



WEBINAR (2 hours)
Lecturer: Nolan Menachemson

Takeaway Notes
These Notes are for your personal consumption only. Please do not copy or share on social media.

This webinar will start shortly and is recorded.

The Procurement Job Document

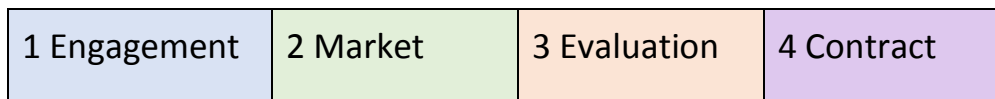


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Tender

- Corporation or Government agency approaches Suppliers.
- Approach is **Select** (few Suppliers) or **Open** (public).
- Suppliers are emailed a **Tender Document** to complete.
- Responses **evaluated** and **1 Supplier wins a Contract**.
- Suppliers must be evaluated fairly. This is called **Probity**.

4 Phases in a Tender



Customer is buying a **Managed Service** (Printing.) Suppliers owns the Printers and simply charges Customer per printed page. There is **no maintenance**.

Procurement Job Document



[Procurement Job folder](#)
[Contract folder](#)







High level information







Job Title:	Provision of Print as a Service (Paas) Refresh
Job Number:	CON-1115
Category:	ICT
<input type="checkbox"/> Equipment <input checked="" type="checkbox"/> Software <input type="checkbox"/> Infrastructure <input checked="" type="checkbox"/> Services	<input checked="" type="checkbox"/> Integration <input type="checkbox"/> Maintenance <input checked="" type="checkbox"/> Support <input type="checkbox"/> Consultant
Procurement Officer:	Alex Jacobs (AJ) Makena Wambua (MW) (Current)
Probity Officer:	Claire Mwangi
Client Contact:	Alvin Stevenson (AS), Facilities Manager Paul Thomas (PT), Project Manager (Current)
Original Strategy:	Single Source (only 1 regional capable Supplier) (2016)
Procurement Strategy:	Select Invitation to Offer Tender to 4 Suppliers on SOA 65211.
Govt Standing Offer Arrangement (SOA):	SOA 65211 – Printing as a Service
Contract Conditions:	ICT Comprehensive Conditions
Contract Details:	Customer Contract CON-1115
Orig. Total Contract Value incl.	350,100,000 Kenyan Shillings / USD \$3 million
This Total Contract Value incl.	308,904,900 Kenyan Shillings / USD \$2.64 million
This Total Contract Value	<input type="checkbox"/> Estimate <input checked="" type="checkbox"/> Successful Supplier Price
Functional Delegate:	Joanne Stephens
Financial Delegate:	Wilkins Omondi
Cost Centre:	200160
Purchase Order Number:	0000007141
Initial Engagement date:	11.03.21
Contract / Variation Dates:	01.06.21 – 01.06.26






Key Documents in Final / Endorsed/ Approved / Executed / Emailed






E N G A G E	Initial Engagement Email	<input checked="" type="checkbox"/>	M	Tender Register	<input checked="" type="checkbox"/>
	Sourcing Plan	<input checked="" type="checkbox"/>	E V A L	Mandatory criteria evaluated	<input checked="" type="checkbox"/>
	Risk Level identified	<input checked="" type="checkbox"/>		Evaluation Report approved	<input checked="" type="checkbox"/>
	Budget confirmation	<input checked="" type="checkbox"/>		Financial Approval	<input checked="" type="checkbox"/>
	Functional approval	<input checked="" type="checkbox"/>		Award successful Supplier	<input checked="" type="checkbox"/>
	Compliance approval	NA	C O N T R A C T	Contract document	<input checked="" type="checkbox"/>
	Board Approval	NA		Contract counter-executed	<input checked="" type="checkbox"/>
	Requirements endorsed	<input checked="" type="checkbox"/>	R A C T	Purchase Order	<input checked="" type="checkbox"/>
	Tender Evaluation Plan endorsed	<input checked="" type="checkbox"/>		Email – Unsuccessful Suppliers	<input checked="" type="checkbox"/>
	Evaluator COI Declarations	<input checked="" type="checkbox"/>		Contract Register updated	<input checked="" type="checkbox"/>
	Tender Document	<input checked="" type="checkbox"/>		Handover	<input checked="" type="checkbox"/>
	Tender Schedule	<input checked="" type="checkbox"/>		Job complete	<input checked="" type="checkbox"/>





