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| * **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** |  |  |  |  |
|  |  |  |  |  |  |