

Procurement Plan

I. General

- 1. Project information:** “Implementation of the Lao PDR Emission Reductions Programme through improved governance and sustainable forest landscape management” / Project 1
- 2. Version of the Plan:** Version 1.0 dated **11.06.2019**
- 3. Approval Date of the procurement Plan:**
- 4. Date of General Procurement Notice:**
- 5. Period covered by this procurement plan:** 01/06/2020 – 30/06/2024
- 6. Other Arrangements:**
 - The Executing Entity “Environmental Protection Fund (EPF)” will sign a contract with the Accredited Entity (GIZ), based on GIZ’s standard operating procedures for contracts for financing (“grant”).
 - The AE’s approved Procurement and Consultant Guidelines, reviewed and accepted by the Fund as part of the accreditation process, will apply under these grants. Procurement will be carried out by the EEs and procurement activities will be agreed upon between the AE and EEs as part of the annually operational planning.
 - When awarding contracts for goods, works and consulting services to be financed in full or in part from the grant, the EE shall observe the regulations for public procurement, which apply in the EE’s country. The regulations mentioned in the table below (see II.) are minimum standards.

There will be a Procurement Operational Manual with guidelines and templates to provide guidance on each phase of the procurement plan. The corresponding documents shall be kept with the accounting vouchers pertaining to the project.

II. Goods, Works and non-consulting services.

1. Prior Review Threshold: Procurement Decisions subject to Prior Review by the AE/Fund

| No. | Procurement Method | Threshold for use of method | Prior Review Threshold | Comment |
|------------|--|-------------------------------------|-------------------------------|--|
| 1. | Contract award without competition (offers need not be obtained in written form) | Up to EUR 1,000.00 | | Written offers need not be obtained; a memorandum is to be kept on file for telephone offers. |
| 2. | Obtain at least three offers for comparison purposes. From EUR 20,000.00 upwards, public or restricted invitation to tender is required. <i>(The discretionary award procedure may be used without competitive tendering only in justified exceptional circumstances, i.e. if only one contractor is capable of providing the services specified in the terms of the contract (unique selling proposition). The EE must justify and document the criteria used whenever a contract is awarded directly in writing.)</i> | From EUR 1,000.00 to EUR 200,000.00 | | Based on the Operation Manual and the templates agreed upon between AE and EE. The documents are to be kept on file with the project documentation. |
| 3. | Public tender or restricted tender subsequent to a public prequalification round. Tender procedure must be submitted to prior review. | Over EUR 200,000.00 | | Based on the Operation Manual and the templates agreed upon between AE and EE. The documents are to be kept on file with the project documentation. |
| 4. | Public tender or restricted tender subsequent to a public prequalification round. Tender procedure with all tender documents must be submitted to prior review. | Over EUR 1,000,000.00 | | Based on the Operation Manual and the templates agreed upon between AE and EE. The documents are to be kept on file with the project documentation. |
| 5. | Public tender or restricted tender subsequent to a public prequalification round. Each procedural step is subject to approval by AE. | Over EUR 5,225,000.00 | | Based on the Operation Manual and the templates agreed upon between AE and EE. The documents are to be kept on file with the project documentation. |

2. Prequalification (for complex Civil Works)

There are special provisions as per GIZ standard operating procedures for agreements involving construction measures. When construction measures exceeding EUR 100,000 (including all construction-related costs) are planned, financed or implemented, a written approval for implementation must be obtained from GIZ's "Construction in IC Unit".

