

2009

# Procurement Manual

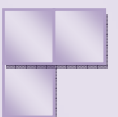
(DPCU & BPIU Level)

**JEEViKA**

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**1. Procurement - Meaning**

Procurement is defined as purchase of goods, hiring of outside services and works. Economy, transparency and efficiency should be the objectives of Purchase procedures. Items procured should be procured within the budget, at the current market price and should not exceed the budgeted items and quantities agreed in approval estimates.

**2. Procurement Arrangements**

Procurement of all goods and works under the Project will be undertaken in accordance with World Bank Organization guidelines for procurement (May 2004). Procurement of all consulting services (including NGO services) will be in accordance with "Guidelines, for Selection and employment of Consultants by the World Bank Borrowers (May 2004). All Civil Works, Goods and Services would be procured using India Specific Bank's model documents as well as the formats approved which is annexed.

**3. Purpose of Procurement.**

- (i) Provide for the fair and adequate treatment of all the persons of firms involved in purchasing by the community.
- (ii) Assure that goods and services are procured efficiently, effectively and transparency at the most favorable prices and the highest quality available to the community.
- (iii) Promote competitions..
- (iv) Provide safeguard for maintaining a Procurement System of quality and integrity.

**4. Methods for Procurement**

<b>Goods/Works</b>	<b>Consultancy &amp; Services</b>
1. National Shopping (NS)	1 Single Source Selection (SSS)
2. Direct Contracting	2 Least Cost Selection (LCS)
	3 Fixed Budget Selection (FBS)
	4 Consultancy Qualification Selection (CQS)
	5 Individual

6

**Procurement Methods, Process and Threshold**

Sl .N o	Procurement Method	Procurement Process	Threshold Limit	
			DPCU	BPIU
<b><u>A.</u></b>	<b><u>Goods/Works</u></b>			
1.	<u>Direct Contracting</u>	Direct contracting needs not to require quotation. On the basis of Rate Bank and market survey, small items may be purchased after approval of competent authority. Valid DGS&D rate contracts from authorized dealer / suppliers can be used.	Upto Rs. 10,000/-	Upto Rs. 5,000/-
2.	<u>National Shopping</u>	Obtain several quotations from reputed dealers / suppliers. This based on comparing price quotations to ensure competitive prices. Usually at least 3 quotations are obtained for procuring readily available from more than one source. Rate contracts of DGS & D are acceptable from authorized dealer / suppliers. No needs to take quotations in case of DGS & D rate contracts are used.	Rs.10,000/- to Rs.2,00,000/-	Rs. 5,000/- to Rs.2,00,000/-
<b><u>B.</u></b>	<b><u>Services &amp; Consultancy</u></b>			
3.	<u>Single Source Selection (SSS)</u>	To be used only if agreed by World Bank as per norms. SSS based on direct contracting without competition	As per World Bank Guidelines	As per World Bank Guidelines

		(single source) and can be on appropriate method.		
4.	<u>Least Cost Selection (LCS)</u>	<ol style="list-style-type: none"> <li>1. Advertising for EOI</li> <li>2. Minimum marks for technical qualification</li> <li>3. 2 Envelop systems (Technical and Financial)</li> <li>4. Open Technical &amp; disqualify less than minimum marks firms.</li> <li>5. Open financial proposal.</li> <li>6. Award the lowest quote among the technical short listed firm.</li> </ol>	Upto INR 5,00,000/- per contract	Upto INR 1,50,000/- per contract
5.	<u>Consultancy Qualification Services (CQS)</u>	<ol style="list-style-type: none"> <li>1. Advertising for EOI.</li> <li>2. Short list</li> <li>3. Select best firm on qualification.</li> <li>4. As for Technical and Financial proposals from the only selected firms.</li> <li>5. Negotiate and award, if technical proposal accepted.</li> </ol>	Upto INR. 5,00,000/- (per contract)	Upto INR. 1,50,000/- per contract
6.	<u>Fixed Budget Selection</u>	<ol style="list-style-type: none"> <li>1. Advertisement for EOI.</li> <li>2. Minimum</li> </ol>	Upto INR. 5,00,000/- per	Upto INR. 1,50,000/- per

