNHCR uses the terminology for a procedure for both goods and services with high complexity.

For procurement values above EUR 33,000 (USD 40,000), UNHCR requires bid submission in one or two sealed envelopes. For the ITB process, the Procurement Committee may accept bids in one sealed envelope. For the RFP process, it is mandatory to use the two-envelope system. This is stricter than the [DCA Procurement Manual](#), and please customize the relevant DCA annex to meet this requirement.

Please refer to the below table for a summary of the UNHCR process requirements.

UNHCR Invitation to Bid (ITB)	UNHCR Request for Proposal (RFP)
A formal tender process using formal tender documents	
Used for goods and services with standard and firm specifications and/or TOR which can be expressed qualitatively and quantitatively	Designed to obtain proposals for Goods and/or Services to satisfy a requirement that cannot be described in a quantitative or qualitative manner
Offers may only be received by staff not involved in the procurement process	
Submission of offers is subject to a strict deadline	
Bid deadline is publicly available	
Ideally, the tender documentation is publicly available	
The bids must be submitted in a sealed envelope	The bids must use the two-envelope system, requiring suppliers to submit the technical and financial proposals sealed in two separate envelopes
All suppliers who pass the technical evaluation are ranked according to their price offers from lowest to highest. The contract is then awarded to the supplier with the lowest prices offer passing the technical confirmation	The evaluation criteria for both the technical and the financial reviews needs to be established in the RFP stressing the key areas of importance that will be considered in the evaluation.

The ratio between technical and financial factors may differ from one RFP to another, i.e. 70/30 or a 60/40 weighting (technical / financial)

In conclusion, to meet the UNHCR requirements for procurement procedures between EUR 32,000 and 149,999 please implement a combination of the DCA Negotiated Procedure for Supply, Services or Works as per section 6.2. 7.2 and 8.2 and the DCA Local Open Tender for Supply and Services as per section 6.3 and 7.3 in the [DCA Procurement Manual](#). Please observe and implement the following additional UNHCR requirements indicated in **italic and bold** in the below step guide.

The steps for UNHCR FORMAL NEGOTIATED procurement procedure for Supply, Service, Works Contracts between EUR 32,000 – 149,999

Step	Description	DCA Annex
1	<p>Requisition / Draft specifications</p> <p>Initiate the procurement as per the Procurement Plan by completing the Purchase Request. Take care in identifying the technical specifications or the Terms of Reference of the Supply, Service or Works under procurement.</p> <p>Create a File in ADMIND, with the description 'Purchase Request' followed by the Purchase Request number</p>	<p>Log Manual Annex 3.02 Purchase Request</p> <p>Start a File in ADMIND</p>
2	<p>Publish Tender Notice</p> <p>Please publish a Tender Notice in a suitable media.</p>	<p>GEN 11: Business Opportunity / Tender Notice</p>
3	<p>Draft and Invite Bids</p> <p>Decide if it is an ITB or RFP process as per below.</p> <p>ITB For goods and services with standard and firm specifications or TOR that can be expressed qualitatively and quantitatively.</p> <p>The deadline shall be 4 weeks (recommended) with a minimum of 2 weeks under justified cases, from the date of the advertisement.</p> <p>The bid must be submitted in a sealed envelope marked with the closing time etc.</p> <p>RFP For procurement of goods and services that <u>cannot</u> be expressed in sufficient detail for example in the case of professional services and complex goods and works. The bid document must request a technical proposal offering a solution to the requirements specified in the bid document, as well as a separate commercial proposal.</p> <p>The two-envelope system, one for technical solution and one for commercial offer is required.</p> <p>For both ITB and RFP, if clarifications/amendments to the bid document are needed, written questions</p>	<p>ITB process: SUP 2: Request for Quotation (Supply) SER 2: Request for Proposal (Service) WOR 1: Request for Proposal (Works)</p> <p>RFP process: SUP 3: Tender Dossier (Supply) SER 6: Tender Dossier (Service) WOR 1: Request for Proposal (Works)</p> <p>GEN 14: Question and Answers</p>

are accepted, and all potential bidders shall receive a copy of the questions and answers simultaneously.

4	Receive Bids	For each bid received, register the date and time of receipt. Keep all received bids unopened in a secure place until the tender opening.	GEN 13: List of Suppliers/Candidates and Tender Receipt Form
5	Evaluate Bids	Evaluate bids in writing and select the best offer. Bids that have passed the administrative compliance are subject to technical and financial evaluation.	<p>ITB process: SUP 4: Evaluation Grid (Supply) SER 3: Evaluation Grid for Negotiated Procedure (Services) WOR 3: Evaluation Grid and Report (Works)</p> <p>RFP process: SUP 5: Evaluation Grid for Open Tenders (Supply) SER 7: Evaluation Grid for Open Tenders (Service)</p>
6	Issue Purchase Order or Contract	Issue the Purchase Order or Contract.	<p>ITB process: SUP 6: Purchase Order (Supply) SER 4: Contract (Services) or SER 2: Request for Proposal (Contract included in the RFP) WOR 2: Contract (Works)</p> <p>RFP process: SUP 3: Tender Dossier (Contract included in the Tender Dossier)</p>
7	Letter to unsuccessful suppliers	Unsuccessful suppliers shall be notified of the result of the procedure.	SUP 8: Letter to Unsuccessful Suppliers SER 5 and WOR 4: Letter to Unsuccessful Candidates (Service and Works)
8	Award Notice	To be published in a suitable procurement media.	GEN 17: Award Notice (Optional below EUR 30,000)
9	Receipt and Inspection	Inspect that goods and services received comply with the Purchase Order or Contract. Sign and file a proof of receipt / delivery note / copy of the Service output / Certificate of Final Completion for Works	

