**Procurement Management Plan**

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**Project Name**: Home Food delivery Application Contract.

**Guidelines on Types of Contracts:**

Procurement Management plan means which determines what to procure when to procure and how to procure.

Contracts of various forms will utilize in various situations. Contracts in the procurement management plan are fixed-price or lump sum contracts, cost – reimbursable contracts, time and material contracts, unit price contracts.

**Consideration:** Each contracting party must provide something of value to the other in the form of a product, service, or cash.

**Offer and acceptance** - An offer to deliver a good or service made by one party is accepted by the other, usually in exchange for money.

**Intention to create legal relations** - The contract's parties must intend for the contract to be legally binding, and if they don't, it should be mentioned explicitly in the document.

**Legal purpose** - The contract must be for legal purposes in order to be legally enforceable.

**Competent parties** - The contracting parties must write the contract and comprehend what they are doing.

**Standard procurement documents or templates:**

Borrowers must use the Bank's procurement documentation for IPF-financed projects. GPN, SPN, EOI, REOI, Standard Prequalification documents, Initial Selection documents, Request for Information, Request for Bids, and Request for Proposals documents are examples of these.

Request for Proposals documents:

It is used to solicit proposals from prospective sellers. When there are several options for addressing a buyer's needs, a seller will prepare a proposal.

Request for Bids documents: It is used to solicit quotes or bids from prospective suppliers. A bid, also called a tender or quote (short for quotation), is a document prepared by sellers providing pricing for standard items that the buyer has clearly defined.

Request for Information: The RFI is a solicitation document used to obtain general information about products, services, or suppliers. It is an information request, not binding on either the supplier or the purchaser, and is often used before specific requisitions for items.

**Guidelines for creating procurement documents**:

The procurement guidelines are tools that give guidance when buying goods or services. When using the guidelines, they also serve as a form of "protection" or insurance for avoiding unethical or corrupt actions when negotiating or buying things from different suppliers. The rules are also to help the procuring employee in the comparison of different quotes from suppliers.

* The majority of procurement paperwork follows a standard format. This results from the fact that it streamlines the documentation process and allows it to be digitized. Procurement documents include the following characteristics in general:
* Requires potential bidders to disclose all pertinent information so that the employer can evaluate them.
* All entries must be written straightforwardly and honestly to ensure that the short-list criterion is clear.
* A clear statement of both parties' responsibilities, rights, and commitments in the contract;
* Provisions that are not prejudicial to either party's interests.
* • A clear explanation of the goods or services being offered to be given, including their type and quality.

**Roles and Responsibilities:**

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| --- | --- | --- |
| **Name and Signature** | **Role** | **Position** |
| Mehal Reddy Mula | Manager | Project Manager |
| Pruthvi Raj Padthe | Developer | Web application Developer |
| Roopin Vipparthi | Developer | Team Lead/ Backend developer |
| Yaswant Lakkaraju | Application Engineer | Application Engineer |
| Mohith Vanama | Marketing Team | Marketing Manager |