



Procurement under the Swiss Contribution



Basic Principles and Process, Best Practices and Lessons Learned

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Basic principles for Public Procurement

- Transparency
- Equal and fair treatment for all tenderers
- Strengthening of competition
- Cost effective use of public resources

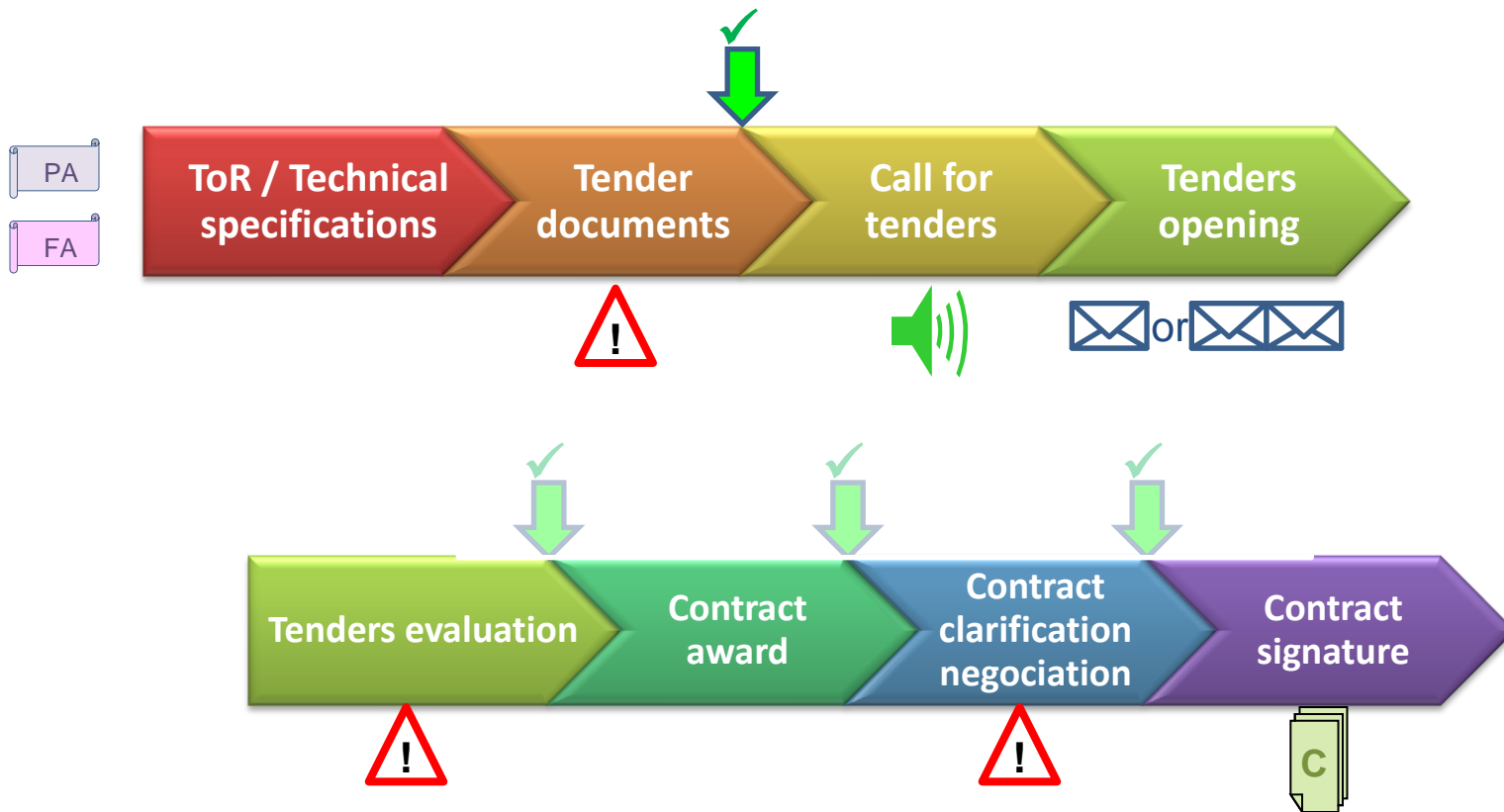


The Swiss Contribution and Public Procurement

- Procurement is a **critical** and **challenging** part of the implementation phase of projects and constitutes a major reputational exposure to **all involved parties** (including in particular **the beneficiaries**).
- Country system based procurement.
- Failure at start will be deeply rooted in the process and will be extremely difficult to correct.