2.7 LOCAL OPEN TENDER PROCUREMENT PROCEDURE BETWEEN EUR 150,000 AND 299,999

For procurement values above EUR 32,000 (USD 40,000) UNHCR requires a formal solicitation method. The formal solicitation requires one of two types of formal tender processes: the Invitation to Bid (ITB) or the Request for Proposal (RFP). The vast majority of procurements undertaken in a UNHCR funded project at this threshold will fall under the ITB process where clear specifications, known quantity and meaningful references to quality are possible. For goods, this would be items such as computers, transport solutions, office equipment, agricultural inputs etc. For services, this could be a consultant for a project or program evaluation, a benchmark analysis, a facilitator/trainer for a workshop etc. When purchasing goods and services under an ITB process at this threshold, the DCA annexes to use will depend on the contract category and are included in the below table. It is important to use these annexes as they include central UNHCR requirements to procurement documents.

Please refer to the below table for a summary of the UNHCR process requirements.

UNHCR Invitation to Bid (ITB)	UNHCR Request for Proposal (RFP)
A formal tender process using formal tender documents	
Used for goods and services with standard and firm specifications and/or TOR which can be expressed qualitatively and quantitatively	Designed to obtain proposals for Goods and/or Services to satisfy a requirement that cannot be described in a quantitative or qualitative manner
Offers may only be received by staff not involved in the procurement process	
Submission of offers is subject to a strict deadline	
Bid deadline is publicly available	
Ideally, the tender documentation is publicly available	
The bids must be submitted in a sealed envelope	The bids must use the two-envelope system, requiring suppliers to submit the technical and financial proposals sealed in two separate envelopes
All suppliers who pass the technical evaluation are ranked according to their price offers from lowest to highest. The contract is then awarded to the supplier with the lowest prices offer passing the technical confirmation	The evaluation criteria for both the technical and the financial reviews needs to be established in the RFP stressing the key areas of importance that will be considered in the evaluation. The ratio between technical and financial factors may differ from one RFP to another, i.e. 70/30 or a 60/40 weighting (technical / financial)

When the project requires procurement of complex goods and services, please use the Request for Proposal process described in the below table. This process requires the use of a two-envelope system, which means submission of the financial and technical bids in separate envelopes or emails. The DCA annexes to use will depend on the contract category and are specified in the below table. These annexes derive from the Local Open Tender procedure, which is similar to the UNHCR Request for Proposal. It is important to use these annexes as they include central UNHCR requirements to procurement documents. To avoid confusion, please note that DCA uses the Request for Proposal terminology to describe the solicitation documents used for Services or Works processes, whereas UNHCR uses the terminology for a procedure for both goods and services with high complexity.

For procurement values above EUR 32,000 (USD 40,000), UNHCR requires bid submission in one or two sealed envelopes. For the ITB process, the Procurement Committee may accept bids in one sealed envelope. For the RFP process, it is mandatory to use the two-envelope system. This is stricter than the [DCA Procurement Manual](#), and please customize the relevant DCA annex to meet this requirement.

For the DCA Local Open Tender for Supply and Services as per section 6.3 and 7.3 in the [DCA Procurement Manual](#), please implement the following additional UNHCR requirements indicated in ***italic and bold*** in the below step guide. For Works contracts, no DCA Local Open Tender solicitation documents exist. Instead, please use the Negotiated Procedure for Works and customize as required or seek the assistance of the Procurement and Logistics Unit in Copenhagen, Denmark.

For compliance and documentation purposes, please use the DCA templates listed under 'DCA Annex' as per the applicable contract category.

The steps for the Local Open Tender procurement procedure for Supply, Service, Works Contracts between EUR 150,000 – 299,999

Step	Description	DCA Annex
1	<i>Requisition</i> / Draft technical specifications and Terms of Reference (TOR)	<i>Log Manual Annex 3.02 Purchase Request</i> SUP 3: Tender Dossier SER 6: Tender Dossier Start a File in ADMIND
	Create a File in ADMIND, with the <i>description 'Purchase Request' followed by the number</i>	
2	Draft Tender Dossier	SUP 3: Tender Dossier (Supply) GEN 9-3: Sample of Distribution Schedule (Supply) GEN 9-4: Sample of Overall Work Plan (Supply) SER 6: Tender Dossier (Service) <i>WOR 1: Request for Proposal (Works)</i>
	<i>ITB For goods and services with standard and firm specifications or TOR that can be expressed qualitatively and quantitatively.</i>	
	<i>RFP For procurement of goods and services that cannot be expressed in sufficient detail for example in the case of professional services and complex goods and works. The bid document must request a technical proposal offering a solution to the requirements specified in the bid document, as well as a separate commercial proposal.</i>	
	<i>The two-envelope system, one for technical solution and one for commercial offer is required.</i>	
3	Publish Tender Notice	GEN 11: Business Opportunity / Tender Notice
	Specify the main content of the Tender Dossier in the Tender Notice and publish it in a suitable procurement media. The deadline shall not be less than 30 days from the date of the advertisement. The Tender Dossier shall be available on the date of the advertisement.	
4	Submit Tender Dossier	GEN 13: List of Suppliers/Candidates and Tender Receipt Form GEN 14: Question and Answers
	Record supplier or candidates who have received the Tender Dossier. Identify each Tender with a number. If clarifications/amendments to the Tender Dossiers are needed, all potential tenderers	

