

All Stages

1 Procurement Plan

2 Market Assessment

3 Prequalification

4 Solicitation

5 Bid Opening

6 Evaluation

7

1 Draft Procurement Plan & Approvals

Upload, approve, and generate procurement requests from the annual workplan. All versions tracked. Amendments routed through the same approval hierarchy.

Proc-5a Procurement Plan

Proc-2 Risk Register

Proc-51 Delegation of Authority

5 Steps

#	DESCRIPTION · DOCUMENT	RESPONSIBLE	INPUT → OUTPUT	MEASURE	SYSTEM	TIME
1	Upload draft procurement plan — item descriptions, estimated costs, procurement methods, timelines, responsible units — with version control. 📄 Proc-5a · Procurement Plan ⚠️ Proc-2 · Risk Register	Procurement Unit	IN: Approved workplan; consolidated needs Draft plan uploaded	Completeness of mandatory fields; upload confirmation	Document repository · Version control · Audit trail	Immediate
2	Route draft through configured approval hierarchy. Review, comment, approve or reject. All actions time-stamped and logged. 🔒 Approval Workflow Engine 📄 Proc-51 · Delegation of Authority	Approving Authority	IN: Draft procurement plan Approve/Reject + comments	Approval turnaround time; decision logged	Workflow & approval engine	Per hierarchy
3	If APPROVED → generate individual procurement requests, each linked to approved budget line, method, and timeline.	Procurement Unit	IN: Approved procurement plan Procurement requests created	Traceability between plan and requests	Procurement request module	Immediate

Proc-5a · Procurement Request						
4	If REJECTED → revise based on approver feedback (scope, cost, method, timeline) and resubmit through the same approval workflow.	Procurement Unit	IN: Rejection comments Revised draft plan resubmitted	Number of revision cycles	Comment tracking & resubmission	As required
5	Capture NEW procurement needs after initial approval. Validate budget availability, formally amend the plan, route amendment for approval.	User Dept / Procurement Unit	IN: New requirement; budget confirmation Amended & approved plan	Amendment approval rate	Plan amendment control	As required

2

Market Assessment & Method Selection

Understand supplier landscape, validate costs, select procurement method (Open/Limited), and gate whether prequalification is required. Output of this stage directly routes to Stage 3 or Stage 4.

- Proc-8 Market Assessment
- Proc-10 Pareto Analysis
- 6 Steps
- Routes to S3 or S4

#	DESCRIPTION · DOCUMENT	RESPONSIBLE	INPUT → OUTPUT	MEASURE	SYSTEM	TIME
1	Conduct structured market assessment: supplier availability, market capacity, pricing trends, supply risks relevant to the approved plan. Proc-8 · Market Assessment Principles Proc-10 · Pareto Analysis	Procurement Unit	IN: Approved plan; historical data Market assessment report	Coverage of market segments; completeness	Manual/staff-driven; system records output	3–5 days
2	Determine scope: National or International procurement, based on market capacity, competition, cost, and delivery.	Procurement Unit	IN: Market assessment findings National / International decision	Decision justification recorded	Manual; system records decision	Immediate





3	Analyse supplier availability and competition — determine if open competition is justified or a limited approach is warranted.	Procurement Unit	IN: Supplier market data Supplier availability analysis	No. of qualified suppliers identified	Manual analysis; system records output	Immediate
4	Validate and refine cost estimates using current market prices, historical data, budget ceilings — ensure realism before method selection. 	Procurement Unit / Finance	IN: Market prices; budget data Confirmed cost estimates	Variance between estimate and market price	System stores/calculates; judgment by staff	1–2 days
5	Select procurement method (Open or Limited) based on scope, supplier count, cost thresholds, risk profile. Record with justification.	Procurement Committee	IN: Assessment report; cost estimates Approved procurement method	Method compliance with policy	Method approval workflow	Immediate
6	DECISION GATE Is prequalification required? Based on complexity, risk, and supplier capacity. YES → Proceed to Stage 3 · NO → Skip to Stage 4	Procurement Committee	IN: Assessment; method decision PQ Decision (Yes / No) logged	Decision logged with justification	System records outcome only	Immediate

3 Prequalification *(Where Applicable)*

Only triggered when Stage 2 Decision Gate = YES. Screen suppliers against eligibility and capacity criteria before bidding. Generates a shortlist for Stage 4.