	(FBS)	<p>Marks for technical qualification</p> <p>3. RFP will include the fixed budget for the task.</p> <p>4. 2 envelop systems (Technical and Financial)</p> <p>5. Open Technical and disqualify less than minimum marks firms.</p> <p>6. Open Financial proposals.</p> <p>7. Award to highest scored if within the fixed budget.</p>	contract	contract
7.	<u>Individuals</u>	<p>Expert from reputed institute/Government/Semi Government Organization/N GOs or individual renowned experts may be invited.</p>	<p>Upto INR. Rs. 20000 per assignment (Honorarium @ INR. upto 1,000/- per person per day).</p>	<p>Upto INR. Rs. 5000/- per assignment (Honorarium @ INR. upto 500/- per person per day).</p>

**6. Roles and Responsibility :** At the District and Block level, the role of DPCU & BPIU in the procurement is limited to the procurement of goods and works, consultancy and services within the certain specified ceiling (as specified in Para 5). DPCU and BPIU shall be responsible to overall procurement in accordance with the Procurement Plan at the District and Block level and adhered to procurement method/procedure as per the guidelines of the District/Block Level. Specific roles and responsibility are as follows:

<b>BPIU</b>	<b>DPCU</b>
<ol style="list-style-type: none"> <li>1. Prepare the Annual Procurement Plan for the Block, for incorporation in the overall Project's Annual Procurement Plan.</li> <li>2. Procure the goods/services and works within the specified ceiling at the Block level within due diligence.</li> <li>3. BPIU will train and guide the BLF/VO/SHG in Community Procurement.</li> <li>4. Maintain all the records of procurement at Block Level.</li> <li>5. Constitute 3-4 member Procurement Committee at Block Level.</li> <li>6. Build the Procurement Capacity at the Block level staff.</li> <li>7. Introduce time and cost effective procurement process.</li> <li>8. Maintain a panel of suppliers and service providers who are reliable and whom the VO/BLF/SHG can approach to procurement an item.</li> </ol>	<ol style="list-style-type: none"> <li>1. Prepare the Annual Procurement Plan for the district, for incorporation in the overall Project's Annual Procurement Plan.</li> <li>2. Procure the goods, services and works within the specified ceiling at the district level with due diligence.</li> <li>3. DPCU will guide the BPIU in all the Procurement Activities.</li> <li>3. Maintain all the records of Procurement at District Level.</li> <li>4. Constitute a 3-4 Member Procurement Committee at District Level.</li> <li>5. Build the Procurement Capacity at the District Level.</li> <li>6. Introduce time and cost effective Procurement Process.</li> <li>7. DPCU will undertake all the Procurement required at District Level.</li> </ol>

**7. Record Keeping**

BPIU	DPCU
<ol style="list-style-type: none"> <li>1. Maintain Procurement register of Goods, Services and Consultancy separately.</li> <li>2. Prepare a Rate Bank and update it regularly.</li> <li>3. Prepare a minute of every Procurement Committee meeting.</li> <li>4. All the Procurement records i.e, Bid documents, Bid Proposals, Comparative Chart, Award of Contract (copy of work/purchase order etc.) must be kept in file systematically.</li> </ol>	<ol style="list-style-type: none"> <li>1. Maintain Procurement Register of goods, services and consultancy separately.</li> <li>2. Prepare a Rate Bank and update it regularly.</li> <li>3. Prepare a minute of every Procurement Committee recently.</li> <li>4. All the Procurement records i.e., Bid documents, Bid proposal, Comparative Chart, Award of Contract (copy of Work/Purchase order, agreement etc.) must be kept in file systematically.</li> </ol>

**8. Rate Bank**

DPCU/BPIU will prepare a Rate Bank with standard specification and price lists. The BPIU will collect market price for the goods, works and services to be procured by the Community Institution under intimation to BPIU. The rate bank will be periodically updated (preferably in every 6 months) or there is a sudden change in the market rate.

**9. Procurement Committee**

The DPCU and BPIU will have a Procurement Committee whose member will be trained by the SPMU on procurement aspects to assist the Community Procurement. A three member committee shall be formed consisting the followings member :

BPIU	DPCU
<ol style="list-style-type: none"> <li>1. Block Project Manager (BPM) - Chairman</li> <li>2. District Training Officer</li> <li>3. Block Accountant -</li> <li>4. One AC or CC (Nominated by BPM)</li> </ol>	<ol style="list-style-type: none"> <li>1. District Project Manger (DPM) - Chairman</li> <li>2. District Training Co-coordinator - Member</li> <li>3. Finance Manager - Member.</li> <li>4. Manager(Liv./MF)- Member</li> </ol>



**NOTE :** BPIU and DPCU will ensure to get the approval of constituted Procurement Committee from SPMU. The meeting of the Procurement Committee shall be called by DPM at District Level and BPM at Block Level. The role of the DPCU and BPIU in the procurement is limited to the procurement of goods, services and works for the Project at the District and Block level within the threshold limit.

**10. Procurement of Works / Goods**

- (1) Works/Goods would be procured following World Bank Procurement Guidelines (May, 2009). All contracts whose estimated value exceeds Rs. 10,000/- shall be subject to the Bank/SPMU prior review.
- (2) Procurement of Works/Goods depending on the Procurement Value would be by one of the two methods - (i) Direct Contracting, (ii) National Shopping. **NCB and ICB will not applicable for DPCU and BPIUs.**

**11. Procurement of Consultant Services**

DPCU and BPIU may procure the services include hiring services of Resource Organization (NGO's other agencies) and Resource person, non-government members of District team, State team and Capacity building consortia. Consultancies, training and studies would be contracted on term and conditions which are in accordance with World Bank Borrowers (May 2004) using right methods of Procurement. **All the contracts of Consultancies shall be subject to the SPMU's Prior Review.**

**12. Process for preparing documents for procurement of Goods and Services :-**

There are two methods for procuring goods works which are as follows :

**(i) Direct Contracting**

Upto the threshold of Rs. 10,000/-for DPCU and Rs.5000/- for BPIU, Direct Contracting process may be adopted. This process shall be adopted for the propriety items, which are available/sold by single manufacturer. This procedure shall be adopted for the items to be procured through off the shelf purchase. Under this process prior approval is required from competent authority. One or two person may survey the market and purchase at competitive rates and certify the quality and quantity and submit the invoice for payment or adjustment after due entry in stock book.

**(ii) Shopping through quotation**

All the procurement under the limit of Rs. 10,000/- to 2,00,000/-for DPCU and Rs.5000/- to Rs.2,00,000/- for

BPIU comes under shopping procedures. Under this method price quotations obtained from several suppliers with a minimum of three to assure competitive prices and are an appropriate method for procuring readily available off the shelf goods or standard specification commodities of small value.

Steps of procurement of goods under National Shopping are as follows:-

- (1) Invitation of quotation (should includes details such as items, quantity, specification, qualification criteria, conditions, guarantee, rate, security, performance security etc.). Use Format
  - Issuing quotation to at least three reputed vendors
  - or
  - Through advertisement
- (2) Quotation / Bid may be submitted by letter on prescribed formats in sealed envelope.
- (3) Opening of bid documents/quotations in the presence of number of procurement committee and bidders who wish to attend. Signature/initial on the bid document of every present person.
  - Make attendance in Register
  - Call out rate, other relevant items like with or without taxes, any discount offered.
- (4) Prepare Comparative Chart (As per sample attached).
  - Disqualify those who do not fulfill basic qualification.
  - Call those who fulfill your condition (or higher criteria condition) minimum of evaluated price should be selected by procurement committee.
  - The evaluation of quotations shall follow the same principles as of opening bidding.
- (5) Prepare and issue Purchase/Work order (As per sample attached) consist of -
  - All conditions
  - Date of Delivery
  - Rate/quantity
  - Taxes inclusive
  - Guarantee
  - Security Money
- (6) After delivery, goods should be physically verified by the office whether it is according to our specification or not.

- (7) Concerned section/Store keeper/procurement committee may certify the quality on bill/invoice.
- (8) Performance evaluation and upkeep.
- (9) Refund of performance security after satisfactory performance for the period determined/stated in the quotation.