		shall receive a copy of the questions and answers simultaneously.	
5	Receive Tenders	For each bid received, register the date and time of receipt. Keep all received bids unopened in a secure place until the tender opening.	GEN 13: List of Suppliers/Candidates and Tender Receipt Form
6	Conduct Tender Opening Session	All tenderers who has submitted a tender are invited to participate in the tender opening. Tenders are opened in their presence	GEN 15-1: Tender Opening Checklist GEN 15-3: Tender Opening Form
7	Ensure Administrative Compliance	Post qualification of tenderers after the tender opening. Validating that tenders meet the administrative requirements (received before the deadline, relevant, documents submitted, eligibility and signature).	SUP 5: Evaluation Grid for Open Tenders (Supply) SER 7: Evaluation Grid for Open Tenders (Service) WOR 3: Evaluation Grid and Report (Works)
8	Evaluate and select Tenderer	Evaluate tenders in writing and select the best offer. Tenders that have passed the administrative compliance are subject to technical and financial evaluation.	SUP 5: Evaluation Grid for Open Tenders (Supply) SER 7: Evaluation Grid for Open Tenders (Service) WOR 3: Evaluation Grid and Report (Works)
9	Issue Contract and send Letter of Acceptance	Issue the Contract.	SUP 3: Tender Dossier part B: Contract (Supply) SER 6: Tender Dossier part B: Contract (Services) WOR 2: Contract (Works) GEN 16: Letter of Acceptance
10	Letter to unsuccessful Tenderers	Unsuccessful tenderers shall be notified of the result of the procedure.	SUP 8: Letter to Unsuccessful Suppliers (Supply) SER 5 and WOR 4: Letter to Unsuccessful Candidates (Service and Works)
11	Publish Award Notice	To be published in a suitable procurement media.	GEN 17: Award Notice
12	Receipt and Inspection	Inspect that goods and services received comply with the Contract. Sign and file a proof of receipt / delivery note / copy of the Service output / Certificate of Final Completion for Works	SUP 13: Goods Received Note (Supply)

2.8 INTERNATIONAL OPEN TENDER PROCUREMENT PROCEDURE ABOVE EUR 300,000

Please refer to the description in the previous section 2.6 and please refer to the below step guide.

The steps involved in the International Open Tender for Supply, Service and Works Contracts Above EUR 300,000

Step	Description	Annex
1 & 2	Follow the procedure as described under 2.4 Local Open Tender	
3	Publish Tender Notice Internationally	Specify the main content of the Tender Dossier in the Tender Notice and publish it in the project country and internationally. Depending on the nature of the required resources, the deadline for submitting tenders shall not be less than 30 days from the date of issuing the Tender Notice. The Tender Dossier shall be available on the date of the advertisement of the Tender Notice.
4-12	Follow the procedure as described under 2.4 Local Open Tender	GEN 11: Business Opportunity / Tender Notice

3 DCA VENDOR MANAGEMENT

Please refer to the [DCA Procurement Manual](#) section 4.11, which instructs DCA offices and partners to take care in sourcing suppliers and candidates as broadly as possible to meet the procurement principles of transparency and equal opportunity, and to reduce the ethical and commercial risks. In addition to these instructions the below Vendor Management System is applicable to all projects with UNHCR funding.

DCA's Vendor Management System consists of a sourcing and pre-qualification process where the Procurement Committee screens the Supplier Registration Form and includes the supplier or candidate in ADMIND as eligible or ineligible. The Procurement Committee will shortlist eligible suppliers and candidates from ADMIND and request unlisted suppliers or candidates to submit a Supplier Registration Form for screening. Only suppliers or candidates who have submitted a Supplier Registration Form, and who have been registered in ADMIND as eligible can become a contractor. Lastly, every quarter, a random performance evaluation process takes place upon delivery of the goods and services. The result of the evaluation is included in ADMIND for future reference.

3.1 SOURCING AND PRE-QUALIFICATION OF SUPPLIERS AND CANDIDATES

The sourcing and pre-qualification of suppliers and candidates can take place by soliciting interested suppliers and candidates through an annual process, in connection with the individual procurement procedure and at any time when a supplier or candidate submits an unsolicited Supplier Registration Form. For the latter situation, the sourcing and pre-qualification process described below will start from step 3.

Please take care in planning the sourcing and pre-qualification process to ensure no delays in the procurement procedures and timely delivery of project and office inputs. To ensure efficiency in the Vendor Management System it is important to follow the below process.

Sourcing and Pre-qualification of Suppliers and Candidates

Step	Description	Annex
1 Identify goods and services	The procurement Committee collects a list of required goods and services for the coming year	Annex 1 Advertisement for Business Opportunities
2 Post the Advertisement	The Procurement Committee identifies where best to post the Advertisement for Business Opportunity e.g. newspaper, trade magazine, online forums, office board etc.	Annex 2 Supplier Registration Form
Request in Procurement Document	If the supplier or candidate to be invited is not in ADMIND, ensure that the procurement document instructs that suppliers who have not previously submitted a Supplier Registration Form must do so	
3 Receive the Supplier Registration Form	The Procurement Committee identifies an address to receive the letters and Supplier Registration Forms	
4 Pre-qualification	If the interested supplier or candidate is not in ADMIND already, please move on to screen the information based on the pre-qualification criteria If the interested supplier or candidate is already in ADMIND, please identify if the supplier or candidate is included as eligible or ineligible	Annex 2 Supplier Registration Form / Pre-qualification section ADMIND / Supplier Card
	If the supplier or candidate provides no new information, the Procurement Committee	ADMIND / Supplier Card

	<p>maintains the previous decision (eligibility/ineligibility) and informs the supplier or candidate in writing.</p> <p>The Procurement Committee updates ADMIND Supplier Card with the decision</p>	
	<p>If the supplier or candidate provides new information, the Procurement Committee screens the information received and decides if the supplier or candidate can be deemed eligible based on the new information</p>	<p>Annex 2 Supplier Registration Form / Pre-qualification section</p>
	<p>The Procurement Committee updates ADMIND with the decision</p> <p>The Procurement Committee informs the supplier or candidate of their decision in writing and provides an explanation based on the pre-qualification</p>	<p>ADMIND / Supplier Card</p>

For elaboration of the above process, please refer below.

3.1.1 Step 1 – Identify Goods and Services

For sourcing suppliers and candidates, the [DCA Procurement Manual](#) section 4.11.1 requires that at the beginning of every project an advertisement of Business opportunity is posted. Please use annex 1 attached with this document, which is a customized version of the Advertisement for Business Opportunity meeting the UNHCR procurement requirements. This document is for use by the DCA office or partner in their sourcing and pre-qualification process.

Whether the Advertisement for Business Opportunity is posted in connection with a new project or on an annual basis, the Procurement Committee identifies the goods and services needed and to be included in the Advertisement. This information can be derived from the office or project procurement plan.

3.1.2 Step 2 – Post the Advertisement or Request in the Procurement Document

It is a requirement that all potential suppliers and candidates not yet registered in ADMIND, fill in the Supplier Registration Form included with this document in Annex 2. This form is also an integral part of Annex 1 – Advertisement for Business Opportunity.

To reach as many suppliers and candidates as possible, the Procurement Committee must select relevant online sourcing sites, newspapers, magazines and public boards for the advertisement. It is also possible to forward the advertisement directly to known suppliers and candidates, relevant to screen for acceptance into the database.

If the shortlisted supplier or candidate is not in ADMIND, please ensure that the procurement document instructs that suppliers who have not previously submitted a Supplier Registration Form must do so.

3.1.3 Step 3 – Receive the Supplier Registration Form

The Procurement Committee identifies an email or postal address whereto the suppliers and candidates can send their letter with the Supplier Registration Form expressing their interest in becoming a contractor.

3.1.4 Step 4 – Pre-qualification

Upon receipt of the Supplier Registration Form, the Procurement Committee is responsible for screening the information using the pre-qualification section of Annex 2 Supplier Registration Form, which captures the content of the screening. The Procurement Committee decides if the supplier or candidate is eligible and thus pre-qualified for future procurement procedures with UNHCR funds.

Before Screening

Before any screening takes place, it is important to search ADMIND to establish if the supplier or candidate has applied previously and if they have been rejected/deemed ineligible or accepted/deemed eligible.

If the supplier or candidate is already in the database as eligible, the purpose of the screening is to identify if the information submitted in Annex 2 Supplier Registration Form changes the status.

If the supplier or candidate is already in the database as ineligible, the purpose of the screening is to identify if the information submitted in Annex 2 Supplier Registration Form is sufficient to change the status to eligible.

If the supplier or candidate is not in the database, the purpose of the screening is to establish if they are eligible or ineligible to become a contractor.

Screening

The Procurement Committee will screen the received Supplier Registration Forms and base their decision on the following pre-qualification criteria:

	Pre-Qualification Criteria	Description
1	Relevance of the goods and services offered to DCA	The Procurement Committee will determine if the goods and services offered are part of the Advertisement of Business Opportunity, included in a current Procurement Plan, regularly purchased for the office or of potential future relevance. Only then, is it relevant to register the goods or services in ADMIND.
2	Technical Competence	Where applicable and based on the national and international quality assurance certifications held by the company, the product information provided and the network of authorized dealers for aftersales service the Procurement Committee will determine the supplier or candidate's technical competence.
3	Business Experience and Capacity	The Procurement Committee will determine if the supplier or candidate has the relevant experience based on the company's past exports, experience with similar organisations and references provided.
4	Financial Stability	Based on the company's most recent annual or audited financial report, the Procurement Committee will establish if the supplier or candidate has sound financials. This means that there is no deficit in net worth, bankruptcy proceedings, insolvency or bad credit or payment history. Furthermore, the Procurement Committee will establish if the company is of sufficient financial capacity to fulfil a given contract. Failure to submit requested documentation will normally disqualify the supplier or candidate.
5	Payment Terms	The Payment terms offered by the supplier or candidate should correspond to the DCA standard payment terms or the supplier or candidate would usually be disqualified.
6	DCA's General Terms and Conditions	Failure to accept without restrictions DCA's General Terms and Conditions will usually disqualify the supplier or candidate.
7	Past performance with DCA	For suppliers and candidates under re-evaluation, their performance history will be evaluated as a whole and be a factor in the decision.

Information to Suppliers and Candidates

Following the screening, the Procurement Committee will inform the supplier or candidate in writing of their decision and the result of the screening based on the pre-qualification criteria.

3.2 ELIGIBILITY OF SUPPLIERS AND CANDIDATES

Supplier and candidates are eligible as DCA contractors if they have submitted a Supplier Registration Form and following a screening based on the pre-qualification criteria, the Procurement Committee has registered the company in ADMIND as an eligible supplier or candidate.

For every procurement procedure launched, the Procurement Committee will shortlist eligible suppliers and candidates from ADMIND as follows below in addition to other relevant suppliers and candidates not yet in ADMIND. The principle of competition and best value for money prohibits the artificial creation of competition by adding suppliers and candidates who are not able to deliver the required goods and services or are ineligible to the shortlist (GEN 13 List of Suppliers/Candidates and Tender Receipt Form).

- a. Suppliers or candidates who successfully delivered against the last contract
- b. Newly identified suppliers or candidates
- c. Other relevant suppliers or candidates not yet in the ADMIND database

A search in ADMIND will identify suppliers and candidates meeting the above criteria.

3.3 CONTRACTOR PERFORMANCE EVALUATION

Contractor performance is how the chosen supplier or candidate performs against the contractual requirements.

