

Guidelines on Filling the Procurement Plan Template for Goods, Works and Non-Consultancy Services

1. An Annual Procurement Plan (APP) is a mandatory feature of the procurement policy framework as articulated in PPDA Act 2018 Section 55 and Chapter V of the Public Procurement and Disposal of Assets Regulations (PPDAR) 2024. Section 55(2) of PPDA Act 2018 mandates a PE to prepare an APP as part of the budget process and submit the plan to PPDA. PEs are obliged to implement the prepared and submitted APP to the PPDA and if there is any unplanned procurement it shall get prior approval of the Accounting Officer. APP can be used as a monitoring tool to ensure that all planned procurement follow set procedures and target dates.
2. The Procurement Plan Template for Goods, Works and Non-Consultancy Services has been prepared to fulfill the requirements of Section 55 of the PPDA Act 2018 and Chapter V of the PPDAR 2024
3. Three kinds of APP Templates are introduced in this Guideline as shown below. A Soft Copy of the Guideline is contained in this Worksheet designated as **APP-GWNS-GFU**.

3.1 Template of APP for Internal Use: This Template is contained in a Worksheet designated as APP-GWNS-IU. It gives detailed information about each procurement to be carried out by a PE including key dates for which certain actions must be completed by its staff to ensure that there is no delay in the procurement process. For each Bid, two rows are provided: one for recording the planned dates for various actions and one for filling in actual dates when the actions were implemented.

3.2 Template of APP for Submission to the Tender Portal: This Template is contained in a Worksheet designated as APP-GWNS-TP. It gives detailed information about each

procurement to be carried out by a PE through open competition and it forms part of the GPN to be made available to potential bidders. It aims at notifying potential bidders of procurement opportunities available in a PE. In this template information regarding particulars of Bid, dates for advertisement and notification of bidders are given.

3.3 Template of APP for Submission to PPDA:

This Template is contained in a Worksheet designated as APP-GWNS-PPDAA. It gives detailed information about each procurement to be carried out by a PE including key dates for notifying potential bidders of the Bid proceedings and results of the Bid process. This is required to be submitted to PPDA at the start of the financial year to enable PPDA be aware of the procurement volume for that particular year and enable it to plan its monitoring activities accordingly.

Abbreviations used in this Guideline

APP	Annual Procurement Plan
PPDAR	The Public Procurement and Disposal of Assets Regulations
GPN	General Procurement Notice
PE	Procuring Entity
PU	Procurement Unit
PPDA Act 2018	Public Procurement and Disposal of Assets Act 2018
PPDAA	Public Procurement and Disposal of Assets Authority
PC	Procurement Committee

Column No.	Guidance on the Information to be filled in the respective column of the Template	Corresponding Column in the APP Template Submission to Tender Portal	Corresponding Column in the APP Template for Submission to PPDA
01-07	<i>These columns give details of various Bids to be floated by the PE, their estimated values, Source Funding, and selected procurement methods</i>	01-04	01-04
01.	This column shall include a brief description of the Bid e.g. Bid for the Supply of Office Stationery	01	01
02.	This column shall include the designated Bid number. For easy identification of the PEs, PPDA shall issue code numbers to identify each PE. The Bid number shall be preceded by the code number of the PE and the respective financial year. For example, if the code number of the PE is P01 and the financial year is 2023/24, the Bid numbers shall be preceded by P01-2023/24-	02	02
03.	This column shall indicate lot numbers in case of a Bid divided into lots. When there is only one lot, this shall be shown in this column as a single lot.	03	03
04.	This column shall indicate the estimated value of the procurement for each lot. The estimated value shall largely reflect the budgeted amount for that procurement.	This information is not required for disclosure to the potential bidders as it will tend to influence prices	04
05	This column shall indicate the source of funding, either the Government of South Sudan or Donor funded	04	05
06	Procurement Method to be adopted shall be shown in this column. Determination of the appropriate method shall be guided by Chapter IV of the PPDAR	5	06
07	For Bids where open competitive methods have been found to be appropriate, they shall be advertised in the GPN. The date earmarked for the GPN shall be shown in this column. To cut down on the costs of advertising, the PE should consider using a minimum number of GPN consisting of several Bids.	This is not required since the whole of this document consist GPN	07
08-13	<i>These columns apply for Bids where pre-qualification of bidders need to be carried out prior to inviting Bids.</i>	06-08	08-10
08	In this column, the PE shall indicate the deadline by which pre-qualification documents must be ready for approval to ensure that subsequent stages of the procurement are not affected.	This information is for internal use to the PE	
09	This column indicates the deadline by which pre-qualification documents must be approved by the PC in order to ensure that subsequent stages of the procurement are not affected.		
10	This column shall indicate the date when the PE expects to advertise for the pre-qualification process.	06	08

Column No.	Guidance on the Information to be filled in the respective column of the Template	Corresponding Column in the APP Template Submission to Tender Portal	Corresponding Column in the APP Template for Submission to PPDA
11	This column shall indicate the expected deadline for the submission and opening of the pre-qualification entries. Statutory periods from the date of advertising to the submission of the applications are given in the Table D of the First Schedule of PPDA. They are 21 days and 14 days for the international and national competitive selection respectively.	07	09
12	In this column, the PE shall indicate the deadline by which the evaluation of pre-qualification entries must be completed to ensure that subsequent stages of the procurement are not affected.	This information is for internal use to the PE	
13	This column indicates the deadline by which the pre-qualification evaluation report must be approved by the PC in order to ensure that subsequent stages of the procurement are not affected. This shall also be the date for notifications of the outcome of the pre-qualification process.	08- The successful applicants must be immediately be informed after the approval of shortlist is done by the PC	10
14-19	<i>These columns gives the details of the actual Bid process starting from the preparation of bidding documents to the approval of award of contract.</i>	09-11	11-14
14	In this column, the PE shall indicate the deadline by which the Bid Document must be ready for approval to ensure that subsequent stages of the procurement are not affected. This deadline may be in parallel with deadlines for actions under columns 08 to 13.	This information is for internal use to the PE	
15	This column indicates the deadline by which the Bid Document must be approved by the PC to ensure that subsequent stages of the procurement are not affected. In cases of Bids with pre-qualification, in order to avoid delays, this date could be the same as that appearing in column 13		
16	This column shall indicate the date when the PE expects to advertise for the Bid or to start to issue Bid documents to the shortlisted bidders in the case of a Bid with pre-qualification.	09	11
17	This column shall indicate the expected deadline for the submission and opening of the Bids. Statutory periods from the date of advertising to the submission of the applications are given in the Table D of the First Schedule of PPDA. They are 45 days and 21 days for the international and national competitive selection respectively.	10	12
18	In this column, the PE shall indicate the deadline by which the evaluation of Bids must be completed to ensure that subsequent stages of the procurement are not affected.	This information is for internal use to the PE	

Column No.	Guidance on the Information to be filled in the respective column of the Template	Corresponding Column in the APP Template Submission to Tender Portal	Corresponding Column in the APP Template for Submission to PPDA
19	This column indicates the deadline by which the Bid evaluation report must be approved by the PC. This shall also be the date for notifying the winner.	11- The successful bidder must immediately be informed after the approval of contract award is done by the PC	14
20-22	<i>These columns give the details of the final actions towards formalization of the contract.</i>		
20	In this column the amount of the contract award shall be inserted. In the planned row it is expected to insert the estimated (budgeted amount) of the particular Bid. In the actual row PE shall insert the amount of the contract award approved by the PC	<p>This information is for internal use to the PE. However, PPDA shall obtain the award information on the Reports to be submitted on the implementation of each procurement</p>	
21	In this column the PE shall fill in the expected date for contract for contract award. For planning purposes this date shall be the determinant of the dates by which the preceding actions must be completed so that the award of contract is made by this date		
22	In this column the PE shall fill in the expected date for signing of the contract.		

For More Information and Guidance, Contact

Executive Director

Public Procurement and Disposal of Assets Authority