

**SUMMARY OF PROCUREMENT TRESHOLDS, METHODS AND PROCEDURES,  
effective 10 June, 2024**

Up to 20K	Above 20K			
For both Goods and Services/Consultancy	Goods		Services/Consultancy	
# 1	# 2	# 3	# 4	# 5
<i>Direct Selection; WITHOUT technical specifications/ToR and Justification for Direct Selection</i>	<i>Direct Selection; WITH technical specifications; Justification for Direct Selection Goods/Services with five annexes incl. technical evaluation</i>	<i>Comparison of Three Quotations; technical specifications, Bid Evaluation Report Goods with six annexes incl. technical evaluation</i>	<i>Direct Selection; WITH Terms of Reference (ToR), Justification for Direct Selection Goods/Services with five annexes incl. technical evaluation</i>	<i>Comparison of Three Quotations/Financial Proposals; Terms of Reference (ToR), Bid Evaluation Report Services with six annexes incl. technical evaluation</i>
One quotation or one (pro forma) invoice or one financial proposal required.	Technical Specifications(L1) required describing the goods in detail adequately to meet the expectations; submit for approval	Technical Specifications(L1) required describing the goods in detail adequately to meet the expectations; submit for approval.	Terms of Reference (ToR)(L7) required describing the service/consultancy in detail adequately to meet the expectations; submit for approval.	Terms of Reference (ToR)(L7) required describing the service/consultancy in detail adequately to meet the expectations; submit for approval.
Request one quotation or one (pro forma) invoice or one financial proposal, which must be valid at least 7 days after date of submission. Also check warrantee/guarantee.	Request for Quotation(L2) after approval technical specifications; <i>mention dead line for submission within 14 days; require validity period of at least 30 days after date of submission, and warranty/guarantee.</i>	Request for Quotations(L2) after approval technical specifications. <b>Short list at least five capable suppliers:</b> <i>Request all quotations on the same day; mention dead line for submission within 14 days; require validity period of at least 30 days after date of submission, and warranty/guarantee.</i>	Request for Financial Proposal(L2) after approval of ToR; <i>mention dead line for submission within 14 days; require validity period of at least 30 days after date of submission, and warranty/guarantee.</i>	Request for Financial Proposals(L2) after approval of ToR. <b>Short list at least five capable providers.</b> <i>Request all financial proposals on the same day; mention dead line for submission within 14 days; require validity period of at least 30 days after date of submission, and warranty/guarantee.</i>
Submit quotation or (pro forma) invoice or financial proposal.	Submit Justification for Direct Selection Goods/Services(L5) inclusive:	Submit Bid Evaluation Report Goods(L3)inclusive:	Submit Justification for Direct Selection Goods/Services(L5) inclusive:	Submit Bid Evaluation Report Services(L4)inclusive:
	1. Approved Technical specification	1. Approved Technical specification	1. Approved ToR	1. Approved ToR

		2. Request for Quotation		2. Request for Quotation
	2. Quotation received	3. Quotations received	3. Financial Proposal received	3. Financial Proposals received
	3. Detailed Technical Evaluation	4. Detailed Technical Evaluation	4. Detailed Technical Evaluation	4. Detailed Technical Evaluation
	4. Due Diligence	5. Due Diligence	4. Due Diligence	5. Due Diligence
	5. Company registration	6. Company registrations	5. Company registration	6. Company registrations
After approval of the submitted quotation, )pro forma) invoice or financial proposal: (Internal Checklist) Submit Request for Disbursement	After approval of the submitted Justification for Direct Selection: (Internal checklist) <b>Submit Purchase Order or Order Confirmation or Contract(L6)</b> Submit Request for Disbursement	After approval of the submitted Bid Evaluation Report: (Internal Checklist) <b>Submit Contract(L6)</b> Submit Request for Disbursement	After approval of the submitted Justification for Direct Selection: (Internal Checklist) <b>Submit Purchase Order or Order Confirmation or Contract(L6).</b> Submit Request for Disbursement	After approval of the submitted Bid Evaluation Report: (Internal Checklist) <b>Submit Contract(L6).</b> Submit Request for Disbursement
<b>DISBURSEMENTS</b>				
<b>FOLLOW UP AFTER DISBURSEMENTS</b>				
1. Implementation BDS				
2. Proof with documented evidence that you have received the payment(s) from Solidaridad, e.g. screenshot of online deposit into your bank account.				
3. Proof with documented evidence of payment to the supplier by the SURGE Client				
4. Proof with documented evidence of receipt of goods/services by the SURGE Client				
5. Proof with documented evidence of installation and in use/production				
6. Visits SURGE Tech Team				
7. Reporting to MEL-Team				
8. MEL-Team visits				