|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *
* **Strategic Procurement Plan (SPP)**
 | * **Quadrant-1 Low Value/ Low Risk**
 | * **Quadrant-2 Low Value/ High Risk**
 | * **Quadrant 3 High Value/ Low Risk**
 | * **Quadrant 4 High Value/ High Risk**
 |
|  | * **Goods / Works /Services**
* (the Goods, Works & Services indicated in the quadrants are indicative only. Each organization may have its own products or services as per its annual or strategic requirements)
 | * .
 |  |  |  |
| * **1**
 | * **Understanding & Defining the Procurement Need**
 |  |  |  |  |
| * a
 | * **Summary Overview:**
* Provide a summary overview of the objective of the procurement for the intended items or services e.g.
 |  |
|  | * Organization profile
 |  |
|  | * Procurement objectives
* (may be different for each quadrant)
 |  |  |  |  |
|  | * Make or buy decision
 |  |  |  |  |
|  | * Strategy Implementation
* (to create its own PMO or outsource procurement to some other section?)
 |  |  |  |  |
|  | * Bid Committees
* (Are these committees required for intended products / services?)
 |  |  |  |  |
|  | * Implications
* (make of buy decision)
 |  |  |  |  |
| * b
 | * **Detailed requirement:**
* Define the requirement given the nature of the procurement e.g.:
 |  |  |  |  |
|  | * background and description of requirement;
 |  |  |  |  |
|  | * key stakeholders;
 |  |  |  |  |
|  | * linkages with other projects;
* (is product or service dependent on other activities for completion of its delivery?)
 |  |  |  |  |
|  | * timeframes and logistics;
* (duration of delivery?)
 |  |  |  |  |
|  | * Estimated Cost / Engineering Estimates (E.E)
 |  |  |  |  |
|  | * current supply arrangements
* (is there any 3rd party logistic arrangement, or does the organization carry out its own supply management?)
 |  |  |  |  |
|  | * transition implications
* (from its own supply management to 3rd party logistic arrangement or vice versa?)
 |  |  |  |  |
| * c
 | * **Strategic Single/Sole Supplier Contract required?**
* Does organization require any Single Source / Sole Source contracting arrangement at any stage of this procurement? If yes, justify.
 |  |  |  |  |
| * **2**
 | * **Government Requirements**
 |  |  |  |  |
|  | * **Approvals:**
 |  |  |  |  |
|  | * Is any accreditation or NoC required from Govt for this purchase? – Refer to Authorized Officer; Ministry of Commerce, communication, Finance or Defence whichever applicable etc.
 |  |  |  |  |
|  | * Is approval required from any deviation from open competitive procedures in SPP?
 |  |  |  |  |
| * **3**
 | * **PPRA Rules 2004 Requirements**
 |  |  |  |  |
| * a
 | * Compliance with PPRA Rules 2004 (Are PPRA Rules applicable for the intended procurement?)
 |  |  |  |  |
| * b
 | * Exceptions to PPRA Rules 2004 (In case of strategic assets)
 |  |  |  |  |
| * **4**
 | * **Procurement Planning to be initiated by the Client**
 |  |  |  |  |
| * a
 | * **Consultation with stakeholders:**
* Any consultation with stakeholders required for the acquisition?
 |  |  |  |  |
| * b
 | * Any informal **Request For Information (RFI) Conference** with potential suppliers / consultants required?
 |  |  |  |  |
| * c
 | * Is development of a **Knowledge Document** of the supply market required? (This Knowledge Document will help in drafting Standing Bidding Documents).
* If yes, supply market research may include:
 |  |  |  |  |
|  | * • number of suppliers and their availability for the activity,
 |  |  |  |  |
|  | * Market capability & capacity;
 |  |  |  |  |
|  | * market share;
 |  |  |  |  |
|  | * • availability of alternatives;
 |  |  |  |  |
|  | * • supply chain dependencies within the supply market;
 |  |  |  |  |
|  | * • supplier preferencing for the purchaser (value of the Client’s business to the supplier)
 |  |  |  |  |
|  | * Market pricing of the intended product
 |  |  |  |  |
| * d
 | * **Market Access Strategy:**
* Briefly describe the **strategy** for approaching the market—
 |  |  |  |  |
|  | * • Single Source or Sole Source contracting
 |  |  |  |  |
|  | * direct negotiation
 |  |  |  |  |
|  | * limited (selective) tender by pre-qualification
 |  |  |  |  |
|  | * open competitive bidding through IFB or REoI;
 |  |  |  |  |
|  | * Procurement Mode (NCB, ICB, NS etc)
 |  |  |  |  |
|  | * • Type of contract (Fixed Price etc)
 |  |  |  |  |
|  | * • Methodology of Contract (Single Stage Two Envelop bidding etc or QCBS)
 |  |  |  |  |
|  | * • Length of contract;
 |  |  |  |  |
| * e
 | * **Identification of Similar Procurement:**
* Are any other public or corporate sector entities undertaking similar procurement activities? (It may be an opportunity to work together)
 |  |  |  |  |
| * f
 | * **Time Frame of Intended Activity:**
* time-frame for monitoring progress and for achievement of key milestones.
 |  |  |  |  |
| * 5
 | * **Risk Management Strategy**
 |  |  |  |  |
| * a
 | * **Risk Identification:**
* Identify the risks associated with the project.
 |  |  |  |  |
| * b
 | * **Risk Assessment:**
* Assess the likelihood and magnitude of the risks.
 |  |  |  |  |
| * c
 | * **Risk Mitigation:**
* Consider and develop strategies for pre-empting and treating the occurrence of a risk.
* (any consultation plan with other public or corporate sector entities in relation to how similar risks have been mitigated?)
 |  |  |  |  |
| * d
 | * **Monitor and Control:**
* Identify new risks as these emerge
* (Any intention of developing a plan/strategy to control the same after these have arisen?)
 |  |  |  |  |
| * e
 | * **Insurance & Warranties:**
* Determine the level of insurance required in order to address risks identified through the process above.
* (Any plan to ensure that specifications and contract conditions accurately reflect these insurance & warranty requirements?)
 |  |  |  |  |
| * 6
 | * **Specifications / Evaluation Criteria / Standard Bidding Documents (SBDs)**
 |  |  |  |  |
| * a
 | * Identify the requirement of **standard specifications**.
 |  |  |  |  |
|  | * Are specification allow for a range of options/solutions and are generic?
 |  |  |  |  |
|  | * Are specification capable enough to allow maximum number of vendors to offer their solutions?
 |  |  |  |  |
|  | * Are business need and procurement objectives reflected in the specifications?
 |  |  |  |  |
|  | * Do specifications meet the performance and conformance requirements and related reference industrial standards for achieving efficiency, efficacy, intended outputs and expected outcomes?
 |  |  |  |  |
| * b
 | * **Evaluation Criteria**:
* Identify Technical & Financial Evaluation Criteria specific to the procurement activity
* (Lowest Price Evaluation, Merit Point Evaluation, weighted Average Evaluation etc)
 |  |  |  |  |
| * c
 | * **Standard Bidding Documents:**
* Identify the need for development of the **Standard Bidding Documents** for the intended product or services, containing related Terms & Conditions in the Special Conditions of Contract and Instructions To Bidders for submitting responsive bids / proposals.
 |  |  |  |  |
| * 7
 | * **Contract/Supplier Management**
 |  |  |  |  |
|  | * Is a contract management strategy required to incorporate the following:
 |  |  |  |  |
|  | * • name of contract manager;
 |  |  |  |  |
|  | * • key performance indicators and measurement;
 |  |  |  |  |
|  | * payment stages and terms;
 |  |  |  |  |
|  | * • delivery (timeframes, location, method, storage etc);
 |  |  |  |  |
|  | * • termination;
 |  |  |  |  |
|  | * • transition strategies;
 |  |  |  |  |
|  | * • Service Level Agreements (SLAs);
 |  |  |  |  |
|  | * • variation management process;
 |  |  |  |  |
|  | * • conflict resolution;
 |  |  |  |  |
|  | * • reporting arrangements;
 |  |  |  |  |
|  | * Indemnification
 |  |  |  |  |
|  | * penalties for non-performance; and
 |  |  |  |  |
|  | * • bonuses for good performance etc.
 |  |  |  |  |
|  | * **Process Review and Procurement Audit:**
* Is a process review or procurement audit required to implement continuous improvements and determine savings and value achieved? (Any periodic plans to be indicated)
 |  |  |  |  |
| * 8
 | * **Other Relevant Information**
 |  |  |  |  |
|  |  |  |  |  |  |