

## **Consultancy service**

### **1. Procurement Method**

- The Open Bidding (tendering): national and international;
- The Restricted Bidding (tendering): national and international;
- The Request for Proposal (RFP);
- The Request for Quotations (RFQ) or the oft-cited “Pro Forma”;
- The Two-Stage Bidding (Tendering);
- The Direct Procurement, and,

### **2. Procedure of competitive tender**

#### 2.1. Publication of competitive tender

#### 2.2. Tender documents

The list of tender documents generally includes:

- a) Terms and conditions for application
- b) General terms and conditions of contract (‘Terms and Conditions’) for supplying services and work
- c) Terms of reference
- d) Contract
- e) Eligibility declaration by applicants (open procedure)
- f) Grid for assessing the eligibility of consulting firms
- g) Requirements for layout of price bid
- h) Price schedule
- i) Technical Assessment Grid of Offers
- j) Declaration of integrity
- k) Covering letter for bid

2.2.1. Terms and conditions for the award of contracts for services and work

2.2.2. Terms of reference

2.2.3. Time limits

2.2.4. Assessment grid and weightings for the technical evaluation of bids

2.2.5. Negotiations and contract award decisions

2.2.6. Notice to unsuccessful bidders (award decision notice)

### **3. Design preparation stages**

3.1. Reconnaissance survey

3.2. Preliminary survey

3.3. Detail Design

### **4. Payment methods**

3.1. Contract management

3.1.1. Financial processing of the contract

3.1.2. Advance payment

3.1.3. Interim payments

3.1.4. Final invoice