

The Development Fund's

Procurement Manual



The Development Fund

Fighting hunger and poverty

Basic principles

- Development Fund uses tenders to ensure that services, goods and personnel procured by the organization are relevant, sufficient quality and cost-effective so that DF can achieve its overall objectives. This is best achieved by inviting qualified suppliers/persons to offer their services through comparable and competitive terms.
- Any activity that requires procurement according to this standard, a tender procedure has to take place.
- As a general rule, tender procedures shall be based on prior publication in a transparent way. If not, an explanation has to be given to justify the choice of tenders.
- All suppliers giving tenders should be treated equal and without discrimination in any way. The tender should be open with equal terms.
- The tenders should be evaluated against objective criteria, set beforehand, and relevant to the contract in question.
- In reviewing the tenders, the responsible person/procurement committee should avoid any conflict of interest, and act in respect with the principles in this manual.
- Award of contracts should be based on fair competition.
- Tenderer obtaining the best score based on price and quality should as a general rule, be chosen. If not, credible explanation has to be given in the procurement protocol (“anskaffelsesprotokoll”).
- Sufficient and appropriate records and documentation of the whole process should be documented in the Procurement Protocol (“Anskaffelsesprotokoll”), and filed according to organizational standards. All amounts mentioned in this manual, are without VAT.

Qualified bidders

- In additions to the services they offer, tenderers must provide information on their legal form and ownership structure.
- If relevant, consideration should be given to how the supplier/company affects the environment/climate, human rights and can demonstrate compliance with laws and regulations.

General Procurement rules

- An evaluation committee of at least three persons must be set up to evaluate applications and/or tenders of the value of NOK 500’ or more. The committee must have an odd numbers of members.
- For contracts with a value exceeding NOK 100’, a written record (according to the Pro-

curement Protocol) with documentation of all assessments and decisions during all steps, has to be compiled.

- All documents from the procurement process should be filed according to financial standards, in a separate file in F&HR Office, and/or as a PDF together with the invoice paid.

Award of Contracts

- Contracts with a value of less than NOK 500' may be awarded by using any procurement procedures respecting the rules and established principles.
- Contracts with a value exceeding NOK 500', shall be awarded by means of one of the following procedures:
 - Open tender procedure, where any interested tenderer may submit a tender.
 - Restricted procedure, where any tenderer may submit a request to participate. Only tenderers invited can submit a tender bid.
 - Selective tender procedure, where only invited units may participate in the bidding.
 - Competitive procedure with negotiation: any tenderer may submit a request to participate. Tenderers may submit an initial tender bid, which shall be the basis for subsequent negotiations. The minimum requirements and the award criteria shall not be subject to negotiations.
- Where there is no launch of an open tender procedure, the background for choice of invitation sent to tenderers have to be justified and documented accordingly.

Publication of Procurement notice

- Service and supply contracts from NOK 500' to less than NOK 2.500'
 - The tender notice shall be published in appropriate media, at least in the country of the activity, and on the DF website.
- Service and supply contracts with a value of NOK 2.500' and above
 - The prior procurement notice shall be published in all appropriate all appropriate media
 - DF website
 - International press
 - National press of the country in which the activity will be carried out
 - In any other relevant specialistsspecialists' periodicals
- Employments of duration of more than 6 months .months. The announcement could be given in different media channels, but has to be made public in one of the listed.
 - Internal announcement among DF staff and Spire Board

- Announcement on DF website
- Announcement on Global.no
- In relevant channels like finn.no, Bistandsaktuelt etc

Use of negotiated Procedure without prior Publication

- For purchases of services and materials in connection with humanitarian aid crisis
- Where the service are entrusted to public-sector or non-profit bodies
- For contracts declared to be secret, special security measures have to be taken