



BSB + Partner  
Ingenieure und Planer

BSB + Partner, Consulting Engineers

# Procurement of services and construction orders

## Introduction

Since several years the world wide market has been increasingly liberalized. Modern procurement of services, supplies and construction orders does not have any country borders and is highly competitive. In January 1996 the GATT-agreement upon the public procurement procedure between Switzerland and the World Trade Organization became effective.

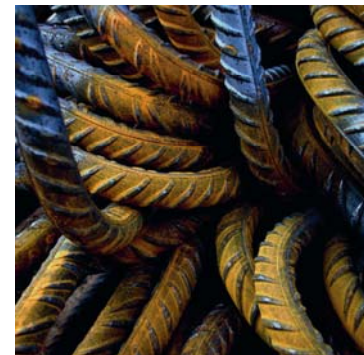
BSB+Partner supports the responsible authorities and assigning institutions to attend their legal duties and to accomplish procurement procedures for services, supplies and construction orders in an efficient and aim oriented manner.



## Actual situation

The key aspect of the Swiss procurement law and GATT-agreement is the optimal and economical use of public money. Therefore, the tender procedure and assignment are mainly based on competitive selection. The qualitative criteria of tender procedures play an important and significant role besides best price practices. To protect the contractor from disposal, the procurement procedure has to be transparent. All contractors have to be evaluated and treated in the same manner with out regard to culture, religion and nationality.

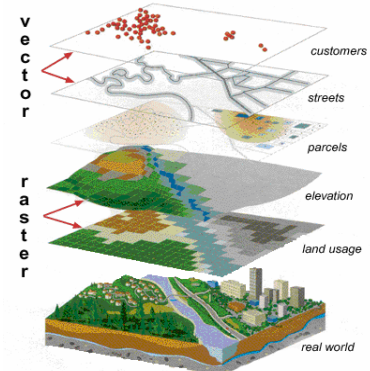
BSB+Partner has experience in public procurement activities in Switzerland as well as in foreign countries and is not biased, because of its multicultural employees and assignments in other countries.



## Strategy

If an assignment needs to be tendered and which procedures are necessary, depends on the cash-value of the assignment. As allocation base serve quantitative threshold values which vary, depending on who is the awarding authority and the assignment type.

BSB+Partner analyses in a first step the situation, shows and explains to the awarding authority if a competitive procedure is necessary and which kind of procurement achieves the objective most efficiently. Generally there are four types of tender procedures: single tendering, pre-tender invitation, open tendering and selective tendering.



The next step is for all procurement procedures more or less identical. The tendered mission needs to be clearly, logical and distinctly defined and formulated. Objectives, tasks, project outcome and requirement specifications are integral part of the carefully and precise prepared tender documents. The accuracy of the tender depends directly thereof. The assignment description and the criteria for placing/awarding are the key component of the tender documents and are essential to compare and evaluate the offers in the same manner during the competitive selection. The evaluation criteria have to be logical, transparent and measurable, and correspond to the objectives of the tender.

The precise and safe accomplishment of the procurement procedure is mandatory. Tools to evaluate the criteria have to be developed, the offers analyzed and the outcome documented. Meetings and presentations are arranged, once the most promising contractors are identified and finally selected by the awarding authority.



### Conclusion

BSB+Partner is familiar with legal issues of procurement procedures and has several years of experience in elaborating tender documents and managing the procedure for private and public authorities. We have continuously improved and developed our skills in over 50 award procedures and are known as competent consultants. We support the awarding authority to manage all legal aspects and to conduct the procedure in a safe and efficient manner with minimal objections. BSB+Partner knows the procurement policies and rules of several countries and institutions (e.g. UN, SDC, WB).



### References

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