



Excellence in Procurement Services Delivery

Procurement Process Mapping

➤ **Summary Guidance Note**

Category of Procurement	What to Procure	Documents Required from the Divisions	Selection Method	Timeline
Consultancy Services	Firm	<ul style="list-style-type: none"> Request Memo Purchase Requisition in SAP 	Quality Cost Based Selection (QCBS) - Firm Selection	6 months
	Individual Consultant	<ul style="list-style-type: none"> Clear Terms of Reference (ToR) 	IC - Individual Consultant	3 months
Goods	Different equipment, supplies, accessories, etc	<ul style="list-style-type: none"> Request Memo Purchase Requisition in SAP Clear Specification 	Request for Bids	5 months + 30 to 60 days for delivery
			Request for Quotation	3 weeks + 30 days for delivery
Workshops	Ticket	<ul style="list-style-type: none"> Approval Request Memo Purchase Requisition in SAP Booking and Registration form Passport copy 	Quotation from the Airlines	10 days before departure
	Honorarium	<ul style="list-style-type: none"> Approval Request Memo Purchase Requisition in SAP 	Request for Quotation	2 weeks before the event
	Accommodation			
Promotional items				
Technical Assistance	Stationeries	<ul style="list-style-type: none"> Approval Request Memo Purchase Requisition in SAP 	Request for Quotation	2 weeks before the event
	Ground transportation			
	Interpretation services			
	Other items need			
	Honorarium	<ul style="list-style-type: none"> Curriculum Vitae Request memo that include name of experts Passport copy 		
Training	Training institutions	<ul style="list-style-type: none"> Approval Request Memo 	Request for Quotation	3-4 weeks
	Ticket	<ul style="list-style-type: none"> Same as above for ticket 	Quotation from the Airlines	10 days before departure

Hiring of Individual Consultants

Procurement Process	Month 1				Month 2				Month 3				Reference			
	1	2	3	4	5	6	7	8	9	10	11	12				
Development of ToR	█															
Request Memo and PR		█														
Publication			█	█											█	Divisions
Provide clarification on ToR			█													
Receipts of CV - Opening				█											█	Procurement
Evaluation of CVs					█	█										
IPC / Director Review and Approval							█								█	Division and Procurement
Negotiation (If applicable)								█								
IPC / Director Review and Approval								█								
Contract Award and Debriefing									█							
Contract Preparation and Vetting										█						
Contract Signing											█					
Project Kick Off													█			
Contract Management														█		



➤ **Timeline**

Procurement of Goods and Services under Workshop/Technical Assistance/Training

Procurement Process	Week 1					Week 2					Week 3					W4	Reference	
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1		
Preparation of Approval Memo and Specification and PR	█																	
Send out RFQ to Suppliers /Services Providers						█											█	Divisions
Receipt of Quotations						█	█	█	█	█	█	█						
Evaluation of Quotations												█	█				█	Procurement
Review and Approval by Competent Authority													█	█				
Contract Award and Purchase Order															█		█	Division and Procurement
Contract Implementation																█		



Processes

- Development of ToR, Specification and Concept Notes
- Invitation of EOI/RFB/RFP/RFQ
- Bidding
- Opening of Bids/Proposals/EOI/CV/ Quotations
- Evaluation of Bids / Proposals / EOI / CVs/ Quotations
- Negotiation
- Approval & No Objection
- Contract Signing
- Implementation
- Inspection

The Role of Business Units

- Develop ToR as per the Standard ToR Template
- Develop Clear Specification for goods
- Develop clear concept note and cost breakdown for workshop
- Secure approval from Director and submit request memo to DMA
- Provide Clarification when requested
- Attend Bid opening
- Undertake Evaluation
- Provide technical guidance and undertake negotiation
- Present the Business case to IPC/TB
- Review the Contract
- Contract Management
- Nominate inspection Committee and undertake inspection

The Role of Procurement Unit

- Review ToR and guide BU
- Securing No Objection form the Bank
- Publish RFP/EOI/RFB and Send out RFQ to shortlisted suppliers
- Facilitate the Request for Clarification Process
- Facilitate bid opening process
- Facilitate, guidance and consolidation of reports and follow up and submit for approval
- Facilitate and undertake negotiation
- Present the procurement process to IPC/TB
- Prepare the contract and send it Legal Office
- Guidance and support on Contract Management Process
- Undertake inspection, create GRN/SES and Process payment

Documents

- ToR - For
- Specification
- Approval

Contents of Submission

- Background
- Objective of the assignment
- Scope of work
- Duration of the assignment
- Deliverables
- Payment schedule
- Evaluation and Qualification criteria for firms and Individual key experts
- Time input of each Key Experts
- Role of Africa CDC

- Description of goods
- Generic specifications
- Quantity of goods
- Unit of Measurement
- Expected delivery date
- Delivery location and address

- Background information
- Date of the workshop/TA/Training
- Number of Participants
- DSA and Air ticket requirement
- Procurement requirement for the event and quantity and specification
- Honorarium contract need and quantity
- Detailed cost breakdown



**Thank you
Procurement Team
Africa CDC**