

Name of Entity: _____
Quarterly Procurement Report
 (Insert Quarter) _____ (specify 1st, 2nd, 3rd or 4th Quarter)
FY 2014/2015

Transmittal Letter:												
Introduction:												
1	2	3	4	5	6	7	8	9	10	11	12	13
Item No.	Basic Data					Specific Contract Information						
	Package Code	Description of Contract	Procurement Method/Selection Method	Date of Publication of IFB/REOI	Deadline for submission of Bids/RFP	No. of Bids/RFPs Submitted	Selected Supplier/Contractor/Consultant (Name/Location)	Contract Value	Date of Signing of Contract	Proposed Contract Completion Date	Contract Progress Status (Amount paid against contract value)	Remarks
Grand Total Contract Awarded Value												

Constraints:

Recommendations:

Prepared by: _____ Approved by: _____ Date: _____

Procurement Director

Head of Entity/Chairman Proc. Committee