

PROCUREMENT POLICY OFFICE

<p style="text-align: center;">Directive No. 22A (Issued Pursuant to Section 7 of the Public Procurement Act 2006)</p>
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Activation of Procurement Planning on e-Procurement System

1. Pursuant to section 50(2) (a) and (b) of the Public Procurement Act 2006, public bodies are required to engage in procurement planning with a view to:
 - a) achieving maximum value for public expenditure and the other objectives of the Act;
 - b) making an annual plan for budgeting purposes; and
 - c) planning each step of procurement for major contracts as prescribed in regulation 10 of the Public Procurement Regulations 2008.

2. In order to facilitate public bodies to accomplish the above responsibilities, the Procurement Planning Module on the e-Procurement System (e-PS) has been activated to enable the carrying out of the following tasks:
 - a) Preparation and publication of the Annual Procurement Plan
 - b) Preparation and follow up of Individual Procurement Plans (IPP) for internal use

3. An individual procurement plan is necessary for all procurements valued at Rs 15 million and above by complying to the following requirements:
 - a) The constitution of a procurement team and the allocation of tasks to the team members to be completed by the dates set in the plan.
 - b) The initiator and maintainer of all IPPs in the e-PS shall be the officer in charge of procurement, who also has the responsibility to submit proposals to the Procurement Committee/Departmental Bid Committee for the appointment of the procurement team for goods and other services.
 - c) Proposals for the constitution of the procurement team for works and consultancy services shall be made by the officer designated by the Accounting Officer.

4. The following templates are available on the e-PS for the preparation of individual procurement plans, which consequently serve as essential tools to plan and monitor the different stages of the procurement cycle up to award of contracts:
 - a) Individual Procurement Plan for Goods
 - b) Individual Procurement Plan for Prequalification
 - c) Individual Procurement Plan for Works
 - d) Individual Procurement Plan for Shortlisting Consultants
 - e) Individual Procurement Plan for Consultancy Services after preparation of shortlist

- f) Individual Procurement Plan for Consultancy Services through Open Advertised Bidding
 - g) Individual Procurement Plan for Other Services
5. The key responsibilities for ensuring successful preparation and implementation of the IPPs rest with the Procurement Committee/Departmental Bid Committee, which shall inter alia, refer to Financial Instructions No. 1 of 2014 – Departmental Bid Committee
 6. Considering the importance of effective planning for the success of procurement activities within reasonable time, Accounting Officers are invited to ensure that:
 - (a) the right organisational structures are put in place, responsibilities and tasks are properly allocated and the implementation of the plans are closely monitored;
 - (b) the annual procurement plan is published for all procurements to be done through open advertised bidding on the e-PS and on the public body's website, at latest by the end of July every year; and
 7. This Directive supersedes Directive No. 22.

Procurement Policy Office
19 July 2023