

Annual Procurement Plan (APP)

Presenter

Mostak Ahmad

Executive Engineer

Office of the

Superintending Engineer,

LGED, Rajshahi

Mobile: 01712222775



Introduction to Annual Procurement Plan

- **Definition:** A comprehensive document outlining the procurement needs of an organization for the year ahead.
- **Purpose:** To ensure timely, efficient, and cost-effective procurement of goods and services needed for operations.
- **Key Components:** Goods/services to be procured, timelines, budgets, suppliers, and evaluation criteria.

Importance of an Annual Procurement Plan

- **Budgeting:** Ensures procurement aligns with the financial plan.
- **Transparency:** Clear communication of procurement intentions to stakeholders.
- **Efficient Resource Allocation:** Identifies priorities and prevents last-minute purchases.
- **Risk Management:** Helps anticipate and mitigate procurement risks.
- **Compliance:** Ensures adherence to regulations and policies.

Key Steps in Developing the Annual Procurement Plan

1. **Needs Assessment:** Identifying what goods/services are required for the year.
2. **Market Research:** Analyzing suppliers and understanding the market conditions.
3. **Budgeting and Cost Estimation:** Allocating financial resources for procurement.
4. **Timeline and Scheduling:** Planning when and how goods/services will be acquired.
5. **Supplier Selection:** Identifying reliable and cost-effective vendors.
6. **Approval Process:** Getting necessary approvals for the plan and budget.

Structure of the Annual Procurement Plan

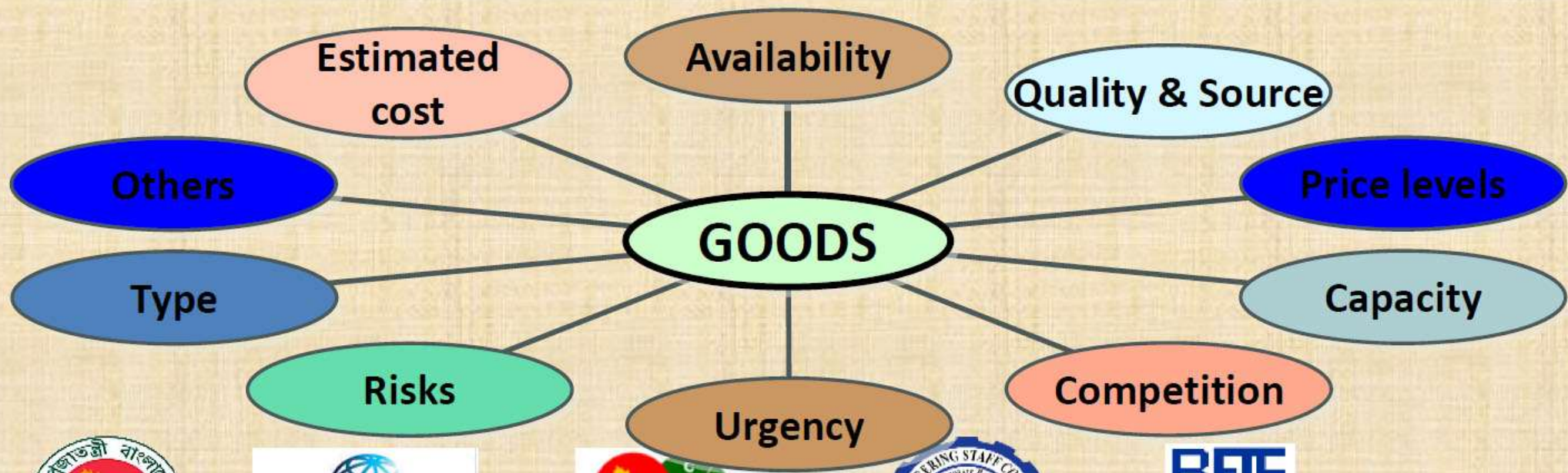
- **Procurement Objectives:** Clear goals for the year.
- **Procurement Categories:** Classification of the items (e.g., IT, office supplies, etc.).
- **Timelines:** Start and end dates for each procurement activity.
- **Budget Allocation:** Breakdown of financial resources.
- **Supplier Information:** Details of selected suppliers, if applicable.
- **Risk Assessment:** Identifying potential risks and mitigation strategies

Rule-15: Procurement Plan & Selection of Procurement Methods

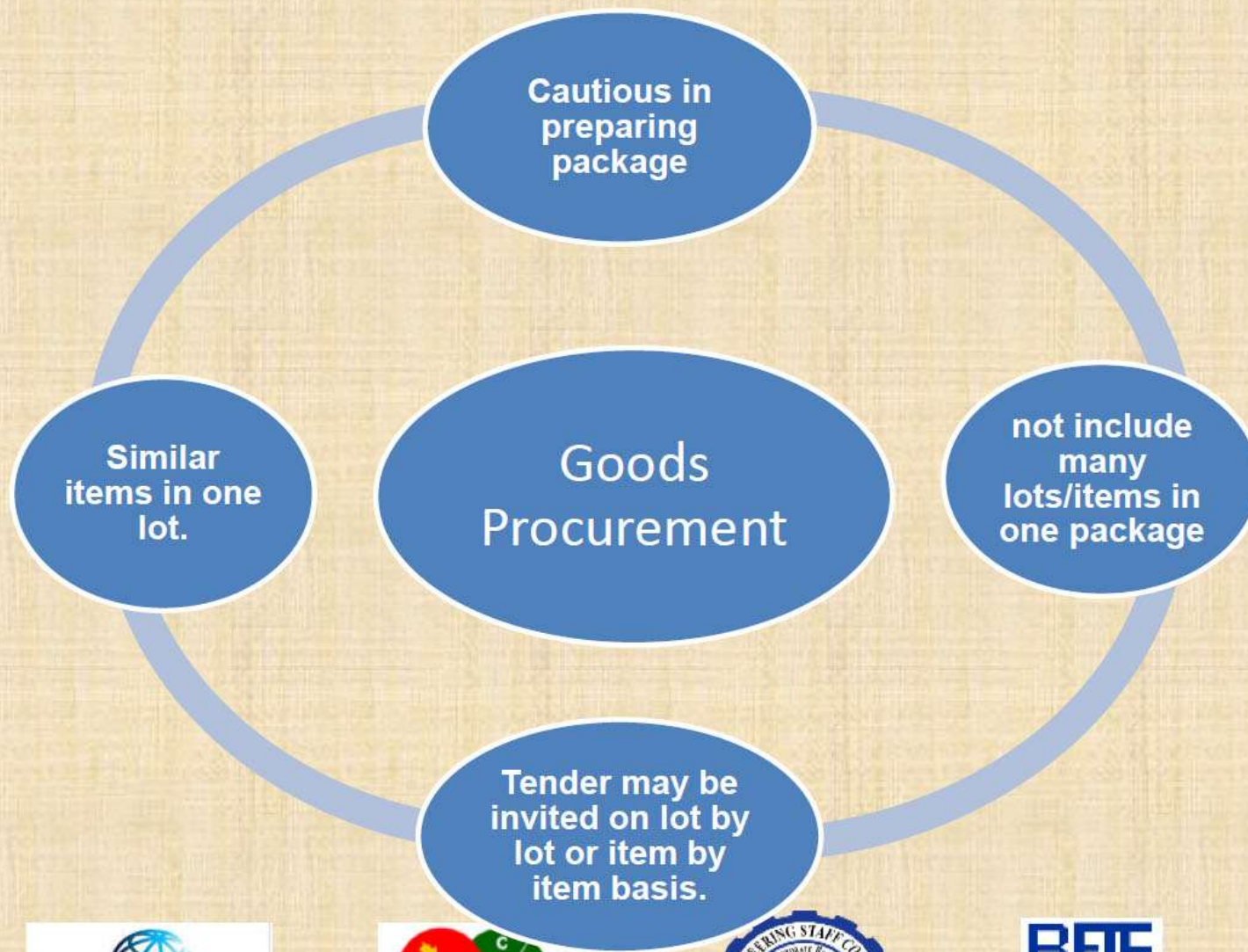
- Nature and characteristics of object of procurement is to be carefully reviewed before splitting of packages and choosing methods of procurement.

Goods Procurement

PE considers the following, in the case of determining the method of Procurement for Goods



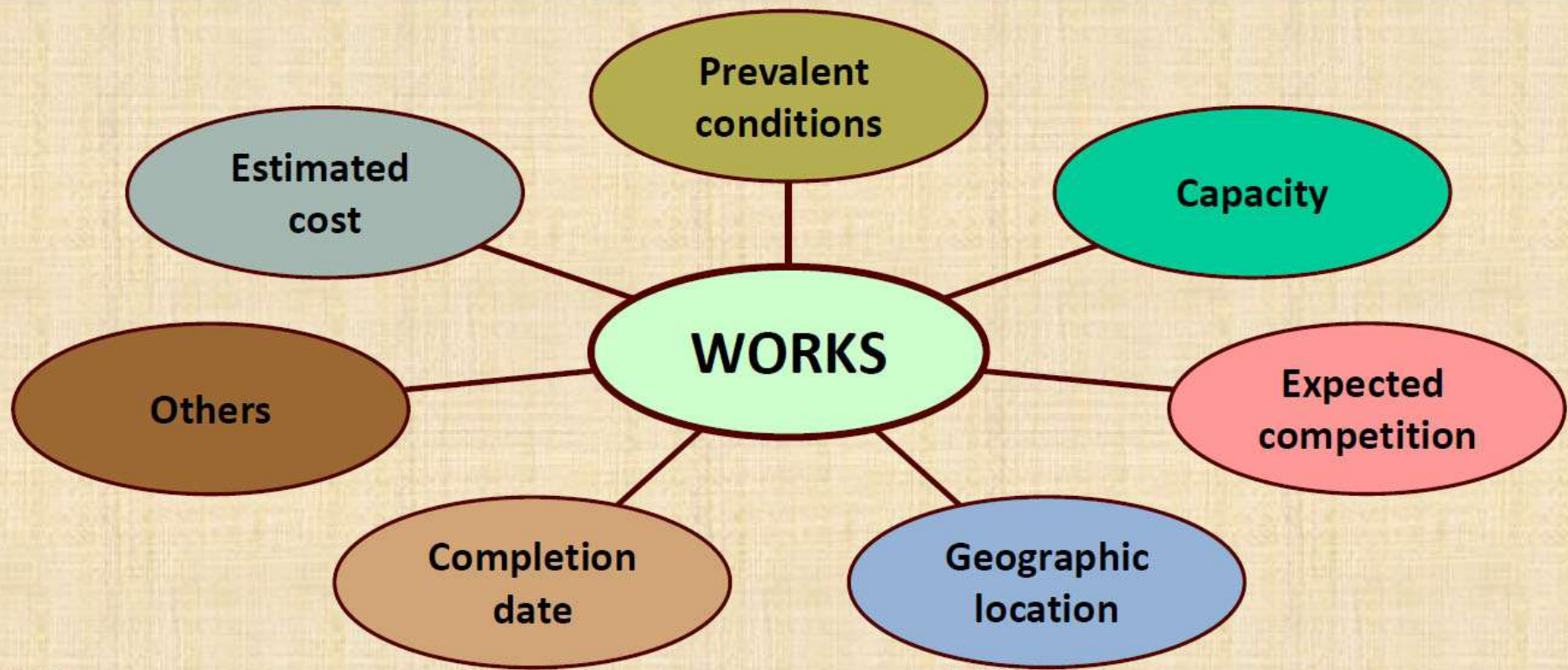
Rule-15: Procurement Plan & Selection of Procurement Methods



Rule-15: Procurement Plan & Selection of Procurement Methods

Works Procurement

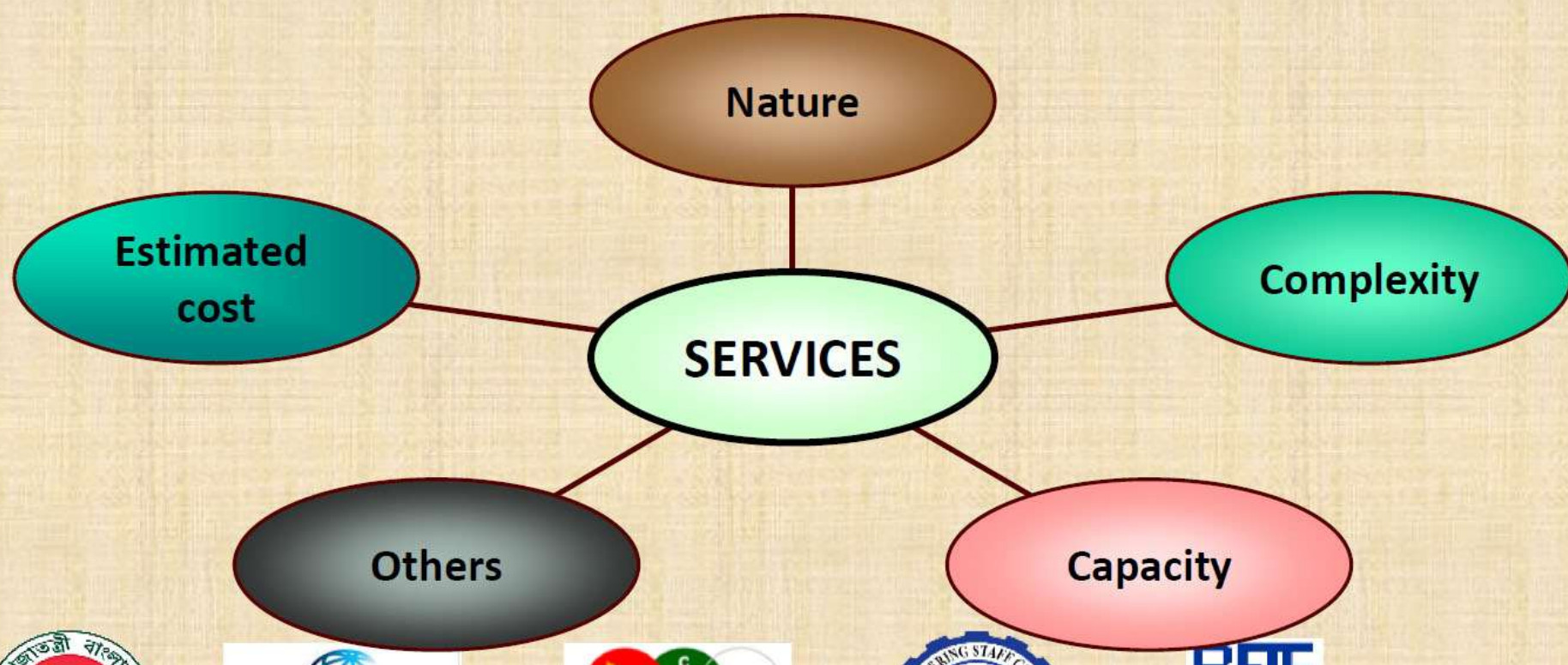
PE considers the following, in the case of determining the method of Procurement for Works



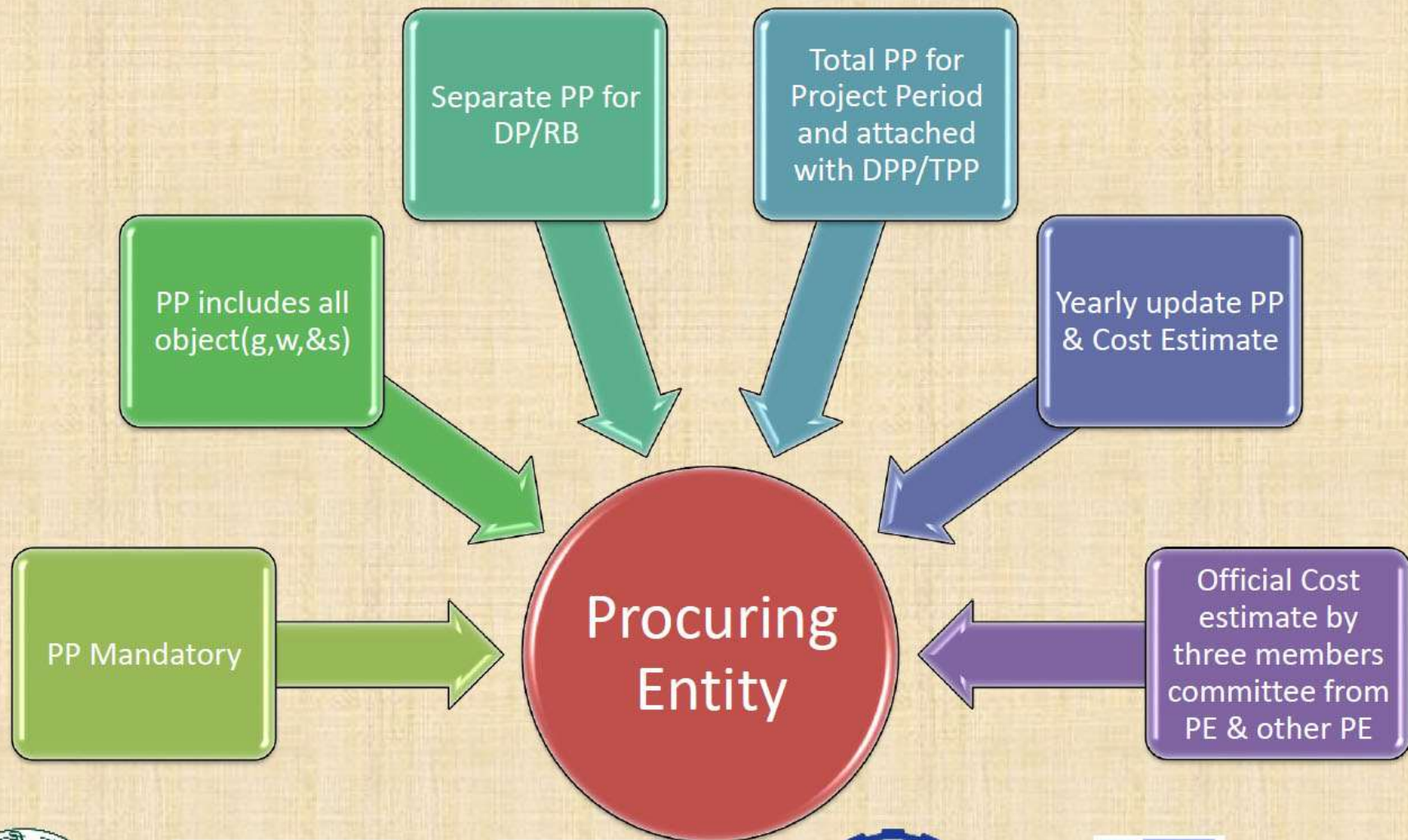
Rule-15: Procurement Plan & Selection of Procurement Methods

