

Simplified Approval Process Annex 8: Procurement plan



(Name of Entity)

Procurement Plan

I. General

1. **Project information:** Local Climate Adaptive Living Facility (LoCAL)
2. **Version of the Plan:** Version 1.0 dated _____
3. **ApprovalDate of the procurement Plan:**
4. **Date of General Procurement Notice:**
5. **Period covered by this procurement plan:** 18 months
6. **Other Arrangements:**

FNEC encourages and promotes sound, fair, transparent and well performing procurement systems and GCF compliant procedures will be applied accordingly by national EEs, namely DGEC and SP/CONAFIL. Procurement guidelines are described in FNEC's Manual of Administrative, Accounting and Financial Management Procedures, which align to Benin's Public Procurement Code (Law N° 2020-26). At the subnational level, local governments are subject to the same Public Procurement Code for the procurement of goods and services. Procurement will be carried out by national EE and local governments in alignment with the above-mentioned Public Procurement Code.

II. Goods, Works and non-consulting services.

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

| | Procurement Method | Threshold for use of method | Prior Review Threshold | Comments |
|----|---------------------------------------|------------------------------------|-------------------------------------|-----------------|
| 1. | Open tender (works) - public entities | Above US\$ 167,761 | Yes preparation of tender documents | |

| | | | | |
|----|--|---|--|---|
| | | | review of bid/proposal evaluation report and award recommendation, draft contract | |
| 2. | Open tender (goods and services) – public entities | Above US\$ 117,433 | Yes preparation of tender documents review of bid/proposal evaluation report and award recommendation, draft contract | |
| 3. | Open tender (works) – nonspecial status local governments | Above US\$ 58,716. | Yes preparation of tender documents review of bid/proposal evaluation report and award recommendation, draft contract | |
| 4. | Open tender (goods and services) – nonspecial status local governments | Above US \$ 41,940 | Yes preparation of tender documents review of bid/proposal evaluation report and award recommendation, draft contract | |
| 5. | Request for quotations (1)– all public entities | Above US\$ 16,776 Below open tender limits | Yes preparation of tender documents | Mandatory publication and set of evaluation panel |

| | | | | |
|----|---|--|---|---|
| 6. | Request for quotations (2)- all public entities | Above US \$ 6,710 Below US\$ 16,776 | Yes preparation of tender documents | Above not mandatory |
| 7. | Micro-purchasing - all public entities | Below US \$ 6,710 | | Upon consultations of at least three providers |
| | | | | |

2. Prequalification (for complex Civil Works)

No complex civil work under this programme

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 US\$ | 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 | Vehicles and motorbikes | GCF | Planned | 59,000 | Request for quotation and micro-purchase (motorbikes) Economically most advantageous offer (EAO) | No | Yes | Prior :preparation of tender document Post : on delivery review of bid/proposal evaluation report and award recommendation, draft contract | October 07, 2024 | October 21, 2024 | November 11, 2024 | Under the hypothesis that the project is launched on October 1er, 2024 |
| | | | Actual | | | | | | | | | |
| 2 | Office equipment | FNEC | Planned | 17,100 | Micro-purchasing Economically most advantageous offer (EAO) | No | Yes | Prior :preparation of tender document Post : on delivery | October 21, 2024 | November 04, 2024 | November 25, 2024 | |
| | | | Actual | | | | | | | | | |
| 3 | Workshop logistics | GCF | Planned | 20,650 | Micro-purchasing Economically most advantageous offer (EAO) | No | Yes | Prior :preparation of tender document Post : on delivery | November 11, 2024 | November 25, 2024 | December 9, 2024 | |
| | | | Actual | | | | | | | | | |
| | Printing | | Planned | 7 500 | Micro-purchasing Economically most | No | Yes | | Where required | | | |
| | | | Actual | | | | | | | | | |

