UWI
ST. AUGUSTINE CAMPUS

Procurement Training

EXECUTION AND MANAGEMENT OF THE SOLICITATION PROCESS

Presented by: The Procurement Unit

2b

15/02/2022

WHAT IS SOLICITATION?

Solicitation is the process of notifying prospective suppliers of the organization's need to procure certain goods, services or works.

Source: UN Procurement Practitioners Handbook

ISSUING THE SOLICITATION DOCUMENT (RFQ/ITT/RFP)

THINGS TO REMEMBER

- Solicitation documents are prepared and packaged for issue
- Receipts and Registers prepared and printed
- Supplier/Contractor contact list is prepared, if selective tender
- Confirm advertisement is published if it's an open/public tender
- Room booked for hosting pre-bid clarification meeting
- Persons involved are aware of their roles and responsibilities

ISSUING RFQ/RFP/ITT

This should be done by member of staff authorized by HOD or HOD’s designate only.

TIPS WHEN ISSUING RFQ/ITT/RFP

VIA EMAILS

- Ensure FINAL soft copies are in an exclusive folder and labelled properly.
- Ensure all suppliers/contractors receive documents at the same time.
- State RFQ/ITT/RFP name and number in subject of email.
- Maintain a register or database for documents and supplier/contractor information
- Request acknowledgement email and retain receipt for records.

COLLECTION BY HAND

- Prepare and label hard copies prior to collection.
- Maintain a register or database for documents and supplier/contractor information.
- Issue a formal receipt to suppliers/contractors.
- Issue receipts in duplicate, signed and stamped by The UWI.

VIA UWI WEBSITE (Where used)

- Issue a password or code to be used for downloading bid/tender packages.
- Maintain a register or database with codes that have been issued and to whom they were issued to.
- Keep codes confidential.
- Have only authorized persons issuing codes.

N.B. CITS to be consulted

DO	DON'T
Provide an electronic submission option e.g. Emails (activating read/receipt option).	Send RFQ/RFP/ITT to ineligible suppliers/contractors knowing they do not have the capacity to satisfy the need.
Simplify the process by explaining how suppliers/contractors can seek clarification.	Rush to sending an RFQ/RFP/ITT without ensuring it's the best option to be used.
Set reasonable timelines throughout the process, e.g. meetings, clarification, submission.	Send RFP/RFQ/ITT to everyone in the market, narrow it down to those you know can best serve you.
Be committed and act with integrity throughout the process.	Set unrealistic deadlines for submission.
Request acknowledgment of successful receipt (esp. if sent via email).	Assume the email was received after 'hitting send'.
Issue to all prospective suppliers/contractors at the same date and time.	Give preferential treatment to certain suppliers/contractors or divulge information before issuing (unfair advantage).
Respond to clarifications with urgency, factor in the level of complexity.	Accept submissions after the deadline date/time or extend deadline for certain suppliers/contractors.

PRE-BID MEETING
AND SITE VISIT

PRE-BID MEETING

A pre-bid meeting is held to allow suppliers/contractors to clarify aspects of the solicitation document which may be ambiguous or unusual.

SITE VISIT

A site visit will entail the physical inspection, examination or tour of the site/location/equipment etc. where suppliers/contractors are expected to deliver, install and/or deploy their goods/works/services.

WHEN SHOULD THE PRE-BID MEETING OR SITE VISIT BE HELD?

