



CHECKLIST SIMPLIFIED  
PROCUREMENT

Date 2021-02-01

Finance Department  
Purchasing and Procurement

## Checklist simplified procurement

1. Do a market survey (optional).
  2. Calculate the total value. For values between 615 312 SEK and 1 427 377 SEK a simplified procedure shall be executed.
  3. Request a registration number that will follow with all documentation.
  4. Formulate the requirements and conditions that will be valid. Use the template for simplified procedure. Mind the secrecy from the moment when the work with the procurement has started until the award decision has been sent out.
  5. Publish the contract notice. Guideline: at least 30 days. Use the advertising device DIBUS that is provided by Visma TendSign.
  6. Keep an eye on questions that may be asked by suppliers during the time of advertising. These must be answered at the same time to everybody that has collected the tender documents. Observe! Mind the secrecy, do not reveal which other suppliers that have shown interest.
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7. By final tender date all tenders shall be opened. Use the template opening protocol. Keep in mind that two (2) officials must be present and that tenders that has been submitted too late must not be considered.
8. Check that the tenderers fulfil the requirements on the supplier and the product in the tender document. Then evaluate the tenders according to the evaluation model in the tender document.
9. Announce the winner and the reasons why. Use the template award decision. This decision must be signed by an authorized official.
10. Notify everybody that submitted tenders at the same time by sending out the award decision in digital form (by e-mail). Thereby the secrecy will cease and all documents will become public and can be requested by anyone.
11. Wait for at least 10 days. This standstill period exists for suppliers to be able to turn to court if the process not has been carried out in a proper manner.
12. The contract is signed by authorized officials. Use the template that is a part of the tender documents.
13. Registrate and file the documents.