Conditional Stage
6 Steps
Proc-49 Supplier Registration Form

#	DESCRIPTION · DOCUMENT	RESPONSIBLE	INPUT → OUTPUT	MEASURE	SYSTEM	TIME
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<p>Ⓢ ENTRY GATE</p> <p>Is prequalification required? (from Stage 2 Step 6)</p> <p>YES → Proceed with Stage 3 · NO → Skip to Stage 4</p>	<p>System (auto-route)</p>	<p>Approved method selection from Stage 2</p>	<p>Method alignment</p>	<p>System workflow routing</p>	<p>Immediate</p>
<p>1 Prepare PQ documents: eligibility criteria, technical capacity requirements, experience, compliance requirements.</p> <p> PQ Document Template</p> <p> Proc-49 · Supplier Registration Form</p>	<p>Procurement Unit</p>	<p>IN: PQ decision; procurement plan</p> <p>Prequalification documents</p>	<p>Document completeness</p>	<p>System stores templates; staff drafts</p>	<p>2-3 days</p>
<p>2 Obtain approval of PQ documents before issuance to market.</p>	<p>Approving Authority</p>	<p>IN: Draft PQ documents</p> <p>Approved PQ documents</p>	<p>Approval recorded</p>	<p>Workflow routing & logging</p>	<p>Per hierarchy</p>
<p>3 Advertise or invite suppliers to apply for prequalification within the approved scope (national/international).</p>	<p>Procurement Unit</p>	<p>IN: Approved PQ documents</p> <p>Published PQ notice</p>	<p>Advertisement compliance</p>	<p>System auto-publishes & notifies</p>	<p>As advertise</p>
<p>4 Receive and register PQ applications electronically up to submission deadline. System enforces deadline and logs all submissions.</p> <p> Proc-49 · Supplier Registration Form</p>	<p>Procurement System</p>	<p>IN: Supplier applications</p> <p>Registered PQ applications</p>	<p>Submission integrity</p>	<p>Full electronic receipt, validation, timestamp, acknowledgements</p>	<p>Deadline-based</p>
<p>5 Evaluate PQ applications against approved criteria. Generate shortlist of qualified suppliers.</p> <p> Proc-40 · Supplier Evaluation Matrix</p>	<p>Evaluation Committee</p>	<p>IN: PQ applications</p> <p>Prequalified suppliers shortlist</p>	<p>Evaluation accuracy</p>	<p>Auto-checks objective criteria; qualitative by committee</p>	<p>3-5 days</p>

6	Approve and publish the prequalified suppliers shortlist for use in Stage 4 bidding.	Approving Authority	IN: Evaluation report Approved shortlist published	Approval logged	System records approval & publishes list	Immediate
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4

Solicitation / Bidding

Prepare and issue RFQ, RFB, or RFP documents. Manage clarifications and addenda. Receive bids electronically — system auto-closes at deadline. Single or two-stage bid receipt supported.

- Proc-19 RFQ Form
- Proc-26 RFP / Tender Document
- TOR Template
- Proc-46 Bid Submission Register
- 5 Steps

#	DESCRIPTION · DOCUMENT	RESPONSIBLE	INPUT → OUTPUT	MEASURE	SYSTEM	TIME
1	Prepare bidding documents (RFQ / RFB / RFP) including specifications/TORs, evaluation criteria, evaluation method, contract conditions, submission instructions. Proc-19 · RFQ Form Proc-26 · RFP Tender Document TOR · Security Services (example) RFP · DCA Uganda (real example)	Procurement Unit	IN: Approved method; shortlist (if any) Draft bidding documents	Document quality	Templates stored; draft version control	3–5 days
2	Review and approve bidding documents before issuance to bidders.	Approving Authority	IN: Draft bidding documents Approved bidding documents	Approval logged	Workflow routing & logging	Per hierarchy
3	Issue bidding documents via advertisement (open) or direct	Procurement Unit	IN: Approved bidding documents	Compliance with method	System auto-publishes; staff decides channels	As required

	invitation (limited). System auto-publishes notices or sends invitations.		Published notice / invitations sent			
4	Manage bidder clarifications, pre-bid meetings (if applicable), and issue formal addenda/amendments to bidding documents.	Procurement Unit	IN: Bidder queries Clarification & addenda notices	Response timeliness	System stores addenda, sends notifications	During bidding
5	Receive bids electronically (single-stage or two-stage). System enforces submission deadline, validates, timestamps, and auto-closes bidding at deadline. Proc-46 · Bid Submission Register	Procurement System	IN: Supplier submissions Bid register (timestamped)	Deadline enforcement	Full electronic receipt, validation, timestamping, deadline enforcement	Deadline-based

5

Bid Opening

Formal public opening of received bids. Attendance recorded. Bid prices documented. All actions timestamped. Ensures transparency and chain of custody before evaluation begins.

[Proc-28 Bid Opening Minutes](#)

[Proc-46 Bid Submission Register](#)

1 Step

#	DESCRIPTION · DOCUMENT	RESPONSIBLE	INPUT → OUTPUT	MEASURE	SYSTEM	TIME
1	Conduct formal bid opening per approved procedures. Record attendees (name + title), record bid prices, note late/declined/non-responding bidders, get signatures. Proc-28 · Bid Opening Minutes Proc-46 · Bid Submission Register	Evaluation Committee	IN: Submitted bids Bid opening record (signed)	Transparency; complete attendance + prices	System stores opening record & timestamps	Scheduled

6

Bid Evaluation

Three parallel evaluation paths depending on solicitation type: RFQ (financial only), RFB (1-stage or 2-stage technical+financial), RFP (weighted criteria, 1-stage or 2-stage). All paths produce a BEB recommendation. Includes optional Post-Qualification and Negotiations sub-processes.

Proc-16a RFQ/RFB Evaluation

Proc-16b RFP Weighted Evaluation

Proc-40 Supplier Evaluation Matrix



3 Paths · Optional PQ · Optional Negotiations

Path A RFQ EVALUATION – REQUEST FOR QUOTATION (LOW-VALUE, FINANCIAL COMPARISON)

#	DESCRIPTION · DOCUMENT	RESPONSIBLE	INPUT → OUTPUT	MEASURE	SYSTEM	TIME
A1	Verify bid completeness and compliance with mandatory requirements. Flag non-responsive bids. Proc-16a · Comparative Bid Analysis (Goods)	Evaluation Committee	IN: Submitted bids Responsive bids list	Compliance rate	System flags missing documents	1 day
A2	Compare quoted prices against specifications. System calculates totals, ranks prices, checks thresholds. Select lowest responsive bidder. Proc-16a · Price Ranking Auto-Calc	Evaluation Committee	IN: Responsive bids Evaluation report + ranking	Correct ranking	System calculates totals, ranks, checks thresholds	1 day
A3	Prepare and submit evaluation report recommending Best Evaluated Bidder (BEB).	Evaluation Committee	IN: Evaluation results Evaluation report → BEB	Report completeness	System stores report, generates PDF/log	Immediate

Path B RFB EVALUATION – REQUEST FOR BID (ONE-STAGE OR TWO-STAGE)

B1	Execute evaluation as specified: one-stage (combined technical + financial)	Evaluation Committee	IN: Submitted bids; bidding documents	Compliance with bid instructions	System logs the path	Immediate
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	or two-stage (technical first, then financial).		Evaluation path activated			
B1.1	<p>ONE-STAGE PATH</p> <p>Conduct single combined technical & financial evaluation. System calculates scores and ranking.</p> <p> Proc-16a · Comparative Bid Analysis</p>	Evaluation Committee	<p>IN: Submitted bids</p> <p>Evaluation report + scores + ranking</p>	Accuracy of scoring & ranking	System calculates; judgment manual	2–5 days
B2a	<p>TWO-STAGE PATH — Stage 1</p> <p>Preliminary / Technical Evaluation. System flags missing documents, calculates objective scores.</p>	Evaluation Committee	<p>IN: Submitted bids</p> <p>Responsive bids list</p>	Compliance rate	System flags; committee judges	1–2 days
B2b	<p>TWO-STAGE PATH — Stage 2</p> <p>Financial Evaluation & Ranking. System calculates totals, ranks bidders.</p>	Evaluation Committee	<p>IN: Financial bids; technical scores</p> <p>Combined evaluation results</p>	Ranking accuracy	System calculates totals, ranks	1–2 days
<p>Path C RFP EVALUATION — REQUEST FOR PROPOSAL (WEIGHTED CRITERIA, ONE-STAGE OR TWO-STAGE)</p>						
C1.1	<p>ONE-STAGE PATH</p> <p>Single combined technical & financial evaluation using weighted criteria. Technical = 70pts, Financial = 30pts.</p> <p> Proc-16b · RFP Weighted Evaluation (Synthesis sheet)</p>	Evaluation Committee	<p>IN: Submitted proposals</p> <p>Weighted scores + ranking</p>	Accuracy of weighted scoring	System calculates weighted scores; committee judges	2–5 days
C3a	<p>TWO-STAGE PATH — Stage 1</p> <p>Preliminary check for completeness & mandatory requirements.</p>	Evaluation Committee	<p>IN: Submitted proposals</p> <p>Responsive proposals list</p>	Compliance rate	System flags missing documents	1–2 days
C3b	<p>TWO-STAGE PATH — Stage 2</p>	Evaluation Committee	<p>IN: Responsive proposals</p>	Scoring accuracy	System calculates; committee scores qualitatively	2–5 days