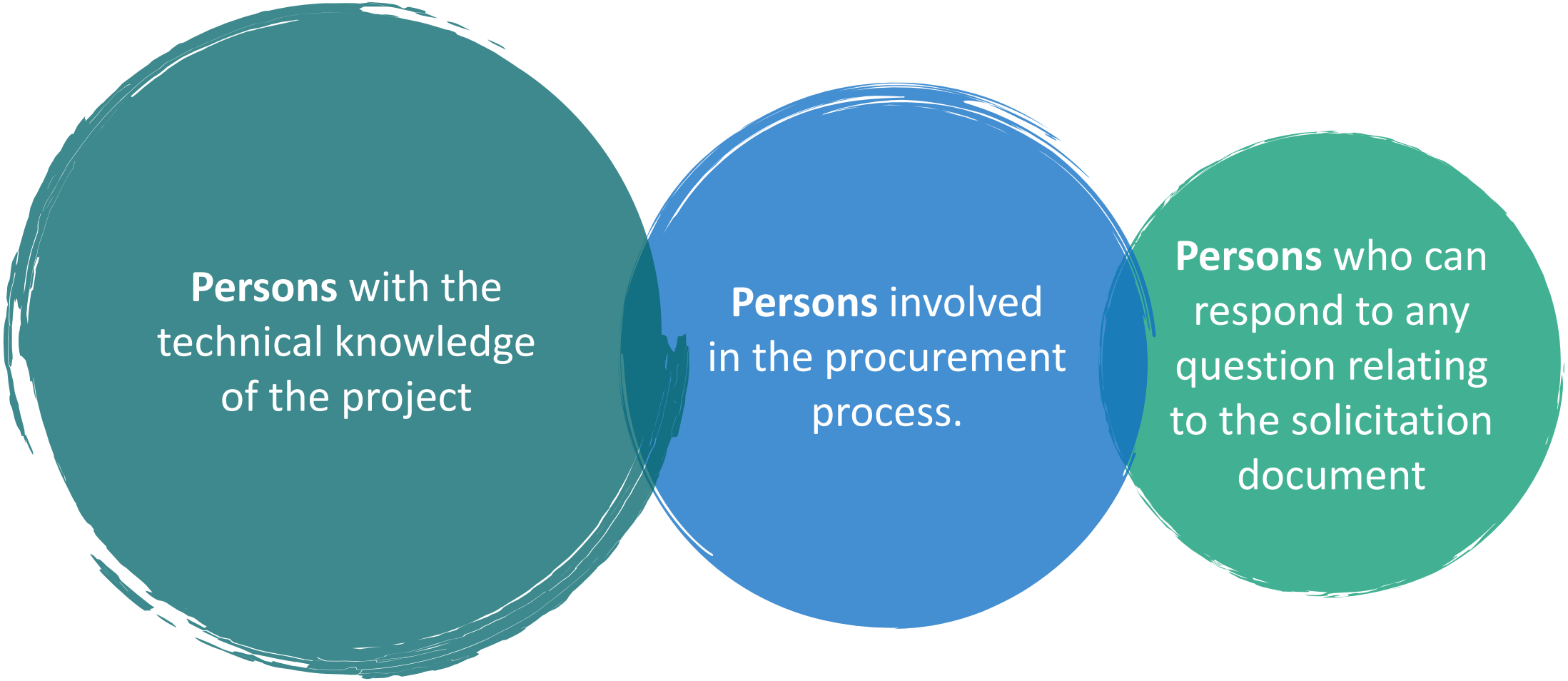
The Pre-Bid Meeting and Site Visit should be held at least one week after issuing the solicitation documents

Suppliers/Contractors should be given sufficient time to go through the RFQ/RFP/ITT

Multiple Pre-Bid Meetings or Site Visits can be scheduled based on the complexity of the project

Pre-Bid Meetings and Site Visits can also be made mandatory based on the project type and should be stated in the RFQ/RFP/ITT

WHO CONDUCTS PRE-BID MEETING AND SITE VISITS



HOW TO CONDUCT PRE-BID MEETINGS & SITE VISITS?

Conducted prior to the submission of bids

Pre-bid/Site Visit Attendance Registers should be signed by all parties

Conducted as a formal meeting

Conducted in a systematic manner and allow sufficient time for questions and discussions

Only designated persons to address questions

Responses should be clear and straightforward.

All questions and responses should be documented.

Designate someone to take notes of the meeting.

WHAT SHOULD I COMMUNICATE TO SUPPLIERS/ CONTRACTORS AT PRE-BID MEETINGS &/OR SITE VISITS?

- The purpose of the Pre-bid meeting or site visit
- Instructions and documents appended to the solicitation document
- Technical specifications/scope of works/services/terms of reference
- Timeframe to complete procurement process (turnaround time) if known and confirmed
- Any possible changes to the requirements or schedule that may have occurred after issuing the solicitation document
- Provide clarity on any ambiguous areas of the solicitation document
- Refrain from answering questions at that time if unsure of the answer

ISSUING OF AN ADDENDUM & BULLETIN

An **Addendum/Bulletin** is an official document that is used to communicate information about the procurement process.

