

## PROCUREMENT PLAN – PROJECT PREPARATION FACILITY

**Project information:** Lao PDR Civil Registration and Vital Statistics Project (P167601)  
**Project Implementation agency:** Ministry of Home Affairs (MOHA)  
**Date of the Procurement Plan:** January 14, 2019  
**Period covered by this Procurement Plan:** January 2019 – December 2019

### Preamble

In accordance with paragraph 5.9 of the “World Bank Procurement Regulations for IPF Borrowers” (July 2016, revised November 2017 and August 2018) (“Procurement Regulations”) the Bank’s Systematic Tracking and Exchanges in Procurement (STEP) system will be used to prepare, clear and update Procurement Plans and conduct all procurement transactions for the Project.

This textual part along with the Procurement Plan tables in STEP constitute the Procurement Plan for the Project. The following conditions apply to all procurement activities in the Procurement Plan. The other elements of the Procurement Plan as required under paragraph 4.4 of the Procurement Regulations are set forth in STEP.

***The Bank’s Standard Procurement Documents:*** shall be used for all contracts subject to international competitive procurement and those contracts as specified in the Procurement Plan tables in STEP.

**National Procurement Arrangements:** In accordance with paragraph 5.3 of the Procurement Regulations, when approaching the national market (as specified in the Procurement Plan tables in STEP), the country’s own procurement procedures may be used.

When the Borrower uses its own national open competitive procurement arrangements as set forth in with the national regulations including the Procurement Decree #03, dated January 9, 2004 and Implementation Rule and Regulations (IRR) #0063 issued by the Ministry of Finance (MOF) on March 12, 2004 and #0861/MOF, dated May 5, 2009 (amended version), such arrangements shall be subject to paragraph 5.4 of the Procurement Regulations and the following conditions.

1. The request for bids/request for proposals document shall require that bidders/proposers submitting bids/proposals present a signed acceptance at the time of bidding, to be incorporated in any resulting contracts, confirming application of, and compliance with, Bank Anti-Corruption Guidelines, including without limitation the Bank’s right to sanction and the Bank’s inspection and audit rights;
2. Information related to award of contract including reasons for rejection of unsuccessful bidders shall be published on the implementing agency websites and/or newspaper of wide circulation.
3. All complaints on procurement related matters including complaints arising from procurement under Bank financed Projects whilst using National Procurement Procedures shall be dealt with in accordance with Article 33 of the Procurement Decree. Borrower shall put in place an effective complaints review mechanism for dealing with procurement related complaints and shall disclose the details in all the bidding documents. All complaints shall be recorded by the Borrower in the appropriate tracking and monitoring system, as agreed between the Bank and the Borrower.

When other national procurement arrangements other than national open competitive procurement arrangements are applied by the Borrower, such arrangements shall be subject to paragraph 5.5 of the Procurement Regulations.

**Leased Assets** as specified under paragraph 5.10 of the Procurement Regulations: **Not Applicable**

**Procurement of Second Hand Goods** as specified under paragraph 5.11 of the Procurement Regulations: **Not Applicable**

**Domestic preference** as specified under paragraph 5.51 of the Procurement Regulations (Goods and Works). **Not Applicable**

**Other Relevant Procurement Information - none**

**Method and Prior Review Thresholds:**

Lao	Open (USD)			Comments	Prior Review Threshold (USD mil)
	International	National	RFQ (Shopping)		
Goods, IT and non-consulting services	600,000 & above	Below 600,000	Below 100,000	Recommended to advertise for >USD 50,000	1.0
Consulting Firm	200,000 & above	Below 200,000	N/A		0.3
Individual consultant					0.2

**PROCUREMENT PLAN** Lao People's Democratic Republic : Lao People's Democratic Republic Civil Registration and Vital Statistics Project

**General Information**  
 Country: Lao People's Democratic Republic Bank's Approval Date of the Original Procurement Plan: 2019-01-14  
 Revised Plan Date(s): (comma delineated, leave blank if non 2020-12-23  
 Project ID: P167601 GPN Date: 2019-09-09  
 Project Name: Lao People's Democratic Republic Civil Registration and Vital Statistics Project  
 Loan / Credit No: / , IDA / V2500, IDA / 65700  
 Executing Agency(ies) Ministry of Home Affairs, Department of Citizen Management