13. **Process for Preparing Documents for Selection of Consultant :**

Depending on the selection method adopted, the Process carried out by the DPCU/BPIU includes the following steps -

- (b) Preparation of TOR of the assignment.
- (c) Preparation of the cost estimate or budget of the assignment.
- (d) Public invitation of Consultant's Expression of Interest (EOI).
- (e) Short listing of Consultant.
- (f) Preparation and issuance of the RFP to short listed consultant.
- (g) Preparation and Submission of proposals by Consultant.
- (h) Evaluation of Technical Proposals - quality evaluation.
- (i) Opening and evaluation of financial proposals  
Cost evaluation.
- (j) Negotiations and signing of the contract between Borrower and the Consultant.

**Preparation of the Terms of Reference (TOR)**

The Terms of reference should include:

- A precise statement of objectives.
- An outline of the tasks to be carried out.
- A schedule for completion of tasks.
- The support/inputs provided by the client.
- The final outputs that will be required of the Consultant.
- Composition of Review Committee (not more than 3 members) to monitor the Consultant's works.
- Review of the progress report required from the Consultant.
- Review of the final Draft report.
- List of key positions whose CV and experience would be evaluated.

**Preparation of the Cost Estimate and the budget.**

The cost estimates or budget should be based on the assessment of the resource needed to carry out the assignment, staff time, logistical support and physical

inputs (for example, vehicles, office space and equipment, electricity charges, telephone/fax/photo copying etc.). Cost shall be divided into three broad categories -

- Fee of Remuneration to the staff.
- Reimbursable Costs : and
- Miscellaneous expenses.

### **Contract Strategy**

Before starting the process of hiring of services, it is essential to agree on Contract Strategy viz. going for lump-sum of time based contract, individual Vs. firm, advertising Vs. internal short listing . Normal procedure for hiring of services would be Least Cost Selection(LCS) or Consultant Qualification Selection(CQS) at DPCU/BPIU level following the Bank's Consultancy guidelines.

### **Advertising**

In case of short list of six(06) Consultants can not be drawn by the purchaser by its own knowledge, the advertising through newspapers is the right way to compile the short list. Advertisement is issued asking the potential service providers to indicate their interest in the assignment and provide abridged CVs of the proposed team members, their previous experience in similar type of assignment and the financial statement of the organization for the last 3 year by way of balance sheet. The advertisement may be considered in the regional newspaper.

### **Short listing**

If advertisement has been issued calling the expression of interest, responses received shall be evaluated to arrive at short list of the consultants. In preparation of the short list, first consideration shall be given to those firms expressing interest, who possess the relevant qualifications. The short list shall comprise 6 (six) firms.

Government owned enterprises can be considered for award of consultancy assignment. This provision will also apply to those government undertaking/which are under the administrative control of the same ministry/department at Central/State level under which Project is being implemented.

### **Request for proposal (RFPs)**

The RFP shall include:

- A letter of Invitation (LOI) which will include evaluation criteria.

- Information to Consultants.
- Term of Reference.
- Draft of Proposed Contract.

Proposals are received in two envelopes - one envelope containing the technical proposal and the other envelope containing financial proposal.

#### **Opening and Evaluation of Proposals**

First the technical proposals are opened publicly and evaluated based on the evaluation criteria in the RFP document. The financial proposals of only those consultants, who scores equal to or more than minimum qualifying marks, should be opened.

#### **Negotiation and Signing of Contract**

If required negotiations on technical and commercial aspect may be held with the consultant who scored highest marks in combined evaluation (technical and financial evaluation) and on conclusion of the same, the contract should be signed.

#### **Selection of Individual Consultant**

Individual consultants are employed on assignments for which

- (a) team of a personnel are not required,
  - (b) no additional outside professional support is required
  - (c) the experience and qualification of the individual are Paramount requirement.
1. Individual consultants are selected on the basis of their Qualifications for the assignment.
  2. Advertisement is not required and consultants do not need to submit proposal.
  3. Consultant shall be selected through comparison of Qualification of at least three candidates among those Who have been approached directly by the DPCU/BPIU/SPMU.
  4. Individual considered for comparisons of qualifications shall be the best qualification and shall be fully capable of carrying out the assignment.
  5. Capability is judged on the basis of academic background, experience and as appropriate, knowledge of the local conditions, such as local language, culture, administrative system, and government organization.