	Detailed technical evaluation using weighted criteria. System calculates objective scores; qualitative scoring by committee. Proc-16b · Technical Rating Sheet		Technical evaluation report			
C3c	Financial evaluation combined with technical scores to rank proposals. System applies weights, calculates combined ranking. Proc-16b · CBA + Finance Validation sheets	Evaluation Committee	IN: Financial proposals; technical scores Combined evaluation results	Ranking accuracy	System calculates totals, applies weights, ranks	1–2 days
Optional POST-QUALIFICATION — DUE DILIGENCE / VERIFICATION (WHERE APPLICABLE)						
PQ1	Verify BEB's supplier capacity, legal compliance, financial stability, and due diligence requirements. Proc-40 · Supplier Evaluation Matrix Proc-39 · Supplier Database (history)	Procurement Unit / Eval. Committee	IN: Evaluation results / BEB Post-qualification report	Completeness of verification	System stores templates, tracks status	2–5 days
PQ2	Conduct site visits, reference checks, or financial audits if required.	Procurement Unit / Eval. Committee	IN: Supplier documents; prior performance Verified supplier information	Accuracy & reliability	System records findings, links to supplier record	2–5 days
PQ3	Document post-qualification findings. Confirm BEB eligibility before award.	Procurement Unit / Auth.	IN: PQ report Post-qualification confirmation	Eligibility verified	System stores report and approval logs	Immediate
Optional NEGOTIATIONS — APPLICABLE FOR RFPS OR COMPLEX PROCUREMENTS ONLY						
N1	Initiate negotiations based on evaluation results and post-	Procurement Unit / Legal	IN: PQ confirmation Negotiation plan	Plan completeness	System stores negotiation templates	1–3 days

	qualification confirmation. Prepare negotiation plan.					
N2	Conduct negotiation sessions on pricing, delivery, technical terms, contract conditions. Record minutes.	Proc. Unit / Legal / Authority	IN: Supplier proposals Negotiated terms	Compliance & value-for-money	System stores minutes, tracks revisions	1–5 days
N3	Finalise negotiated terms and update contract drafts (versioned).	Procurement Unit / Legal	IN: Negotiated terms Final contract draft	Accuracy & compliance	System stores versioned contract drafts	1–2 days
N4	Obtain approval for award based on PQ confirmation and finalised negotiated terms.	Approving Authority	IN: Final contract draft BEB approval	Approval logged	System records approval workflow	Immediate

7

Award & Contracting

Confirm BEB, lock evaluation (VC-1), select contract type, draft and version contract (VC-2), freeze approved version (VC-3), sign both parties, register (VC-4), and hand over. Contains 4 version control gates.

- VC-1 to VC-4
- Proc-21 CoC Rules
- Proc-29 Regret Letter
- Proc-30 Award Letter
- Proc-32 FSP Contract
- Proc-33 Framework Contract
- Proc-41 GRN
- Proc-37 Contract Extension
- Proc-43 Claims Report

#	DESCRIPTION · DOCUMENT	RESPONSIBLE	INPUT → OUTPUT	MEASURE	SYSTEM	TIME
1.1	<p>DECISION GATE</p> <p>Is a Best Evaluated Bidder confirmed?</p> <p>YES → Proceed to award approval · NO → Return to evaluation</p>	Procurement Unit	IN: Approved evaluation results BEB confirmed or returned	Evaluation compliance	e-Procurement	1 week
1.2	<p>APPROVAL GATE</p>	Approving Auth. / Contracts Committee	IN: Award recommendation	Approval recorded	Approval Workflow	1–3 weeks

