

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 yellow

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

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

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

Field

Contract Package

Procurement Category

Package Number

Quantity

Estimated Amount (GHS)

Procurement Method

Prequalification

Final Authority for Contract Award
Operation start date
Tender Invitation to Date
Tender closing
Submission of Tender evaluation report
Approval by Final Authority
Date Contract Award
Source of Funds
Comments
Project ID
URI
Rationale

ON HOW TO FILL IN THE TEMPLATE

xlsx format

How highlight indicate fields that are optional

Entity) User Manual

ted below

Validation Type

Mandatory

Mandatory, values:

- Goods,
- Works,
- Technical Services,
- Consulting Services,
- Disposal of Public Assets

Mandatory

Mandatory

Mandatory

- 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
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.