AFC Note 3.1.2

PROCUREMENT AWARD

*(for supplies and services)[[1]](#endnote-1)*

**Name of Recipient / Consultant / Service Provider**

|  |
| --- |
|  |

**Project Related Details**

|  |  |
| --- | --- |
| Financing Agreement Number |  |

|  |  |
| --- | --- |
| Project Number Stated in Donor Contract  |  |

|  |  |
| --- | --- |
| Project Title |  |

|  |  |
| --- | --- |
| Project Output Name |  |

|  |  |
| --- | --- |
| Subject of Procurement / Contract |  |

|  |  |
| --- | --- |
| Description of the Award  |  |

|  |  |  |
| --- | --- | --- |
|  | ***Yes*** | ***No*** |
| Copy of the tender document with descriptions of services has been attached to this file |  | [ ]  | [ ]  |

**Selection of Procurement Process[[2]](#endnote-2)**

|  |  |
| --- | --- |
|  | Justification of why this award type was chosen |
| Public Award *(A written task description was published and any individual/firm that met the criteria could apply. Annex 1 must be filled in.)* |  |
| Limited Award*(A written task description was circulated to a limited number of suppliers selected based upon a specific criteria. Annex 1 must be filled in.)* |  |
| Direct Award/Sole Source*(Please give a detailed explanation why direct contract was given without any competitive process)* |  |

|  |  |  |
| --- | --- | --- |
|  | ***Yes*** | ***No*** |
| Exception for Direct Award/Sole Source Included in Funder Contract |  | [ ]  | [ ]  |

**Information on Tender**

The following Recipient / Project / Organization(s) were requested to submit tenders in writing / submissions were received

|  |  |
| --- | --- |
|  | Submission of Tender |
|  | ***Yes*** | ***No*** |
|  | [ ]  | [ ]  |
|  |  |  |
|  | [ ]  | [ ]  |
|  |  |  |
|  | [ ]  | [ ]  |

**Outcome of Contract Award**

The contract was awarded to:

|  |
| --- |
|  |

Justification for award:

|  |
| --- |
|  |

|  |  |  |
| --- | --- | --- |
|  | ***Yes*** | ***No*** |
| The relevant documentation is kept with the project documents |  | [ ]  | [ ]  |

**Expected Contract Value**

|  |  |
| --- | --- |
| Currency | Contract Value |
|  |  |

|  |  |
| --- | --- |
| Payable as follows |  |

**Contract Period**

|  |  |
| --- | --- |
| Contract Start Date |  |
| Contract Termination Date |  |

**Signatures [[3]](#endnote-3)**

Project Manager

|  |  |
| --- | --- |
| Place/Date | Signature  |
|  |  |

Director/Deputy Director

|  |  |
| --- | --- |
| Place/Date | Signature  |
|  |  |

Annex 1: Tender Evaluation Form

**Criteria Used:**

|  |
| --- |
|  |

**Justification for Criteria Used:**

|  |
| --- |
|  |

**Selection criteria 1[[4]](#endnote-4):**

|  |
| --- |
|  |

**Selection criteria 2:**

|  |
| --- |
|  |

**Selection criteria 3:**

|  |
| --- |
|  |

**Weighting Average for Criteria Used:**

**(Each criterion should be scored 1 to10):**

|  |
| --- |
|  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Suppliers Name | Criteria 1score | Weighting average | Criteria 2Score | Weighting average | Criteria 3Score | Weighting average | Total |
| Supplier 1 |  |  |  |  |  |  |  |
| Supplier 2 |  |  |  |  |  |  |  |
| Supplier 2 |  |  |  |  |  |  |  |

1. If a Project Funder’s Procurement Policy is more stringent than that of the Global Initiative, the Funder’s policy will always take precedence and Rules and Guidelines specific to the Project Funder will always be followed. For more information on our Procurement Policy please visit this section in our Operations Manual. [↑](#endnote-ref-1)
2. The selection of the procurement process should be based on various factors such as the specialization of services (uniqueness), nature of services, timeframe, sensitivity, intellectual property. Please make sure you have a valid and clear justification especially if you had a limited or sole service provider selection. [↑](#endnote-ref-2)
3. The signature of the director/deputy director should only be requested based on the procurement value amount mentioned in either the Project Funder’s Procurement Policy or the GI Ops manual. [↑](#endnote-ref-3)
4. Please make sure to have weightings and scores to justify the final selection of the consultant/service provider. You need to take in account the access/networks/evidence of ability to deliver the task, the price offered, the timeline of proposed services, quality/reliability of the correspondence etc. [↑](#endnote-ref-4)