Activity Reference No. / Description	Loan / Credit No.	Component	Review Type	Method	Market Approach	Procurement Process	Prequalification (Y/N)	High SEA/SH Risk	Procurement Document Type	Estimated Amount (US\$)	Actual Amount (US\$)	Process Status	Draft Pre-qualification Documents		Prequalification Evaluation Report		Draft Bidding Document / Justification		Specific Procurement Notice / Invitation		Bidding Documents as Issued		Proposal Submission / Opening / Minutes		Bid Evaluation Report and Recommendation for Award		Signed Contract		Contract Completion			
													Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual		Planned	Actual	
C3-W001 / Renovation of National Programme Coordinator Office (NPCO)	IDA / V2500	Component 3: Project Management	Post	Request for Quotations	Limited	Single Stage - One Envelope				10,000.00	12,150.87	Completed								2019-12-06	2020-02-26									2020-01-31	2020-05-05	2020-07-29

Activity Reference No. / Description	Loan / Credit No.	Component	Review Type	Method	Market Approach	Procurement Process	Prequalification (Y/N)	Estimated Amount (US\$)	Actual Amount (US\$)	Process Status	Draft Pre-qualification Documents		Prequalification Evaluation Report		Draft Bidding Document / Justification		Specific Procurement Notice / Invitation		Bidding Documents as Issued		Proposal Submission / Opening / Minutes		Bid Evaluation Report and Recommendation for Award		Signed Contract		Contract Completion						
											Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual		Planned	Actual				
C3/G044 / 2 vehicles one SUV and one double cap pick-up	/	Component 3: Project Management	Post	Request for Quotations	Open - National	Single Stage - One Envelope		70,000.00	0.00	Canceled								2019-05-22										2019-07-17	2020-01-13				
C3/G09 / Refrigerator	/	Component 3: Project Management	Post	Request for Quotations	Limited	Single Stage - One Envelope		1,000.00	0.00	Canceled								2019-01-26										2019-03-23	2019-09-19				
C3/G04 / Office Furniture (for office and training room)	IDA / V2500	Component 3: Project Management	Post	Request for Quotations	Limited	Single Stage - One Envelope		15,000.00	9,939.19	Completed								2019-05-22	2020-02-26								2019-07-17	2020-05-25	2020-01-13	2020-07-07			
C3/G01 / Partitioning and painting of office	IDA / V2500	Component 3: Project Management	Post	Request for Quotations	Limited	Single Stage - One Envelope		15,000.00	0.00	Canceled								2019-05-22									2019-07-17	2020-01-13					
C3/G03 / ICT Equipment (2 desktop, 12 laptop computers, 4G wireless dongle or equivalent for use with the Field Systems, Two multi-function laser printers (scan, print, and copy), 2 LCD monitors	IDA / V2500	Component 3: Project Management	Post	Request for Quotations	Limited	Single Stage - One Envelope		45,000.00	41,072.88	Completed								2019-01-26	2019-10-02								2019-03-23	2019-11-21	2019-09-19	2019-12-13			
C3/G013 / Accounting Software	IDA / V2500	Component 3: Project Management	Post	Request for Quotations	Limited	Single Stage - One Envelope		25,000.00	0.00	Under Implementation								2019-01-26	2020-11-17								2019-03-23	2019-09-19					
C3-C-006 / Motorcycles for DoHA	IDA / V2500	Component 3: Project Management	Post	Request for Bids	Open - National	Single Stage - One Envelope		592,000.00	331,150.80	Signed								2020-02-02	2020-07-03	2020-02-07	2020-07-15						2020-03-20	2020-08-11	2020-04-19	2020-08-25	2020-05-24	2020-09-24	2020-11-20
C3-C-007 / Project Vehicles	IDA / V2500	Component 3: Project Management	Post	Request for Bids	Open - National	Single Stage - One Envelope		308,000.00	310,485.42	Signed								2020-03-01	2020-06-24	2020-03-06	2020-07-15						2020-04-17	2020-07-30	2020-05-17	2020-08-11	2020-06-21	2020-09-17	2020-12-18
C1-C-009 / Civil Management information system (IS) software implementation	IDA / V2500	Component 1: Strengthening the Provision and Use of Civil Registration Services	Prior	Request for Bids	Open - International	Single Stage - One Envelope		5,000,000.00	0.00	Under Implementation								2020-03-15	2020-10-23	2020-03-20	2020-10-29						2020-05-01	2020-05-31	2020-07-05	2021-01-01			
C3-C-008 / IT Equipment for Training	IDA / V2500	Component 3: Project Management	Post	Request for Quotations	Limited	Single Stage - One Envelope		35,000.00	0.00	Under Implementation								2020-03-01										2020-04-26	2020-10-23				
C1-C-008 / Printer ink cartridges	IDA / V2500	Component 1: Strengthening the Provision and Use of Civil Registration Services	Post	Request for Quotations	Open - National	Single Stage - One Envelope		10,000.00	0.00	Pending Implementation								2020-03-22										2020-05-17	2020-11-13				
C1-C-003 / Generators for PoHA & DoHA	IDA / V2500	Component 1: Strengthening the Provision and Use of Civil Registration Services	Post	Request for Bids	Open - National	Single Stage - One Envelope		200,000.00	0.00	Pending Implementation								2022-07-20									2022-09-05	2022-10-05	2022-11-09	2023-05-08			
C1-C-002 / IT Equipment for PoHA & DoHA (User Device)	IDA / V2500	Component 1: Strengthening the Provision and Use of Civil Registration Services	Prior	Request for Bids	Open - International	Single Stage - One Envelope		2,865,000.00	0.00	Pending Implementation								2021-01-01									2021-02-17	2021-03-19	2021-04-23	2021-10-20			
C1-C-006 / Secure paper for official certificates	IDA / V2500	Component 1: Strengthening the Provision and Use of Civil Registration Services	Post	Request for Quotations	Open - National	Single Stage - One Envelope		50,000.00	0.00	Pending Implementation								2021-10-05										2021-11-30	2022-05-29				
C1-C-007 / Printing Registration books	IDA / V2500	Component 1: Strengthening the Provision and Use of Civil Registration Services	Post	Request for Quotations	Open - National	Single Stage - One Envelope		20,000.00	0.00	Pending Implementation								2021-04-04										2021-05-30	2021-11-26				
C1-G011 / Printing of Regulations & Training materials	IDA / 65700	Component 1: Strengthening the Provision and Use of Civil Registration Services	Post	Request for Quotations	Open - National	Single Stage - One Envelope		20,000.00	0.00	Pending Implementation								2021-02-03										2021-03-31	2021-09-27				
C1-G013 / Village Loud Speaker	IDA / 65700	Component 1: Strengthening the Provision and Use of Civil Registration Services	Post	Request for Quotations	Open - National	Single Stage - One Envelope		8,100.00	0.00	Pending Implementation								2021-01-25										2021-03-22	2021-09-18				
C1-G014 / Publication and Printing	IDA / 65700	Component 1: Strengthening the Provision and Use of Civil Registration Services	Post	Request for Quotations	Open - National	Single Stage - One Envelope		40,000.00	0.00	Pending Implementation								2021-05-30										2021-07-25	2022-01-21				

