

Simplified Approval Process

Annex 8: Procurement plan



LuxDev Procurement Plan

I. General

1. **Project information:** Climate Adaptation and Resilience in TT Hue province (CAREHue), Vietnam
2. **Version of the Plan:** Version 2.0 dated 30 December 2023
3. **Approval Date of the procurement Plan:** N/A (This procurement plan will be reviewed and updated upon project start and will be approved by the project steering committee at the end of the inception phase).
4. **Date of General Procurement Notice:** N/A
5. **Period covered by this procurement plan:** 12 months (1st project year)
6. **Other Arrangements:** N/A. No "other arrangements" are foreseen.

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.				
2.				
3.				
4.				

Please refer to Appendix 1: LuxDev's Acquisition categories, thresholds, and summary of applicable standard procedures.

2. **Prequalification** (for complex Civil Works)

N/A.

Note: LuxDev is accredited for env. and social risk Cat. C with no or minimal risk and for project management only. This project does not require any complex civil works for which prequalification would be required.

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	8 Rotating camera systems	GCF	Planned	14,080	Simplified restricted procedure	Yes	Yes, when possible	Prior and Post		At least 21 days after tender launch	1.5 months after the deadline for tender submission	Good
			Actual									
2	4 Flycam and equipment/ devices for data processing and management at the monitoring center	GCF	Planned	37,908	Simplified restricted procedure	Yes	Yes, when possible	Prior and Post		At least 21 days after tender launch	2 months after the deadline for tender submission	Good
			Actual									
3	17 smart flood warning towers	GCF	Planned	144,500	Open Procedure			Prior and Post		Minimum 30 days after publication	2.5 months after the deadline for tender submission	Good
			Actual									
4	M&E Database Management System software and WebGIS software	GCF	Planned	25,000	Simplified restricted procedure	Yes	Yes, when possible	Prior and Post		At least 21 days after tender launch	2 months after the deadline for tender submission	Good
			Actual									
5	Server Operating system at target locations of forest monitoring	GCF	Planned	19,776	Simplified restricted procedure	Yes	Yes, when possible	Prior and Post		At least 21 days after tender launch	2 months after the deadline for tender submission	Good
			Actual									
6	2 vehicles	Lux.	Planned	100,000	Special procedure for vehicles	Yes		Post		At least 3 days after the request for quotation		Good

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
			Actual									
7	Support establishment of a lotus seeding centre in the key lotus growing area in Phong Dien district to propagate and produce lotus seedlings	GCF	Planned	12,500								Non-consulting services
			Actual									
8	1 Vehicle	GCF	Planned	50,000	Special procedure for vehicles	Yes		Post		At least 3 days after the request for quotation		Goods
			Actual									
9	10 Laptop computers	GCF + Lux.	Planned	15,000 (3,000 GCF; 12,000 Lux)	simplified restricted procedure	Yes	Yes, when possible	Post and Prior		At least 21 days after tender launch		Goods 2 units Lux. 8 units GCF
			Actual									
10	Contract to print 3000 guidelines on good agricultural practices	GCF	Planned	30,000	Simplified restricted procedure	Yes	Yes, when possible	Post and Prior		At least 21 days after tender launch		Non-consulting services
			Actual									
Total planned for Goods				448,764								

III. Selection of Consultants

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

	Selection Method	Prior Review Threshold	Comment
1.			
2			
3.			

2. **Short list consultants:** Short list of consultants for services, estimated to cost less than \$100,000 equivalent per contract, may comprise a mix of national and international consultants. We acknowledge the Fund's interest in encouraging the development and use of National Consultants from partner countries of operation. However, please note that LuxDev procedures do not allow "national" preference to be taken into account (a non-discriminatory selection will be performed based on competencies, professional track record, and cost).

3. **Any Other Special Selection Arrangements:** [including advance procurement and retroactive financing, if applicable]

4. **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	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	Consultancy service for the development of a set of indicators and guidelines for EWS	GCF	8,240									Individual
2	Cost of consultancy service for development of an EWS masterplan	GCF	20,000									Individual
3	Cost of consultancy services for survey and planning of target locations of VFASS smart flooding	GCF	8,241	Prudent Purchase Procedure		No		At least 3 days after the request for quotation	Within a week	Within a week done at the same time as the	Two weeks after the request for quotation	Firm

1	2	3	3	4	5	6	7	8	9	10	11	
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	Comment
	warning posts and siren towers									technical evaluation		
4	Consultancy service for the IT system design and training on the system management, use and operation	GCF	23,000	Simplified restricted procedure		Yes	Latest two weeks after the acquisition process start	At least 21 days after tender launch	Within two weeks depending on the received offers	Following the technical evaluation and only the offers considered technically compliant, could be done within two weeks	1.5 months after the deadline for tender submission	Firm
5	Consultancy service for developing training materials and conducting TOT trainings on communication capacity and response capability	GCF	6,500	Prudent purchase Procedure		No		At least 3 days after the request for quotation	Within a week	Within a week done at the same time as the technical evaluation	Two weeks after the request for quotation	Firm
6	Consultancy to assess climate change impacts and identify potential responses - for integrating into SEDPs	GCF	2,300									Individual
7	Consultancy for developing technical guidelines for integrating contents of climate change response into development planning	GCF	2,300									Individual

