

### **Procurement Process Step 1 KEY**

1. The Project Manager creates an RFQ/RFP document.
2. The Project Manager sends the RFQ/RFP document to the PMO. The PMO forwards the RFQ/RFP document to the stakeholders.
3. The Stakeholders review the RFQ/RFP document.
4. The PMO send the Approved RFP to the Procurement Department through the E-Business Suite.
5. The Procurement Department send Request for Proposal to Vendors.
6. The Vendors send Proposals to the Procurement Department.
7. The Procurement Department forwards received proposals to the PMO.
8. The PMO coordinates with the Proposals Evaluation Committee to evaluate the received proposals.
9. The Technical Evaluation Report Signed by the Committee goes to the PMO.
10. The PMO reviews and signs Technical Evaluation Report.
11. The PMO send the Signed Technical Evaluation Report to the Procurement Department.

### **Procurement Process Step 2 KEY**

12. The Procurement Department send the Commercial Proposals for the qualified bidders to the PMO.
13. The PMO shares the Commercial Proposals for the qualified bidders with the Committee to evaluate the Commercial Proposals.
14. The Committee submits the Final Evaluation Report to the PMO.
15. The PMO reviews and signs the Final Evaluation Report.
16. The PMO submits the Final Evaluation Report to the Procurement Department.
17. The Procurement Department send the Award Letter and Contact to the Assigned Project Manager and the Awarded Vendor.