

- Procurement Plan Template for Consultancy Services -

**Name of Entity:** \_\_\_\_\_  
**PROCUREMENT PLAN (specify whether Core budget or Project budget)**  
**Source of Funding:** \_\_\_\_\_  
**Budget Period/Fiscal year:** \_\_\_\_\_

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
	ITEM NO.	BASIC DATA					IMPLEMENTATION DATES													
							REQUEST FOR EXPRESSION OF INTEREST, if applicable					REQUEST FOR PROPOSALS AND APPROVAL OF AWARD								
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	No. of FIRMS/PERSONS	ESTIMATED COST (USD)	SELECTION METHOD	PREP. OF TOR & PC APPROVAL	PUBLICATION OF REOI	REOI CLOSING/OPENING	SUBMISSION OF EVALUATION REPORT	PC APPROVAL-EVALUATION REPORT/SHORTLIST	PREPARATION & SUBMISSION OF RFP DOCUMENT	PC APPROVAL - FINAL TOR/RFP DOCUMENT	INVITATION OF PROPOSALS	PROPOSAL SUBMISSION & OPENING	SUBMISSION OF TECHNICAL & FINANCIAL EVALUATION REPORT	PC APPROVAL-COMBINED EVALUATION REPORT	CONTRACT AWARD & SIGNING	COMPLETION (FINAL REPORT) AND PAYMENT	
PLANNED	1																			
UPDATE																				
ACTUAL																				
PLANNED	2																			
UPDATE																				
ACTUAL																				
PLANNED	3																			
UPDATE																				
ACTUAL																				
<b>GRAND TOTAL</b>																				

Prepared by: \_\_\_\_\_  
Procurement Director/ Manager

Approved by: \_\_\_\_\_  
Head of Entity/Chairman Proc. Committee

Date: \_\_\_\_\_