Following the completion of a contract the Procurement Committee must evaluate the contractor's performance. Every quarter the Procurement Committee randomly selects every 4th delivery (Purchase Orders) from an ADMIND Purchase order report covering the past 12 months and with the 'status' set at 'closed'. The Procurement Committee evaluates the contractors' performances of these 25% randomly selected deliveries based on the criteria listed below. The Procurement Committee will update the ADMIND database with the performance ranking (A, B or C as per below) and keep a copy of the evaluation in the procurement file. Furthermore, they will upload the performance evaluation in ADMIND under the Supplier Card / Performance.

Contractor performances rated at 'C' will result in the company's eligibility changing to 'ineligible'. Please refer to performance ranking 'C' below for a description. This will result in the ADMIND Suppliers' List turning red in colour. After 12 months, the Suppliers' List in ADMIND will automatically turn yellow indicating, that the company may now be re-evaluated for possible inclusion among the eligible suppliers and candidates in ADMIND.

Contract Performance Criteria		Description
1	Fulfilment of delivery schedule	Delivery schedules may change due to various circumstances. This criterion means delay that goes beyond what DCA has agreed to
2	Compliance with contractual terms and conditions or special requirements of the contract	For a supply contract, this can be compliance with the warranty provisions, delivery of all the requested product manuals, submission of relevant documents and packing and shipping as per instruction. For services, this could be that the Contractor has complied with all the requirements for reporting during the contract and other identified milestones
3	Quality of goods and services provided in accordance with contractual terms and conditions	Information from the delivery note / Service output / Certificate of Final Completion
4	Timely response to DCA's request to rectify discrepancies, and resolve claims	

Based on the above four criteria, the Procurement Committee will assign one of the following three performance rankings:

Performance Rankings

A - to a supplier or candidate that performs on all four criteria or to a supplier or candidate that only has an occasional problem but rectifies the problem immediately upon request by DCA.

B - to a supplier or candidate that repeatedly has problems with meeting the delivery deadline and/or is supplying sub-quality goods and services but is willing to rectify the problems whenever identified.

C - to a supplier or candidate that repeatedly has problems with meeting the delivery deadline and/or is supplying sub-quality goods and services and is unwilling or unable to rectify the problems when requested by DCA. This supplier or candidate should be re-evaluated. For this purpose, please identify the company as ineligible in ADMIND.

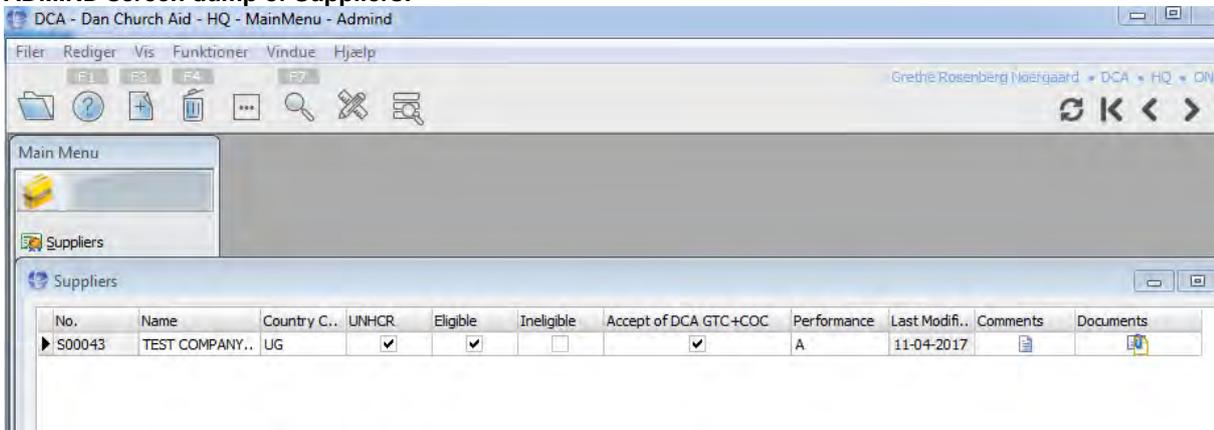
3.4 THE ADMIND DATABASE

Based on the result of the pre-qualification process, the Procurement Committee ensures update of the supplier and candidate information in ADMIND as follows below. Please also refer to the [ADMIND User Manual](#).

