Procurement Strategy and Procurement Plan Template

1. **Project Overview**

Completion of the template should focus on describing the details of each of the higher value / risk contracts identified. All similar contracts, having similar approaches should be consolidated and described under one heading.

|  |  |
| --- | --- |
| **Country:** |  |
| **Full Project Name:** |  |
| **Total Finance ($):** |  |
| **Project Number:** |  |
| **Summary of Project Development Objectives** |  |

For each key contract detail a short one-line summary of the requirement including the cost estimate.

1. **Overview of Country, Beneficiary and Marketplace**
2. **Operational Context**

* Governance aspects
* Economic Aspects
* Sustainability Aspects
* Technological Aspects

**Key Conclusions**

1. **Client Capability and PIU Assessment**

* Experience
* Need for hands-on support
* Contract management capability and capacity
* Complaints management and dispute resolution systems

**Key Conclusions**

1. **Market Analysis**

* Market sector dynamics
* Financial
* Procurement trends

**Key Conclusions**

1. **Procurement Risk Analysis**

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| --- | --- | --- |
| **Risk Description** | **Description of Mitigation** | **Risk Owner** |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Procurement Objective**

1.

2.

3.

4.

5.

1. **Recommended Procurement Approach for the Project**

* **Contract and Estimated Cost:**
* **Procurement Approach** (select from options and complete table below):

|  |  |  |
| --- | --- | --- |
| Attribute | Selected arrangement | Justification Summary/Logic |
| Specifications | Conformance/Performance |  |
| Sustainability Requirements | Yes/No |  |
| Contract Type | 1. Traditional 2. Design and Build 3. Design, Build, Operate, Maintain 4. Design and Build – Turnkey 5. Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Pricing and costing mechanism | 1. Lump Sum 2. Performance based contracts 3. Schedule of Rates / Admeasurement 4. Time and Materials 5. Cost Plus |  |
| Supplier Relationship | 1. Adversarial/Collaborative |  |
| Price Adjustments | 1. None, fixed price 2. Negotiated 3. Percentage |  |
| Form of Contract (Terms and Conditions) | 1. State any special conditions of contract |  |
| Selection Method | 1. Request for Proposals (RFP) 2. Requests for Bids (RFB) 3. Requests for Quotations (RFQ) 4. Direct Contracting |  |
| Selection Arrangement | 1. Public Private Partnerships (PPP) 2. Commercial Practices 3. Specialized Agencies 4. Imports 5. Commodities 6. Community Participation 7. Force Account 8. Framework Agreements |  |
| Market Approach | 1. Type of Competition 2. ICB 3. ICB/MC 4. LIB 5. NCB 6. No Competition – Direct Contracting 7. Number of Envelopes/Stages 8. Single Stage 9. Multi Stage 10. BAFO (Yes/No) 11. Negotiations (Yes/No) |  |
| Pre / Post Qualification | 1. Pre-Qualification 2. Post-Qualification 3. Short List Preparation |  |
| Evaluation Selection Method | 1. Quality Cost Based Selection (QCBS) 2. Fixed Budget Based Selection (FBS) 3. Least Cost Based Selection (LCS) 4. Quality Based Selection (QBS) 5. Consultant’s Qualifications Based Selection (CQS) 6. Direct Contracting |  |
| Evaluation of Costs | 1. Adjusted Bid Price 2. Life-Cycle Costs |  |
| Domestic Preference | Yes / No |  |
| Non-Monetary Criteria | List the type of criteria to be used (mandatory/desired) |  |

1. **Preferred arrangement for low value, low risk activities (if applicable)**

|  |  |  |  |
| --- | --- | --- | --- |
| Activity | Category | Estimated cost | Procurement arrangement |
|  |  |  |  |
|  |  |  |  |

