

Procurement Plan

I. General

- 1. Project information:** “Scaling up the implementation of the Lao PDR Emission Reductions Programme through improved governance and sustainable forest land management (Project 2)”
- 2. Version of the Plan:** Version 4.0 dated **15.08.2022**
- 3. Approval Date of the procurement Plan:**
- 4. Date of General Procurement Notice:**
- 5. Period covered by this procurement plan:** 01/01/2023 - 30/06/2024
- 6. Other Arrangements:**
 - The Executing Entity “Environment Protection Fund (EPF) (represented by the Government of Laos (GoL)) 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

The following table provides an overview of the Procurement Procedures applicable for the different types of procurement and estimated contract value thresholds. Details are outlines in Annex 10b.

Type of Procurement	Estimated Contract Value EUR	Procurement Procedure¹
Goods	> 200,000.01	Public Invitation to Tender Procedure (PIT)
	20,000.01 – 200,000.00	Public Invitation to Tender Procedure (PIT)
	1,000.01 – 20,000.00	Price Quotation (PQ)
	< 1,000.00	Direct Order (DO)
Construction Works	> 200,000.01	Negotiated Award Procedure with Prequalification (NAwP)
	20,000.01 – 200,000.00	Negotiated Award Procedure with Prequalification (NAwP)
	1,000.01 – 20,000.00	Price Quotation (PQ)
	< 1,000.00	Direct Order (DO)
General Standard Services	> 200,000.01	Public Invitation to Tender Procedure (PIT)
	20,000.01 – 200,000.00	Negotiated Award Procedure with Prequalification (NAwP)
	1,000.01 – 20,000.00	Price Quotation (PQ)
	< 1,000.00	Direct Order (DO)

¹ The direct award procedure (DA) may be used only in justified exceptional circumstances. Further information are displayed under **Error! Reference source not found.** in Annex 10b.

Notice: The Procurement Procedures and the Steps these include are minimum standards. More comprehensive and/ or formal Procurement Procedures/ Steps are allowed.

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.	IT Equipment (Laptops, monitors, office supply)	GCF	Planned	73,500	PIT	yes	yes	post	Q1 2023	Q1 2023	Q1 2023	Responsible EE: GIZ
			Actual									
2.	ICT (Information and Communication Technology) Equipment (GPS devices, computers for remote sensing)	GCF	Planned	60,000	PIT	yes	yes	post	Q1 2023	Q1 2023	Q1 2023	Responsible EE: EPF
			Actual									
3.	Equipment for boundary demarcation (signboards, metal signs, ropes, painting etc.)	GCF	Planned	36,000	PIT	yes	yes	post	Q2 2023	Q2 2023	Q2 2023	Responsible EE: EPF
			Actual									
4.	Printing of VFMP Guidelines, Manuals and Training materials (Printing and dissemination of VFMP training materials for all districts)	GCF	Planned	40,500	PIT	yes	yes	post	Q1 2023	Q1 2023	Q1 2023	Responsible EE: EPF
			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
5.	Signboards billboards for NPAs boundary demarcation (Signboards (20EUR per km for approx. 1200km and billboards (300 EUR 20 per NPA (3 NPAs))	GCF	Planned	42,000	PIT	yes	yes	post	Q2 2023	Q2 2023	Q2 2023	Responsible EE: EPF
			Actual									
6.	Printing of Management Plans (Printing and dissemination of NPA management plans)	GCF	Planned	3,000	PQ	yes	yes	post	Q4 2023	Q4 2023	Q4 2023	Responsible EE: EPF
			Actual									
7.	Stationery and toner	GCF	Planned	54,000	DO, PQ, PIT	yes	yes	post	Q1 2023	Q1 2023	Q1 2023	Responsible EE: EPF
			Actual									
8.	Printing and preparation, dissemination of regulations & guidelines for DOFI, POFI & DFIU	GCF	Planned	4,000	PQ	yes	yes	post	Q3 2023	Q3 2023	Q3 2023	Responsible EE: EPF
			Actual									
9	Printing and preparation of information material for the PSAP-Train of Trainer and extension approach	GCF	Planned	12,000	PQ	yes	yes	post	Q3 2023	Q3 2023	Q3 2023	Responsible EE: EPF
			Actual									
10	Printing costs for extension materials for being used by PSAP teams	GCF	Planned	3,600	PQ	yes	yes	post	Q4 2023	Q4 2023	Q4 2023	Responsible EE: EPF
			Actual									
11	Equipment for VFM planning (IT and Field equipment)	GCF	Planned	60,000	PIT	yes	yes	Post	Q2 2023	Q2 2023	Q2 2023	Responsible EE: EPF

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									
12	Information and training material printing for all district and target villages	GCF	Planned	18,000	DO, PQ	yes	yes	post	Q4 2023	Q4 2023	Q4 2023	Responsible EE: EPF
			Actual									
13	Procurement of IT Equipment	GCF	Planned	50,000	PIT	yes	Yes	post	Q1 2023	Q1 2023	Q1 2023	Responsible EE: EPF
			Actual									
14	Stationery and Toner	GCF	Planned	70,000	DO, PQ, PIT	yes	Yes	post	Q1 2023	Q1 2023	Q1 2023	Responsible EE: GIZ
			Actual									
Total for Goods				526,600								