Procurement process



 Non objection

 Sensitive phase



Best Practices and Lessons Learned (1)

1. **There is no unique approach** that can be applied for all countries and all projects because of the different contexts and different Frame Agreements
→ **important to draw on best practices and lessons learned**
2. **Rules** of the game do exist (i.e. procurement law / guidelines), are applicable and have **to be agreed at an early stage** (Project Agreement).
3. **Transparency, competition and non-discrimination:** explicit reference to these principles



Best Practices and Lessons Learned (2)

4. **Different levels of know how and experience in Executing Agencies:** Important to insist on high quality tender documents for the first review
5. **Responsiveness to best practices:** Executing Agencies welcome best practices (especially regarding technical specification, guarantee periods)
6. **Price only bid evaluation:** General policy – we do not accept price only principle: good results on this recommendations in some of the countries. EU based procurement laws always contain the possibility to award the contract to the **most-economic** offer.



Best Practices and Lessons Learned (3)

7. **Local assessment know-how:** conditions and recommendations have to be based on sound technical arguments and compatible with EU and national law
 8. **Assessment capacity:** Important to receive procurement plans to plan capacity from our backstopping experts (because of tight deadlines)
 9. **Constructive and partnership approach:**
 - Control and advice function of “Central Procurement and Contracting Agencies / Units”
 - Personal exchanges (phone or physical meetings) are recommended
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- **Important:** Ownership of the Executing Agency



Conclusions

- Procurement is about a professional use of the allocated tax payers/public resources for which we are accountable.
- 1) transparency; 2) equal and fair treatment of all tenderers; 3) strengthening of competition; 4) cost effective use of public resources.
- A good and clear tender document / contract is a prerequisite for success but not a guarantee.
→ **Project / contract has to be implemented**
→ **Monitoring**



Questions, Comments?





Minimum Information Requirements for Tender Announcements

Minimum information requirements for tender announcements

Invitation to tender (supply / services / construction):
open and selective procedure

Form heading

Field name	To be filled in by Executing Agency	Explanations, Examples
Doc id:	n/a	filled in by the system
Doc type:	n/a	filled in by the system
User:	n/a	filled in by the system
Your file reference	"Pilot asbestos waste management system reinforced with working quantity monitoring and control system of the waste removal and neutralisation in Lubelskie voivodeship".	short name of the project
Type of commission:	Service	supply / services / construction
According to the WTO/GATT agreement	yes	yes / no
Type of procedure	Open procedure	open procedure / selective procedure
Desired date of publication	simultaneous publication in all places of publication	simultaneous publication in all places of publication

1. Contracting authority

1.1 Official name and address of the contracting authority

Authority of assignment	Lubelskie Voivodeship (Contracting Authority)		e.g. municipality of ... (the authority that will sign the contracts, in most cases the Executing Agency)
Authority of procurement / organizer	Lubelskie Voivodeship (Contracting Authority)		If different than the authority of assignment, e.g. a procurement agent / a consultant organizing procurement on behalf of the authority of assignment

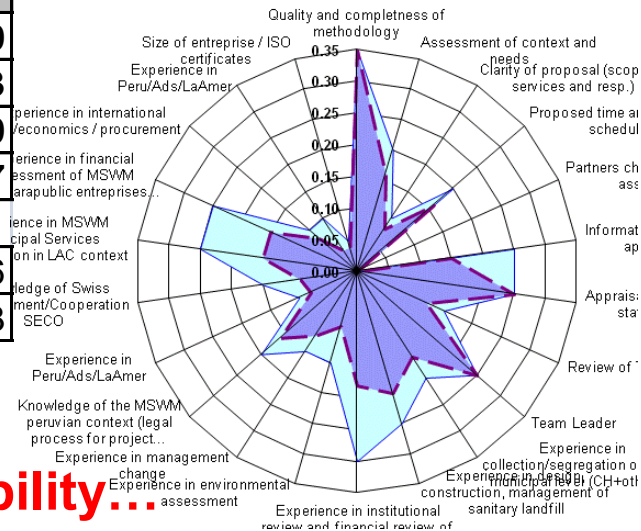


Tender Evaluation Award Criteria

What is your aim ? Can you substantiate your evaluation ?

	Criteria	Weight	Weighted pts	S-W pts*
1	Qualification of the team	35%	1.33	3.80
2	Proposed methodology	30%	1.27	4.23
3	Offered price	20%	1.00	5.00
4	Qualification the company/JV	15%	0.46	3.07
	Total/average		4.06	4.06
	Total/average (excluded price)		3.06	3.83

Methodology, team and company experience - Colenco - Weigl



Price is NOT the only criteria

Quality, Life cycle costs, guarantee, sustainability...

→ TENDER DOCUMENTATION

Supply contract

Price		60%
Quality	1) products	20%
	2) references	10%
	3) delivery schedule	10%

Construction contract

Price		35%
Quality	1) project concept	30%
	2) team qualification	15%
	3) reference firm/sc	10%
	4) O&costs for 4 y.	10%