3. Procurement Packages with Methods and Time Schedule

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
|----------|--|-----------------|-------------------|-----------------------|--------------------|----------------------------|------------------------------|----------------------------------|---------------------------|------------------|-----------------------------------|--|
| Ref. No. | Contract (Description) | Source of Funds | Planned vs Actual | Estimated Cost in EUR | Procurement Method | Pre qualification (yes/no) | Domestic Preference (yes/no) | Review by AE/Fund (Prior / Post) | Date of issuance of doc's | Bid-Opening Date | Date of contract /order signature | Comments |
| 1. | 1.1.2: Procurement of IT infrastructure for FFRDF to upgrade financial management system | BMZ | Planned | 50,000 | No.2 | | yes | | | | | |
| | | | Actual | | | | | | | | | |
| 2. | 1.4.1: Investment into equipment in information and communication technology (GPS, communication devices, computers for remote sensing) per province | GCF | Planned | 60,000 | No.2 | | yes | | | | | |
| | | | Actual | | | | | | | | | |
| 3. | 1.4.1: Procurement of IT systems to upgrade data collection and data management system at central level to support provinces | GCF | Planned | 50,000 | No.2 | | no | | | | | |
| | | | Actual | | | | | | | | | |
| 4. | 1.5.2: 4WD Vehicles for boundary demarcation and land use planning implementation = 3x | GCF | Planned | 90,000 | No.3 | | yes | | | | | Part of Package: 12x vehicles = 360,000 |
| | | | Actual | | | | | | | | | |
| 5. | 1.5.2: Motorbikes for boundary demarcation and land use planning implementation = 16x | GCF | Planned | 32,000 | No.3 | | yes | | | | | Part of Package: 112x motorbikes = 224,000 |

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
|----------|---|-----------------|-------------------|-----------------------|--------------------|----------------------------|------------------------------|----------------------------------|---------------------------|------------------|-----------------------------------|--|
| Ref. No. | Contract (Description) | Source of Funds | Planned vs Actual | Estimated Cost in EUR | Procurement Method | Pre qualification (yes/no) | Domestic Preference (yes/no) | Review by AE/Fund (Prior / Post) | Date of issuance of doc's | Bid-Opening Date | Date of contract /order signature | Comments |
| | | | Actual | | | | | | | | | |
| 6. | 1.5.2: Equipment (materials for boundary demarcation – signboards, metal signs, ropes, painting, etc.; GPS, soil testing kits, etc.)/13 districts | GCF | Planned | 39,000 | No.2 | | yes | | | | | |
| | | | Actual | | | | | | | | | |
| 7. | 1.6.7: Hardware costs (Digital solution for community-based monitoring) | GCF | Planned | 14,400 | No.2 | | no | | | | | |
| | | | Actual | | | | | | | | | |
| 8. | 2.1.1: Vehicle purchase for PPMU and provincial coordinators/GIZ = 6x | GCF | Planned | 180,000 | No.3 | | yes | | | | | Part of Package: 12x vehicles = 360,000 |
| | | | Actual | | | | | | | | | |
| 9. | 2.1.1.: Motorbikes for the implementation of activity = 34x | GCF | Planned | 68,000 | No.3 | | yes | | | | | Part of Package: 112x motorbikes = 224,000 |
| | | | Actual | | | | | | | | | |
| 10. | 3.1.1: Vehicle purchase for 2x provincial village forest divisions for implementation of 3.1 = 2x | GCF | Planned | 60,000 | No.3 | | yes | | | | | Part of Package: 12x vehicles = 360,000 |
| | | | Actual | | | | | | | | | |
| 11. | 3.1.1: Motorbikes for implementation of activity 3.1 = 26x | GCF | Planned | 52,000 | No.3 | | yes | | | | | Part of Package: 112x motorbikes = 224,000 |
| | | | Actual | | | | | | | | | |
| 12. | 3.1.1: Equipment for VFM planning (GPS receivers, cameras, relascope, material, | GCF | Planned | 39,000 | No.2 | | yes | | | | | |
| | | | Actual | | | | | | | | | |

