

Tender Management at
SEBA Hydrometrie GmbH & Co. KG

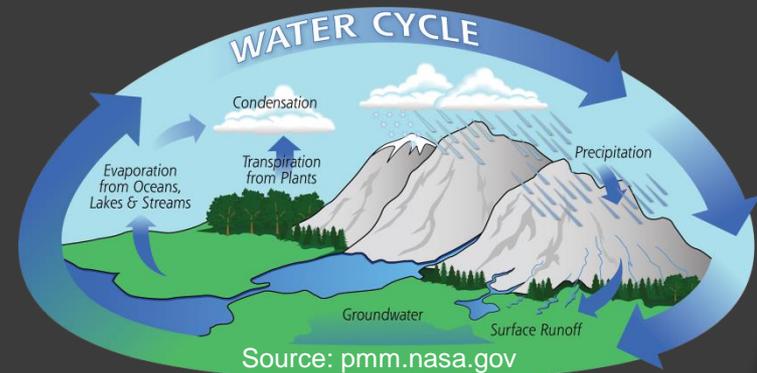
CORPORATE GOVERNANCE AND EXPERTISE

Content

- I. Company introduction
- II. SEBA's business with UN family
- III. Tender work flow at SEBA
- IV. Conclusion

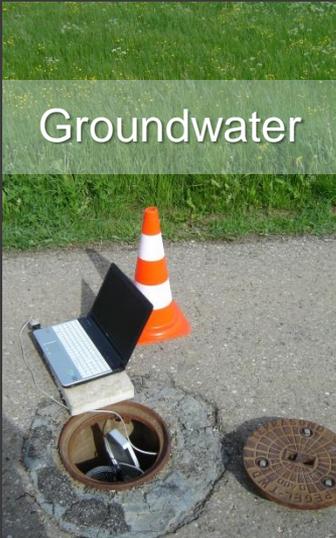
SEBA Hydrometrie GmbH & Co. KG

- 1967
- Located in Kaufbeuren (100 km west of Munich)
- Manufacturer of portable and stationary (telemetric) monitoring instruments for the hydrologic cycle

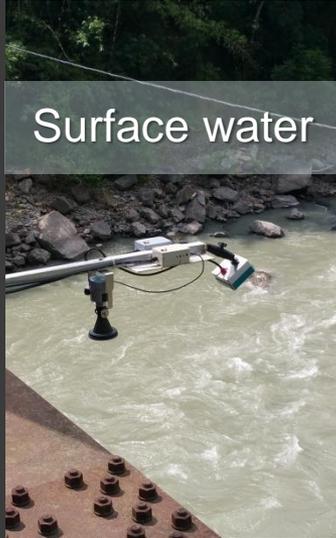


SEBA Hydrometrie GmbH & Co. KG

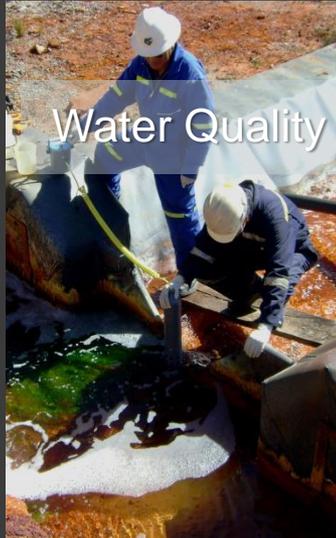
Groundwater



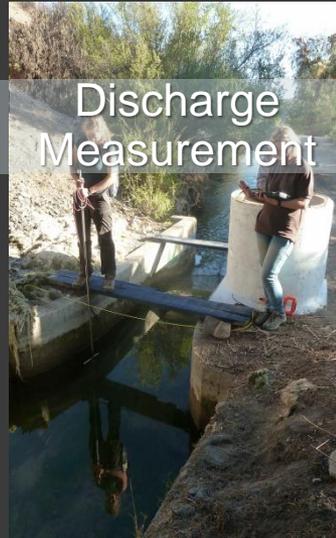
Surface water



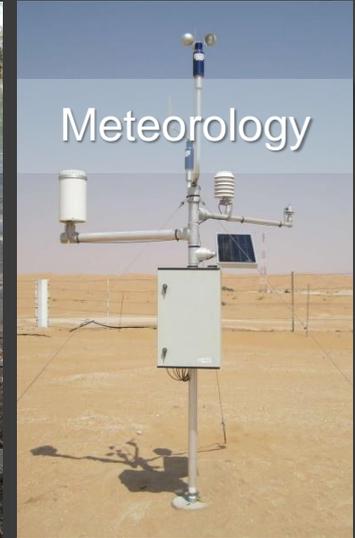
Water Quality



Discharge Measurement



Meteorology



Preconditions

- ◎ Small & medium enterprise SME
 - Turnover ~ 10 Mio. EUR p.a.
 - 96 employees
- ◎ Tailored technical solutions
- ◎ „On demand“ and customer-specific production
- ◎ Highly competitive market with few global players

