

## The 10 most important rules when HOPE'87 has to issue a call for tender

(see also Basic Document "Procurement")

1. First of all, HOPE'87 establishes the **need, on the** basis of which a specific goal and all the necessary measures for its realisation are defined in a corresponding performance specification.
2. HOPE'87 prepares the **tender documents**. They describe in detail which services are expected, which special qualifications are necessary for the implementation and which contract conditions apply.
3. The **award procedure is determined** on the basis of the expected performance, the requirements for the candidates and the cost calculation. The open procedure is always the rule, which can only be deviated from under certain conditions. An **award committee** is established by HOPE'87. HOPE'87 chairs this award commission. It makes sense and is transparent if at least one member of this commission does not belong to HOPE'87 (but has the necessary expertise).
4. **HOPE'87 will publish the call for tenders in the** appropriate print and online media, with a reference to where interested companies can request or download the full tender documents.
5. Interested companies submit the **fully completed bidding documents** including all required certificates, references, price calculations, service descriptions and declarations to HOPE'87.
6. HOPE'87 will keep the documents received in a **tamper-proof place** until the application deadline and will not open them until the date set in advance.
7. The tenders are subjected to a **formal examination by** the awarding commission directly at the opening. Documents with formal errors are immediately excluded. An exact record of the meeting (including exact time, etc...) must be made.
8. The **content of the** bids that comply with the form is **examined and evaluated**. Both the qualification of the company and its employees as well as the pricing are examined - the latter with regard to the economic efficiency within the company as well as in comparison to competing offers.
9. On the basis of suitability and economic viability, **the award commission decides which company will be awarded the contract**. In exceptional cases, e.g. if none of the bidders can be considered for the implementation, the invitation to tender can be cancelled.
10. All participants who have not been awarded the contract will be informed in writing. They will also be informed of the **reasons for rejection**. All documents must be kept for 7 years.