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
|----------|--|-----------------|-------------------|-----------------------|--------------------|----------------------------|------------------------------|----------------------------------|---------------------------|------------------|-----------------------------------|--|
| Ref. No. | Contract (Description) | Source of Funds | Planned vs Actual | Estimated Cost in EUR | Procurement Method | Pre qualification (yes/no) | Domestic Preference (yes/no) | Review by AE/Fund (Prior / Post) | Date of issuance of doc's | Bid-Opening Date | Date of contract /order signature | Comments |
| | computers etc.) for 13 districts (minus 2x CliPAD & 2x KfW districts) | | | | | | | | | | | |
| 13. | 3.1.1: Procurement of IT systems to upgrade data collection and data management system at central level to support provinces | GCF | Planned | 50,000 | No.2 | | yes | | | | | |
| | | | Actual | | | | | | | | | |
| 14. | 3.1.2: Equipment for implementation of VFM/3x pilot villages (chainsaws, safety gear, had tools, maintenance tools etc.) | GCF | Planned | 60,000 | No.2 | | no | | | | | |
| | | | Actual | | | | | | | | | |
| 15. | 3.2.1: Vehicle purchase for PPMU/PAFO PFA for implementation of 3.2 = 1x | GCF | Planned | 30,000 | No.3 | | yes | | | | | Part of Package: 12x vehicles = 360,000 |
| | | | Actual | | | | | | | | | |
| 16. | 3.2.1: Motorbikes for implementation of activity 3.2 = 3x | GCF | Planned | 6,000 | No.3 | | yes | | | | | Part of Package: 112x motorbikes = 224,000 |
| | | | Actual | | | | | | | | | |
| 17. | 3.2.1: GIS Software licenses | GCF | Planned | 10,000 | No.2 | | yes | | | | | |
| | | | Actual | | | | | | | | | |
| 18. | 3.2.1: Equipment for forest management planning (GPS receivers, cameras, relascope, material, computers etc.)/ 1 per district (3x districts) | GCF | Planned | 9,000 | No.2 | | yes | | | | | |
| | | | Actual | | | | | | | | | |
| 19. | 3.3.1: Motorbikes for implementation of activity 3.3 = 9 | GCF | Planned | 18,000 | No.3 | | yes | | | | | Part of Package: 112x |

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
|------------------------|--|-----------------|-------------------|-----------------------|--------------------|----------------------------|------------------------------|----------------------------------|---------------------------|------------------|-----------------------------------|--|
| Ref. No. | Contract (Description) | Source of Funds | Planned vs Actual | Estimated Cost in EUR | Procurement Method | Pre qualification (yes/no) | Domestic Preference (yes/no) | Review by AE/Fund (Prior / Post) | Date of issuance of doc's | Bid-Opening Date | Date of contract /order signature | Comments |
| | | | | | | | | | | | | motorbikes = 224,000 |
| | | | Actual | | | | | | | | | |
| 20. | 3.3.1: Procurement of IT systems to upgrade data collection and data management system at central level to support provinces | GCF | Planned | 50,000 | No.2 | | yes | | | | | |
| | | | Actual | | | | | | | | | |
| 21. | 3.3.1: Procure signboards (20 EUR per km for ca. 1200 km) and billboards for 3 NPAs to demarcate boundaries in the field | GCF | Planned | 42,000 | No.2 | | yes | | | | | |
| | | | Actual | | | | | | | | | |
| 22. | 3.3.2: Equipment to 3 NPAs (GPS receivers, cameras, relascope, material, IT etc.) | GCF | Planned | 30,000 | No.2 | | yes | | | | | |
| | | | Actual | | | | | | | | | |
| 23. | 3.3.3: Procurement of motorbikes for DONRE & DAFO staff to support village conservation contracts and activities = 24x | GCF | Planned | 48,000 | No.3 | | yes | | | | | Part of Package: 112x motorbikes = 224,000 |
| | | | Actual | | | | | | | | | |
| 24. | 3.3.3: Procurement of IT and DAFO /DONRE technical field equipment (12 districts for 3 NPAs) | GCF | Planned | 60,000 | No.2 | | yes | | | | | |
| | | | Actual | | | | | | | | | |
| 25. | 4.1.1 Vehicle purchase for NPMU and DOF for project management and coordination | BMZ | Planned | 60,000 | No.2 | | yes | | | | | |
| | | | Actual | | | | | | | | | |
| 26. | 4.1.1 IT Equipment and office furniture | BMZ | Planned | 45,000 | No.2 | | yes | | | | | |
| | | | Actual | | | | | | | | | |
| Total for Goods | | | | 1,252,400 | | | | | | | | |

