

Procurement Plan Template for Goods, Works and Non-Consulting 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.	PACKAGE NUMBER (CODE)	BASIC DATA					IMPLEMENTATION DATES												
			CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ /DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION /PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS	
PLANNED	1																			
UPDATE																				
ACTUAL																				
PLANNED	2																			
UPDATE																				
ACTUAL																				
PLANNED	3																			
UPDATE																				
ACTUAL																				
GRAND TOTAL																				

Prepared by: _____
 Procurement Director/ Manager

Approved by: _____
 Head of Entity/Chairman Proc. C'mttee

Date: _____