

## Guidelines on Filling the Procurement Plan Template for Consultancy Services

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1. An Annual Procurement Plan (APP) is a mandatory feature of the procurement policy framework as articulated in PPDA Act 2018 Section 55 and Chapter V of the Public Procurement and Disposal of Assets Regulations (PPDAR) 2024. Section 55(2) of PPDA Act 2018 mandates a PE to prepare an APP as part of the budget process and submit the plan to PPDAA. PEs are obliged to implement the prepared and submitted APP to the PPDAA and if there is any unplanned procurement it shall get prior approval of the Accounting Officer. APP can be used as a monitoring tool to ensure that all planned procurement follow set procedures and target dates.
2. The Procurement Plan Template for -Consultancy Services has been prepared to fulfill the requirements of Section 55 of the PPDA Act 2018 and Chapter V of the PPDAR 2024;
3. Three kinds of APP Templates are introduced in this Guideline as shown below. A Soft Copy of the Guideline is contained in this Worksheet designated as **APP-CS-GFU**.
  - 3.1 **Template of APP for Internal Use:** This Template is contained in a Worksheet designated as APP-CS-IU. It gives detailed information about each procurement to be carried out by a PE including key dates for which certain actions must be completed by its staff to ensure that there is no delay in the procurement process. For each Bid, two rows are provided: one for recording the planned dates for various actions and one for filling in actual dates when the actions were implemented.
  - 3.2 **Template of APP for Submission to Tender Portal:** This Template is contained in a Worksheet designated as **APP-CS-TP** It gives detailed information about each procurement to be carried out by a PE through open competition and it forms part of the GPN to be made available to

potential consultants. It aims at notifying potential consultants of procurement opportunities available in a PE. In this template information regarding particulars of the assignments, dates for advertisement, dates for invitation to submit proposals and notification of consultants are given.

- 3.3 **Template of APP for Submission to PPDAA:** This Template is contained in a Worksheet designated as APP-CS-PPDAA. It gives detailed information about each procurement to be carried out by a PE including key dates for notifying potential consultants of the Bid proceedings and results of the Bid process. This is required to be submitted to PPDAA at the start of the financial year to enable PPDAA be aware of the procurement volume for that particular year and enable it plan its monitoring activities accordingly.

### Abbreviations Used in this Guideline

<b>APP</b>	Annual Procurement Plan
<b>FP</b>	Financial Proposal
<b>PPDAR</b>	The Public Procurement and Disposal of Assets Regulations
<b>GPN</b>	General Procurement Notice
<b>PE</b>	Procuring Entity
<b>PU</b>	Procurement Unit
<b>PPDA Act 2018</b>	Public Procurement and Disposal of Assets Act 2018
<b>PPDAA</b>	Public Procurement and Disposal of Assets Authority
<b>RFP</b>	Request for Proposal
<b>PC</b>	Procurement Committee
<b>TP</b>	Technical Proposal

Column No.	Guidance on the Information to be filled in the respective column of the Template	Corresponding Column in the APP Template for Submission to Tender Portal	Corresponding Column in the APP Template for Submission to PPDA
<b>01-09</b>	<b><i>These columns gives details of various Bids to be floated by the PE, their estimated values, source of funding and selected procurement methods</i></b>	<b>01-09</b>	<b>01-04</b>
01.	This column shall include a brief description of the Consultancy Assignment e.g. Consultancy Services for Carrying Out Detailed Design for Rehabilitation of XXX Road	<b>01</b>	<b>01</b>
02.	This column shall include the designated Bid number. For easy identification of the PEs, PPDA shall issue code numbers to identify each PE. The Bid number shall be preceded by the code number of the PE and the respective financial year. For example, if the code number of the PE is P01 and the financial year is 2023/24, the Bid numbers shall be preceded by P01-2023/24-	<b>02</b>	<b>02</b>
03.	This column shall indicate lot numbers in case of a Bid divided into lots. When there is only one lot, this shall be shown in this column as a single lot.	<b>03</b>	<b>03</b>
04	Budget Code as contained in the approved budget of the PE	This information is not important for potential bidders	<b>04</b>
05	This column shall indicate the estimated value of the procurement for each lot. The estimated value shall largely reflect the budgeted amount for that procurement.	This information is not required for disclosure to the potential bidders as it will tend to influence prices	<b>05</b>
06	This column shall indicate source of funding, either the Republic of South Sudan or Donor Funding	<b>04</b>	<b>06</b>
07	Procurement Method to be adopted shall be shown in this column. Determination of the appropriate method shall be guided by Chapter IV of the PPDAR	<b>05</b>	<b>07</b>
08	In this column the method of selection adopted shall be given. Determination of the appropriate selection method shall be done in accordance with Chapter VII of the PPDAR	<b>06</b>	<b>08</b>
09	Indicate the selected type of contract in accordance with Regulations 145 to 147 of the PPDAR.	<b>07</b>	<b>09</b>
10	For Bids where open competitive methods have been found to be appropriate, they shall be advertised in the GPN. The date earmarked for the GPN shall be shown in this column. To cut down on the costs of advertising, the PE should consider using a minimum number of GPN consisting of several Bids.	This is not required since the whole of this document consist GPN	<b>10</b>
<b>11-14</b>	<b><i>These columns apply for Bids where Invitation of Expression of Interest need to be carried out prior to inviting Bids.</i></b>	<b>08-10</b>	<b>11-13</b>