Business with the UN

- Continuously since ~40 years
- With whom?
 - FAO
 - UNDP
 - UNICEF
 - UNOPS
 - WMO

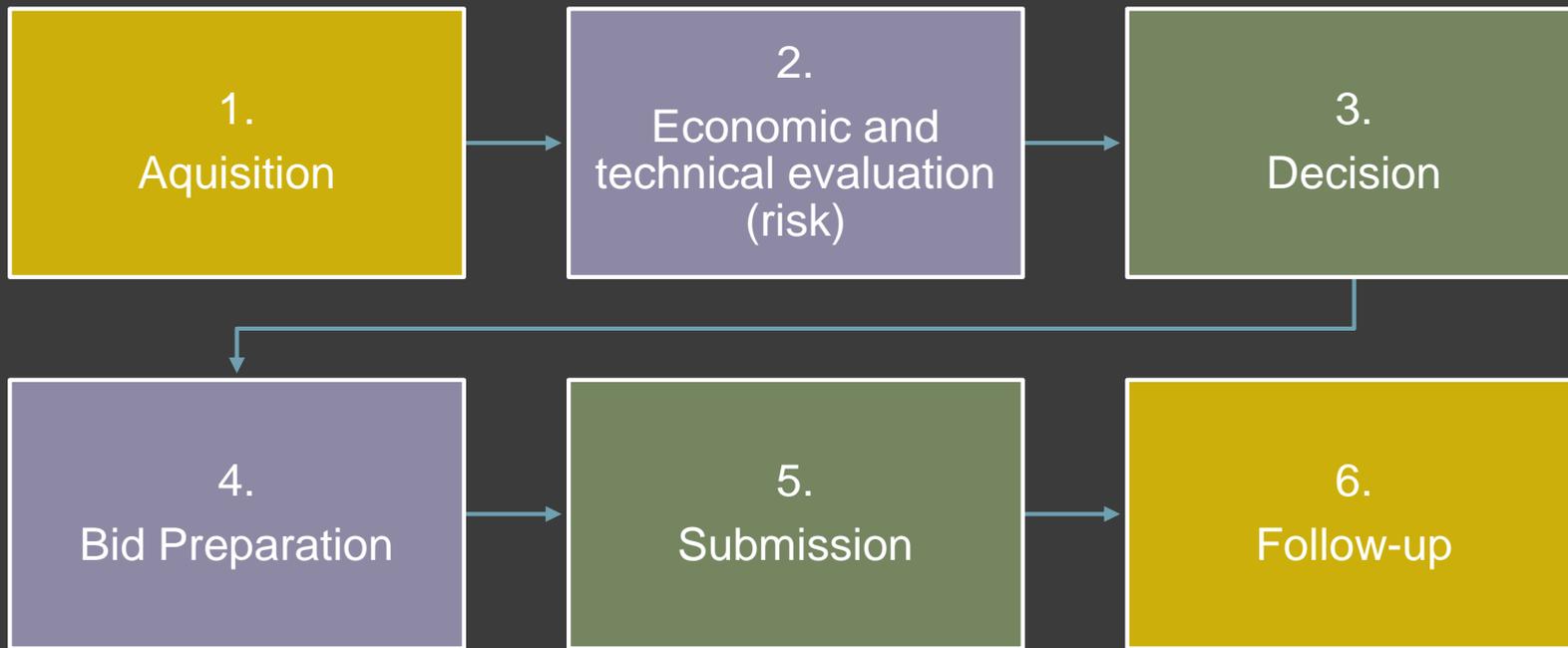


Business with the UN

◎ Why?

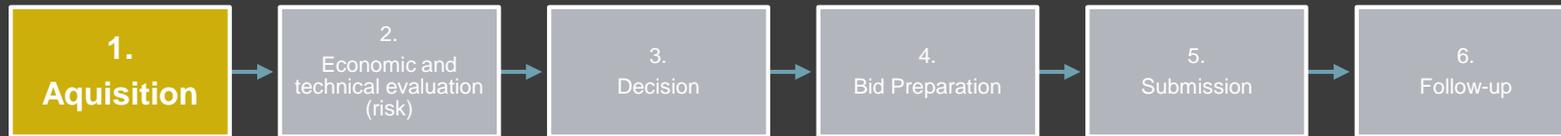
- Reliable, highly prestigious business partner
- Cross-national business development
- Establish sustainable business in developing countries
- Business scale
(quantity & contract value; interdisciplinary approach and diverse applications for SEBA products)

Tender Process at SEBA



Tender Process at SEBA

1. Aquisition



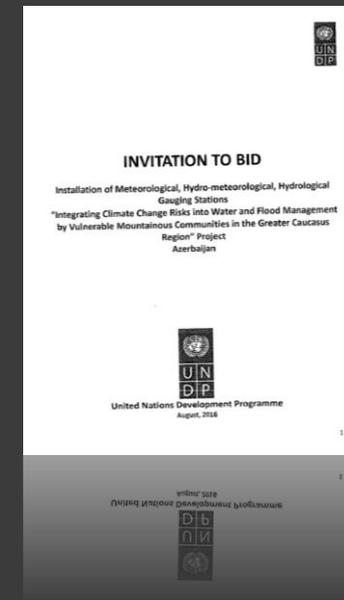
- ⦿ Business leads from representatives/ cooperation partners
- ⦿ Tender platforms
 - Development Aid, Tenders Info etc.
 - United Nations Global Marketplace (UNGM)
- ⦿ Active or automated search (tender alerts)

Tender Process at SEBA

2. Evaluation



- Review of the tender document and screening for key features
- Risk assessment
 - Feasibility
 - Cost evaluation
 - Payment terms
 - Delivery terms
 - Necessity/availability of partners
 - Implementation timeline
- Evaluation of overall contract value



3. Decision



⦿ Preparation of a decision sheet

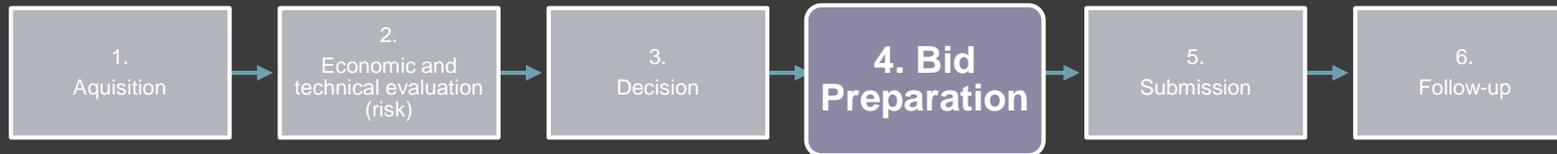
- Overview of key features
- Price structure



⦿ Decision by managing director

Tender Process at SEBA

4. Bid preparation



Parallel process

- Sales Team
- Assistance

Sales Team

Assistance

Work off of Bid Data Sheet and Tender Bidding Forms

DATA SHEET

The following data for the supply of goods and related services shall complement / supplement the provisions in the instruction to Bidders. In the case of a conflict between the instruction to Bidders and the Data Sheet, the provisions in the Data Sheet shall prevail.

DS No.	Cross Ref. to Instructions	Data	Specific Instructions / Requirements
1		Project Title:	Strengthening Climate Information and Early Warning Systems in Malawi
2		Title of Goods/Services/Work Required:	Procurement, Delivery, Installation and Calibration of Hydrological Equipment, including Training
3		Country:	Malawi
4	C.13	Language of the Bid:	English
5	C.20	Conditions for Submitting Bid for Parts or sub-parts of the Total Requirements	Not Allowed
6	C.20	Conditions for Submitting Alternative Bid	Shall not be Considered
7	C.22	A pre-bid conference will be held on:	Not Applicable
8	C.21.1	Period of Bid Validity commencing on the submission date	120 days
9	B.9.5 (C.15.4 b)	Bid Security	Not Applicable
10	B.9.5	Acceptable forms of Bid Security	Not Applicable
11	B.9.5 (C.15.4 a)	Validity of Bid Security	Not Applicable
12		Advanced Payment upon signing of contract	Not allowed

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Tender Process at SEBA

4. Bid preparation

Sales Team 1-2 pers.	Assistance 1 pers.
Requests for Clarification	Administrative support
Technical Bid	Provision of (sensitive) business information
Financial Bid	Preparation of support documents according to Bid Data Sheet <ul style="list-style-type: none"> • Official and company documents
Coordination with other Departments and partners	