III. Selection of Consultants

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

| | Selection Method | Prior Review Threshold | Comment |
|----|--|--|----------------|
| 1. | Open tender (Consulting Firms)- all public entities | Above US \$ 83,341.35 | |
| 2. | Open tender (Individual Consultants) - all public entities | Above US \$33,336.54 | |
| 3. | Open tender (Consulting Firms) - nonspecial status local governments | Above US \$33,336.54 | |
| | Open tender (Individual Consultants) - nonspecial status local governments | Above US \$ 25,002.41 | |
| | Request for quotations (1) - all public entities | Above US \$16,668.27 Below open tender limits | |
| | Request for quotations (2) - all public entities | Above 4 million CFA Below US \$ 16,668.27 | |
| | Direct contracting- all public entities | Below US \$ 6,667.31 | |

2. Short list comprising entirely of national consultants: Short list of consultants for services, estimated to cost less than \$100,000 equivalent per contract, may comprise entirely of national consultants in accordance with the Fund’s interest in encouraging the development and use of National Consultants from partner countries of operation.

3. Any Other Special Selection Arrangements: N/A

4. Consultancy Assignments with Selection Methods and Time Schedule

| 1 | 2 | 3 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | Comment |
|-----------|----------------------------------|-----------------|----------------|---------------------------|--|------------------------------------|----------------------------------|---------------------------|-------------------------------|-------------------------------|---------------------|---------|
| Ref . No. | Description of Assignment | Source of Funds | Estimated Cost | 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 | |
| 1 | Service Contract for LISA set up | GCF | 64,316 | Request for proposal QCBS | Prior :preparation of tender document review of bid/proposal | November 4, 2024 | November 16, 2024 | December 2, 2024 | December 10, 2024 | December 27 2024 | January 24, 2025 | |

| 1 | 2 | 3 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | Comment |
|-----------|--|-----------------|-----------------|---------------------------|--|------------------------------------|----------------------------------|---------------------------|-------------------------------|-------------------------------|---------------------|---------|
| Ref . No. | Description of Assignment | Source of Funds | Estimated Cost | 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 | |
| | | | | | evaluation report and award recommendation, draft contract Post : on delivery | | | | | | | |
| 2 | Service Contract with Media/Comms company to roll out adaptation communication campaign in the field | GCF | 50,000 | Request for proposal QCBS | Prior :preparation of tender document review of bid/proposal evaluation report and award recommendation, draft contract Post : on delivery | November 6, 2024 | November 18, 2024 | 06 dec 2024 | 17 dec 2024 | 2 jan 2025 | January 27, 2025 | |
| 3 | Service Contract APA | GCF | 342,200 (total) | Request for proposal QCBS | Prior :preparation of tender document review of bid/proposal evaluation report and award recommend | February 24, 2025 | March 6, 2025 | April 14, 2025 | May 5, 2025 | May 30, 2025 | June 27, 2025 | |

| 1 | 2 | 3 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | Comment |
|-----------|---|-----------------|----------------|---------------------------|--|------------------------------------|----------------------------------|---------------------------|-------------------------------|-------------------------------|---------------------|---------|
| Ref . No. | Description of Assignment | Source of Funds | Estimated Cost | 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 | |
| | | | | | ation, draft contract Post : on delivery | | | | | | | |
| | International Senior Consultants - Decentralized Climate Finance / LoCAL standard | GCF | 72,000 (total) | Request for proposal QCBS | Prior :preparation of tender document review of bid/proposal evaluation report and award recommendation, draft contract Post : on delivery | June 10, 2025 | July 3, 2025 | August 4, 2025 | August 18, 2025 | September 9, 2025 | 03 Nov 2025 | |
| | Contractual services for audits | GCF/FN EC | 60,000 (total) | Request for proposal QCBS | Prior :preparation of tender document review of bid/proposal evaluation report and award recommendation, draft contract Post : on delivery | October 1, 2025 | October 13, 2025 | November 3, 2025 | November 17, 2025 | November 26, 2025 | 05 Dec 2025 | |

Competitive Methods are the following:

- Quality Cost Based Selection method (QCBS)
- Quality Based Selection (QBS)
- Fixed Budget Selection (FBS)
- Least Cost Selection (LCS)
- Consultants Qualifications Selection (CQS)
- Economically most advantageous offer (EAO)