Service Procurement

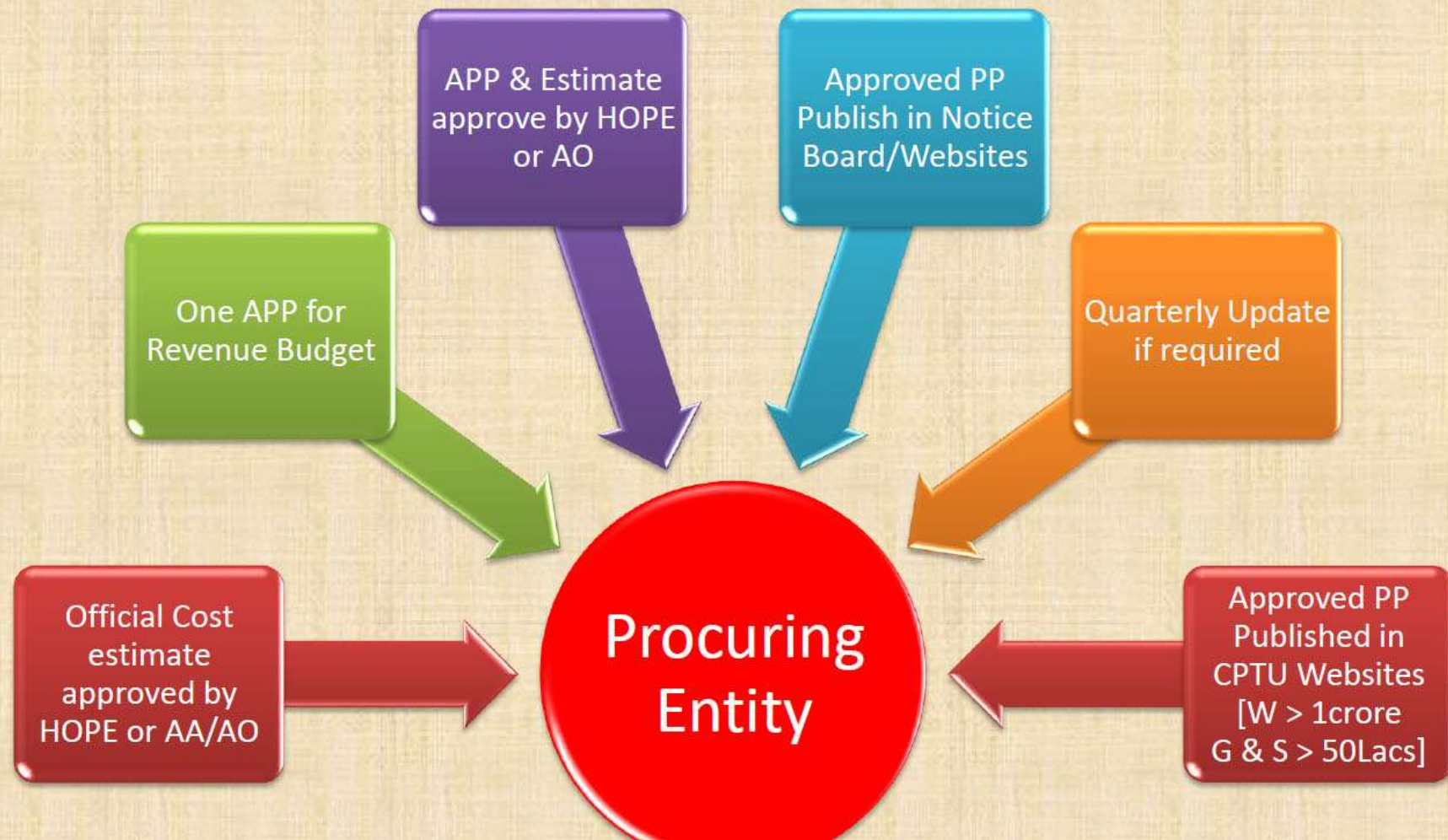
PE considers the following, in the case of determining the method of Procurement for Intellectual & Professional Services



Rule-16: Preparation of Procurement Plan (PP)



Rule-16: Preparation of Procurement Plan (PP)



Rule-16: Annual Procurement Plan Format

Ministry/Division

Agency

Procuring Entity Name & Code

Project/ Programme Name & Code

Budget:

Package No	Description of Procurement Package	Unit	Quantity	Procurement Method & (Type)	Contract Approving Authority	Source of Funds	Estd. Cost in Million Tk.	Time Code for Process	Advertise Prequal (if applicable)	Invite/ Advertise Tender	Tender Opening	Tender Evaluation	Approval of Award	Notification of Award	Signing of Contract	Completion of Contract	Total Time (in Days)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
								Planned Dates									
								Planned Days									
								Actual Dates									
								Planned Dates									
								Planned Days									
								Actual Dates									
								Planned Dates									
								Planned Days									
								Actual Dates									
								Planned Dates									
								Planned Days									
								Actual Dates									
	Total Value of ----- Procurement																



Thanking you