<p>Award Approval — is the award approved?</p> <p>YES → Lock evaluation & proceed</p> <p>NO → Return for correction</p> <p>Proc-21 · Committee on Contracts Rules</p>		<p>Approval recorded</p>			
<p>1.3</p> <p>VC-1</p> <p>System auto-locks evaluation and award decision (read-only). No post-approval edits permitted.</p>	<p>System (auto)</p>	<p>IN: Approved award</p> <p>Evaluation locked (read-only)</p>	<p>No post-approval edits</p>	<p>e-Procurement (auto)</p>	<p>Immediate</p>
<p>1.4</p> <p>DECISION GATE</p> <p>Is the contract type defined in the solicitation?</p> <p>YES → Apply defined type</p> <p>NO → Select contract type below</p>	<p>Procurement Unit</p>	<p>IN: Bidding documents</p> <p>Contract type confirmed</p>	<p>Contract clarity</p>	<p>e-Procurement</p>	<p>1 week</p>
<p>CONTRACT TYPE SELECTION (ONLY IF STEP 1.4 = NO)</p>					
<p>Are scope and quantities fixed? → Lump Sum / Fixed Price</p>		<p>Are quantities measurable? → Unit Rate</p>			
<p>Is the service time-based? → Time-Based</p>		<p>Are quantities recurrent / uncertain? → Framework / Call-Off</p>			
<p>Is performance-based delivery required? → Performance-Based</p>		<p>Templates available Proc-32 FSP Contract Proc-33 Framework</p>			
<p>CONTRACT DRAFTING, VERSIONING & APPROVAL</p>					
<p>1.5</p> <p>VC-2</p> <p>Create Contract Draft Version 1.0. Tag version. Begin revision cycle (v1.1, v1.2...) if needed.</p> <p>Proc-32 · ICRC FSP Contract Template</p>	<p>Procurement Unit</p>	<p>IN: Approved award & contract type</p> <p>Contract Draft v1.0</p>	<p>Version tagged</p>	<p>Contract Management System</p>	<p>1–2 weeks</p>

<div style="border: 1px solid #ccc; padding: 5px; display: inline-block; background-color: #f0f0f0;"> 📄 Proc-33 · Framework Agreement </div>						
<p>1.6</p> <p>COMPLIANCE CHECK</p> <p>Is contract draft compliant with solicitation?</p> <p>YES → Submit for approval · NO → Revise (v1.1, v1.2...)</p>	<div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"> Procurement Unit </div>	<p>IN: Contract Draft v1.0</p> <p>Compliance confirmed or revised</p>	<p>Compliance check</p>	<p>Contract Management System</p>	<p>1 week</p>	
<p>1.7</p> <p>APPROVAL GATE</p> <p>Contract Approval Gate — is draft approved?</p> <p>YES → Authorise signing · NO → Revise (new version)</p>	<div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"> Approving Authority / Legal </div>	<p>IN: Approved draft version</p> <p>Approval logged</p>	<p>Approval logged</p>	<p>Approval Workflow</p>	<p>1–3 weeks</p>	
<p>1.8</p> <div style="border: 1px solid #ccc; padding: 5px; display: inline-block; background-color: #f0f0f0;"> 🔒 VC-3 </div> <p>System auto-freezes the approved contract version. No edits allowed after freeze.</p>	<div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"> System (auto) </div>	<p>IN: Approved contract</p> <p>Final version locked (no edits)</p>	<p>No edits allowed</p>	<p>Contract Management System (auto)</p>	<p>Immediate</p>	
<p>SIGNING, REGISTRATION & HANDOVER</p>						
<p>1.9</p> <p>EXECUTION GATE</p> <p>Is the contract signed by both parties?</p> <p>YES → Register contract · NO → Follow up with supplier</p> <div style="border: 1px solid #ccc; padding: 5px; display: inline-block; background-color: #f0f0f0; margin-top: 5px;"> 📄 Proc-30 · Award Letter → Winner </div> <div style="border: 1px solid #ccc; padding: 5px; display: inline-block; background-color: #f0f0f0; margin-top: 5px;"> 📄 Proc-29 · Regret Letter → Losers </div>	<div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"> Auth. & Supplier </div>	<p>IN: Approved frozen contract</p> <p>Execution confirmed</p>	<p>Execution confirmed</p>	<p>Contract Management System</p>	<p>1–2 weeks</p>	
<p>2</p> <div style="border: 1px solid #ccc; padding: 5px; display: inline-block; background-color: #f0f0f0;"> 🔒 VC-4 </div> <p>Register the signed contract. Log version and date.</p>	<div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"> Procurement Unit </div>	<p>IN: Signed contract</p> <p>Registered contract record</p>	<p>Version & date logged</p>	<p>e-Procurement</p>	<p>1 week</p>	
<p>2.1</p> <p>HANDOVER GATE</p>	<div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"> Procurement Unit → User Dept </div>	<p>IN: Registered contract</p>	<p>Handover logged</p>	<p>Contract Management System</p>	<p>1 week</p>	

Handover confirmation — is handover to User Department confirmed?