Individual consultants may be selected on a sole source basis with due justification in exceptional cases such as (a) task that are a continuation of

previous work that the consultant has carried out and for which the consultant has carried out and for which the consultant was selected competitively (b) assignments with total expected duration of less than 6 month (c) emergency situations resulting from natural disaster; and (d) when the individual is only consultant qualified for the assignment. **Selection of Individual consultant on sole source basis shall be subject to "No Objection" from the SPMU/Bank.**

#### **SUPERVISION AND MONITORING**

Procurement at DPCU and BPIU level will be supervised or reviewed by the SPMU team on an annual basis. But progress of procurement will be discussed at SPMU level every month during monthly meeting. Collection of best practices on procurement through case study will also be monitored by the World Bank team.

#### **TRAINING ON PROCUREMENT**

Training on procurement shall be given to DPCU and BPIU team on half yearly basis as per the annual action plan in the month of June and December every year. Training will be provided by procurement team of SPMU. A master trainer on procurement at DPCU/BPIU shall be identified and trained so that they can train the down the line community institution as per community procurement guidelines.

#### **FORMATS AND ANEXTURE**

Following formats can be used by DPCU and BPIU for procurement function:

- (i) Invitation for Quotation (Format of issuing shopping documents to Bidder (Annx.-A)
- (ii) Comparative Statement of Product (Annx.B)
- (iii) Sample of Purchase Order (Annx.-C)
- (iv) Procurement Plan format for goods & services (Anx-D)
- (v) Procurement plan format for consultant/firm (Anx-E)
- (vi) Quotation comparisons Form (Annx.-F)
- (vii) Goods received notes/receipt (Annx.-G)
- (viii) TOR/RFP/Evaluation Sheet- Softcopy
- (ix) Contract Agreement- Softcopy
- (x) World Bank Guidelines- Softcopy.

**INVITATION FOR QUOTATIONS FOR SUPPLY OF  
GOODS UNDER NATIONAL SHOPPING PROCEDURES**

To

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Dear Sirs,

Sub : INVITATION FOR QUOTATIONS FOR SUPPLY OF  
\_\_\_\_\_

1. You are invited to submit your most competitive quotation for the following goods:-

Brief Description of the Goods	Specifications*	Quantity	Delivery Period	Place of Delivery	Installation Requirement if any
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\* Where ISI certification marked goods are available in market, procurement should generally be limited to goods with those or equivalent marking only.

2. Government of India has received a credit from the International Development Association (IDA) in various currencies equivalent to US\$ \_\_\_\_\_ towards the cost of the \_\_\_\_\_ Project and intends to apply part of the proceeds of this credit to eligible payments under the contract for which this invitation for quotations is issued.

3. **Bid Price**

- The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
- All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- Sales tax in connection with the sale shall be shown separately.
- The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- The Prices shall be quoted in Indian Rupees only.

4. Each bidder shall submit only one quotation.

5. **Validity of Quotation**

Quotation shall remain valid for a period not less than 15 days after the deadline date specified for submission.

6. **Evaluation of Quotations**

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) are properly signed ; and
- (b) conform to the terms and conditions, and specifications.

The Quotations would be evaluated for all the item together/would be evaluated separately for each item. *[Select one of the options]*.

Sales tax in connection with sale of goods shall not be taken into account in evaluation.

7. **Award of contract**

The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

- 7.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- 7.2 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
- 8. Payment shall be made immediately after delivery of the goods.
- 9. Normal commercial warranty/ guarantee shall be applicable to the supplied goods.
- 10. You are requested to provide your offer latest by .....hours on .....(date).
- 11. We look forward to receiving your quotations and thank you for your interest in this project.

(Purchaser)

Name: .....

Address: .....

Tel. No. ....

Fax No. ....



### FORMAT OF QUOTATION \*

Sl. No.	Description Goods	Specifications	Qty.	Unit	Quoted Unit Rate in Rs.	Total Amount	
						In Figures	In Words
	<b>TOTAL</b>						
	<b>Sales Tax</b>						

**Gross Total Cost : Rs. ....**

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs. ....(amount in figures ) (Rs. .... amount in words) within the period specified in the Invitation for Quotations.

