

## GUIDE

In order to fill in the APP XLS template you must save it in .xls or .

**DO NOT change the template's format**

**DO NOT change the order of columns**

**DO NOT change the column headers**

**DO NOT leave empty rows**

Fields in red highlight indicate mandatory fields, while fields in yell

If uncertain or requiring help, please consult the Buyer (Procureme

The rules to complete the template for creating a valid APP are lis

Fill in the "Plan" sheet of the APP template starting from Row 8

**Field**

**Contract Package**

**Procurement Category**

**Package Number**

**Quantity**

**Estimated Amount (GHS)**

<b>Procurement Method</b>
<b>Prequalification</b>
<b>Final Authority for Contract Award</b>
<b>Operation start date</b>
<b>Tender Invitation to Date</b>
<b>Tender closing</b>
<b>Submission of Tender evaluation report</b>
<b>Approval by Final Authority</b>
<b>Date Contract Award</b>
<b>Source of Funds</b>
<b>Comments</b>
<b>Project ID</b>
<b>URI</b>
<b>Rationale</b>

**ON HOW TO FILL IN THE TEMPLATE**

.xlsx format
low highlight indicate fields that are optional
g Entity) User Manual
ted below

<b>Validation Type</b>
Mandatory
Mandatory, values: - Goods, - Works, - Technical Services, - Consulting Services, - Disposal of Public Assets
Mandatory
Mandatory
Mandatory

Mandatory, values:

- International Competitive Tendering
- National Competitive Tendering
- International Restricted Tendering
- National Restricted Tendering
- International Two-stage Tendering
- National Two-stage Tendering
- International Restricted Two-stage Tendering
- National Restricted Two-stage Tendering
- Single Source Tendering
- Request for Quotation (RFQ)
- Disposal by Tender
- Disposal by Public Auction
- Least Cost Selection with EOI
- Least Cost Selection with RFP
- Quality-Cost Based Selection with EOI
- Quality-Cost Based Selection with RFP
- Quality Based Selection with EOI
- Quality Based Selection with RFP
- Selection Under Fixed Budget with EOI
- Selection Under Fixed Budget with RFP
- Selection Based on Consultant's Qualification (SBCQ)
- Individual Consultants (IC)

Mandatory (Yes/No)

Mandatory (applicable for bidding)

Mandatory

Mandatory

Mandatory

Mandatory

Mandatory

Mandatory

Mandatory

Mandatory

Optional

An external identifier for the project that this contracting process forms part of, or is funded via (if applicable). Some organizations maintain a registry of projects, and the data should use the identifier from the relevant registry of projects.

A URI pointing directly to a machine-readable record about the related budget or projects for this contracting process.

The rationale for the procurement provided in free text. More detail can be provided in an attached document.

<b>Procuring Entity</b>	Agona West Municipal Assembly
<b>Procurement Plan for financial year</b>	2022
<b>Date Last Updated</b>	5.22.22
<b>Comments</b>	

<b>Contract Package</b>	<b>Procurement Category</b>	<b>Package Number</b>	<b>Quantity</b>
Construction of 4No. Revenue Booth	Works	CR/AWMA/WKS/007/2022	1
Supply of 150No. Teacher's Table with Chairs within	Goods	CR/AWMA/GDS/011/2022	1
Purchase of Office Furniture	Goods	CR/AWMA/GDS/010/2022	1
Pothole Patching in the Municipality	Works	CR/AWMA/WKS/004/2022	1
Bitumen Surfacing of 1km Yaabem Area Roads and P	Works	CR/AWMA/WKS/001/2022	1
Puchasing of ICT Equipment for Street Naming and L	Goods	CR/AWMA/GDS/001/2022	1
Construction of 2-storey 60No. Lockable stores at M	Works	CR/AWMA/WKS/002/2022	1
Comstruction of Adolescent and Weighing Center at	Works	CR/AWMA/WKS/008/2022	1
Procure Motor Bikes for Environmental Health Unit	Goods	CR/AWMA/GDS/006/2022	1
Procure Refuse 4No. Containers	Goods	CR/AWMA/GDS/009/2022	1
Procurement and Rehabilitate of Street Light	Goods	CR/AWMA/GDS/004/2022	1
Grading of Roads	Works	CR/AWMA/WKS/003/2022	1
Purchase of Disinfectants, Insecticides and Repellen	Goods	CR/AWMA/GDS/008/2022	1
Purchase of Office Equipment	Goods	CR/AWMA/GDS/003/2022	1
Procurement 5No. Clamps	Goods	CR/AWMA/GDS/007/2022	1
Procurement of Building Materials to Assembly Mer	Goods	CR/AWMA/GDS/005/2022	1
Reconstruction of 25meter Length Retaining Wall in	Works	CR/AWMA/WKS/013/2022	1
Consulting Service for the Preparation of Structural	Consulting Services	CR/AWMA/SER/002/2022	1
Construction of 4no. 1.2meter dia Pipe Culverts at M	Works	CR/AWMA/WKS/011/2022	1
Completing of Doctors' Bungalow in Agona Swedru	Works	CR/AWMA/WKS/012/2022	1
Rehabilitation and Furnishing of Agona Swedru Tow	Works	CR/AWMA/WKS/009/2022	1
Renovation of Bungalows	Works	CR/AWMA/WKS/006/2022	1
Consulting Services for Environmental and Social Saf	Consulting Services	CR/AWMA/SER/001/2022	1
Repairs of Minor Drains	Works	CR/AWMA/WKS/010/2022	1
Procurement of Stationery	Goods	CR/AWMA/GDS/002/2022	1
Construction of Office Blocks at Swedru Cemetery	Works	CR/AWMA/WKS/005/2022	1

Estimated Amount (GHS)	Procurement Method	Prequalification	Final Authority for Contract Award	Operation start date
30000	Request for Quotation (RFQ)	No	ENTITY HEAD	4.1.22
87500	Request for Quotation (RFQ)	No	ETC	2.3.22
50000	Request for Quotation (RFQ)	No	ENTITY HEAD	2.3.22
50000	Request for Quotation (RFQ)	No	ENTITY HEAD	4.1.22
3689768.21	National Competitive Tendering	No	RTRC	2.3.22
40000	Request for Quotation (RFQ)	No	ENTITY HEAD	2.3.22
4388147.83	National Competitive Tendering	No	RTRC	2.3.22
85556.5	Request for Quotation (RFQ)	No	ENTITY HEAD	4.1.22
20000	Request for Quotation (RFQ)	No	ENTITY HEAD	2.3.22
50000	Request for Quotation (RFQ)	No	ENTITY HEAD	2.3.22
190620.69	National Competitive Tendering	No	ETC	2.3.22
550000	National Competitive Tendering	No	ETC	4.1.22
50000	Request for Quotation (RFQ)	No	ENTITY HEAD	2.3.22
50000	Request for Quotation (RFQ)	No	ENTITY HEAD	2.3.22
10000	Request for Quotation (RFQ)	No	ENTITY HEAD	2.3.22
80000	Request for Quotation (RFQ)	No	ETC	2.3.22
25000	Request for Quotation (RFQ)	No	ENTITY HEAD	5.16.22
143000	Individual Consultants (IC)	Yes	ETC	2.3.22
385881.65	National Competitive Tendering	No	ETC	5.16.22
728964.35	National Competitive Tendering	No	RTRC	5.16.22
115918.2	Request for Quotation (RFQ)	No	ETC	4.1.22
150000	Request for Quotation (RFQ)	No	ETC	4.1.22
44190.25	Individual Consultants (IC)	No	ENTITY HEAD	1.10.22
100000	Request for Quotation (RFQ)	No	ETC	4.1.22
20000	Request for Quotation (RFQ)	No	ENTITY HEAD	2.3.22
80000	Request for Quotation (RFQ)	No	ENTITY HEAD	4.1.22

Invitation for Bids and Contract Award				
Tender Invitation to Date	Tender closing	Submission of Tender evaluation report	Approval by Final Authority	Date Contract Award
4.8.22	4.29.22	5.16.22	5.16.22	5.23.22
2.10.22	2.24.22	3.10.22	3.10.22	3.17.22
2.10.22	2.24.22	3.10.22	3.10.22	3.17.22
4.8.22	4.29.22	5.16.22	5.16.22	5.23.22
2.10.22	3.10.22	4.5.22	5.5.22	5.19.22
2.10.22	2.24.22	3.10.22	3.10.22	3.17.22
2.10.22	3.10.22	4.5.22	5.5.22	5.19.22
4.8.22	4.29.22	5.16.22	5.16.22	5.23.22
2.10.22	2.24.22	3.10.22	3.10.22	3.17.22
2.10.22	2.24.22	3.10.22	3.10.22	3.17.22
2.10.22	2.24.22	3.10.22	3.10.22	3.17.22
4.8.22	4.29.22	5.16.22	5.16.22	5.23.22
2.10.22	2.24.22	3.10.22	3.10.22	3.17.22
2.10.22	2.24.22	3.10.22	3.10.22	3.17.22
2.10.22	2.24.22	3.10.22	3.10.22	3.17.22
5.23.22	6.13.22	7.2.22	7.2.22	7.9.22
2.10.22	3.10.22	3.24.22	3.31.22	4.7.22
5.23.22	6.13.22	7.2.22	7.2.22	7.9.22
5.23.22	6.13.22	7.2.22	7.2.22	7.9.22
4.8.22	4.29.22	5.16.22	5.16.22	5.23.22
4.8.22	4.29.22	5.16.22	5.16.22	5.23.22
1.17.22	2.24.22	3.10.22	3.17.22	4.7.22
4.8.22	4.29.22	5.16.22	5.16.22	5.23.22
2.10.22	2.24.22	3.10.22	3.10.22	3.17.22
4.8.22	4.29.22	5.16.22	5.16.22	5.23.22

Source of Funds	Comments	ProjectId	URI	Rationale
DACF				
DACF				
DACF				
DACF				
SECONDARY CITIES				
SECONDARY CITIES				
SECONDARY CITIES				
DACF				
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DACF				
DACF				
DACF				
DACF-RFG				
SECONDARY CITIES				
DACF-RFG				
DACF-RFG				
DACF				
DACF				
SECONDARY CITIES				
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DACF				
DACF				