

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	21			
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BASIC DATA					IMPLEMENTATION DATES															
			Business Activity Code	No. of FIRMS/PERSONS	ESTIMATED COST (USD)	SELECTION METHOD	REQUEST FOR EXPRESSION OF INTEREST, if applicable					REQUEST FOR PROPOSALS AND APPROVAL OF AWARD											
							PREP. OF TOR & PC APPROVAL	PUBLICAT ION OF REOI	REOI CLOSING/ OPENING	SUBMISSION OF EVALUATION REPORT	PC APPROVAL- EVALUATION REPORT/SHORTLIST	PREPARATIO N & SUBMISSION OF RFP DOCUMENT	PC APPROVAL - FINAL TOR/RFP DOCUMENT	INVITATI ON OF PROPOSA LS	PROPOSAL SUBMISSION & OPENING	SUBMISSION OF TECHNICAL & FINANCIAL EVALUATION REPORT	PC APPROVAL- COMBINED EVALUATIO N REPORT	CONTRACT AWARD & SIGNING	COMPLETIO N (FINAL REPORT) AND PAYMENT				
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. Committee

Date: _____