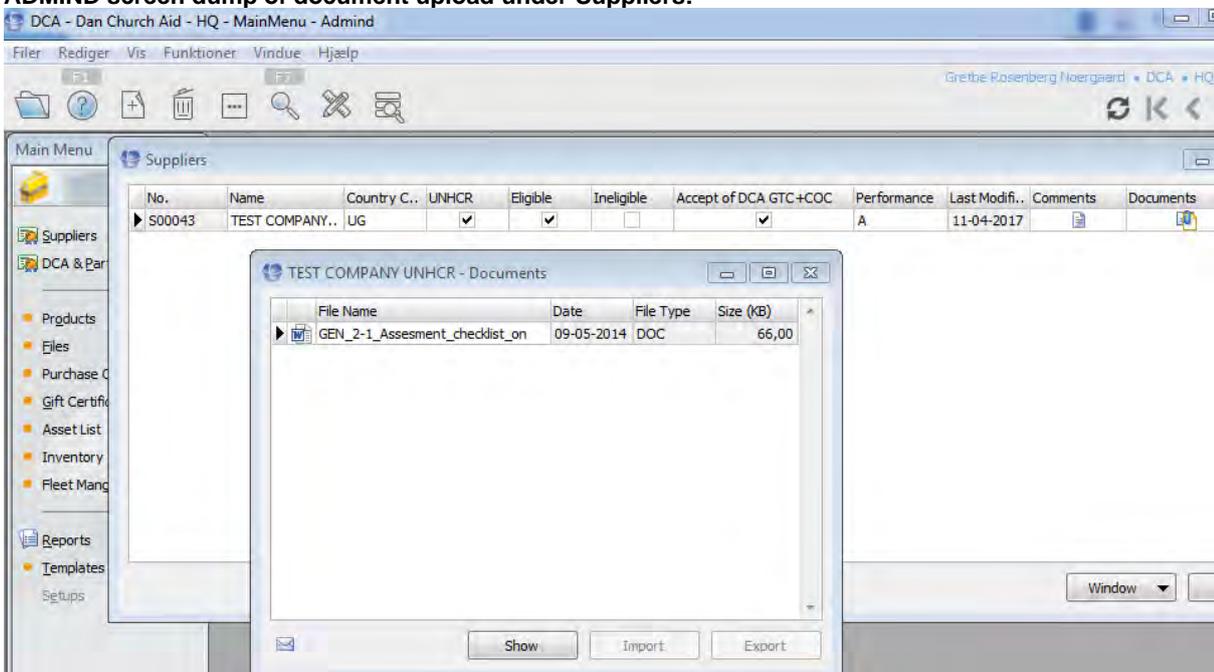
3.4.1 Suppliers

Under the Suppliers menu, the first screen provides an easy overview of the most important information for each supplier or candidate including, name, country, eligibility, contractor performance. Furthermore, this is where the Supplier Registration Form including all the documentation provided by the supplier or candidate and the Procurement Committee's pre-qualification conclusion. When available, an icon in the 'Documents' column will indicate that the Supplier Registration Form is available. This documentation will allow the Procurement Committee to consult their decision, should the same supplier or candidate again submit a Supplier Registration Form.

ADMIND screen dump of Suppliers:



ADMIND screen dump of document upload under Suppliers:



3.4.2 The Supplier Card / General

Under General, the following information in the Supplier Card is available and updated, and please refer to a screen dump of the same below:

- Creation date
- Full name and address
- Contact person and contact details
- VAT No.
- Nature of business
- Payment terms
- Discount available, if any
- UNHCR. This box is selected, if the supplier has been approved as a supplier under a UNHCR programme.
- Eligible / ineligible. The company's eligibility is indicated with either selecting the eligible or ineligible box.
- The company's accept of DCA General Terms and Conditions and UN Supplier Code of Conduct

ADMIND screen dump of Supplier Card / General:

The screenshot displays the ADMIND interface for the 'Suppliers' module. A table lists suppliers, with 'TEST COMPANY UNHCR' selected. A pop-up window titled 'TEST COMPANY UNHCR - Supplier Card' shows the 'General' tab with the following details:

General		Performance	Comments
No.	S00043	Created Date	01-03-2017
Name	TEST COMPANY UNHCR	Ineligible Date	
Address	Settlement Lane 50/A	Last Modified	11-04-2017
		Modified By	Grethe Rosenberg Noe
Country Code	UG	VAT No.	156023789
Zip Code	56420	Nature of business	Retailer
City	Yumbe	Payment Terms	30 days from invoice
Contact Person	Mr. Silas Fork	Discount	0
Phone No.	+256 120 120 120	UNHCR	<input checked="" type="checkbox"/>
Mobile No.	+256 (0) 145 145 145	Eligible	<input checked="" type="checkbox"/>
E-mail	silas.fork@gmail.dk	Ineligible	<input type="checkbox"/>
Web Page	www.ForkCompany.ug	Accept of DCA GTC..	<input checked="" type="checkbox"/>

3.4.3 The Supplier Card / Performance

As described under section 3.4.2, the supplier or candidate will receive a performance evaluation. Please include the result in ADMIND under the Supplier Card / Performance and please select the relevant performance ranking – A, B or C, as illustrated below.

If the Contractor Performance is rated 'C', the company's eligibility automatically changes to 'ineligible'. Please refer to 'C' for a description. This will result in 'Suppliers' turning red in colour, please refer below. After 12 months, 'Suppliers' will automatically turn yellow indicating, that the company must be re-evaluated, if still relevant as a supplier or candidate.

ADMIND screen dump of Supplier Card / Performance:

The screenshot displays the ADMIND software interface. At the top, the title bar reads 'DCA - Dan Church Aid - HQ - MainMenu - Admind'. Below the title bar is a menu bar with options: 'Filer', 'Rediger', 'Vis', 'Funktioner', 'Vindue', and 'Hjælp'. A toolbar contains various icons for file operations and navigation. The main window is titled 'Suppliers' and contains a table with the following data:

No.	Name	Country C..	UNHCR	Eligible	Ineligible	Accept of DCA GTC+COC	Performance	Last Modifi..	Comments	Docur
S00043	TEST COMPANY..	UG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A	11-04-2017		

Below the table, a window titled 'TEST COMPANY UNHCR - Supplier Card' is open, showing the 'Performance' tab. It lists three performance ratings with corresponding smiley face icons:

- A** - to a supplier or candidate that performs on all four criteria or to a supplier or candidate that only has an occasional problem, but rectifies the problem immediately upon request by DCA.
- B** - to a supplier or candidate that repeatedly has problems with meeting the delivery deadline and/or is supplying sub-quality goods and services but is willing to rectify the problems whenever identified.
- C** - to a supplier or candidate that repeatedly has problems with meeting the delivery deadline and/or is supplying sub-quality goods and services and is unwilling or unable to rectify the problems when requested by DCA. This supplier or candidate should be re-evaluated. For this purpose, please identify the company as ineligible in the ADMIND database.

The 'A' rating icon is highlighted with a red box in the screenshot.

