

SHORT GUIDE FOR THE PROCUREMENT OF GOODS AND SERVICES (EXCEPT CONSTRUCTION) IN MBI

VALID FROM 15 JULY 2020

PREPARATIONS AND THE TRIGGERING OF ORDERS UP TO **10,000.00 €** NET ARE CARRIED OUT AT THE INSTITUTE. DEPENDING ON THE ORDER VALUE (NET VALUE), **THE FOLLOWING REGULATIONS APPLY WITH IMMEDIATE EFFECT. ALL FORMS MENTIONED HERE MUST BE COMPLETED IN FULL AND SUBMITTED WITH THE EBA.**

1.	<p>to 1,000.00 Euro net: Direct award</p> <p><u>Required:</u></p> <ul style="list-style-type: none"> - one quotation (internet screenshot with the website in the header; in writing, e-mail with the address line) <div style="border: 1px solid black; padding: 5px; margin: 10px 0; text-align: center; color: red;"> For EFRE contracts 3 Offer- invitations, from 500 € contract value </div> <p><u>Forms:</u></p> <ul style="list-style-type: none"> - Procurement order (eBA) with justification of need in the remarks field - attach one offer
2.	<p>over 1,000.00 Euro net to 9,999.00 Euro net: Hands-free allocation</p> <p><u>Required:</u></p> <ul style="list-style-type: none"> - send at least three written invitations to tender (justification required if three tenders cannot be requested) - search for suppliers and obtain non-binding price information <p><u>Forms:</u></p> <ul style="list-style-type: none"> - procurement order (eBA) - justification of needs: justify need and have it confirmed by financial officer (signature) - service description: compile and sign manufacturer-neutral - Price information (offer) - enclose at least three written requests for proposals/inquiries - fill in the award statement - submit your order including all attachments to the institute administration (office Mrs. Sato, internal mail)
3.	<p>over 10,000.00- Euro net: Obligation to tender</p> <p>Calls for tenders are processed in joint management (GV). To help you decide on the most appropriate procurement procedure, please contact Mrs. Szabo, Tel: -3379, e-mail: szabo@fv-berlin.de</p> <p><u>Send forms by e-mail to Mrs. Szabo:</u></p> <ul style="list-style-type: none"> - justification of needs: justify the need and have it confirmed by the financial officer - elaboration of service description: (manufacturer-neutral) - if possible, attach information/list of potential suppliers to be considered <p><u>after receipt of the offers in the GV:</u></p> <ul style="list-style-type: none"> - technical evaluation of the received offers, evaluation matrix - fill in procurement order - submit your order including all attachments to the institute administration (office Mrs. Sato, internal mail)

note:

Request for quotations to three suppliers:

If fewer than three suppliers submit a quotation, the three requests for proposal must still be attached to the procurement order and an indication that this or that supplier has not submitted a quotation. In this case, please select from the available offers.

Tenders, ask for three offers in advance:

It does not make sense to obtain three offers from suppliers in advance in the case of a necessary tender. According to the regulations, one tender is still necessary, which means double work for the supplier.

Mrs. Szabo will advise you about exceptional cases in advance.

Tenders are made via an online tendering portal, where the manufacturer-neutral service description is stored. If a supplier accesses this portal, all forms relevant to a tender are automatically uploaded. The supplier is obliged to fill them out. This ensures that all necessary forms are available and that the comparability of the offers is ensured.