III. Selection of Consultants

1. Prior Review Threshold: Selection decisions subject to Prior Review by AE/Fund:

| No. | Selection Method | Prior Review Threshold | Comment |
|------------|--|-------------------------------------|--|
| 1. | Contract award without competition (offers need not be obtained in written form) | Up to EUR 1,000.00 | Written offers need not be obtained; a memorandum is to be kept on file for telephone offers. |
| 2. | Obtain at least three offers for comparison purposes. From EUR 20,000.00 upwards, public or restricted invitation to tender is required. <i>(The discretionary award procedure may be used without competitive tendering only in justified exceptional circumstances, i.e. if only one contractor is capable of providing the services specified in the terms of the contract (unique selling proposition). The EE must justify and document the criteria used whenever a contract is awarded directly in writing.)</i> | From EUR 1,000.00 to EUR 200,000.00 | Based on the Operation Manual and the templates agreed upon between AE and EE. The documents are to be kept on file with the project documentation. |
| 3. | Public tender or restricted tender subsequent to a public prequalification round. Tender procedure must be submitted to prior review. | Over EUR 200,000.00 | Based on the Operation Manual and the templates agreed upon between AE and EE. The documents are to be kept on file with the project documentation. |
| 4. | Public tender or restricted tender subsequent to a public prequalification round. Tender procedure with all tender documents must be submitted to prior review. | Over EUR 1,000,000.00 | Based on the Operation Manual and the templates agreed upon between AE and EE. The documents are to be kept on file with the project documentation. |
| 5. | Public tender or restricted tender subsequent to a public prequalification round. Each procedural step is subject to approval by AE. | Over EUR 5,225,000.00 | Based on the Operation Manual and the templates agreed upon between AE and EE. The documents are to be kept on file with the project documentation. |

2. Consultancy Assignments with Selection Methods and Time Schedule

| 1 | 2 | 3 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
|----------|---|-----------------|-----------------------|------------------|----------------------------------|------------------------------------|----------------------------------|---------------------------|-------------------------------|-------------------------------|---------------------|---------|
| Ref. No. | Description of Assignment | Source of Funds | Estimated Cost in EUR | Selection Method | Review by AE/Fund (Prior / Post) | Issuance of Expression of Interest | Finalize shortlist and issue RFP | Proposals Submission Date | Complete Technical Evaluation | Complete Financial Evaluation | Negotiate and Award | Comment |
| 1 | 1.1.1: Analytical forest sector cluster study to assess existing financing stream and potential for development and new financing | BMZ | 50,000 | No.2 | | | | | | | | |
| 2 | 1.1.1: Assessment study of new financing instruments and incl. PFES, results-based financing etc. | BMZ | 50,000 | No.2 | | | | | | | | |
| 3 | 1.1.1: External service provider to provide expert inputs to events, new regulation, pilot scheme development etc. (International contract with national support staff) | BMZ | 120,000 | No.2 | | | | | | | | |
| 4 | 1.1.2: Expert input for restructuring and building intl' standard compliance system & procedures | BMZ | 50,000 | No.2 | | | | | | | | |
| 5 | 1.1.3: Assessment of existing VDFs in all target villages | BMZ | 20,000 | No.2 | | | | | | | | |
| 6 | 1.1.3: Concept Development to address the situation identified in the assessment / sustainable channeling of climate finance to target villages | BMZ | 10,000 | No.2 | | | | | | | | |
| 7 | 1.1.4: International service contract to | BMZ | 200,000 | No.2 | | | | | | | | |

| 1 | 2 | 3 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
|----------|--|-----------------|-----------------------|------------------|----------------------------------|------------------------------------|----------------------------------|---------------------------|-------------------------------|-------------------------------|---------------------|---------|
| Ref. No. | Description of Assignment | Source of Funds | Estimated Cost in EUR | Selection Method | Review by AE/Fund (Prior / Post) | Issuance of Expression of Interest | Finalize shortlist and issue RFP | Proposals Submission Date | Complete Technical Evaluation | Complete Financial Evaluation | Negotiate and Award | Comment |
| | support fundraising activity and source financing for green credit line | | | | | | | | | | | |
| 8 | 1.4.1: International service contract to review SOPs and develop training materials with NPMU | GCF | 50,000 | No.2 | | | | | | | | |
| 9 | 1.4.1: Regional expert inputs from NPMU and PPMU to design training for POFI and DOFI staff | GCF | 32,000 | No.2 | | | | | | | | |
| 10 | 1.5.1: Expert inputs for mainstreaming FLR guiding principles into land use planning (international) (incl. Guideline and training material development) | GCF | 37,500 | No.2 | | | | | | | | |
| 11 | 1.6.6: Local contract for national forest monitoring system development | GCF | 90,000 | No.2 | | | | | | | | |
| 12 | 1.6.6: Local contract for localization of system O&M | GCF | 30,000 | No.2 | | | | | | | | |
| 13 | 1.6.7: Conceptual design, software development, testing, implementation and training | GCF | 50,000 | No.2 | | | | | | | | |
| 14 | 1.7.1: External service providers for preparation and printing, dissemination, IT website services, etc.) | GCF | 30,000 | No.2 | | | | | | | | |
| 15 | 2.1.1: Development of training materials with agri. Universities based | GCF | 15,000 | No.2 | | | | | | | | |

