STANDARD PROCUREMENT DOCUMENT

**Procurement Plan**

**Agence Française de Développement**



**AUGUST 2025**

# User's Guidance Notes

In compliance with sub-clause 1.6.1 (“Procurement Plan” - PP) of the “Procurement Guidelines for AFD-Financed Contracts in Foreign Countries” (the Guidelines), the Contracting Authority is required to prepare a Procurement Plan which identifies the procurement processes of each contract to be financed in whole or in part by AFD (contracts to be procured, being procured, or already procured).

This plan must be created at a minimum for the upcoming 18 months of the project, based on all existing information available at the time of its preparation. It is to be updated later as and when required. Estimated amounts and dates shall be realistic and in line with the estimated or allocated budget. The Procurement Plan, as well as any subsequent significant update, shall be subject to a No Objection Letter from AFD prior to the procurement of any Contract. The issuance of this No Objection Letter shall not replace the reviews provided for at the various stages of the procurement process for each Contract in the PP, including Contracts planned under Direct Contracting.

Contracts under retroactive financing (for which the procurement process is ongoing or finalized) should be included in the Procurement Plan (for those, indicate “refinancing” in the “AFD review” column).

All terms in the present glossary have the meaning ascribed to them in the “Procurement Guidelines for AFD-Financed Contracts in Foreign Countries”.

AFD welcomes any feedback from users on this document. Those wishing to submit comments or questions should do so by writing to the following address:

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Definition of procurement processes*[[1]](#footnote-1)*

The definitions of terms used in the template Procurement Plan are those of the version of the Procurement Guidelines applicable to the AFD financing. For ease of reference in preparing the Procurement Plan, the table below indicates the main terms used, and the corresponding references in the AFD Procurement Guidelines (2019 and 2024 versions[[2]](#footnote-2)).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Term** | **Procurement Guidelines**  ***2019 version*** | | **Procurement Guidelines**  ***2024 version*** | |
| **Definition** | **Reference** | **Definition** | **Reference** |
| ***Type of Contract*** | **Consulting Services contract** | / | Section 2.3 | p.9 | Section V |
| **Individual expert contract** | / | Article 2.3.6 | / | Article 5.7 |
| **Works contract** | / | Section 2.2 | p.8 | Section IV |
| **Goods contract** | / | Section 2.2 | p.8 | Section IV |
| **Plant or Equipment contract** | / | Section 2.2 | p.8 | Section IV |
| **Non-consulting services contract** | / | / | p.8 | Section IV |
| ***Type of advertisement*** | **International Procurement Competition (IPC)** | p.5 | Article 2.1.2 | p.6 | Article 2.1 |
| **National Procurement Competition (NPC)** | p.5 | Article 2.1.3 | p.6 | Article 2.2 |
| ***Procurement procedure*** | **Pre-qualification** | p.8 | Article 2.2.1 | p.11 | Article 4.1 |
| **Invitation for Bids** | p.5 | Article 2.2.2 | p.6 | Article 4.2 |
| **Request for Expressions of Interest (REOI)** | p.5 | Article 2.3.1 | p.6 | Article 5.1 |
| **Request for Proposals (RFP)** | p.7 | Article 2.3.2 | p.7 | Article 5.2 |
| **Request for Quotations (RFQ)** | p.7 | Article 2.1.4 | p.7 | Article 2.3 |
| **Direct contracting (DC)** | p.8 | Article 1.2.4 | p.8 | Article 2.4 |
| ***Selection method*** | **Fixed Budget Selection (FBS)** | **/** | Article 2.3.3 | **/** | Article 5.4 |
| **Least-Cost Selection (LCS)** | **/** | Article 2.3.3 | **/** | Article 5.4 |
| **Quality and Cost-based Selection (QCBS)** | **/** | Article 2.3.3 | **/** | Article 5.4 |
| **Quality-Based Selection (QBS)** | **/** | Article 2.3.3 | **/** | Article 5.4 |
| **Qualified, substantially compliant and lowest-evaluated bid (QSCL)** | **/** | Article 2.2.4 | **/** | Article 4.4 |

# PROCUREMENT PLAN

**Contracting Authority: ……………***[Insert the name of the Contracting Authority]*

**Country: *…………….****[Insert the name of the country]*

**Project: ……………***[Insert the name and the number of the project]*

**Issued on: ………………..***[Insert the date of issue of the latest version]*

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| --- | --- | --- |
| **Versions** | **Submission date by the Contracting Authority** | **Date of AFD’s “No Objection” Letter** |
| *[Initial version]* |  |  |
| *[Update 1]* |  |  |
| *[Update 2]* |  |  |
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| *[Update n]* |  |  |

**Procurement Plan**

Project: Version[[3]](#footnote-3):

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Contract name[[4]](#footnote-4)** | **Estimated Contract Amount and Currency (exclusive of local applicable taxes)** | **Estimated amount and currency of local applicable taxes)** | **Type of contract[[5]](#footnote-5)** | **Type of advertisement[[6]](#footnote-6)** | **Procurement procedure[[7]](#footnote-7)** | **Selection method[[8]](#footnote-8)** | **Review by AFD[[9]](#footnote-9)** | **Estimated publication date of invitation for bids or sending date of the RFQ/RFP** | **Estimated Bid, Proposal or Quotation Opening date** | **Estimated Contract signing date** | **Estimated Contract completion date** |
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1. Procurement procedures not described in this document (e.g. performance-based procurement, two-stage bidding process, architectural competitions, competitive dialogue and reverse auctions), rarely used under AFD financing in foreign countries, shall systematically be subject to a prior consultation between the Contracting Authority and AFD. [↑](#footnote-ref-1)
2. If a different version is applicable (other than 2019 or 2024), please refer to the definitions in this other version of the Guidelines. [↑](#footnote-ref-2)
3. Indicate “Initial Version” for the first version, and then update number for the following ones. [↑](#footnote-ref-3)
4. In case of a procurement processes divided by lots, purchase orders or containing tranches, these shall be specified in this column. A single line may contain several small Contracts as long as this point is made explicit and the content of the collapsed lines is identical; the amount to be indicated shall be the consolidated amount, eventually mentioning the amount per contract. [↑](#footnote-ref-4)
5. C for consulting services; IE for individual experts; W for works; G for goods; P for Plants; NC for non-consulting services. [↑](#footnote-ref-5)
6. Please indicate “national”, “international” or, in case of RFQ or DC, “without publication”. [↑](#footnote-ref-6)
7. For goods, works, plants, equipment and non-consulting services: PQL+IB: Prequalification and Invitation for Bids; IB: Invitation for Bids; RFQ: Request for Quotations; DC: Direct Contracting.

   For consulting services: REOI + RFP: Request for Expression of Interest + Request for Proposals; RFQ: Request for Quotations; DC: Direct Contracting. [↑](#footnote-ref-7)
8. For consulting services: QCBS: Quality and Cost Based Selection; QBS: Quality Based Selection; FBS: Fixed Budget Based Selection; LCS: Least Cost Based Selection.

   For goods, works, plants, equipment and non-consulting services, the contract should be awarded to the qualified bidder whose bid is technically substantially compliant and is the lowest evaluated bid; other selection method shall require prior approval from AFD. [↑](#footnote-ref-8)
9. Please indicate “NOL” for complete prior review, “NOL-S” for simplified prior review and “POST” for post review.

   In case of NOL-S, please indicate the stages at which the NOL will be issued: Bidding Documents/RFP/RFQ stage + contract stage (BD + C) or contract (C) stage only. [↑](#footnote-ref-9)