**NON CONSULTING SERVICES**

Activity Reference No. / Description	Loan / Credit No.	Component	Review Type	Method	Market Approach	Procurement Process	Prequalification (Y/N)	Estimated Amount (US\$)	Actual Amount (US\$)	Process Status	Draft Pre-qualification Documents		Prequalification Evaluation Report		Draft Bidding Document / Justification		Specific Procurement Notice / Invitation		Bidding Documents as Issued		Proposal Submission / Opening / Minutes		Bid Evaluation Report and Recommendation for Award		Signed Contract		Contract Completion		
											Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned
C2-G-001 / Firm to conduct baseline household survey – data collection	IDA / V2500	Component 2: Monitoring and Impact Evaluation	Post	Request for Quotations	Open – National	Single Stage – One Envelope		100,000.00	99,355.34	Completed								2020-03-01								2020-04-26	2020-07-06	2020-10-23	2020-10-06
C1-G012 / Design of Printing and other communication materials	IDA / 65700	Component 1: Strengthening the Provision and Use of Civil Registration Services	Post	Request for Quotations	Open – National	Single Stage – One Envelope		15,000.00	0.00	Pending Implementation								2021-04-04								2021-05-30		2021-11-26	
C3-G-009 / Firm Translation document into Lao Language	IDA / 65700	Component 3: Project Management	Post	Request for Quotations	Open – National	Single Stage – One Envelope		20,000.00	0.00	Pending Implementation								2021-05-02								2021-06-27		2021-12-24	

