

GUIDE ON HOW TO FILL IN THE TEMPLATE

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

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 highlight indicate fields that are optional

If uncertain or requiring help, please consult the Buyer (Procureing Entity) User Manual

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

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

Field	Validation Type
Contract Package	Mandatory
Procurement Category	Mandatory, values: - Goods, - Works, - Technical Services, - Consulting Services, - Disposal of Public Assets
Package Number	Mandatory
Quantity	Mandatory
Estimated Amount (GHS)	Mandatory
Procurement Method	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)
Prequalification	Mandatory (Yes/No)
Final Authority for Contract Award	Mandatory (applicable for bidding)
Operation start date	Mandatory
Tender Invitation to Date	Mandatory
Tender closing	Mandatory
Submission of Tender evaluation report	Mandatory
Approval by Final Authority	Mandatory
Date Contract Award	Mandatory
Source of Funds	Mandatory
Comments	Optional
Project ID	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.
URI	A URI pointing directly to a machine-readable record about the related budget or projects for this contracting process.
Rationale	The rationale for the procurement provided in free text. More detail can be provided in an attached document.

Account	Balance	Debit	Credit	Balance
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