It is also used to amend, modify or nullify information in the solicitation document and forms part of the contract.

***E.g**. extending contract validity dates, redefining deliverables.*

ISSUING OF AN ADDENDUM /BULLETIN

POINTS TO NOTE

- Notes taken at the pre-bid meeting should be issued in the form of an Addendum/Bulletin
- Used to communicate amendments to the solicitation document
- Details the questions that were asked by suppliers/contractors and responses that were provided
- Should respond to any questions that were submitted after the meeting
- Communicates any changes made to any aspect of the solicitation document (dates, requirements, packaging, etc.)
- Should be numbered in consecutive order

ISSUING OF AN ADDENDUM

POINTS TO NOTE

The Addendum should be issued to all suppliers/contractors

Suppliers/Contractors who did not attend the meeting and site/visit should also be issued the Addendum (except in the case of mandatory pre-bid meeting & site visit)

Should not be sent to non-participants

The Addendum can be collected or issued to all suppliers/contractors at the same time

Should be in writing and issued via email in the first instance (enable read/receipt option)

Suppliers/Contractors should confirm receipt

HOW SOON TO ISSUE ADDENDUM/ BULLETIN?

Should be issued in a timely manner to allow suppliers/contractors to respond adequately or source information accordingly

Maximum time for issue should be within two (2) days of receiving clarification questions

Any later may require the submission deadline to be extended

Avoid having too many changes to the requirements as this also extends the submission date

If too many questions arise regarding the initial requirements, it may require revision of the requirements or cancellation of the procurement process

CHOOSE THE RIGHT PEOPLE

Ensure that the relevant persons who are required to prepare responses to clarification questions are pre-selected and aware of their role during the process.

Persons responsible for responding to questions should do so in a timely manner as any inordinate delay will impact the bid/tender submission deadline.

COMMUNICATING THROUGHOUT THE SOLICITATION PROCESS

- Only in writing
- Keep a record
- Be efficient with your responses
- Follow up to ensure documents were received

GETTING PREPARED TO RECEIVE BID/TENDER SUBMISSIONS

Bid/Tender Submission Register should be prepared at least 3 days before the submission closing date.

A clock carrying the correct time, should be clearly displayed at the drop off location to allow for recording actual time of submission.

Persons involved in the process should be aware of their role and responsibility before the actual day.

OPTIONS FOR BID SUBMISSION

TENDER BOX SUBMISSION

- Bid/Tender Submission Register should be placed at the tender box with instructions for completion.
- Bid/Tender Submission Register should be completed by the Bidder after submitting their bid/tender.
- Tender box should be removed or locked immediately after the submission deadline (where applicable)
- No bids/tenders should be accepted after the deadline submission date and time

EMAIL SUBMISSION

- Bid/Tender submission should not be opened prior to closing date & time.
- Bid/Tender Submission Register should be completed by the staff managing the administrative aspects of procurement activity.
- Emails should have an automatic receipt acknowledgement as confirmation that the Bidder's submission was delivered
- Bids/Tenders when printed should be dated and time stamped as received in the email. Also, emails should be saved and archived.
- Bid/Tender Submission Register should be supported by the hard copies of the email
- Where bids/tenders are emailed after the deadline submission date, Bidders should be advised of its non-acceptance

HAND DELIVERED SUBMISSION

- Bid/Tender Submissions should not be opened prior to closing date & time
- Bid/Tender packages should be date and time stamped immediately upon receipt
- Bid/Tender Submission Register should be completed by the Bidder upon submission
- Store bid/tender submission in a secure place until the bid/tender opening
- No bids/tenders should be accepted after the deadline submission date and time

POINTS TO NOTE DURING THE SOLICITATION PROCESS

The following should be undertaken by a Special purpose PEA when executing a procurement activity on behalf of another Fac./Dept./Unit

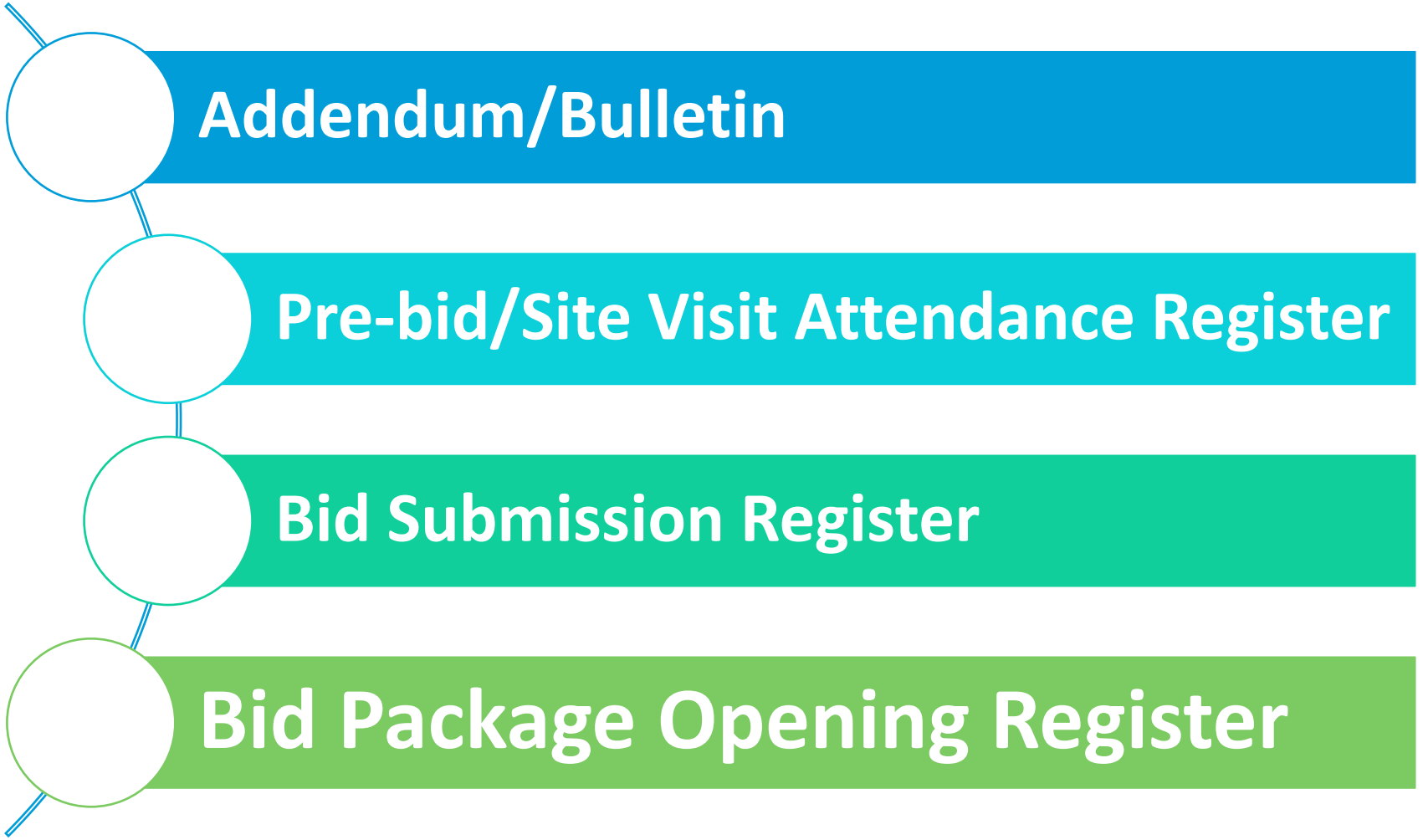
- Facilitate and manage all communication between bidders and The UWI.
- Receive the bid submissions, open bids and forward to appointed Evaluation Team in the exact form received.
- Ensure the process is fair, transparent and done with integrity.

BID/TENDER CLOSED

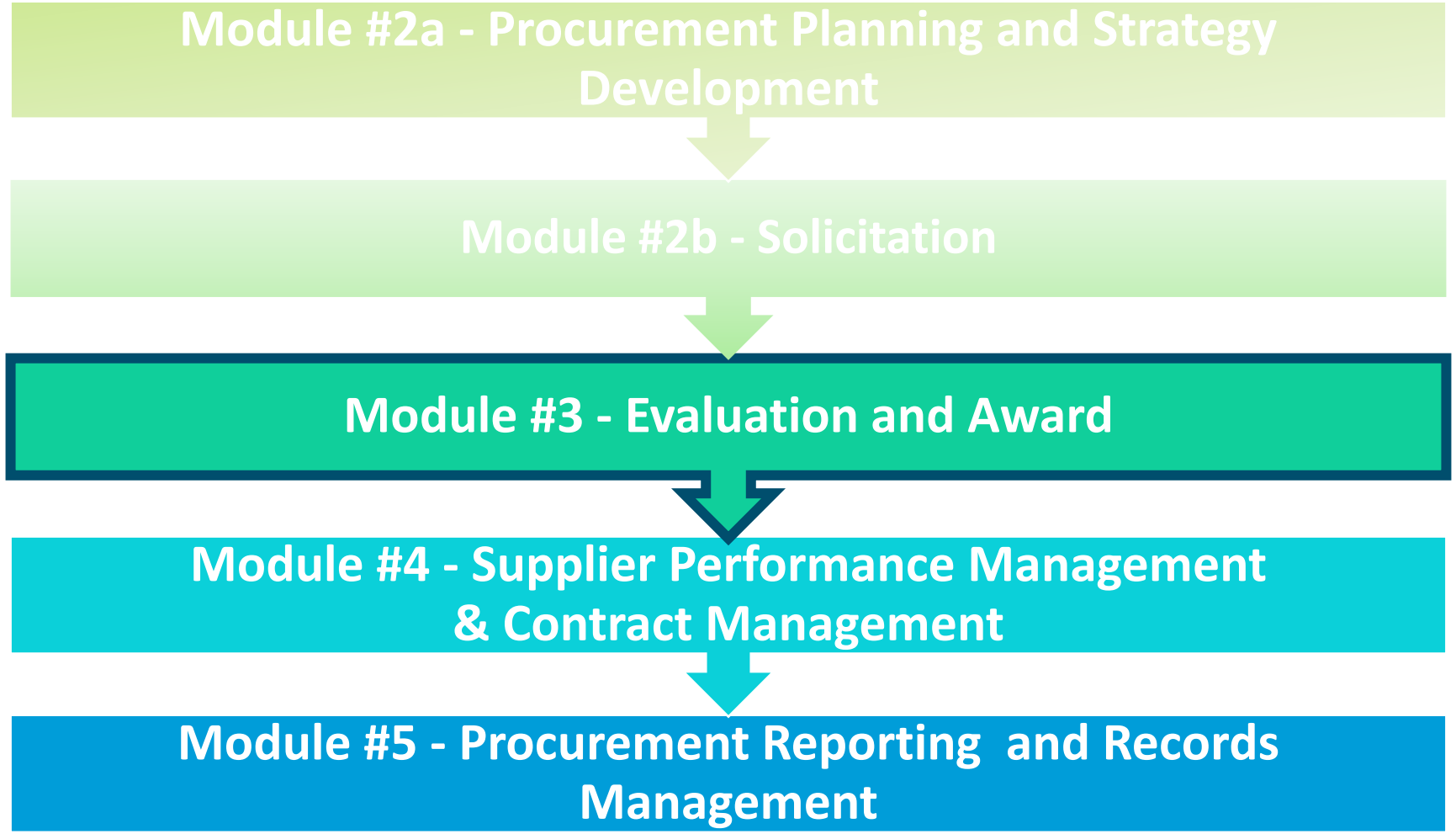
The solicitation process is officially closed once the submission deadline date and time expires

IT WAS NOT MY INTENTION TO SUBMIT IT AFTER THE DEADLINE, THERE WAS A TRAFFIC JAM! PLEASE...
LATE BID
TENDER BOX
SECRETARY TENDER BOARD
NO! NO! NO! THE LAW DOES NOT ALLOW RECEIVING BIDS AFTER THE DEADLINE
BIDDER

List Of Templates in Stage 2



NEXT ON THE TRAINING SCHEDULE



QUESTIONS