



7.1 THE SIMPLE PROCEDURE FOR SERVICES

(EUR 300 – 9,999)

The Simple Procedure is the simplest Procurement Procedure. This procedure is applicable within the threshold of EUR 300 - 9,999.

For the Simple Procedure it shall be documented that the price of the procured service corresponds with or is lower than the market price while meeting the TOR. To establish this, several methods exist. It is possible to collect written proposals or refer to recent contracts from the past 12 months. The advantages of written proposals are many. They evidence what has been offered, thereby reducing misunderstandings and are easy to document. Alternatively, the method can be verbally collected proposals documented in a Note to File. Regardless of the method chosen, a minimum of three prices must be collected, TOR must be available and documented in the procurement file.

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

Purchase Request with Terms of Reference



Identify the service(s) to be procured from the Procurement Plan and draft the TOR using SER 2-3: Terms of Reference.



Procurement starts with the completion and authorization of the Purchase Request Form GEN 1-1. The Purchase Request originates outside the Procurement Department and programme staff are usually in charge of drafting the TOR.

The Purchase Request identifies the TOR of the services, ensures sufficient budget and requests the procurement responsible staff to procure the services.

Clear, adequate and well-defined TOR is a prerequisite for receiving proposals matching the requirements and the budget. Please refer to section 4.12.2 when drafting the TOR.

Establish if the content of the TOR qualifies for the use of Open Budget and decide if the procedure will use Open Budget.


NOTE: If a candidate assists with input to the technical specifications, the candidate is excluded from participating in that procedure.



MANDATORY TEMPLATE

[GEN 1-1: Purchase Request Form](#) 

SUPPORT TEMPLATE

[SER 2-3: Terms of Reference](#) 



Learn more about drafting TORs in e-training number 6. [Guide to SER 2: Request for Proposal](#)

2

Collect Proposals



Approach the candidate(s) for a written or non-written proposal, search the internet for the best price and quality or refer to recent contracts to ensure that the price corresponds with the present market price or lower. Make sure to have at least three prices or proposals for comparison and file the collected prices or proposals in the procurement file.



Although optional, it is recommended to use a written RFP, applying SER 2. The use of the RFP prevents misunderstandings and ensures that all the required information is collected. The written form is also a reminder to specify ethical criteria in the TOR or contract conditions.



If a non-written proposal is collected the Procurement Committee shall make a written note of the price, name of candidate, description of service and note the date. This note shall be filed in the procurement file. At this stage, it is also important to communicate the ethical principles and standards to the candidates.



SUPPORT TEMPLATE

[SER 2: Request for Proposal](#)  

[SER 2-1: Request for Proposal for Framework Services](#) 

[SER 2-2: Request for Proposal for Open Budget](#) 



Knowledge on how to use and fill in the template is found in e-training number 6. [Guide to SER 2: Request for Proposal](#)

3

Evaluate and Select Candidate



Evaluate the proposals and select the candidate offering the best price meeting the TORs. Issue a Note to File with a justification for the selection of the candidate. As an alternative to a Note to File, for evaluation purposes it may be useful to apply the SER 3 Evaluation Grid for Negotiated Procedure.

Before issuing the Contract, please verify the selected candidate(s)'s eligibility as per DCA Counter Terrorism Policy, by checking the UN Security Council, EU and donor required sanctions lists.



SUPPORT TEMPLATE

[SER 3: Evaluation Grid for Negotiated Procedure](#) 

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Issue Contract



After selecting the best proposal, the contract shall be issued by the Procurement Committee applying SER 4. Check if the contract must be adapted to existing legislation, traditions or requirements, as appropriate and incorporate in the contract all agreements reached with the selected candidate. Please do not delete or make alteration to the GTC.



The Contract shall be forwarded unsigned to the selected candidate and returned signed to the Contracting Authority. Only thereafter shall the contract be signed by the Contracting Authority. Signing the contract creates a legally binding document for both parties.

Before signing the contract the Procurement Committee shall ensure:



- That adequate and exact reference is made in the contract to the relevant RFP or proposal
- That the contractor acknowledges the GTC and the COC without exceptions or amendments
- For new contractors, make sure that sufficient references and company data have been collected

If the contractor cannot accept the GTC, the Procurement Committee shall decline that proposal and continue the process with another candidate.



MANDATORY TEMPLATE

[SER 4: Contract](#) 🇩🇰

[SER 4-1: Framework Contract](#) 🇩🇰

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Receive and Inspect



Ensure that the services completed, inspected and received comply with the contract. Issue a Completion Certificate or file other relevant documentation as proof of receipt of the services e.g. a report or adapt SUP 13 to the needs. The Contracting Authority shall follow up on the timely delivery and satisfactory quality of the received services.



SUPPORT TEMPLATE

[SUP 13: Goods Received Note](#)



DOCUMENTATION IN THE PROCUREMENT FILE

- Declaration of Impartiality and Confidentiality
- Purchase Request
- Terms of Reference
- Proof of minimum 3 prices/proposals
- Evaluation and justification for selection of supplier
- Contract
- Copy of invoice
- Proof of receipt of the service(s)
- Note to File, if relevant