Column No.	Guidance on the Information to be filled in the respective column of the Template	Corresponding Column in the APP Template for Submission to Tender Portal	Corresponding Column in the APP Template for Submission to PPDA
11	This column shall indicate the date when the PE expects to advertise for the Invitation for Expression of Interest	08	11
12	This column shall indicate the expected deadline for the submission and opening of the Expression of Interest entries. Statutory periods from the date of advertising to the submission of the applications are given in the Table D of the First Schedule of PPDA. They are 21 days and 14 days for the international and national competitive selection respectively.	09	12
13	In this column, the PE shall indicate the deadline by which the evaluation of Expression of Interest entries must be completed to ensure that subsequent stages of the procurement are not affected.	This information is for internal use to the PE	
14	This column indicates the deadline by which the Expression of Interest evaluation report must be approved by the PC to ensure that subsequent stages of the procurement are not affected.	10- The successful applicants must immediately be informed after the approval of shortlist is done by the PC	13
15-23	<b><i>These columns give the details of the actual Bid process starting from the preparation of bidding documents to the approval of award of contract.</i></b>	11-13	14-17
15	In this column, the PE shall indicate the deadline by which the RFP Document must be ready for approval in order to ensure that subsequent stages of the procurement are not affected. This deadline may be in parallel with deadlines for actions under those columns 10 to 13	This information is for internal use to the PE	
16	This column indicates the deadline by which the RFP Document must be approved by the PC in order to ensure that subsequent stages of the procurement are not affected. The approval of the document can be delegated to the PU. In cases of Bids with Invitation for Expression of Interest, to avoid delays, this date could be the same as that appearing in column 13		
17	This column shall indicate the date when the PE expects to issue of RFP documents to the shortlisted consultants.	11	14
18	This column shall indicate the expected deadline for the submission and opening of the RFP. Statutory periods from the date of invitation to the submission of the proposals are given in the Twelfth Schedule of GN. 446. They are 45 days and 30 days for the international and national competitive selection respectively.	12	15

Column No.	Guidance on the Information to be filled in the respective column of the Template	Corresponding Column in the APP Template for Submission to Tender Portal	Corresponding Column in the APP Template for Submission to PPDAA
19	In this column, the PE shall indicate the deadline by which the evaluation of TP must be completed to ensure that subsequent stages of the procurement are not affected.	This information is for internal use to the PE	
20	This column indicates the deadline by which the TP evaluation report must be approved by the PC.		
21	This column indicates the set date for opening of FP. Normally it is two weeks from the date specified in Column 19. A shorter period may be fixed if all Consultants have qualified to have their FP opened and have confirmed to attend the opening meeting		
22	This column indicates the deadline by which the Combined evaluation report must be completed.	This information is for internal use to the PE	
23	This column indicates the deadline by which the combined evaluation report must be approved by PC	13- The successful bidder must immediately be informed after the approval of contract award is done by the PC	16/17
24-26	These columns gives the details of the final actions towards formalization of the contract.		
24	In this column the amount of the contract award shall be inserted. In the planned row it is expected to insert the estimated (budgeted amount) of the particular Bid. In the actual row PE shall insert the amount of the contract award approved by the PC	This information is for internal use to the PE. However PPDAA shall obtain the award information on the Reports to be submitted on the implementation of each procurement	
25	In this column the PE shall fill in the expected date for contract for contract award. For planning purposes this date shall be the determinant of the dates by which the preceding actions must be completed so that the award of the contract is made by this date		
26	In this column the PE shall fill in the expected date for signing of the contract.		

**For More Information and Guidance, Contact**

Executive Director

Public Procurement and Disposal of Assets Authority