

17 March 2017

## Procurement information

### Solicitation procedures for the procurement of goods, services and works

The United Nations Volunteers programme follows the procurement rules, regulations, procedures and conditions set by the [United Nations Development Programme \(UNDP\)](#).

UNV procures goods and services through competitive solicitations. The following methods are used for the procurement of goods and services:

#### Request for Quotation (RFQ)

The most flexible and least formal method that is applied for procuring goods, services and/or works. RFQ's call for a written quotation.

RFQ applies to contracts exceeding the range \$5,000 but less than \$150,000

#### Invitation to Bid (ITB)

An ITB is normally used whenever the entity is not required to propose technical approaches to a project activity, or to offer management or supervision of an activity. ITB's are used when the entity is to provide its cost requirements to meet precise specifications sought from UNDP. This is normally the case when UNDP buys goods. It may also apply to work contracts and services that can be expressed quantitatively and qualitatively.

ITB applies to contracts exceeding \$150,000

#### Request for Proposal (RFP)

RFP is used when the inputs and/or outputs cannot be quantitatively and qualitatively expressed at the time the invitation is made, as for example consulting or similar services are sought. A RFP may also be used for purchase of complex goods when you are not sure of the functional specifications and wish to seek proposals.

RFP applies to contracts exceeding \$150,000.00

[UNDP Procurement website](#)

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## More information

- [UNDP General Conditions for Professional Services](#)
- [General Terms and Conditions for Goods](#)
- [UNV General Conditions of Contract for the Services of Individual Contractors](#)
- [UNDP eTendering Bidder Training Guide](#)



- [eTendering Frequently Asked Questions](#)
- [Sample contract for Individual Contractors](#)
- [Confirmation of Interest and Submission of Financial Proposal](#)

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