YES → End procurement stage · **NO → Complete handover first**

-  Proc-41 · Goods Received Note
-  Proc-42 · Services Certificate of Completion
-  Proc-43 · Claims Report (if issues)
-  Proc-37 · Contract Extension (if needed)



Handover logged

8

Audit & Records Review

Lock all procurement records for audit (VC-5), verify compliance across all stages, review approval trails and version control, issue corrective actions if needed, and permanently archive (VC-6).

- VC-5 Lock Records
- VC-6 Archive
- GEN-18 Filing Checklist
- 8 Steps

#	DESCRIPTION · DOCUMENT	RESPONSIBLE	INPUT → OUTPUT	MEASURE	SYSTEM	TIME
1.1	<p>COMPLETENESS CHECK</p> <p>Are all mandatory procurement records available?</p> <p>YES → Proceed to audit · NO → Complete missing records first</p> <p> GEN-18 · Procurement Filing Documentation Tool</p>	Procurement Unit	<p>IN: Procurement file checklist</p> <p>All 50 documents confirmed</p>	File completeness	Records Management System	1 week
1.2	<p> VC-5</p> <p>System auto-locks all procurement records for audit. Records set to read-only. No edits permitted during audit.</p>	System (auto)	<p>IN: Complete procurement file</p> <p>Records locked (read-only)</p>	No edits during audit	Records System (auto)	Immediate

<p>1.3</p>	<p>COMPLIANCE GATE</p> <p>Is the procurement process compliant with approved procedures?</p> <p>YES → Proceed · NO → Raise audit finding</p>	<p>Internal Audit / Compliance</p>	<p>IN: Locked procurement records</p> <p>Compliance status confirmed</p>	<p>Compliance status</p>	<p>Audit Management System</p>	<p>3–5 weeks</p>
<p>1.4</p>	<p>TRACEABILITY GATE</p> <p>Are approvals and decision points properly documented?</p> <p>YES → Proceed · NO → Record control weakness</p>	<p>Internal Audit</p>	<p>IN: Approval logs & workflows</p> <p>Approval traceability confirmed</p>	<p>Approval traceability</p>	<p>Audit System</p>	<p>1–2 weeks</p>
<p>1.5</p>	<p>VERSION GATE</p> <p>Is version control intact for all key documents?</p> <p>YES → Proceed · NO → Record audit issue</p>	<p>Internal Audit</p>	<p>IN: Version history logs</p> <p>Version traceability confirmed</p>	<p>Version traceability</p>	<p>Document Management System</p>	<p>1 week</p>
<p>1.6</p>	<p>SIGN-OFF GATE</p> <p>Audit Review Approval — is the audit review validated?</p> <p>YES → Finalise audit record · NO → Revise audit</p>	<p>Head of Internal Audit / Management</p>	<p>IN: Draft audit observations</p> <p>Audit sign-off</p>	<p>Audit sign-off confirmed</p>	<p>Audit Workflow</p>	<p>1–2 weeks</p>
<p>1.7</p>	<p>ACTION GATE</p> <p>Are corrective actions required?</p> <p>YES → Issue management actions · NO → Close audit directly</p>	<p>Management</p>	<p>IN: Final audit findings</p> <p>Action decision logged</p>	<p>Action decision logged</p>	<p>Audit System</p>	<p>1 week</p>
<p>1.8</p>	<p>VC-6</p> <p>System permanently archives all procurement records. File is closed. Procurement RC-PR-XXXX is complete.</p>	<p>System (auto)</p>	<p>IN: Final audit outcome</p> <p>Archived procurement file</p>	<p>Records archived</p>	<p>Records Archive (auto)</p>	<p>Immediate</p>

(permanent)

Joldan — EBP Process Summary

8

CORE STAGES

47

TOTAL STEPS

6

VERSION CONTROL GATES

11

DECISION / APPROVAL GATES

27

SOURCE TEMPLATES

2

OPTIONAL SUB-PROCESSES

3

EVALUATION PATHS (S6)

5

CONTRACT TYPES (S7)

🔒 VC Gates = System auto-triggers

⚡ Decision Gates = Staff judgment required

⦿ Optional stages = Conditional on prior decisions

📄 All documents linked to real templates from Jo's library