



ANNUAL PROCUREMENT PLAN (Year)

DIVISION'S NAME

No.	Description	Procurement Type (SI, SF, G, W & MOU)	Expected Submission Date Purchase Requisition	Unit	Quantity	Expected Starting Date (for Services & Works only)	Expected Delivery/Ending Date	Estimated Budget (USD)	Activity Code	Funding Source (BF/EF)	Remarks	Status
1	2	3	4	5	6	7	8	9	10	11	12	13
I. Goods												
II. Works												
III. Consultancy Service from Firms												
IV. Individual Consultancy Service												
V. Countries MOUs/TOR (LNMC, CNMC, TNMC & VNMC)												
Total Amount (USD)								-				

ABREVIATION

SI	Individual Consultancy Service
SF	Consultancy Service from a Firm
G	Goods, including IT and technical equipment
W	Works, including maintenance works
MOU/TOR	Memo- 4 Countries (LNMC, CNMC, TNMC & VNMC)

Prepared by: (Full Name)
Title:

Approved by: (Director's Full Name)
Title: Director of Division

Dated:

Dated: