

## GUIDE TO THE PROCUREMENT IMPLEMENTATION CHART

1. **IDENTIFICATION OF NEEDS**- According to Section 32(2) of the Public Procurement and Disposal of Assets (PPDA) Act 2018, it is the responsibility of the User Department to identify their needs/requirements based on their approved budget. The identified needs shall be submitted to the Procurement Unit for preparation of an Annual Procurement Plan as per Regulation 29 of PPDA Regulations 2024.
2. **PREPARATION OF PROCUREMENT PLAN**: According to Section 30(b) of PPDA Act 2028 and Regulation 29 of PPDA Regulations, the Procurement Unit shall in consultation with User Departments prepare an Annual Procurement Plan. The Annual Procurement Plan shall contain information prescribed by Regulation 30 of the PPDA Regulations 2024.
3. **APPROVAL OF ANNUAL PROCUREMENT PLAN**: The Annual Procurement Plan prepared is required to include all User Departments requirements for the execution of their planned activities as per approved budget. Therefore, it is important that the approval of the Plan should be done by Management under the Chairmanship of the Accounting Officer who is the budget holder. Each department/unit of the organisation should be given opportunity to cross check if their requirements have been included in the Plan.
4. **IMPLEMENTATION OF PROCUREMENT PLAN**: Implementation of procurement plan involves inviting bids for each procurement included in the Plan. The responsibility of inviting bids rests with the Procurement Unit following certification of availability of funds by the User Department and the Accounting Officer. The typical process individual procurements are shown in yellow in the chart. *For details of procurement process for works, goods, non-consulting services and consulting services refer to flow charts for procurement of works and non-consulting services; goods; and Consultancy services available in this site.*
5. **CONTRACT IMPLEMENTATION, MONITORING & SUPERVISION**: The bid process of each individual procurement will culminate in the signing of the Contract. It is the responsibility of the User Department to monitor and supervise the execution of the Contract. For effective monitoring and supervision of a contract, the User Department shall appoint a Contract Manager in accordance with Regulation 152 and 153 of PPDA Regulations 2024. The role of a Contract Manager shall be ensure that the assignment is executed in accordance with the signed contract, and that the provider delivers to the satisfaction of the Procuring Entity. A contract manager, or contract management team, shall be of an appropriate level of seniority and experience for the contract to be managed and have skills appropriate to the contract to be managed and the deliverables required under the contract.
6. **REPORT ON EFFECTED PROCUREMENT**: Implementation of the approved Procurement Plan will be subject to availability of funds, and therefore sometimes not all planned procurement will be carried out, and/or even when carried out, not in accordance with the planned time schedule shown in the Plan. Procurement Unit will be required on quarterly basis report on all procurement carried out, and include in the report reasons those not carried out.
7. **REVIEW OF THE PROCUREMENT PLAN**: As part of the implementation of an Annual Procurement Plan, it may be necessary to review and update the plan by removing planned procurement found not to be necessary because of prioritization of available funding, and by adding new procurement as appropriate. The revised Procurement Plan must also obtain the approval of the management.

## SUMMARY OF PROCUREMENT IMPLEMENTATION IN A PROCURING ENTITY