ADMIND screen dump of ineligible 'C' rated Contractor:

The screenshot displays the ADMIND software interface. The main window is titled 'DCA - Dan Church Aid - HQ - MainMenu - Admind'. The 'Suppliers' section is active, showing a table with the following data:

No.	Name	Country C..	UNHCR	Eligible	Ineligible	Accept of DCA GTC+COG	Performance	Last Modifi..	Comments	Doc
S00043	TEST COMPANY..	UG	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	C	11-04-2017		

The 'TEST COMPANY UNHCR - Supplier Card' dialog box is open, showing the 'Performance' tab. It contains three performance levels:

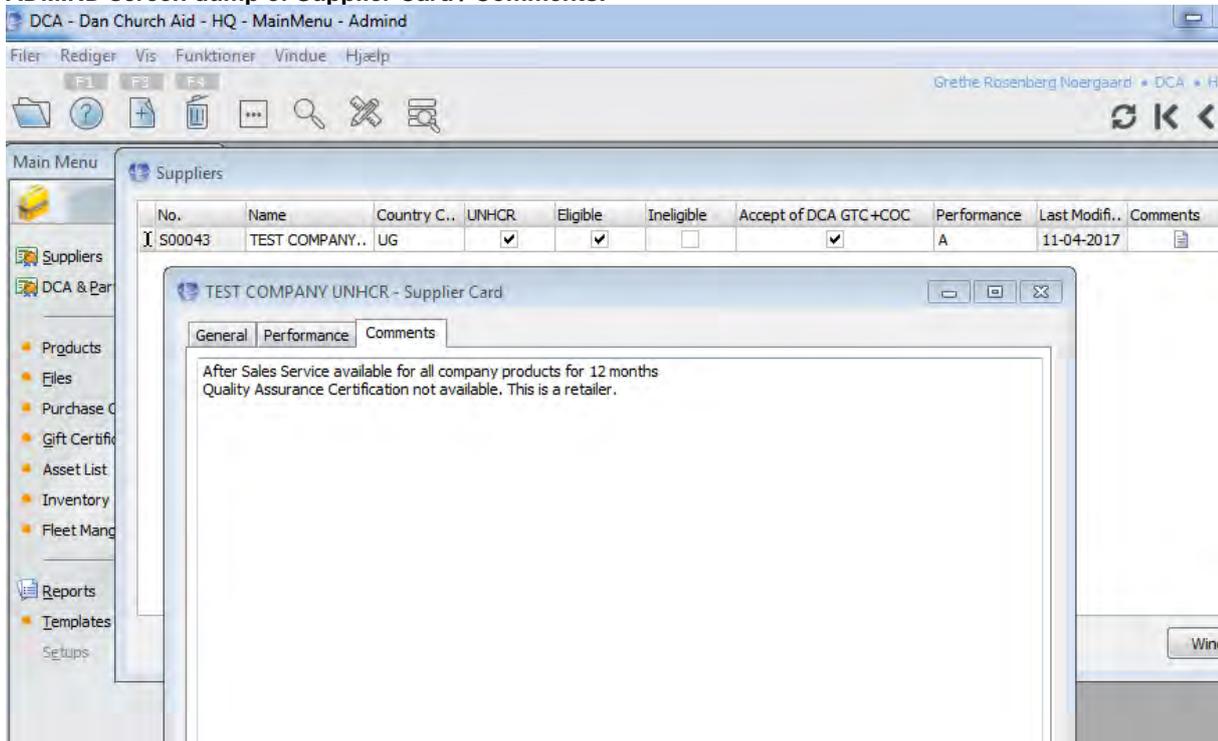
- A** - to a supplier or candidate that performs on all four criteria or to a supplier or candidate that only has an occasional problem, but rectifies the problem immediately upon request by DCA.
- B** - to a supplier or candidate that repeatedly has problems with meeting the delivery deadline and/or is supplying sub-quality goods and services but is willing to rectify the problems whenever identified.
- C** - to a supplier or candidate that repeatedly has problems with meeting the delivery deadline and/or is supplying sub-quality goods and services and is unwilling or unable to rectify the problems when requested by DCA. This supplier or candidate should be re-evaluated. For this purpose, please identify the company as ineligible in the ADMIND database.

The 'C' rating is highlighted with a red box in the original image.

3.4.4 The Supplier Card / Comments

Please attach the Supplier Registration Form including all documents submitted under 'Suppliers'. However, should the Procurement Committee like to extract specific information e.g. After Sales Service and Quality Assurance Certification information, this can be added to the comments field as illustrated below.

ADMIN screen dump of Supplier Card / Comments:



The screenshot displays the 'Suppliers' section of the DCA Admin interface. A table lists suppliers, with one entry selected: 'TEST COMPANY.. UG'. The 'Comments' field for this supplier is open, showing the following text:

After Sales Service available for all company products for 12 months
Quality Assurance Certification not available. This is a retailer.

No.	Name	Country C..	UNHCR	Eligible	Ineligible	Accept of DCA GTC+COC	Performance	Last Modif..	Comments
S00043	TEST COMPANY..	UG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A	11-04-2017	After Sales Service available for all company products for 12 months Quality Assurance Certification not available. This is a retailer.

3.4.5 Products

The Products Menu includes products relevant to DCA as well as product information in the form of data sheets, brochures etc. An icon in the 'Documents' column will indicate that the product has a data sheet attached.

ADMIND screen dump of Product, Product Card:

The screenshot displays the ADMIND application window titled "DCA - Dan Church Aid - HQ - MainMenu - AdminD". The interface includes a menu bar (File, Rediger, Vis, Funktioner, Vindue, Hjælp), a toolbar, and a sidebar with navigation options like Suppliers, DCA & Partners, Products, Files, Purchase, Gift Certificates, Asset List, Inventory, Fleet Management, Reports, Templates, and Setups.

