

Template for Annual Procurement Plan

November 2013

Each line ministry must complete this Procurement Plan and submit it to MFED Department of the Budget together with its budget application for the next fiscal year. The Procurement Plan must include both Major and Minor Procurement and should be prepared in accordance with Part 4 of the Public Procurement Regulations. Proposed contracts for goods, works, non-consulting services and consulting services must be grouped separately.

Upon notification of the **actual budget allocation by the Department of the Budget**, the Procurement Plan must be adjusted as necessary to **match the allocation**. A copy of the original and updated Procurement Plan must be given to the Central Procurement Unit.

The Procurement Plan must be updated at least every quarter to show progress in the procurement proceedings, actual costs or revisions to estimated costs, and actual or revised target dates for each proceeding. Copies of the updated Procurement Plan must be given to the Department of the Budget and to the Central Procurement Unit.

QBS = Quality Based Selection
CQS = Selection Based on Consultants' Qualifications
SSS = Single Source Selection

_____ *[Signature of Procurement Officer who prepared the Plan]*

_____ *[Print name and position]*