



Estimated Quantities:

Estimated quantities are mandatory in tenders for Standing Offers to ensure fair competition, value for money, risk management, and accountability, while not committing departments to purchase.

Why We Need Estimated Quantities



Fair & Transparent Competition

Level playing field



Comparable Pricing

Value for money



Sound Planning

Responsible budgeting



Manage Procurement Risk

Reduce disputes



Procurement Strategy

Right approach



Audit & Oversight

Documented evidence

Quick Example: Why Quantities Matter

Item	Estimated Quantity	Offeror 1	Offeror 2
Item 1	50	\$1 each → \$50	\$75 each → \$3,750
Item 2	75	\$1 each → \$75	\$75 each → \$5,625
Item 3	2	\$5,000 each → \$10,000	\$1,000 each → \$2,000
Total	—	\$10,125	\$9,500

Result: Even with higher unit prices on some items, Offeror 2 provides the best total value when evaluated using estimated quantities.

Tips for Providing Estimated Quantities

- Use historical usage, past requisitions, or program forecasts.
- Approximate numbers are acceptable — exact figures are not required.
- Consider total potential spend to ensure correct approvals and compliance.
For non-competitive requests, estimates help validate funding and support reporting.