# **15. Procurement Management Plan**

## **Project Code:**

## **Procurement Definition:**

*What items to be procured and in what conditions. Make or buy analysis.*

## **Contract Responsibility:**

*Name of the person or agency who is authorized to enter into a contract.*

| **Name of person** | **Department / Designation** | **Contact details** | **Responsibility** |
| --- | --- | --- | --- |
|  |  |  | *Responsibilities with respect to the contract* |
|  |  |  | *(incl. preparation of Evaluation criteria/ Independent Estimates/Contract negotiations etc)* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## **Decision Criteria:**

*What type of contracts will be used on the project under what conditions. How will the procurement process be initiated.*

## **Contract Types and standard:**

*What types of contracts will be used in the project. Contract type explanation. Documentation standards, Payment Standards etc*

| **Contract Type** | **Contract Description** | **Documentation Standard** | **Payment Standard** |
| --- | --- | --- | --- |
| *FFP, CPIF …..* | *The meaning of the contract* | *Documents and reports used. Frequency, responsibility* | *When is invoice generated and how is the payment processed* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |