Planning of tenders and priorities in Procurement

Planning of tasks
In connection with the planning of procurement tasks, a distinction is made between framework agreements, individual acquisitions (simple and complex) and mini-tenders. The various types of tasks are planned in different ways.

Framework agreements and complex individual acquisitions
Tasks are prioritised every six months. The six-monthly prioritisation procedure includes the determination of the plan for calls for tenders for the next six months as well as the drafting of a tender plan for the subsequent six months.

Tasks received before 1 March are included in the prioritisation for the following autumn. Tasks received before 1 October are included in the prioritisation for the following spring.

The prioritisation of tasks is carried out in cooperation with the procurement management group based on a proposal prepared by Procurement. The proposal is prepared in dialogue with users. The criteria on which the prioritisation is based can be seen below.

Calls for tenders for framework agreements and complex individual acquisitions can take up to a year depending on complexity.

Mini-tenders and simple individual acquisitions
Mini-tenders and simple individual acquisitions are initiated within three weeks of receipt of the task or subject to further agreement with users. The duration of the process is agreed in connection with the start of the process. Attention should be drawn to the fact that delivery times can vary, depending on the nature of the acquisition.

During peak periods, it may be necessary to prioritise which simple individual acquisitions and mini-tenders to proceed with.
For mini-tender tasks received before 1 October, the process will be completed before the new year.

Reservations are made as regards particularly complex mini-tenders.

In general
Tasks are initiated on the condition that users are able to allocate resources to the task. For example, users will be required to determine the qualitative requirements of the delivery as well as qualifying the terms of delivery etc. based on their specific knowledge of their own needs, the industry etc. In connection with the preparation of the plan for the tender procedure, it is clarified which activities are to be carried out by Procurement and which by the user.

Prioritisation of procurement tasks
Tender plans will generally be made and prioritised in dialogue with users. The dialogue is supplemented by the following criteria for the prioritisation of tender tasks:

- Assessment of the financial value and potential, including potential savings over time, transaction costs etc.
- Risk assessment, including the risk of complaints combined with an assessment of the financial value and potential (the competitive situation in the market).
- When the assignment was received by Procurement, in conjunction with an assessment of the acuteness of the need, including the consequences of giving the task a lower priority.
- Managerial priorities.
- Organisational origin and impact (broad versus narrow)
- Assessment of number of orders/invoices, including administrative potential.
- The location of task/savings – who saves money, a foundation or AU?

Based on an overall assessment of the criteria, Procurement in cooperation with the procurement management group will decide which tenders to prioritise in the coming period.

If an acute task cannot be prioritised, a process is agreed with Procurement.