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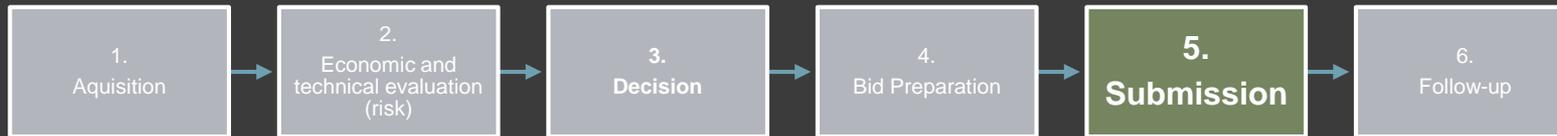
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13		Advance payment upon signing of contract	Not allowed
14	C.22.1	Period of Bid Validity commencing on the submission date	120 days
15	C.22.2	Period of Bid Validity commencing on the submission date	120 days
16	C.22.3	Period of Bid Validity commencing on the submission date	120 days
17	C.22.4	Period of Bid Validity commencing on the submission date	120 days
18	C.22.5	Period of Bid Validity commencing on the submission date	120 days
19	C.22.6	Period of Bid Validity commencing on the submission date	120 days
20	C.22.7	Period of Bid Validity commencing on the submission date	120 days
21	C.22.8	Period of Bid Validity commencing on the submission date	120 days
22	C.22.9	Period of Bid Validity commencing on the submission date	120 days
23	C.22.10	Period of Bid Validity commencing on the submission date	120 days
24	C.22.11	Period of Bid Validity commencing on the submission date	120 days
25	C.22.12	Period of Bid Validity commencing on the submission date	120 days
26	C.22.13	Period of Bid Validity commencing on the submission date	120 days
27	C.22.14	Period of Bid Validity commencing on the submission date	120 days
28	C.22.15	Period of Bid Validity commencing on the submission date	120 days
29	C.22.16	Period of Bid Validity commencing on the submission date	120 days
30	C.22.17	Period of Bid Validity commencing on the submission date	120 days
31	C.22.18	Period of Bid Validity commencing on the submission date	120 days
32	C.22.19	Period of Bid Validity commencing on the submission date	120 days
33	C.22.20	Period of Bid Validity commencing on the submission date	120 days
34	C.22.21	Period of Bid Validity commencing on the submission date	120 days
35	C.22.22	Period of Bid Validity commencing on the submission date	120 days
36	C.22.23	Period of Bid Validity commencing on the submission date	120 days
37	C.22.24	Period of Bid Validity commencing on the submission date	120 days
38	C.22.25	Period of Bid Validity commencing on the submission date	120 days
39	C.22.26	Period of Bid Validity commencing on the submission date	120 days
40	C.22.27	Period of Bid Validity commencing on the submission date	120 days
41	C.22.28	Period of Bid Validity commencing on the submission date	120 days
42	C.22.29	Period of Bid Validity commencing on the submission date	120 days
43	C.22.30	Period of Bid Validity commencing on the submission date	120 days
44	C.22.31	Period of Bid Validity commencing on the submission date	120 days
45	C.22.32	Period of Bid Validity commencing on the submission date	120 days
46	C.22.33	Period of Bid Validity commencing on the submission date	120 days
47	C.22.34	Period of Bid Validity commencing on the submission date	120 days
48	C.22.35	Period of Bid Validity commencing on the submission date	120 days
49	C.22.36	Period of Bid Validity commencing on the submission date	120 days
50	C.22.37	Period of Bid Validity commencing on the submission date	120 days
51	C.22.38	Period of Bid Validity commencing on the submission date	120 days
52	C.22.39	Period of Bid Validity commencing on the submission date	120 days
53	C.22.40	Period of Bid Validity commencing on the submission date	120 days
54	C.22.41	Period of Bid Validity commencing on the submission date	120 days
55	C.22.42	Period of Bid Validity commencing on the submission date	120 days
56	C.22.43	Period of Bid Validity commencing on the submission date	120 days
57	C.22.44	Period of Bid Validity commencing on the submission date	120 days
58	C.22.45	Period of Bid Validity commencing on the submission date	120 days
59	C.22.46	Period of Bid Validity commencing on the submission date	120 days
60	C.22.47	Period of Bid Validity commencing on the submission date	120 days
61	C.22.48	Period of Bid Validity commencing on the submission date	120 days
62	C.22.49	Period of Bid Validity commencing on the submission date	120 days
63	C.22.50	Period of Bid Validity commencing on the submission date	120 days
64	C.22.51	Period of Bid Validity commencing on the submission date	120 days
65	C.22.52	Period of Bid Validity commencing on the submission date	120 days
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68	C.22.55	Period of Bid Validity commencing on the submission date	120 days
69	C.22.56	Period of Bid Validity commencing on the submission date	120 days
70	C.22.57	Period of Bid Validity commencing on the submission date	120 days
71	C.22.58	Period of Bid Validity commencing on the submission date	120 days
72	C.22.59	Period of Bid Validity commencing on the submission date	120 days
73	C.22.60	Period of Bid Validity commencing on the submission date	120 days
74	C.22.61	Period of Bid Validity commencing on the submission date	120 days
75	C.22.62	Period of Bid Validity commencing on the submission date	120 days
76	C.22.63	Period of Bid Validity commencing on the submission date	120 days
77	C.22.64	Period of Bid Validity commencing on the submission date	120 days
78	C.22.65	Period of Bid Validity commencing on the submission date	120 days
79	C.22.66	Period of Bid Validity commencing on the submission date	120 days
80	C.22.67	Period of Bid Validity commencing on the submission date	120 days
81	C.22.68	Period of Bid Validity commencing on the submission date	120 days
82	C.22.69	Period of Bid Validity commencing on the submission date	120 days
83	C.22.70	Period of Bid Validity commencing on the submission date	120 days
84	C.22.71	Period of Bid Validity commencing on the submission date	120 days
85	C.22.72	Period of Bid Validity commencing on the submission date	120 days
86	C.22.73	Period of Bid Validity commencing on the submission date	120 days
87	C.22.74	Period of Bid Validity commencing on the submission date	120 days
88	C.22.75	Period of Bid Validity commencing on the submission date	120 days
89	C.22.76	Period of Bid Validity commencing on the submission date	120 days
90	C.22.77	Period of Bid Validity commencing on the submission date	120 days
91	C.22.78	Period of Bid Validity commencing on the submission date	120 days
92	C.22.79	Period of Bid Validity commencing on the submission date	120 days
93	C.22.80	Period of Bid Validity commencing on the submission date	120 days
94	C.22.81	Period of Bid Validity commencing on the submission date	120 days
95	C.22.82	Period of Bid Validity commencing on the submission date	120 days
96	C.22.83	Period of Bid Validity commencing on the submission date	120 days
97	C.22.84	Period of Bid Validity commencing on the submission date	120 days
98	C.22.85	Period of Bid Validity commencing on the submission date	120 days
99	C.22.86	Period of Bid Validity commencing on the submission date	120 days
100	C.22.87	Period of Bid Validity commencing on the submission date	120 days