We also confirm that the normal commercial warrantee/guarantee of ..... months shall apply to the offered goods.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

#### **Signature of Supplier**

- *Applicable while the bids are being invited for more than one item and would be evaluated for all the items together. Modify where evaluation would be made for each item separately.*

NR/ls Monday, August 01, 2005  
m:\pdar\sbd\eqpt\e5-nsp\e-5.doc

**Comparison Chart for the Procurement of (items)**

**Annexure-B**

Bidders name			Bidder 1		Bidder 2				bidder 3		bidder 4			
Model & Manufacturers name														
Specification given by Bidders														
Sl.no	Items	No. of units required	Unit Rate	Total (Rs)	Unit Rate	Total (Rs)	Unit Rate	Total (Rs)	Unit Rate	Total (Rs)	Unit Rate	Total (Rs)	Unit Rate	Total (Rs)
1	Specification Required-													
	Vat													
	Total inclusive of Vat													
	Ranking													
	Delivery Period													
	Manufacturer Authorization letter													
	Registration under VAT													
	Warranty													

**Sample of Purchase Order**

**Annexure- C**

Brlps(name of office)

To,

-----  
-----  
-----

**Sub: Supply of -----(name of items)**

Ref: Your quotation No.: -----

Sir,

With reference to quotation mentioned above I am directed to intimate that your quoted rate has been approved by BRLPS, Patna and you are requested to supply the said article as noted below: -

Sl. No.	Items	Company	Model No.	Quantity in nos.	Rate/unit	Period of Supply
1						

1. The rates are inclusive of all taxes.
2. VAT would be deducted at the approved rate at source and Form C II will be issued under VAT Rule 29(4) & Form C III will be required for exemption from deduction of VAT at source.
3. One year onsite Warranty will be provided by you.
4. BRLPS reserves the right to reject any article found defective, damaged or not have the designed quality and specifications.
5. Supplier has to install the equipments in BRLPS Office at 1<sup>st</sup> Floor, Annexe-2 Vidyut Bhawan, Bailey Road, Patna-1
6. Payment would be made within 7 days of satisfactory installations of the equipments.
7. 5% Money will be kept as performance security for a period of six months.

Yours Faithfully,

(Name of Officer)

**Procurement Plan formats (For Goods – Materials, Equipments)**

Item description (What to buy?)	Period for which needed	Quantity (How many to buy?)	From where to buy?	Estimat ed Cost	Which procurement method will be used?
Pick individual items OR do packaging of similar items and write them in this column.			Identify, from where this package or item is most likely to be bought and write them in this column.		Write the procurement method planned to be used and write them in this column.

*Annex-D*

**Procurement Plan Formats (For Consultants – Individuals/Firms)**

What type of service is needed	Period for which needed	Needed for how many days?	Type of Agency (Individual or firm)	Estimat ed Cost	Which procurement method will be used?

## Quotations Comparison Form

Name of firm	Quotation	Name of Item/s and (Price		Remark (Additional	Decision
1	2	3		4	
		Item A	Item B		<p>A seller can be rejected based on several reasons. Some of them are given below:</p> <ul style="list-style-type: none"> <li>• The information provided in the quotation is incomplete;</li> <li>• The supplier cannot deliver the supplies in the time required;</li> <li>• The supplier does not have the capacity to deliver;</li> <li>• The quoted price is high;</li> <li>• The guarantees are not available (if applicable);</li> <li>• The supplier can not provide after sales support (if applicable).</li> </ul>
		Price A	Price B		

Signature of  
Member 1Signature of  
Member 2Signature of  
Member 3*(Signature of Purchase committee members)*

**Goods received note/receipt**

Received with thanks from \_\_\_\_\_ on dated \_\_\_\_\_ the following items.

DATE OF SUPPLY	DESCRIPTION	QUANTITY	UNIT PRICE	VALUE
<b>Total</b>				

GOODS HAVE BEEN CERTIFIED AS CORRECT RECEIPTS.

Name of receiving Officer..... Signature..... Date.....

Certified by..... Signature..... Date.....

*Annex-G*