Date	Notes	Embed doc
Engagement Phase		
11.03.21	<ul style="list-style-type: none"> • Initial Engagement meeting with Client. Client replies with endorsement: <ul style="list-style-type: none"> ○ Budget – Sighted. ○ Delegates – Identified. ○ Procurement Strategy – Select ITO under SOA. ○ Contract: ICT Comprehensive Details. ○ Indicative timeline: Contract execution by end June 2021. <div style="text-align: center; margin-top: 20px;"> <div style="border: 1px solid black; background-color: #d9e1f2; padding: 10px; width: fit-content; margin: 0 auto;"> <p>Don't commence job until Client agrees on process</p> </div> </div>	 CON-1115 Initial Engagement Notes – Client endorsement
15.03.21	<ul style="list-style-type: none"> • AJ prepares Sourcing Plan Draft for Procurement review. • Sourcing Plan Risk Level identified as: High Value, Low Complexity Risk. 	 CON-1115 Sourcing Plan v1.1 DRAFT



<p>18.03.21</p>	<ul style="list-style-type: none"> • Procurement peer review of Sourcing Plan, with comments. • Procurement Strategy: Select Invitation to Offer Tender to 4 Suppliers on SOA 65211. • Client emails AJ budget confirmation. • <u>Sourcing Plan Final approved</u> by Head of Procurement. <div data-bbox="512 595 1010 875" style="border: 1px solid black; background-color: #e1eef6; padding: 10px; text-align: center; margin: 20px auto; width: fit-content;"> <p>Approved Sourcing Plan protects Procurement officer</p> </div>	<div style="text-align: center;">  </div> <p>CON-1115 Sourcing Plan v1.1 DRAFT – HB comments</p> <div style="text-align: center;">  </div> <p>FY20/21 budget details.</p> <div style="text-align: center;">  </div> <p>CON-1115 Sourcing Plan Final approved</p>
<p>22.03.21</p>	<ul style="list-style-type: none"> • Meeting with Client about development of Requirements. Client raised Issues: <ul style="list-style-type: none"> ○ Original specification requires technical update as original contract is outdated (2016). ○ Must include “Follow-Me Print”. ○ Client asked incumbent provider for reassurance of data sovereignty (Kenya data centre) and has not received an adequate response. ○ Industry pricing per printed page decreased but successful Supplier quote suggests a 5.5% increase. • Handover to MW, Procurement officer. <div data-bbox="464 1509 1018 1832" style="border: 1px solid black; background-color: #e1eef6; padding: 10px; text-align: center; margin: 20px auto; width: fit-content;"> <p>Safety is #1 priority in Requirements</p> </div>	<div style="text-align: center;">  </div> <p>Spec 03.21 v0.1</p>
<p>26.03.21</p>	<ul style="list-style-type: none"> • IT Division provides endorsement of specification Final regarding ISO 27001 (IT security) and ISO 9000 (quality). 	<div style="text-align: center;">  </div>





	<ul style="list-style-type: none"> • PT new project manager who will act as Client and reports to Facilities Manager. 	<p>Re: ISO27001 and 9000</p>  <p>Spec Final</p>
<p>31.03.21</p>	<ul style="list-style-type: none"> • <u>Email Functional Approval</u> to issue ITO Tender. • Client emails Procurement with Multi-functional device (MFD) list of sites, and Customer pricing schedule. <div data-bbox="461 692 1016 1010" style="border: 1px solid black; background-color: #e1eef6; padding: 10px; text-align: center; margin: 20px auto; width: fit-content;"> <p>Functional Approval is permission to release a Tender</p> </div>	<p> Re: Approval to go to Tender 29.03.21</p> <p> CON-1115 Request for Quote</p> <p> MFD locations in Nairobi and Mombasa offices</p> <p> RFQ CON-1115 pricing attachment</p>
<p>05.04.21</p>	<ul style="list-style-type: none"> • Procurement drafts Tender Evaluation Plan (TEP) and emails to Client. <ul style="list-style-type: none"> ○ Procurement meets with Client to finalise evaluation criteria, scoring system and weightings, in the TEP. • TEP rules state that suppliers evaluated based on Capability. Only Supplier with highest combined capability score checked for price competitiveness. • Mandatory criterion – current insurances. 	 <p>CON1115 – TEP</p>




	<p style="text-align: center;">A Tender Eval Plan locks in the criteria and scoring system, in an ITO Tender</p>	
<p>07.04.21</p>	<ul style="list-style-type: none"> Evaluators sign <u>Conflict of Interest declaration</u> in TEP. 	 <p>CON1115 – TEP – endorsed by Client and Evaluators</p>
<p>08.04.21</p>	<ul style="list-style-type: none"> Procurement completes Tender document and Draft Contract Details, and sends to Client for review. Requirements and list of sites in Tender. <u>Client endorses TEP.</u> <u>Client endorses Tender document.</u> <p style="text-align: center;">Only release a Tender when Client endorses it, in writing</p>	 <p>CON1115 – Tender document</p>  <p>CON1115 – DRAFT contract Details</p>  <p>CON1115 – DRAFT contract Conditions</p>  <p>CON-1115 – Tender doc – Endorsement</p>





