



Procurement Management Plan Template

18 Jan 2023 / Lune Mancuso

Complete

Score	100%	Flagged items	1	Actions	1
Document Number					000001
Version					New Document
Created By					Lune Mancuso
Organization/Department					Grits Construction
Project Name					Construction of Seal Guch Institute academic building
Date Created					18.01.2023

Flagged items & Actions

1 flagged, 1 action

Flagged items

1 flagged, 1 action

Procurement Plan / 8. Procurement Policy

Will there be a procurement policy to be used for the project?

No

To Do | Assignee SafetyCulture Staff | Priority High | Due 23.01.2023 11:48 PST | Created by SafetyCulture Staff

Create a procurement policy before sourcing activities commence.

Coordinate with the Project Sponsor and Procurement Manager to create a procurement policy.

Other actions

0 actions

1. Workflows and Activities

Activity

Activity 1

Procurement Management Activity

Create Statement of Work

Date(s) Administered

20.01.2023

Participant Roles

Project Manager

Name of Facilitator(s)/Decision-Maker(s)

Lune Mancuso

Activity 2

Procurement Management Activity

Outline Procurement Requirements

Date(s) Administered

27.01.2023

Participant Roles

Project Sponsor, Project Manager

Name of Facilitator(s)/Decision-Maker(s)

Ericka Schreier, Lune Mancuso

Activity 3

Procurement Management Activity

Perform Procurement of Materials and Services

Date(s) Administered

06.02.2023

Participant Roles

Procurement Manager

Name of Facilitator(s)/Decision-Maker(s)

Jósef Guldbrandsen

2. Roles and Responsibilities

Role

Role 1

Name Ericka Schreier

Title/Role Project Sponsor

Responsibilities

- Spearheads the overall project to ensure that all procurement requirements are completed
 - Reviews and approves all relevant contracts and documents needed during the procurement process
-

Role 2

Name Lune Mancuso

Title/Role Project Manager

Responsibilities

- Ensures that all procurement activities are aligned with the Procurement Management Plan and are carried out in a timely manner
 - Ensures that the project team, vendors, and other stakeholders are following the plan
 - Ensures that there are sufficient resources to perform the procurement tasks
-

Role 3

Name Jósef Guldbrandsen

Title/Role Procurement Manager

Responsibilities

- Reports to the Project Manager
 - Manages activities and processes stated in the Procurement Management Plan
 - Administers the overall procurement strategy and corresponding documents
-

3. Procurement Requirements

Item

Item 1

Item/Service Concrete

Expected Delivery Date 20.02.2023

Justification

To build the foundations and walls for the building

Contract Type	Firm Fixed-Price Contract (FFP)
Procurement Document	Request for Quotation (RFQ)
Statement of Work (if applicable)	N/A

Item 2

Item/Service	Roofing materials
Expected Delivery Date	20.02.2023

Justification

To create the roofing structure of the new building

Contract Type	Firm Fixed-Price Contract (FFP)
Procurement Document	Request for Quotation (RFQ)
Statement of Work (if applicable)	N/A

Item 3

Item/Service	Timber
Expected Delivery Date	20.02.2023

Justification

To be used for constructing the building's interior and hardware

Contract Type	Firm Fixed-Price Contract (FFP)
Procurement Document	Request for Proposal (RFP)
Statement of Work (if applicable)	N/A

4. Risk Management Strategy

Risk

Risk 1

Risk	Typhoons or storms that can delay shipment
Likelihood	Unlikely

Consequence

Major

Risk Response Strategy

- Create a backup plan in the event of shipment delays.

Risk 2

Risk

Non-compliance with procurement laws

Likelihood

Unlikely

Consequence

Major

Risk Response Strategy

- Regularly review contracts with the legal team to ensure that they follow existing regulations.

5. Constraints and Assumptions

Constraints and Assumptions

- Given that the project must be completed before the school year begins, all procurement activities must be accomplished within the set schedule.
- All contract awards and procurement efforts must be aligned with the approved project scope.

6. Overlaps with Other Projects

Will there be other projects or business functions that will be affected (negatively or positively) by the procurement process?

No

7. List of Pre-Qualified Vendors

Vendor

Vendor 1

Name

TenderWorks Materials

Contact Person

Sandrine Hochberg

Contact Number

+1 202-918-2132

Email Address

sandrine.hochberg@tenderworks.co

Vendor 2

Name

Archivision Company

Contact Person

Noelle Soledad

Contact Number

+1 505-754-9136

Email Address

noelle.soledad@archivision.com

8. Procurement Policy

1 flagged, 1 action

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Completion

Approved By

Ericka Schreier

Ericka Schreier
20.01.2023 11:49 PST

Title/Role

Project Sponsor

Date Approved

18.01.2023