The main area shows a "Products" table with the following data:

No.	Name	Group Code	HMA	Last Modifi..	Description	Evaluation	Comments	Documents
P00712	Binocular Silva Pocket		<input checked="" type="checkbox"/>	26-01-2009				
P00016	Blanket	FIELD EQUIPMENT	<input type="checkbox"/>	28-09-2007				
P00726	Blasting machine	DEMINING	<input type="checkbox"/>	16-06-2005				
P00746	Blasting wire	DEMINING	<input type="checkbox"/>	04-08-2005				
P00797	Blood transfusion sets	MEDIC.	<input type="checkbox"/>	03-12-2007				
P00807	Body armor	DEMINING	<input type="checkbox"/>	05-03-2008				
P00017	Camp bed	FIELD EQUIPMENT	<input type="checkbox"/>	03-04-2017				
P00715	Canon IXUS 30 - digital camera	IT	<input checked="" type="checkbox"/>	12-01-2009				
P00020	Chair, folding	FIELD EQUIPMENT	<input type="checkbox"/>	12-01-2009				
P00813	Charger		<input type="checkbox"/>					
P00091	Codan NGT SR Base Station Package		<input type="checkbox"/>					
P00022	Codan NGT SR data package		<input type="checkbox"/>					
P00090	Codan NGT SR Mobile Package		<input type="checkbox"/>					
P00767	Codan NGT SRx mobil package		<input type="checkbox"/>					
P00089	Codan NGT VR base station package		<input type="checkbox"/>					
P00719	Codan NGT VR Mobile Package		<input type="checkbox"/>					
P00766	Codan.desk console NGT		<input type="checkbox"/>					
P00768	CodanNGT SRx base station package		<input type="checkbox"/>					
P00713	Compac Silva Ranger 15T		<input type="checkbox"/>					
P00397	Compass Prismatic SU MC-2D/L		<input type="checkbox"/>					
P00025	Computer - Lap Top		<input type="checkbox"/>					
P00825	Condoms		<input type="checkbox"/>					
P00026	Container 20"		<input type="checkbox"/>					

A "Blasting wire - Documents" window is open, showing a file list:

File Name	Date	File Type	Size (KB)
Copper Blasting wire - spec sh	04-08-2005	JPG	175,58

Buttons for "Show", "Import", and "Export" are visible at the bottom of the document viewer.

4 DCA AUTHORIZATION SCHEDULE

The DCA Procurement Manual section 2.3 instructs DCA Country Office and DCA Implementing Partner to establish a Procurement Committee as the responsible entity to undertake procurement in the office and/or project. To safeguard the integrity of the procurement procedure and to protect DCA or Partner staff against unjust accusations of wrongdoing, DCA does not allow the same individual to make purchase commitments and make or approve payments. Consequently, the duties must be segregated and each DCA Country Office must ensure that the authorization schedule is in place and updated. DCA Implementing Partner complies with the authorization schedule in place for their organisation.

5 CODE OF CONDUCT

5.1 CONFLICT OF INTEREST / CONFIDENTIALITY / GIFTS & HOSPITALITY – DCA STAFF

A DCA staff member involved in a UNHCR procurement process should not be placed in a position where his/her actions may constitute or could be reasonably perceived as reflecting favorable treatment to an individual or entity by accepting any gifts or any hospitality or other similar considerations.

5.2 CONFLICT OF INTEREST / CONFIDENTIALITY / GIFTS & HOSPITALITY – SUPPLIERS

Partners must have policies and standards for their vendors, along with sanctions to reduce the risk that vendors will engage in corrupt practices in the procurement process. Suppliers should only be contracted if they perform satisfactorily and ideally in accordance with the principles detailed in the UN Supplier Code of Conduct regarding labor, human rights, environment and ethical conduct.

UNHCR urges all Partners to encourage their vendors to align their operations and strategies with the UN Global Compact principles (<http://unglobalcompact.org>), which serve as an inspiration for vendors, and encourages vendors to sign the UN Supplier Code of Conduct as a part of the vendor registration process.

6 APPLICABLE TAX EXEMPTIONS

DCA is required to maximize the use of any tax exemptions available under its charitable status. In situations where Goods and/or Services bought by DCA may be subject to customs duty or taxation, DCA shall indicate to the competent authorities that the Goods and/or Services are bought with UNHCR funds and pursue the tax exemption and recovery. DCA shall consult with UNHCR on whether and how these payments may be exempted under the applicable international and national legal instruments.

The consultations with UNHCR and any resultant decisions should be documented in writing and kept in the General section of the project procurement file.

7 DCA ANNEXES

ANNEX 1 – ADVERTISEMENT OF BUSINESS OPPORTUNITIES

Date: <insert>
Reference no: <insert>
Subject: Supply of various good and services
Contracting Authority: <insert>
Deadline for submission of letter of interest: <insert>

<A brief description of the project, funding, and other relevant information>

<Name of the Contracting Authority>, <country>, in cooperation with its partner <name of partner> invites qualified suppliers or candidates of one or several of the following goods and services to respond to this advertisement. Suppliers and candidates who respond to this advertisement, and provide the required information will be screened for inclusion in the Contracting Authorities database of eligible suppliers and candidates. Eligible suppliers and candidates in the contracting authority's database may be invited to participate in Procurement Procedures for the goods and services offered.

Goods and services required by the Contracting Authority for its interventions:

- <description of goods/services>
- <description of goods/services>
- <description of goods/services>

The interested supplier or candidate shall in the letter of interest provide the following information to the Contracting Authority using the contact details below:

- Indicate which goods or services he/she is interested in supplying
- Complete the DCA Supplier Registration Form attached

This is purely information on business opportunities and does not constitute a commitment to purchase or any other form of contractual commitment with the Contracting Authority.

<Name of the Contracting Authority>
 <Address, country>
 <Phone, fax no., email>
 <Contact person>

ANNEX 2 – SUPPLIER REGISTRATION FORM

The annex is an attachment to this Appendix (excel document).