



Joint Technical Secretariat – Project Implementation Manual

SUBJECT : Procurement Plan Instructions (annex of Ch. 4.2 Procurement of Services, Supplies and Works).

A. General Information – Basic information that identifies the project.

Project Title – The proper name used to identify this project.

Project Working Title – The working name or acronym used to identify the project. If an acronym is used, define the specific meaning of each letter.

Prepared by – The person(s) preparing this document.

Date/Control Number – The date the plan is finalized and the change or configuration item control number assigned.

B. Procurement Summary – Document all products, goods, or services that must be procured the course of the project. Identify the Responsible Person for the procurement and indicate the Procurement Method Selected for each item. The procurement methods are described in the ENPI CBC MED Project Implementation Manual – Factsheet Procurement of Services, Supplies and Works. Using the WBS and Project Schedule, identify Quantity or Man-hours Required, Required Delivery Date, and Delivery Location.

Product, Good or Service - Identify the specific Product, Good or Service to be procured.

Responsible Person - Identify the person responsible for the procurement.

Procurement Method Selected -

Quantity/Man-hours Required - Identify the quantity being procured and the unit of measure (each, hour).

Required Delivery Date - Using the WBS and Project Schedule, identify the planned Delivery Date for delivery of the Product, Good or Service.

Delivery Location - Using the WBS and Project Schedule, identify the planned Delivery Location for delivery of the Product, Good or Service.



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- C. Procurement Schedule** - For every Procurement Method identified in column Procurement Method Selected in the Procurement Summary table, create a separate Procurement Schedule table. Identify the procurement method in the top row. For each procurement method, modify the column headings to record each step required to complete the procurement.

Product, Good or Service - List individually the products, goods, or services procured with the procurement method identified in the first column.

Date of Action - Insert the dates for the procurement actions for each specified product, good, or service in the columns below the procurement action.