CONSULTING FIRMS																																
Activity Reference No. / Description	Loan / Credit No.	Component	Review Type	Method	Market Approach	Contract Type	Estimated Amount (US\$)	Actual Amount (US\$)	Process Status	Terms of Reference		Expression of Interest Notice		Short List and Draft Request for Proposals		Request for Proposals as Issued		Opening of Technical Proposals / Minutes		Evaluation of Technical Proposal		Combined Evaluation Report and Draft Negotiated Contract		Signed Contract		Contract Completion						
										Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned
C1/C004 / Social and Behavior Change Communication Firm	/	Component 3: Project Management	Prior	Quality And Cost-Based Selection	Open – International		920,000.00	0.00	Canceled	2019-05-17	2019-05-08	2019-06-07		2019-07-21												2019-08-18	2019-09-17	2019-10-22	2019-11-26	2020-11-25		
C1/C003 / CMS Implementation Advisory Firm	/	Component 3: Project Management	Post	Consultant Qualification Selection	Open – International		260,000.00	0.00	Canceled	2019-05-17		2019-06-07		2019-07-21														2019-08-20	2019-09-24		2020-03-22	
C3-C-008 / External Project Audit	IDA / V2500	Component 3: Project Management	Post	Consultant Qualification Selection	Open – National		75,000.00	0.00	Under Implementation	2020-01-20	2020-04-04	2020-02-10		2020-03-25	2020-11-04												2020-04-24	2020-05-29		2020-11-25		
C1/C002 / Firm for translation of CMS software documentation into Lao language	IDA / 65700	Component 3: Project Management	Post	Consultant Qualification Selection	Open – National		35,000.00	0.00	Canceled	2019-05-17		2019-06-07		2019-07-21													2019-08-20	2019-09-24		2020-03-22		

INDIVIDUAL CONSULTANTS																																
Activity Reference No. / Description	Loan / Credit No.	Component	Review Type	Method	Market Approach	Contract Type	Estimated Amount (US\$)	Actual Amount (US\$)	Process Status	Terms of Reference		Invitation to Identified/Selected Consultant		Draft Negotiated Contract		Signed Contract		Contract Completion														
										Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual													
C3/C001 / National Project advisor	IDA / V2500	Component 3: Project Management	Post	Individual Consultant Selection	Open		132,000.00	63,000.00	Signed	2019-05-17	2019-05-29	2019-07-05	2019-08-12	2019-07-26	2019-08-25	2019-08-30	2019-08-30											2020-02-26				
C3/C003 / National procurement officer	IDA / V2500	Component 3: Project Management	Post	Individual Consultant Selection	Open		99,000.00	9,600.00	Signed	2019-05-17	2019-05-03	2019-07-05	2019-08-12	2019-07-26	2019-09-03	2019-08-30	2019-09-30											2020-02-26				
C3/C005 / Financial Management Officer	IDA / V2500	Component 3: Project Management	Post	Individual Consultant Selection	Open		99,000.00	10,800.00	Completed	2019-05-17	2019-05-02	2019-07-05	2019-08-13	2019-07-26	2019-09-03	2019-08-30	2019-09-30											2020-02-26	2020-06-30			
C3/C006 / Citizen Engagement/Communications Officer	/	Component 3: Project Management	Post	Individual Consultant Selection	Open		66,000.00	0.00	Canceled	2019-05-14	2019-05-03	2019-07-02		2019-07-23			2019-08-27											2020-02-23				
C3/C008 / SBCC Officer	/	Component 3: Project Management	Post	Individual Consultant Selection	Open		66,000.00	0.00	Canceled	2019-05-17	2019-05-03	2019-07-05		2019-07-26			2019-08-30											2020-02-26				
C3/C002 / Project Coordinator	IDA / V2500	Component 3: Project Management	Post	Individual Consultant Selection	Open		130,000.00	12,500.00	Signed	2019-05-17	2019-05-27	2019-07-05	2019-08-13	2019-07-26	2019-08-19	2019-08-30	2019-08-30											2020-02-26				
C1/C001 / CMS software Test System Configuration & Deployment	IDA / V2500	Component 3: Project Management	Post	Direct Selection	Direct		58,000.00	57,575.00	Signed	2019-05-17	2019-11-27	2019-05-27	2019-12-03				2019-07-31	2019-05-30										2020-01-27				
C3/C009 / short-term Enterprise Architect consultant	IDA / V2500	Component 1: Strengthening the Provision and Use of Civil Registration Services	Post	Individual Consultant Selection	Open		4,000.00	4,000.00	Completed	2019-07-01	2019-06-21	2019-08-19	2019-08-01	2019-09-09	2019-08-06	2019-10-14	2019-08-05											2020-04-11	2019-12-06			
C3/C010 / short-term software public administration expert	IDA / V2500	Component 1: Strengthening the Provision and Use of Civil Registration Services	Post	Individual Consultant Selection	Open		4,000.00	0.00	Canceled	2019-07-01	2019-06-27	2019-08-19		2019-09-09			2019-10-14											2020-04-11				
C3/C011 / International Adviser Social and behavior-change communication (SBCC) for civil registration	IDA / V2500	Component 1: Strengthening the Provision and Use of Civil Registration Services	Post	Individual Consultant Selection	Open		96,000.00	30,300.00	Signed	2019-09-16	2019-09-20	2019-11-04	2020-04-11	2019-11-25	2020-05-14	2019-12-30	2020-05-19											2020-06-27				
C3/C012 / National Project Statistics/Monitoring and Evaluation Officer	IDA / V2500	Component 2: Monitoring and Impact Evaluation	Post	Individual Consultant Selection	Open		120,000.00	0.00	Under Implementation	2019-09-16	2019-09-20	2019-11-04		2019-11-25			2019-12-30											2020-06-27				
C3/C013 / National Project Operations Officer	IDA / V2500	Component 3: Project Management	Post	Individual Consultant Selection	Open		90,000.00	3,850.00	Signed	2019-09-16	2019-11-04	2019-11-04	2020-01-15	2019-11-25	2020-01-22	2019-12-30	2020-01-31											2020-06-27				
C1-C-014 / National IT Advisor	IDA / V2500	Component 1: Strengthening the Provision and Use of Civil Registration Services	Post	Individual Consultant Selection	Open		120,000.00	24,300.00	Signed	2019-11-04	2019-11-07	2019-12-23	2020-01-08	2020-01-13	2020-02-26	2020-02-17	2020-03-02											2020-08-15				
C1-SS-001 / Software vendor consulting services	IDA / V2500	Component 1: Strengthening the Provision and Use of Civil Registration Services	Prior	Direct Selection	Direct		1,100,000.00	0.00	Canceled	2019-11-04	2019-11-27	2019-11-14	2019-11-29				2020-01-18											2020-07-16				