| 1 | 2 | 3 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
|----------|---|-----------------|-----------------------|------------------|----------------------------------|------------------------------------|----------------------------------|---------------------------|-------------------------------|-------------------------------|---------------------|---------|
| Ref. No. | Description of Assignment | Source of Funds | Estimated Cost in EUR | Selection Method | Review by AE/Fund (Prior / Post) | Issuance of Expression of Interest | Finalize shortlist and issue RFP | Proposals Submission Date | Complete Technical Evaluation | Complete Financial Evaluation | Negotiate and Award | Comment |
| | on existing material already available | | | | | | | | | | | |
| 16 | 2.1.1: External service provider to prepare service contract to prepare key lessons learned of approaches on "GAP" in Laos and draw key lessons (International contract) | BMZ | 20,000 | No.2 | | | | | | | | |
| 17 | 2.2.1: Value chain assessment reports for key and alternative commodities for the selected crops supported through GAP (activity 2.1); 1x report per province/3x provinces | BMZ | 30,000 | No.2 | | | | | | | | |
| 18 | 2.2.2: International service contracts to carry out FLR potential assessment, suitability assessments and strategic reforestation areas and degraded land linked to markets and private sector interests, stakeholder consultation and consensus building | GCF | 6,000 | No.2 | | | | | | | | |
| 19 | 2.2.2: Information and lessons learned documentation and sharing and exchange and communication | GCF | 15,000 | No.2 | | | | | | | | |
| 20 | 2.2.5: International service contract to provide business development support to business | GCF | 250,000 | No.3 | | | | | | | | |

| 1 | 2 | 3 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
|--|---|-----------------|-----------------------|------------------|----------------------------------|------------------------------------|----------------------------------|---------------------------|-------------------------------|-------------------------------|---------------------|---------|
| Ref. No. | Description of Assignment | Source of Funds | Estimated Cost in EUR | Selection Method | Review by AE/Fund (Prior / Post) | Issuance of Expression of Interest | Finalize shortlist and issue RFP | Proposals Submission Date | Complete Technical Evaluation | Complete Financial Evaluation | Negotiate and Award | Comment |
| | groups and business plan development to be implemented in 16 districts (incl. Int, national consultants, training provision, logistics) | | | | | | | | | | | |
| 21 | 3.3.1: International service contract to support preparation / revision of management plans for 2x NPAs (excl. Nam Khan, Nam Ha supported by KfW & Phou Hi Phi in Oudomxay and NPAD NEPL - supported by WB/WCS) | GCF | 200,000 | No.2 | | | | | | | | |
| 22 | 3.3.2: Biodiversity monitoring and research support (in collaboration with universities) to be contracted to national experts/universities | GCF | 90,000 | No.2 | | | | | | | | |
| 23 | 4.1.2: Establishment of the M&E system and training for operation to NPMU team by external service provider | GCF | 50,000 | No.2 | | | | | | | | |
| 24 | 4.1.2: Mid-term and final project monitoring and evaluation by external service provider | GCF | 50,000 | No.2 | | | | | | | | |
| Total of Consultancy Assignments: | | | 1,535,500 | | | | | | | | | |

Competitive Methods are the following:

- *Quality Cost Based Selection method (QCBS)* when amount is above 20,000 EUR
- *Least Cost Selection (LCS)* when amount is below 20,000 EUR