Market Phase		
09.04.21	<ul style="list-style-type: none"> • Tender and Draft Contract released to 4 select Suppliers. (Tender closes 26 April) • Procurement telephones the 4 suppliers to ensure they are aware of the Tender. <div style="text-align: center; margin-top: 20px;"> <div style="background-color: #d9ead3; padding: 10px; border: 1px solid #ccc; width: fit-content; margin: 0 auto;"> <p>Requirements must be in final by Tender release</p> </div> </div>	 CON-1115 – Tender – Please do not ignore
12.04.21	Briefing session at 11am. Virtual owing to Covid-19.	
13.04.21	<p>Clarification question 1</p> <p>Supplier clarification question 1:</p> <p>“In our original 2018 offer, we provided Print as a Service pricing in an alternate format to your Customer template. May we again provide our pricing on our own template, as it reflects the bespoke nature of our offer, is efficient and transparent?”</p> <p>Customer response to clarification question 1:</p> <p>“You may provide an alternate offer; however, as a condition, we require you to <u>also</u> complete our Pricing template for your offer to be compliant.”</p> <p>Clarification question 2</p> <p>Supplier clarification question 2:</p> <p>“Are you able to provide your budget for the services?”</p>	<div style="text-align: center;">  CON-1115 – Query 13.04.21 </div> <div style="text-align: center; margin-top: 10px;">  CON-1115 – our response to your query </div> <div style="text-align: center; margin-top: 10px;">  CON-1115 – Query 13.04.21 </div> <div style="text-align: center; margin-top: 10px;">  CON-1115 – our response to your query </div>

	<p>Customer response to clarification question 2:</p> <p>“We are unable to provide a budget; however, we expect responses to be competitive and in accordance with current Printing as a Service rates.”</p> <p>Note: SOA does not provide supplier pricing.</p> <div data-bbox="512 584 1026 887" style="border: 1px solid black; background-color: #d9ead3; padding: 10px; text-align: center; margin: 20px auto; width: fit-content;"><p>Supplier Clarification questions de-badged and shared with all bidding Suppliers</p></div>	
26.04.21	<ul style="list-style-type: none">• Tender closes.• 3 suppliers respond:<ul style="list-style-type: none">○ ABC Printing Machines Ltd.○ DEF Multi-Functional Solutions.○ GHI Print as a Service Limited.○ JKL did not bid.• ABC and DEF propose Contract Departures.• JKL confirms by email no bid.• Procurement populates Tender Register.	<div style="text-align: center;"> CON-1115 – ABC offer</div> <div style="text-align: center;"> CON-1115 – DEF offer</div> <div style="text-align: center;"> CON-1115 – GHI response</div> <div style="text-align: center;"> CON-1115 – JKL confirms no bid.</div>

Evaluation Phase		
29.04.21	<ul style="list-style-type: none"> Procurement evaluates Mandatory criteria (current insurances). 3 responding suppliers all comply and may be evaluated. 	 CON-1115 – Mandatory Evaluation (Procurement only)
03.05.21	<ul style="list-style-type: none"> Desktop Evaluation (Evaluators read, and score, 3 responses by themselves). <div style="border: 1px solid black; background-color: #f4b084; padding: 10px; text-align: center; margin: 20px auto; width: 80%;"> <p>Desktop evaluation for ITO (Eval Qs), not for RFQ (Price only)</p> </div>	
07.05.21	<ul style="list-style-type: none"> Consensus Evaluation (2.5 hours). Probity: Evaluator #2's Desktop notes are light and lack detail. Procurement has spoken with evaluator. <ul style="list-style-type: none"> Supplier DEF Multi-Functional Solutions identified as successful Supplier, based on highest Capability score. GHI price is unrealistically low. DEF Multi-Functional Solutions response price is 320,800,000 Kenyan Shillings, which is marginally high: <ul style="list-style-type: none"> ABC 300,250,000 K. Sh. DEF 320,800,074 K. Sh. GHI 175,000,602 K. Sh. Responding suppliers shortlisted to 1 supplier. DEF Multi-Functional Solutions asked to provide a Better Offer. 	 CON1115 – Consensus Evaluation scores and notes

<p>10.05.21</p>	<ul style="list-style-type: none"> • Successful Supplier DEF responds with Better Offer price of 308,904,900 incl. VAT. <div data-bbox="464 353 1019 674" style="border: 1px solid black; background-color: #f4b084; padding: 20px; text-align: center; margin: 20px auto; width: 80%;"> <p>In ITO Tender, Capability more critical than Price</p> </div>	
<p>10.05.21</p>	<ul style="list-style-type: none"> • Evaluation chairperson completes Evaluation Report, endorsed by some Evaluators. • Procurement requests all Evaluators to endorse. • Reviewed by Procurement, which provides suggested edits. Client provides a version 2. • Procurement endorses Evaluation Report. 	<div data-bbox="1246 757 1315 824" style="text-align: center;">  </div> <p>CON1115 – Evaluation Report v1 – Procurement comments</p> <div data-bbox="1257 1055 1310 1115" style="text-align: center;">  </div> <p>CON1115 – Evaluation Report – endorsed by Evaluators and Procurement</p>
<p>11.05.21</p>	<ul style="list-style-type: none"> • Financial approval for 308,904,900 incl. VAT, provided by separate delegate, by email. • Successful Supplier awarded by email. <div data-bbox="464 1653 1019 1973" style="border: 1px solid black; background-color: #f4b084; padding: 20px; text-align: center; margin: 20px auto; width: 80%;"> <p>Financial Approval is for exact price</p> </div>	<div data-bbox="1251 1447 1310 1485" style="text-align: center;">  </div> <p>CON-1115 – Mandatory Evaluation (Procurement only)</p> <div data-bbox="1251 1697 1310 1736" style="text-align: center;">  </div> <p>CON-1115 – Tender outcome</p>

Contract Phase		
14.05.21	<ul style="list-style-type: none"> • Supplier DEF Contract departures are: <ul style="list-style-type: none"> ○ Removal of Termination for Convenience clause. ○ Removal of prohibition against autorenewal and providing 90-day autorenewal. ○ Addition of Consumer Price Index (CPI) of 4% per annum to account for inflation. • In response, Procurement: <ul style="list-style-type: none"> ○ References Conditions of Tender, which state that as a condition of applying for Tender, no contract departures will be proposed by offerors. ○ Procurement negotiates CPI to 2% per annum. 	 CON-1115 – Departures - correspondence
17.05.21	<ul style="list-style-type: none"> • Suppliers ask for 3 days for their solicitor to review negotiation points, which is granted. 	
20.05.21	<ul style="list-style-type: none"> • Emails from suppliers ABC and GHI asking for updates on evaluation. Explained <u>still in evaluation</u>. <p>Note: Unsuccessful suppliers are not notified until the contract is counter-executed.</p> <ul style="list-style-type: none"> • Supplier advises their solicitor is satisfied with Customer negotiation points. • Supplier executes contract. <div style="border: 1px solid #ccc; background-color: #d1c4e9; padding: 10px; margin: 10px auto; width: 80%; text-align: center;"> <p>Unsuccessful suppliers notified when contract executed</p> </div>	 CON-1115 – Supplier – Modified Contract ok  CON1115 – Contract – Supplier signed
21.05.21	<ul style="list-style-type: none"> • Customer counter-executes contract. 	

	<ul style="list-style-type: none"> Procurement files counter-executed contract in Contract Register and emails Procurement handover to Contract Manager. 	 CON1115 – Contract – counter-executed  CON-1115 – Handover
24.05.21	<ul style="list-style-type: none"> Unsuccessful notifications sent to suppliers ABC and GHI. Supplier GHI asks for an unsuccessful supplier debrief. <div data-bbox="464 835 1019 1155" style="border: 1px solid black; background-color: #e6e6fa; padding: 10px; text-align: center; margin: 10px auto; width: fit-content;"> <p>Treat Supplier debriefs with importance and respect</p> </div>	 CON-1115 – Tender outcome
27.05.21	<ul style="list-style-type: none"> Unsuccessful supplier debrief with supplier GHI. Procurement files debrief notes. 	 CON-1115 – Debrief – GHI - Notes
Job complete		

Benefits of a Procurement Job Document

- You can build it in **Microsoft Word or Google Pages**.
- Can link it to a Procurement **Pipeline** (Job Register).
- Requires **no training**.
- Instead of messy folders, you only need **1 document!**
- Category Managers can enforce **housekeeping**.
- Single Source of **Truth** about a Job.
- Word processors allow you to **embed** or **link** a file or email.
- **No handover meeting** if changing Procurement officers.
- Simple to attach to an email to send to **Auditor**.