1	2	3	3	4	5	6	7	8	9	10	11	
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	Comment
8	Consultant for designing local participatory planning process (LPPP)	GCF	2,300									Individual
9	Consultancy to assess natural disaster risks, CC impacts and response measures at the district and commune level	GCF	10,000	Simplified restricted procedure		Yes	Latest two weeks after the acquisition process start	At least 21 days after tender launch	Within two weeks depending on the received offers	Following the technical evaluation and only the offers considered technically compliant, could be done within two weeks	1.5 months after the deadline for tender submission	Firm
10	Consultancy service for revising M&E indicators, data collection and reporting tools, and database schema	GCF	10,000									Individual
11	Consultancy to develop technical guidelines and regulation for the operationalisation of provincial M&E system for CCA	GCF	15,000	Simplified restricted procedure		Yes	Latest two weeks after the acquisition process start	At least 21 days after tender launch	Within two weeks depending on the received offers	Following the technical evaluation and only the offers considered technically compliant, could be done within two weeks	1.5 months after the deadline for tender submission	Firm
12	Consultancy for developing M&E indicators, data collection and	GCF	5,000	Prudent Purchase Procedure		No		At least 3 days after the request	Within a week	Within a week done at the same time as the	Two weeks after the request for quotation	Firm

1	2	3	3	4	5	6	7	8	9	10	11	
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	Comment
	reporting tools and technical guidelines							for quotation		technical evaluation		
13	Consultancy to support site assessment and selection of suitable intervention areas	Lux.	20,000									Individual
14	Consultancy to refine silvicultural practices for CFR and carry out site-species matching	Lux.	20,000									Individual
15	Consultancy to assess the site condition and recommendation for cultivation medicinal plant under forest	GCF	7,500									Individual
16	Consultancy to develop guidelines on cultivation of Ba Kick-Morinda officinalis under forest canopy	GCF	10,000									Individual
17	Development of good agricultural practice guidelines agricultural	Lux.	50,000	Simplified restricted procedure		Yes	Latest two weeks after the acquisition process start	At least 21 days after tender launch	Within two weeks depending on the received offers	Following the technical evaluation and only the offers considered technically compliant, could be done within two weeks	1.5 months after the deadline for tender submission	Firm
18	Consultant Enumerators for baseline assessment	GCF	6,569									Individual

1	2	3	3	4	5	6	7	8	9	10	11	
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	Comment
	Total planned for Consultancy Assignments		226,950									

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)

IV. LuxDev procedures' summary

LuxDev has a complete set of rules and procedures to ensure compliance with the key principles of competitive tendering, equal treatment of candidates, transparency, non-discrimination, and proportionality.

The procedure to be applied is determined by the estimated value of the requirement.

The different procedures and submission deadlines are listed in the table below (copied from LuxDev procurement policy).

APPENDIX 1: ACQUISITION CATEGORIES, THRESHOLDS AND SUMMARY OF APPLICABLE STANDARD PROCEDURES⁴

	ACQUISITION TYPES		
	GOODS	SERVICES	WORKS
Category A	<p>X > 100 000 EUR</p> <p><u>Open procedure</u></p> <p>Mandatory publication in the local press and on LuxDev's website.</p> <p>Full tender dossier.</p> <p>Deadline for tender submission: minimum 30 days following the first publication.</p>	<p>X > 100 000 EUR</p> <p><u>Restricted procedure with publication</u></p> <p>Mandatory publication of an call for expressions of Interest in the local press and on LuxDev's website.</p> <p>Deadline for submission of expressions of interest: minimum 30 days following the first publication.</p> <p>Three to eight service providers invited.</p> <p>Full tender dossier.</p> <p>Deadline for tender submission: minimum 30 days following the invitation to tender.</p>	<p>X > 100 000 EUR</p> <p><u>Open procedure</u></p> <p>Mandatory publication in the local press and on LuxDev's website</p> <p>Full tender dossier</p> <p>Deadline for tender submission: minimum 30 days following the first publication</p>
Category B	<p>10 000 EUR < X ≤ 100 000 EUR</p> <p><u>Simplified restricted procedure</u></p> <p>Publication: non mandatory.</p> <p>Abridged tender dossier.</p> <p>Deadline for tender submission: on a case-by-case basis.</p> <p>Consultation of minimum three suppliers (only one if justified).</p>	<p>10 000 EUR < X ≤ 100 000 EUR</p> <p><u>Simplified restricted procedure</u></p> <p>Publication: non mandatory.</p> <p>Abridged tender dossier.</p> <p>Deadline for tender submission: on a case-by-case basis.</p> <p>Consultation of minimum three service providers (only one if justified).</p>	<p>10 000 EUR < X ≤ 100 000 EUR</p> <p><u>Simplified restricted procedure</u></p> <p>Publication: non mandatory.</p> <p>Abridged tender dossier.</p> <p>Deadline for tender submission: on a case-by-case basis.</p> <p>Consultation of minimum three contractors (only one if justified).</p>
Category C	<p>X ≤ 10 000 EUR</p> <p><u>Prudent purchasing</u></p> <p>Publication: non mandatory.</p> <p>Deadline for tender submission: on a case-by-case basis.</p> <p>Contract letter/purchase order.</p>	<p>X ≤ 10 000 EUR</p> <p><u>Prudent purchasing</u></p> <p>Publication: non mandatory.</p> <p>Deadline for tender submission: on a case-by-case basis.</p> <p>Contract letter/purchase order.</p>	<p>X ≤ 10 000 EUR</p> <p><u>Prudent purchasing</u></p> <p>Publication: non mandatory.</p> <p>Deadline for tender submission: on a case-by-case basis.</p> <p>Contract letter/purchase order.</p>

These different procedures form the procedures norm to be applied. There are exception procedures within the LuxDev corpus which must be justified and validated by the awarding authority.

The main exceptional procedures are:

- negotiated procedure
- the single-source procedure (the competitive negotiated procedure used in situations of crisis and fragile situations, emergency assistance and humanitarian aid)
- the special vehicle procedure

It is also possible to derogate from certain provisions of our procedures when the situation so requires. Such derogations must be duly justified and validated by the awarding authority prior to launching a tender/procurement process.