



## 6.1 THE SIMPLE PROCEDURE FOR SUPPLIES

(EUR 300 – 9,999)

The Simple Procedure is the simplest Procurement Procedure. This procedure is applicable within the threshold of EUR 300 - 9,999.

For the Simple Procedure it shall be documented that the price of the procured product corresponds with or is lower than the market price while meeting the technical specifications. To establish this, several methods exist. It is possible to collect written quotations or refer to recent contracts from the past 12 months. The advantages of written quotations are many. They evidence what has been offered, thereby reducing misunderstandings and are easy to document. Alternatively, the method can be verbally collected quotations documented in a Note to File or printed prices and specifications from the internet. Regardless of the method chosen, a minimum of three prices must be collected, specifications must be available and documented in the procurement file.

Before the procurement process is initiated, please ensure that all members of the Procurement Committee sign the Declaration of Impartiality and Confidentiality (GEN 2-1). Furthermore, please ensure that the mandatory general Advertisement of Business Opportunities (GEN 8) was published. For more information on the general Advertisement of Business Opportunities, see section 4.11.1.

**NOTE:** Special procedural and quality assurance requirements exist for the purchase of medicine, medical devices and food. Please see section 4.13.1 Procurement of Medicine, 4.13.2 Procurement of Medical Devices and 4.14 Procurement of Food.

### Step Guide:

1

#### Purchase Request with Technical Specifications



Identify the supplies to be procured from the Procurement Plan and draft the technical specifications.



Procurement starts with the completion and authorization of the Purchase Request Form GEN 1-1. The Purchase Request originates outside the Procurement Department.

The Purchase Request identifies the technical specifications of the supplies, ensures budget availability and requests the procurement responsible staff to procure the supplies. Please also refer to the [Logistics Manual chapter 6 Equipment](#) for more information.

Clear, adequate and well-defined technical specifications are a prerequisite for receiving quotations matching the requirements and the budget. Please refer to section 4.12.1 when drafting the technical specifications. Please observe that special requirements exist for the purchase of medicine in section 4.13.1 and purchase of medical devices in section 4.13.2.

**NOTE:** If a supplier assists with input to the technical specifications, the supplier is excluded from participating in that procedure.



#### MANDATORY TEMPLATE

[GEN 1-1 Purchase Request Form](#)

## 2

### Collect Quotations



Approach the supplier(s) for a written or non-written quotation, search the internet for the best price and quality or refer to recent Purchase Orders to ensure that the price corresponds with the present market price or lower. Make sure to have at least three prices for comparison and keep the documentation in the procurement file.



It is an advantage to use the Simple Procedure Quotation Form in SUP 1, because it will help prevent misunderstandings, and ensures that all the required information is collected. The written form also provides a reminder to specify quality or ethical criteria in the technical specifications or contract conditions.

If a non-written quotation is collected, the Procurement Committee shall make a written note of the price, supplier name, contact person, description of goods and note the date. This note shall be filed in the procurement file. At this stage, it is also important to communicate the ethical principles and standards to the suppliers.



#### SUPPORT TEMPLATE

[SUP 1: Simple Procedure Quotation Form](#)   

## 3

### Evaluate and Select Supplier



Evaluate the quotations and select the supplier offering the best price meeting the technical specifications. For evaluation purposes please use the Evaluation Grid for Simple Procedure (SUP 1-1) or issue a Note to File with justifications for selecting the supplier.

Before issuing the Purchase Order, please verify the selected supplier(s)'s eligibility as per DCA Counter Terrorism Policy, by checking the UN Security Council, EU and donor required sanctions lists.



#### SUPPORT TEMPLATE

[SUP 1-1: Evaluation Grid for Simple Procedure](#)  

## 4

### Issue Purchase Order



After selecting the best offer a Purchase Order/Contract shall be issued by the Procurement Committee, applying SUP 6. Check if the Purchase Order must be adapted to national legislation, traditions or requirements. Never delete or make alterations to the GTC and incorporate all agreements reached with the selected supplier in the Purchase Order.



The Purchase Order shall be forwarded unsigned to the selected supplier and returned signed to the Contracting Authority. Only thereafter shall the Purchase Order be signed by the Contracting Authority. Signing the Purchase Order creates a legally binding document for both parties.



Before signing the Purchase Order the Procurement Committee shall ensure:

- That adequate and exact reference is made in the Purchase Order to the relevant RFQ (or the supplier's quotation)
- That the supplier acknowledges the GTC and the COC without exceptions or

amendments

- For new suppliers, ensure that enough references and company data has been collected

**NOTE:** If the supplier cannot accept the GTC, the Procurement Committee shall decline that quote and proceed with another supplier.



**MANDATORY TEMPLATE**

[SUP 6: Purchase Order](#)   

# 5

## Receive and Inspect



Inspect the supplies received to ensure they comply with the Purchase Order and file a proof of receipt of the supplies. The Contracting Authority shall follow up on the timely delivery and satisfactory quality of the received supplies and take remedial measures to mitigate any negative consequences for the beneficiaries, caused by late delivery or shortfall in the agreed quantity and quality. Proceed as described in section 6.5.



**SUPPORT TEMPLATE**

[SUP 13: Goods Received Note](#)



### DOCUMENTATION IN THE PROCUREMENT FILE

- Declaration of Impartiality and Confidentiality
- Purchase Request
- Simple Procedure Quotation Form/Copy of Procurement Request (optional)
- Proof of minimum 3 prices or quotes
- Evaluation and justification for selection of supplier
- Purchase Order/Contract
- Copy of invoice
- Shipping documents, if relevant
- Proof of receipt of the supplies
- Note to file, if relevant