



## 7.4 THE INTERNATIONAL OPEN TENDER PROCEDURE FOR SERVICES

The International Open Tender Procedure, from here on named International Open Tender, is similar to the Local Open Tender except for the rules applicable to advertisement of the Tender Notice and the time frame for the bid flow. International Open Tenders shall always be advertised internationally and the deadline for submitting a tender shall be at least 30 days after the Tender Notice is published. The International Open Tender is applicable for all Service Contracts above EUR 299,999.

As the commercial risks for high value purchases are increased, consider the use of prepayment, tender and performance guarantees. For more information on financial guarantees, see section 9.3.

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.

### Step Guide:

1-2

#### Purchase Request with Terms of Reference and Tender Dossier

Follow step 1-2 in the Local Open Tender Procedure in section 7.3:

- Raise a Purchase Request
- Draft technical specifications
- Draft Tender Dossier

3

#### Publish Tender Notice Internationally



The Tender Notice shall be published in relevant regional and international media and shall as a minimum describe the services to be procured including the essential TOR, the rules governing the submission and presentation of tenders, the exclusion, selection and award criteria, and where and when the Tender Dossier can be collected.



Interested Tenderers shall be given a minimum of 30 days to submit a tender from the date of publishing the Tender Notice. The bid flow of 30 days may be longer depending on the nature of the supplies. Tenderers may submit a bid from the day of publishing the Tender Notice until the deadline.



The Tender Notice shall be published in suitable procurement media e.g. newspapers, websites and media required by donor in the country of operation and internationally. Examples of websites for Tender Notice publication are [Relief Web](#), [UN Development Business](#), [dgMarket tenders worldwide](#) or [Ted tenders electronic](#) [dailyted.europa.eu](http://dailyted.europa.eu)



It is in the interest of the Procurement Committee to ensure the widest possible participation in the tender to obtain the best quality and value for money.

**NOTE:** The Tender Dossier shall be available on the date of publishing the Tender Notice.



**MANDATORY TEMPLATE:**

[GEN 11: Tender Notice](#)

**4-12**

**From Submitting Tender Dossier to Receipt**

Follow step 4-12 in the Local Open tender Procedure in section 7.3:

- Submit Tender Dossier
- Receive Tenders
- Conduct tender opening sessions
- Ensure administrative compliance
- Evaluate and select tenderer
- Issue contract and send Letter of Acceptance
- Send Letter to Unsuccessful Tenderers
- Publish Award Notice
- Receive and Inspect



**DOCUMENTATION IN THE PROCUREMENT FILE**

- Declaration of Impartiality and Confidentiality
- Purchase Request
- Tender Dossier
- Tender Notice
- Shortlist of Suppliers/Candidates and Receipt Form
- Tenders received
- Amendments, Questions and Answers
- Tender Opening Minutes (Checklist, List of Participants, Tender Opening)
- Evaluation Grid for Open Tender
- Contract and Letter of Acceptance
- Letter to Unsuccessful Candidates
- Copy of Invoice
- Award Notice
- Proof of receipt of the service(s)
- Note to File, if relevant