III. Selection of Consultants

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

Type of Procurement	Estimated Contract Value EUR	Procurement Procedure ²
Consulting Services	> 200,000.01 ³	Public Invitation to Tender Procedure (PIT), Negotiated Award Procedure with Prequalification (NAwP) (s. Footnote 2)
	20,000.01 – 200,000.00 ⁴	Negotiated Award Procedure with Prequalification (NAwP), Negotiated Award Procedure without Prequalification (NAwoP) (s. Footnote 3)
	1,000.01 – 20,000.00	Price Quotation (PQ)
	< 1,000.00	Direct Order (DO)
General Standard Services	> 200,000.01	Public Invitation to Tender Procedure (PIT)
	20,000.01 – 200,000.00	Negotiated Award Procedure with Prequalification (NAwP)
	1,000.01 – 20,000.00	Price Quotation (PQ)
	< 1,000.00	Direct Order (DO)

² The direct award procedure (DA) may be used only in justified exceptional circumstances. Further information are displayed under **Error! Reference source not found.** in Annex 10b.

³ Services can be procured via the procurement procedure NAwP only if the services to be awarded, in particular its technical requirements, cannot be described so clearly and exhaustively before the procurement procedure is initiated that sufficiently comparable bids can be expected. Or if contract cannot be awarded without prior negotiations because of specific circumstances related to the nature, the complexity or the legal and financial framework.

⁴ Precondition for choosing the NAwoP is that the Recipient has an overview of the services available on the market and knowledge of the range of potential bidders in the required field of service.

For architectural services, which belong to the consulting services, the NAwP is the only procurement procedure option.

Notice: The Procurement Procedures and the Steps these include are minimum standards. More comprehensive and/ or formal Procurement Procedures/ Steps are allowed.

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	Assessment report market mechanism (Options assessment for future carbon markets including ART TREES, Article 6 of the PA etc.)	GCF	60,000	NAwP, NAWoP	Post	Q1 2024	Q1 2024	Q1 2024	Q1 2024	Q1 2024	Q1 2024	Responsible EE: GIZ
2	Consultancy to provide financial literacy training to FPF (FPF training on accounting, track expenses, disbursement, financial flows and reporting)	GCF	20,000	PQ, NAWP, NAWoP	Post	Q2 2023	Q2 2023	Q2 2023	Q2 2023	Q2 2023	Q2 2023	Responsible EE: GIZ
3	Climate Change Adaptation Training (Development of climate change adaptation training materials)	GCF	8,000	PQ	post	Q2 2023	Q2 2023	Q2 2023	Q2 2023	Q2 2023	Q2 2023	Responsible EE: EPF
4	Knowledge Management and Communication (Preparation, printing, dissemination of knowledge management products; design of website etc.)	GCF	30,000	NAwP, NAWoP	post	Q3 2023	Q3 2023	Q3 2023	Q3 2023	Q3 2023	Q3 2023	Responsible EE: EPF
5	Private Sector Development Consultants (Technical assistance for 60 to 90 agri-MSMEs to support business plan development, selection, preparation, and	GCF	800,000	PIT, NAWP	prior	Q1 2023	Q1 2023	Q2 2023	Q2 2023	Q2 2023	Q2 2023	Responsible EE: GIZ

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
	implementation of the matching grants)											
6	PSAP materials (Preparation, translation, dissemination of information materials including guidelines and manuals on PSAP)	GCF	12,000	PQ	post	Q4 2023	Q4 2023	Q4 2023	Q4 2023	Q4 2023	Q4 2023	Responsible EE: EPF
7	Establishment of the M&E system and training for operation to NPMU team, PPMU teams and DPMU teams, EPF team and I-GFLL team (see Annex 11)	GCF	690,000	PIT, NAWP	prior	Q1 2023	Q1 2023	Q1 2023	Q1 2023	Q1 2023	Q1 2023	Responsible EE: GIZ
8	Establishment of Safeguard System (Development and implementation including capacity building for Safeguards System (see Annex 11))	GCF	690,000	PIT, NAWP	prior	Q1 2023	Q1 2023	Q1 2023	Q1 2023	Q1 2023	Q1 2023	Responsible EE: GIZ
9	Awareness raising campaigns on REDD+, regulatory framework, campaigns to various stakeholders etc.	GCF	40,000	NAWP, NAWoP	post	Q4 2023	Q4 2023	Q4 2023	Q4 2023	Q4 2023	Q4 2023	Responsible EE: EPF
10	International service contract to support the revision of management plans	GCF	50,000	NAWP, NAWoP	post	Q1 2024	Q1 2024	Q1 2024	Q1 2024	Q1 2024	Q1 2024	Responsible EE: EPF
Total of Consultancy Assignments:			2,400,000									

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