**Procurement of Goods, Civil Works and Services** Structure Element - Description

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1. Procurement of goods, civil works and services begins with a requisition. This is a formal request originated by a business unit or project staff. It is submitted to procurement staff, who use the procurement process to convert the requisition into a purchase order.
2. A requisition should include, at a minimum:
3. A detailed description of goods, civil works or services sought, including but not limited to technical specifications, terms of reference, and scope of works, as applicable
4. Quantity of inputs to be procured
5. Unit of measure
6. Required delivery/engagement date
7. Delivery location or location of civil works/services to be performed
8. Estimated price or cost
9. Any additional information (such as standardization, preferred method of shipment, etc.)
10. For goods, the description should include all technical specifications, norms and standards, functional guarantees, inspection requirements, etc. A requisition for civil works should describe the statement of works, quality standards of different materials to be used, handling of defects, etc. Services requisitions should provide the terms of reference, qualification and experience of consultants required, expected outputs, etc.

1. Structure Element - Flow Chart
2. Structure Element - Procedures

**Procurement of Goods**

1. Specifications, or the description of physical or functional characteristics of tangible goods or civil works, must provide all relevant terms and criteria required. They should be relatively generic to encourage the broadest possible competition. Specifications may be stated as a hybrid or combination of the following types:
2. Functional: defines the task to be performed in conjunction with various design attributes (such as cost, weight, environmental impact and reliability). A functional specification focuses on what a product does, rather than what materials and/or dimensions should be employed (for example, recycled laser copy paper with a smooth, uniform surface for fine resolution, an 88 brightness rating for contrast, and suitable for use in a variety of printers and copiers, or for offset printing).
3. Performance: focuses on the function of the product or service. The ideal specification is built around a description of what is to be achieved, rather than a fixed description of how it should be done. To assure quality, a reference to product standards (such as ISO) and environmental requirements (such as Energy Star or Eco-label) should be made (for example, fine-tip dry-erase markers with a durable tip that will not soften or spread, quick-drying ink that wipes off easily, and certified non-toxic by marker industry [AP] standards).
4. Design: defines exact details of a good (such as physical attributes, materials to be used, power input and output, manufacturing processes required, or in the case of a service, working methods). Due to their uniqueness, design specifications may limit competition because of differences in engineering practices. Where specifications require the use of drawings, blueprints or white papers, all dimensions must use the metric system (for instance, construction of an overhead transmission tower requires details of the type of transmission line [voltage, circuit, conductor, etc.], electrical clearance, sag of conductor, foundation load, grade and size of steel structure, thickness of zinc coating).
5. Brand or trade name: in drafting any of the aforementioned specifications, the use of brand names, or similar references must be avoided. If it is necessary to cite a brand name, the words ‘or equal’ shall be included (for example, Dell® Desktop Computer or equal). The term ‘or equal’ means that the desired product is of comparable quality and/or capable of performing the intended function. For the procurement of small quantities, brand purchasing is acceptable.
6. Sample: where the above-mentioned methods to describe a good are not feasible, samples may be used to facilitate procurement.

**Procurement of Civil Works**

1. The statement of works should describe civil works in sufficient detail to identify the location, nature and any complexities involved. The term ‘civil works’ generally includes all types of civil, mechanical, electrical or other engineering services (other than consulting services) as well as the supply of construction materials and equipment.

1. The business unit should state the expected construction period and time in weeks or months, or where alternative time schedules are permitted, the range of acceptable construction periods. In addition, the business unit should provide additional information on the topography, geotechnical conditions, access to site, transportation and communications facilities, project layout, services to be provided by UNDP, method of measurement and payment of completed civil works.

**Procurement of Services**

1. The terms of reference to procure services should define the work required and respective responsibilities of a contractor either to design equipment to be procured or to provide services. Adequate and clear terms of reference are imperative for understanding the assignment. This minimizes any risk of ambiguities during the preparation of solicitation documents, negotiations and execution of services.
2. Terms of reference should include:
3. Background information on the project
4. Objectives of the assignment
5. Scope of work, consistent with the budget
6. Deliverables (i.e., output) that must be submitted for approval
7. Period of performance and the review/approval time required
8. Selection criteria, qualifications and performance or other standards the contractor must fulfil
9. Provisions for monitoring and evaluation of performance
10. If applicable, a detailed list of all inputs and services that UNDP will provide the contractor, or, where applicable, that the government counterpart will provide to perform the contract