**ANNEXURE 2**

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| **FORM** | **REASON** |
| Form A - Schedule 1 (Evaluation Report) | It needs to be editable to allow PEs to insert as much content as dictated by the nature of the procurement. |
| Form B - List of restricted Items | It needs to be editable to allow PEs to insert as much content as dictated by the number of projects |
| Form C - Annual Procurement Plan) | It needs to be editable to allow PEs to insert as much content as dictated by the nature of the procurement. |
| Form D - Requisition Form Second Schedule | To be availed at a cost recovery basis |
| Form E – Availability of the funds | To be availed at a cost recovery basis |
| Form F – Integrity Agreement | It will form part of the bidding document and therefore should be editable |
| Form G- Bid Opening | To be availed at a cost recovery basis |
| Form H – Technical proposal opening- Dual Envelop or Package | To be availed at a cost recovery basis |
| Form I – Financial opening | To be availed at a cost recovery basis |
| Form J – Application for deviation from use of a Procurement method | It needs to be editable to allow PEs to insert as much content as dictated by the nature of the request and reasons thereof |
| Form K – Application to use Alternative Procurement Process | It needs to be editable to allow PEs to insert as much content as dictated by the nature of the request and reasons thereof |
| Form L- Request for Retroactive Approval) | It needs to be editable to allow PEs to insert as much content as dictated by the nature of the request and reasons thereof |
| Form M – Declaration of Beneficial Owners | It will form part of the bidding document and therefore should be editable |
| Form N – End of Activity Report | It needs to be editable to allow PEs to insert as much content as dictated by the nature of the procurement and observations made |
| Form O – Declaration of interest | Not ideal to sell as individuals may use its non-availability as a defence when prosecuted for failure to declare interest |
| Form P – Confidentiality Relating to Procurement Process | Not ideal to sell as individuals may use its non-availability as a loop hole where they fail to observe confidentiality |
| Form Q – Request for Change of Particulars of contractor in contractor’s | To be done online |
| Form R – Application for Registration in Contractors’ Register | To be done online |
| Form S – Application for Upgrade of Contractor | To be done online |
| Form T – Application for Downgrade of Contractor | To be done online |
| Form U – Application for Restoration of Contractors Name in the Contractors Register | To be done online |
| Form V – Application for Renewal of Certificate of registration | To be done online |
| Form W – Submission of Allegations to Authority | It needs to be editable to allow PEs to insert as much content as dictated by the nature of the allegations |
| Form X – Application to be removed from Register of Suspended or De-listed Contractors | To be done online |
| Form Y- Lodging of Complaints | Not ideal to sell to bidders for them to submit complaints |
| Schedule 2 – Fee | This is not a form but rather a list of Contractor Registration fees |
| Schedule 3 – Code of Conduct of Contractors | This is not a form but a code of Conduct for Contractors |
| Form 3- Recommendation for Award | To be sold |