



Common Mistakes in the Procurement Procedure

1. No new offers requested during the procurement procedure

During the procurement procedure, new offers must be collected, which must differ from the non-binding offers submitted earlier for the Small Project Applications. It is permissible to request these new offers from the same suppliers or from different ones, provided that the offers are newly issued and clearly intended for the procurement process.

2. Brand names specified in the technical specifications

If specifications cannot be described otherwise than by naming a brand, it is mandatory to indicate that “equivalent” or “similar” alternatives are acceptable alongside the brand name.

3. Product links used instead of defining own technical specifications

When procuring equipment, the Request for Offer includes direct links to specific products or webshops instead of clearly defined technical specifications based on the actual needs of the Final Recipient. Technical specifications must be described in detail within the Request for Offer, independently of any specific brand, model or online listing.

4. No purchase order issued or contract signed in the procurement process

As a result of the procurement procedure, a purchase order must be issued or a contract signed.

5. Inadequate justification for the selected offer

The Final Recipient failed to properly evaluate the received offers and did not provide a valid justification for selecting one supplier over another. In some cases, the rejected offer clearly fulfilled all the requested specifications, while the selected one did not.

6. Procurement documentation not retained or incomplete

Essential procurement documents (requests, offers, evaluations, orders/contracts, delivery proofs) are missing, incomplete, or not properly archived, which prevents proper verification and audit.