Tender Process at SEBA

5. Submission



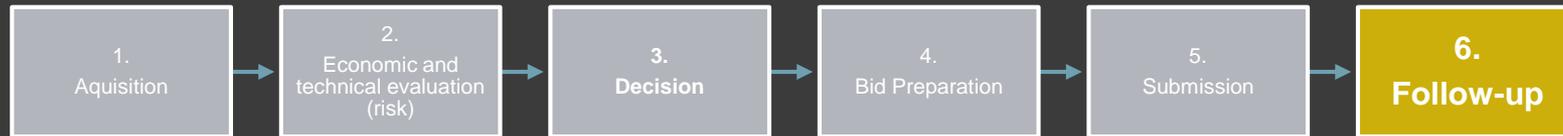
- Always a „race against the deadline“



Electronic	Hardcopy
<ul style="list-style-type: none">Online Atlas system or e-mail address1-3 days prior to submission deadline	<ul style="list-style-type: none">Min. 1-1,5 weeks prior to submission deadline (depending on destination)

Tender Process at SEBA

5. Submission



⊙ Dialogue with tendering organization

- Clarifications
- Submission of missing information



⊙ Letter of Award/repeat



Tender Process at SEBA

Stage	Type of Costs	Staff involved	Time expenditure
1. Aquisition	Personnel/Running expenses (fees)	1-3	Regularly
2. Evaluation	Personnel	1-2	1-2 days
3. Decision	Personnel	1	1-3 hours
4. Preparation	Personnel/Financing	2-3	2-3 weeks
5. Submission	Personnel	1-2	1-2 days
6. Follow-up	Personnel	1-2	As required

Conclusion I

Challenges for the Tenderer

- ⦿ Efficiency of tender management and processing time
- ⦿ Tender scope (additional purchases)
- ⦿ Funding (payment terms, purchase, bid/performance guarantees)
- ⦿ Delivery terms

Conclusion II

Recommendations

- Open dialogue during the process
- Involve more producers
- Divide tenders into lots (more diverse quotations and specialised companies)
- Flexibility in payment terms and payment instruments
- Allow for flexible delivery schedules
- Open up to digital submission procedures

**THANK YOU
FOR YOUR ATTENTION!**