1. **Summary of PPSD to inform the Bank’s preparation of the PAD**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Contract Title, Description and Category** | **Estimated Cost US$ and Risk Rating** | **Procurement Approach/Competition**  **ICB**  **ICB/MC**  **LIB**  **NCB**  **Direct Contracting** | **Selection Method**  **Pre/Post Qualification**  **SPD (RFP/SBD)**  **Framework Agreement**  **QCBS/QBS etc.**  **BAFO** | **Evaluation Method**  **Rated Criteria (VfM)**  **Lowest Evaluated Cost** |
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|  |  |  |  |  |

1. **Project Procurement Plan**

# PROCUREMENT PLAN PURPOSE (VERSION# DATE: dd/mm/yy)

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| --- |
| **Procurement Plan Purpose** |
| This procurement plan shows the particular contracts required to carry out the Project. It is used to provide information about the procurement of goods, works and services, how vendors will be chosen, what kind(s) of contract(s) will be used, how vendors will be managed, and who will be involved at each stage of the process. Project information for the procurement plan is in Table 1 |

Table - 1: Project Information

|  |  |
| --- | --- |
| Country  Name of Beneficiary  Project Name  Project Pipeline Number  Project Code (After Approval)  Date of Approval (tentative)  Date of Signature (tentative)  Date of Effectiveness (tentative)  Amount IsDB financing  Mode of Financing  Executing Agency  Expected date of General Procurement Notice  Project Implementation Period | |
| Period covered by this plan (12 months from approval) | After 12 months, PIAR to be carried out and Procurement Plan to be updated for remaining period |

# PROCUREMENT PACKAGE SUMMARY

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Table 2: Procurement Package summary Goods and Works** | | | | | | | |
| **Procurement Method** | **Number of packages** | | | | **Total amount U$S** | | |
| International Competitive Bidding limited to Member Countries (ICB-MC)  International Competitive Bidding (ICB)  Limited International Bidding (LIB)  National Competitive Bidding (NCB)  Shopping  Direct Contracting or Single Source  Force Account  Community Participation  Specialized Agencies  Commercial Practices |  | | | |  | | |
|  | | | |  | | |
|  | | | |  | | |
| **Subtotal Goods and Works** |  | | | |  | | |
| **Table 3 Procurement Package Summary - Consultancy Services/Technical Assistance** | | | | | | | |
| **Method of Short-listing\*** | | **Number of packages** | | | | **Total amount US$** | | |
| International Firms  Member Country Firms  National Firms | |  | | | |  | | |
|  | | | |  | | |
|  | | | |  | | |
|  | | | |  | | |
| **Subtotal Consultancy Services Technical Assistance** | |  | | | |  | | |
| **Consultancy** | | | |  | | |  |
| **Total Procurement Package** | | |  | | |  | | |

# PROCUREMENT DESCRIPTION

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| --- |
| **Procurement Description** |
| The list of indicative Procurement Packages is presented in Table 4 below with the related procurement method, the expected date for advertisement. |

Table 4 - List of Indicative Procurement Packages IsDB financed items

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Project Components  (as in PAD) | Contract Package # | Contract Package – Type and Description | Budget US$ | Procurement/Selection Methods \* | Expected date for advertisement | Remarks |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |

NA = not applicable

\*Procurement Method for Goods, Works to be mentioned in Table 4

1. International Competitive Bidding limited to Member Countries (ICB-MC) – Indicate whether Domestic Preference will apply when ICB/MC is used
2. International Competitive Bidding (ICB) ) – Indicate whether Domestic Preference will apply when ICB is used
3. Limited International Bidding (LIB)
4. National Competitive Bidding (NCB)
5. Shopping
6. Direct Contracting or Single Source
7. Force Account
8. Community Participation
9. Specialized Agencies
10. Commercial Practices

\* Selection Method used for Consultants to be mentioned in Table 4

1. Quality and Cost-Based Selection (QCBS)
2. Quality Based Selection (QBS)
3. Least Cost Selection (LCS)
4. Fixed Budget Method (FB)
5. Consultant Qualification Selection (CQ)
6. Sole-Source/Direct Contracting

For all packages review of the procurement methods will be carried out by IsDB as per its procurement guidelines and as specified in the Financing Agreement.