Procurement Guide

The following is a brief explanation of the procurement process as regulated in the Swedish Public Procurement Act (SFS 2016:1145).

The time taken between our office receiving a request and the signing of an agreement can vary depending on the nature of the project, the time taken by the client and procurement officer, etc.

[Procurement Workflow](https://mp.uu.se/documents/432512/901657/Arbetsfl%C3%B6de__ansvarsf%C3%B6rdelning_upphandling%2Bmaj%2B2016.pptx/e5d2bfbe-97c1-3f3e-9439-a795eab2e4aa)

Market survey

The department/equivalent conducts a market survey to find out which suppliers sell the required goods/services, the functionality, competences, etc. that it is reasonable to include in requirements specifications, and rough price levels. Contact several suppliers, including newcomers; this benefits competition.

Discussions with suppliers, visits to trade fairs, presentations, demonstrations and practical testing of goods/services are normally only permitted as part of the market survey (although under certain circumstances demonstrations and tests may be included in evaluation). This may be done in order to, for example, decide whether new methods, instruments or services have been developed.

Bear in mind that acquisition should be based on the University’s needs – not what the supplier wants to sell.

Tender documentation

Tender documentation tells tenderers what we require of them and the product/service we are procuring, and the criteria on which their tender will be evaluated. Please note that the evaluation must be based solely on the tender documentation, no more and no less.

Tender documentation includes a number of documents, including a requirements specification. Requirements specifications are primarily the responsibility of the department. Demands placed on the tenderer and commercial requirements (e.g. delivery and payment terms) are primarily the responsibility of the Procurement and Purchase Office.

Tender documentation applies a minimum requirement of fulfilling all “shall” requirements, meaning that tenders that fail to meet all “shall” requirements will generally be disregarded. The purpose of “shall” requirements is to highlight requirements that are important to, for example, performance, capacity, accessibility, competence and implementation. If requirements are too stringent, there is a risk that the benefits of competition will be lost. “Should” requirements are used for characteristics that are desirable and provide added value. One thing that all requirements have in common is that they must be unambiguous and easy to evaluate. There must be no doubt as to where the line is drawn for fulfilling a requirement.

Announcements

The Procurement and Purchase Office announces all procurements in a database that is open to the public. When the procurement is announced, all communication with tenderers will normally be conducted via the database.

Tender evaluation

Tenders are evaluated based on either the lowest price – i.e., the tender that achieves the minimum level of fulfilling all “shall” requirements at the lowest price will be awarded the contract – or the most economically advantageous tender, which involves weighing up the benefits of the price and other aspects of all tenders that fulfil all “shall” requirements according to the model stated in the tender documentation. The tenderer who has submitted the most economically advantageous tender will then be awarded the contract.

Award notice

All tenderers are notified of the outcome of the competition, i.e., which tenderer(s) have been awarded the contract(s). An evaluation report summarising the evaluation process is attached to the award notice. There is a standstill period of 10 days from the date of the award notice.

Review

During the standstill period, tenderers retain the right to apply to the Administrative Court for a review of the decision. The court may decide:

• the procurement has been performed correctly;
• the procurement may be concluded only once corrections have been made; or
• the procurement must be repeated.

This means that a contract may not be signed until the statutory standstill period of 10 days has elapsed. If an appeal is lodged, a contract cannot be signed until 10 days after the court’s decision has become final.

Contract

Once the standstill period has elapsed, a contract may be signed with the winning supplier. The contract can then enter into force.

Archiving

Once the procurement process is complete, all related documents are registered and archived by the Procurement and Purchase Office. Conversations with suppliers during the tender and evaluation period are also archived.

Once the procurement process is complete

Once the procurement process is complete, it is important that the department/equivalent follows up to ensure that the terms of the contract are met in practice. To this end, the department/equivalent shall monitor:

• compliance with agreed delivery times;
• that deliverables match what has been ordered and, in the case of goods, that they are delivered in good condition;
• that any inspections agreed on are carried out; and
• payment is made in accordance with the payment terms stated in the contract.

Duty-free imports

Scientific instruments purchased from outside the EU may be exempt from customs duties (3–4% of the value).

Download an application form by searching “duty-free scientific instruments” on the [Swedish Customs website](http://www.tullverket.se/).

Submit your application, with information on the price (signed contract/order confirmation), the instrument (product brochure) and the Combined Nomenclature (CN) code, to Swedish Customs. Contact the supplier to obtain the CN code and notify them that you will be applying for duty relief. Ask the supplier to forward the permit to the freight forwarder.

Submit your application as soon as possible. The application must be approved by the time the instrument arrives in Sweden. It takes several weeks for Swedish Customs to process applications and it is not possible to obtain retrospective approval. If you have any questions, call the Swedish Customs answer line, TullSvar, on +46 (0)771 520 520.