**Procurement Management Plan**

**Date: 06/02/2020**

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**Project Name**: Board Game Development.

**Guidelines on Types of Contracts:**

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

Different types of contracts can be used in different situations, types of contracts in procurement management plan are fixed price or lump sum contracts, cost – reimbursable contracts, time and material contracts, unit price contracts.

**Consideration:** Each party to the contract must be providing something of value to the other, such as a product, service, or payment.

**Offer and acceptance** - An offer made by one party, such as to provide a good or service, is accepted by the other, often for payment.

**Intention to create legal relations** - The parties to the contract must intend for the contract to be legally binding, and if such intent is not the case, it should be clearly stated within the document

**Legal purpose** - In order to be legally enforceable, the contract must be for legal purposes

**Competent parties** - The parties entering into the contract must be capable of making the contract and understanding what they are doing.

**Standard procurement documents or templates:**

Procurement documents issued by the Bank to be used by Borrowers for IPF financed projects. These include, GPN, SPN, EOI, REOI, Standard Prequalification documents, Initial Selection documents, Request for Information, Request for Bids documents, and Request for Proposals documents.

Request for Proposals documents:

It is used to solicit proposals from prospective sellers. A proposal is a document prepared by a seller when there are different approaches for meeting buyer needs.

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 have been clearly defined by the buyer.

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 prior to 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.

Most procurement documents adopt a set structure. This is because it simplifies the documentation process and also allows it to be computerized. In general, procurement documents have the following attributes:

* Requires potential bidders to submit all particulars for the employer to evaluate the bidder.
* All submissions to be set out in a clear and honest manner to ensure that the short-list criterion is unambiguous
* Clear definition of the responsibilities, rights and commitments of both parties in the contract.
* Provisions without any prejudice to the interests of either party.
* Clear definition of the nature and quality of the goods or services to be provided.

**Roles and Responsibilities:**

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| --- | --- | --- |
| **Name and Signature** | **Role** | **Position** |
| Vineetha Yenugula | Game Engineer | Project Manager/ Game engineer |
| Neelesh Saladi | Developer | Web application Developer |
| Bharath Kumar Gandhasiri | Developer | Team Lead/ Backend developer |
| Tejaswi Reddy Kandula | Developer | Web application Developer |
| Revanth Davuluri | Marketing Team | Marketing Manager |