

Procurement Guidelines – Overview

Procurement up to EUR 1,000 (direct order)

- You need to regularly rotate between contractors when making direct purchases
- Offer from the supplier and confirmation of the services can be in the form of emails
- A customary commercial invoice, addressed to GIZ, must always be obtained (see invoice guideline)

Procurement with a contract value from EUR 1,000.01 up to EUR 7,999.99

- Preferable Minimum 3 offers to be obtained. Direct award can be done if the supplier did not deliver previous services.
- Justification note should be included if only one supplier can provide the services requested

Procurement worth from EUR 8,000 up to EUR 20,000

- Minimum of three candidates must be invited to submit a tender

Evaluation should be done considering the best value offered, time of execution, payment conditions, cancellation policy, etc. → best offer should be awarded

Procurement of materials and equipment worth between EUR 1,000.01 and EUR 20,000

- Contracts for materials and equipment are concluded with contractors based in the country of assignment or in a neighboring country