**ANNEX GEN 18-6: Procurement Protocol (Jun 2024)**

To be completed for all procurements undertaken with Norad and MFA funding above NOK 100,000.

Enter information in yellow highlighted sections.

Chose relevant options in turquoise, as applicable.

Relevant NCA Procurement Manual Annexes are provided in each section for reference.

|  |  |
| --- | --- |
| **Country/Department** | <INSERT> |
| **Procurement File Reference Number** | <INSERT> |
| **Contract Title** | <INSERT> |
| **Date of Contract** | <INSERT> |

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| 1. **a description of the service, goods or works to be procured**

Annex GEN 7-3 Purchase Request |
| <INSERT> |

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| 1. **the value of the contract**

Annex SUP 6 Contract for SupplyAnnex SER 4 Contract for ServiceAnnex WOR 3 Contract for Works |
| <Currency> | <Amount> |

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| 1. **the selected tender procedure**

Select procedure as referenced in Norad/MFA Procurement Provisions |
| Option 1: Open Tendering (above NOK 1,300,000)Option 2: Simplified Tendering NOK 100,000 to NOK 1,300,000)Option 3: Single Source Procurement (Only if Single Source Procedure has been used in special cases above NOK 100,000) |

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| **d) the name of all received tenderers** |
| <INSERT><INSERT><INSERT> … |

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| **e) the selection criteria**Annex SUP 2 Request for Quotation – Supply Annex SER 2 Request for Proposal – Service Annex WOR 1 Request for Proposal – Works |
| Option 1 Supply Contract: The Contracting Authority will award the Contract to the supplier whose quotation has been determined to be substantially responsive to this Request for Quotation (RFQ) and who has offered the lowest evaluated price, provided further that the supplier has the capability and resources to carry out the Contract effectivelyOption 2 Service Contract: The Contracting Authority will award the Contract to the Candidate whose proposal has been determined to be substantially responsive to the documents of the Request for Proposal and which has obtained the highest overall score based on a technical and financial evaluation. <INSERT TECHNICAL EVALUATION CRITERIA TABLE FROM RFP>Option 3 Works Contract: The evaluation method will be the quality and cost based selection. A two-stage procedure shall be utilised in evaluating the Tenderers: a technical evaluation and a financial evaluation.<INSERT TECHNICAL EVALUATION CRITERIA TABLE FROM RFP> |

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| **f) the assessment of the tenders and tenderers**Annex SUP 4 Evaluation Grid – supplyAnnex SER 3 Evaluation Grid – serviceAnnex WOR 4 Evaluation Grid – works |
| <INSERT EVALUATION GRID FROM RFP> |

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| **g) an assessment of conflict of interest**Annex GEN 2-1 Declaration of Impartiality and ConfidentialityAnnex SUP 12 General Terms and Conditions for Supply ContractsAnnex SER 8 General Terms and Conditions for Service ContractsAnnex WOR 6 General Terms and Conditions for Works ContractsAnnex GEN 4-1 Code of Conduct for Contractors |
| All personnel involved in procurement activities are required to sign a Declaration of Impartiality and Confidentiality, which includes Conflict of Interest. These declarations are held in personnel files and the General Procurement File maintained by procurement departments. Contractors are required to sign a declaration that they meet eligibility requirement criteria and that they are not subject of a conflict of interest. This is included in the Quotation/Proposal Submission Form, part of the RFQ/RFP/Tender Dossier. Note: Anti-Corruption is covered in the RFQ/RFP/Tender Dossier, the General Terms and Conditions for Contracts and the Code of Conduct for Contractors, all of which, the contractor is required to accept as part of the contract.  |

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| **h) the name of the selected tenderer** |
| <INSERT NAME> |

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| Option: If an Open Procedure has been used, delete this sectionWhere simplified tendering (NCA Negotiated Procedure) is used the protocol shall in addition include:**i) a justification for the selection of tenderers**Annex GEN 9-2 Procurement Tracker and Supplier DatabaseAnnex GEN 8 Advertisement for Business Opportunities |
| Selected from the Supplier Database. Note: The supplier data base is established following an Advertisement for Business Opportunities.  |