**Procurement System Phases — Steps and Implementation**

Each phase below outlines what the MVP should do:

**1. Authority to Incur Expenditure (AIE)**

* ADA logs in and creates a new AIE request (enter item/service, justification, upload documents, select from procurement plan).
* Validate that item is in the Approved Procurement Plan and funding confirmed.
* Save as AIE record, pending approval.

**2. Approval by Chief Officer**

* Chief Officer sees list of pending AIEs, views details.
* Action: Approve or reject, with comment saved.
* Rejected AIEs sent back for correction; approved move forward.

**3. Forwarding of Approved AIE**

* ADA forwards approved AIE (with all docs) to Departmental Accountant.
* Status and transfer logged automatically.

**4. Preparation of Requisition for Local Purchase Order (RLPO)**

* Departmental Accountant reviews AIE, verifies budget, proposes procurement method (RFQ, RFP, Direct).
* Enters item specs, quantities, assigns IFMIS budget code.
* Saves RLPO for CFO review.

**5. CFO Approval and Forwarding to Supply Chain**

* CFO reviews RLPO, approves it, and automatically forwards to Supply Chain Management (SCM) Unit.
* SCM receives RLPO and logs next steps.

**6. Specification Development**

* Technical team member logs specs or Terms of Reference (ToR).
* MVP form captures: requirements, compliance, must avoid brand bias.
* SCM reviews finalized specs/ToR for compliance.
* Depending on process:
  + RFQ: Short, item-pricing specs
  + RFP: Upload detailed ToR documents

**7. Tendering Process by Procurement Officer**

* SCM initiates process (RFQ: invite prequalified vendors; RFP: generate advert or invitation).
  + RFQ: Select suppliers, send bids.
  + RFP: Load advert, set opening/closing.
* Tracks bid deadline and submissions.

**8. Opening of Tenders**

* Tender Opening Committee marks bid opening in system.
* For RFQ, prices and supplier details are recorded.
* For RFP, only technical envelopes are marked as opened.

**9. Evaluation and Award**

* Evaluation Committee dashboard to score bids.
  + RFQ: Enter compliance and pricing, system selects lowest compliant.
  + RFP: Step 1—score technical, system flags minimum qualified; Step 2—financials scored; combined for final score.
* Director of SCM and Accounting Officer record professional opinion and award decision.

**10. Issuance of LPO and Contract**

* LPO for routine procurements or contract for projects is generated, attached to order, and sent to supplier.
* Supplier marks delivery; Inspection & Acceptance Committee logs acceptance.

**11. Payment to Suppliers**

* Supplier uploads invoice; SCM verifies, forwards to Finance.
* System records payment date and process (within stipulated days).

**Implementing Each Phase in Flask**

**Each phase should have:**

* Corresponding models (e.g., AIE, RLPO, Tender, Evaluation, Contract, Payment)
* Routes for Form submission, viewing, approval, or action (in views.py)
* HTML templates for creation, listing, review, and action (in templates/)
* Basic authentication and user roles (optional for MVP, but recommended)