

Corporate Purchasing

Tender procedures

The federal agency responsible for procurement distinguishes between four different types of tender procedures.

Above the established threshold value, the contracting party can decide to conduct a public or a selective invitation to tender. Regardless of which procedure is selected, the planned contract must be published in an official publication (Swiss Commercial Gazette). In certain exceptional cases, the order can be assigned on a discretionary basis.

- **Public invitation to tender**
Public invitations are published in the Swiss Commercial Gazette. Interested suppliers may submit an offer within 40 days.
- **Selective invitation to tender**
Public invitations are published in the Swiss Commercial Gazette. All interested suppliers may submit a request to take part in the tender within 25 days. The contracting party decides which suppliers may submit an offer on the basis of suitability. They are invited to submit a bid within 40 days.
- **Discretionary procedure**
The contracting party awards a contract directly and without invitation to a supplier as long as the legal requirements are fulfilled. There is also no obligation to put contracts out to tender in areas where Swiss Post competes with other providers who are also not required to put contracts out to tender.

Below the threshold value or if a contract is not subject to the law for other reasons (for instance, the service being purchased is not subject to the law; other procurements), the contracting party may also choose either the public or the selective invitation to tender. In these cases, a planned contract is also published in the Swiss Commercial Gazette, as with contracts above the threshold value, but here there is no possibility of contesting the contract. However, the contracting party may conduct an invitation procedure or award a contract on a discretionary basis, provided the necessary conditions have been met.

- **Invitation procedure**
For contracts below the threshold value, the contracting party determines which suppliers they want to invite directly to submit an offer without an open invitation. When possible, the contracting party obtains three different bids.
- **Discretionary procedure**
The contracting party can award a contract to a supplier directly without a public invitation to tender as long as the laws and ordinances pertaining to public procurement explicitly grant this discretionary right, e.g. if the value of a delivery or service contract is lower than CHF 50,000. Even if the conditions for discretionary award of a contract are fulfilled, the contracting party should accept other bids to establish a competitive basis.

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