C3/CO04 / Short-term International Procurement Specialist for CMS	IDA / V2500	Component 3: Project Management	Post	Direct Selection	Direct		30,000.00	25,430.00	Signed	2019-12-25	2019-12-18	2020-01-04	2019-11-21			2020-03-09	2020-01-11	2020-09-05
C3-C-015 / short-term International Enterprise Architect consultant	IDA / V2500	Component 3: Project Management	Post	Individual Consultant Selection	Open		60,000.00	120,000.00	Signed	2020-02-14	2020-02-10	2020-04-03	2020-05-18	2020-04-24	2020-05-28	2020-05-29	2020-06-01	2020-11-25
C3-C016 / National Financial Management Officer	IDA / 65700	Component 3: Project Management	Post	Individual Consultant Selection	Open		30,000.00	30,000.00	Signed	2020-06-02	2020-06-05	2020-07-21	2020-06-25	2020-08-11	2020-06-25	2020-09-15	2020-07-01	2021-03-14
C3-C017 / National Project Accountant	IDA / 65700	Component 3: Project Management	Post	Individual Consultant Selection	Open		18,000.00	19,200.00	Terminated	2020-06-05	2020-06-05	2020-07-24	2020-06-23	2020-08-14	2020-06-23	2020-09-18	2020-07-01	2021-03-17
C3-C-016 / CMS Training Specialist	IDA / V2500	Component 3: Project Management	Post	Individual Consultant Selection	Open		100,000.00	0.00	Canceled	2019-12-20	2019-11-30	2020-02-07		2020-02-28		2020-04-03		2020-09-30
C3-C-018 / National Project Accountant	IDA / 65700	Component 3: Project Management	Post	Individual Consultant Selection	Open		20,000.00	0.00	Pending implementation	2021-01-29		2021-03-19		2021-04-09		2021-05-14		2021-11-10