

MINISTRY OF STATE FOR PRESIDENTIAL AFFAIRS
PROCUREMENT PLAN (SBA)
SOURCE OF FUNDING (GOL)
FISCAL YEAR 2016/2017

	ITEM NO.	CONTRACT PACKAGES	BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNATURES	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	
PLANNED	1	IFB NO.MOS/SBA/RB/001/16/17	REFUSE & GARGBAGE COLLECTION	E-3812	ASSORTED	\$ 16,200.00	RB	7/1/2016	7/8/2016	7/15/2016	7/22/2016	8/19/2016	8/26/2016	9/2/2016	9/16/2016	N/A	4/20/2017	5/31/2017
UPDATE																		
ACTUAL																		
PLANNED	2	IFB NO.MOS/SBA/NCB/001/16/17	PRINTING & BINDING	C-1811	ASSORTED	\$ 84,800.00	NCB	7/4/2016	7/11/2016	7/18/2016	7/25/2016	8/22/2016	8/29/2016	9/5/2016	9/19/2016	N/A	6/15/2017	6/30/2017
UPDATE																		
ACTUAL																		
PLANNED	3	IFB NO.MOS/SBA/SS/001/16/17	FOOD STUFFS	G-4630	ASSORTED	\$ 180,000.00	SS	7/5/2016	7/13/2016	7/21/2016	7/28/2016	N/A	N/A	7/29/2016	8/5/2016	N/A	6/15/2017	6/30/2017
UPDATE																		
ACTUAL																		
PLANNED	4	IFB NO.MOS/SBA/NCB/002/16/17	PUBLICATIONS	J-5819	ASSORTED	\$ 21,200.00	NCB	7/6/2016	7/13/2016	7/20/2016	7/27/2016	8/25/2016	9/1/2016	9/8/2016	9/22/2016	N/A	5/31/2017	6/30/2017
UPDATE																		
ACTUAL																		
PLANNED	5	IFB NO.MOS/SBA/NCB/003/16/17	BUILDING MATERIALS	G-4663	ASSORTED	\$ 170,000.00	NCB	7/7/2016	7/14/2016	7/21/2016	7/28/2016	8/25/2016	9/1/2016	9/8/2016	9/26/2016	N/A	5/31/2017	6/30/2017
UPDATE																		
ACTUAL																		
PLANNED	6	IFB NO. MOS/SBA/SS/002/16/17	PRESIDENTIAL AIR TICKETS	N-7911	ASSORTED	\$ 306,000.00	SS	7/8/2016	N/A	7/14/2016	N/A	N/A	7/21/2016	7/28/2016	8/4/2016	N/A	6/15/2017	6/30/2017
UPDATE																		
ACTUAL																		
PLANNED	8	IFB NO. MOS/SBA/RB/002/16/17	INTERNET	J-6120	ASSORTED	\$ 55,500.00	RB	7/11/2016	7/18/2016	7/25/2016	8/1/2016	8/29/2016	9/5/2016	9/12/2016	9/26/2016	N/A	3/31/2017	4/28/2017
UPDATE																		
ACTUAL																		
PLANNED	9	IFB NO.MOS/SBA/RB/003/16/17	SCRATCH CARDS	J-6190	7,400pcs	\$ 37,000.00	RB	7/12/2016	7/19/2016	7/26/2016	8/2/2016	8/30/2016	9/6/2016	9/13/2016	9/27/2016	N/A	3/31/2017	4/28/2017
UPDATE																		
ACTUAL																		
PLANNED	10	IFB NO.MOS/SBA/NCB/004/16/17	GENERAL AIR TICKETS	N-7911	ASSORTED	\$ 28,000.00	NCB	7/13/2016	7/20/2016	7/27/2016	8/3/2016	8/31/2016	9/7/2016	9/14/2016	9/21/2016	N/A	6/15/2017	6/30/2017
UPDATE																		
ACTUAL																		
PLANNED	11	IFB NO.MOS/SBA/SS/003/16/17	VEHICLES RENTAL	N-7710	Assorted	\$ 47,800.00	SS	7/14/2016	N/A	7/21/2016	N/A	N/A	N/A	7/21/2016	8/4/2016	N/A	3/31/2017	4/28/2017
UPDATE																		
ACTUAL																		
PLANNED	12	IFB NO.MOS/SBA/RB/004/16/17	EVENT CATERING	I-5621	ASSORTED	\$ 28,125.00	RB	7/11/2016	7/18/2016	7/22/2016	7/26/2016	8/16/2016	8/23/2016	8/27/2016	9/12/2016	N/A	1/31/2017	2/28/2017
UPDATE																		
ACTUAL																		
PLANNED	13	IFB NO.MOS/SBA/NCB/005/16/17	HALL RENTAL	L-6810	ASSORTED	\$ 28,125.00	NCB	7/11/2016	7/18/2016	7/25/2016	8/1/2016	8/29/2016	9/5/2016	9/12/2016	9/26/2016	N/A	1/31/2017	2/28/2017
UPDATE																		
ACTUAL																		
			TOTAL			\$ 1,002,750.00												

Prepared By:

Robert Marshall
Acting Procurement Director

Date

August 30, 2016

Approved By:

Mrs. Loris M. Shannon
Acting Minister

Date:


August 31, 2016

OK
8/31/16

CONFIRMED
Sept. 04, 2016


MINISTRY OF STATE FOR PRESIDENTIAL AFFAIRS
Procurement Plan Explanatory Notes (SBA)
Fiscal year 2016/2017

Item NO	Contract Package Code	Contract Package	Content of Contract Package
1.	IFB NO.MOS/SBA/RB/001/16/17	Refuse & Garbage Collections	<p>This Contract Package is intended to procure:</p> <p>1. The services of a Sanitation Company to the Garbage from the Foreign Ministry, Executive Mansion & the President Residence.</p> <p>2. Also de – flushing of Septic Tanks.</p>
2	IFB NO.MOS/SBA/NCB/001/16/17	Printing & Binding	<p>This Contract Package is intended to procure the below listed items</p> <ol style="list-style-type: none"> 1. Printing of Executive Horn Magazines 2. Binding & Printing of the President's Annual Message 3. Binding & Printing of the President's Executive Reports 4. Printing of Calendars 5. Printing of Vouchers for MOS Finance Office 6. Printing of Letterheads & Call Cards.


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3	IFB NO.MOS/SBA/SS/001/16/17	Food Stuffs	This Contract Package is intended to procure Food and other Delicacies at programs held by the President.
4	IFB NO.MOS/SBA/NCB/002/16/17	Publications	This Contract Package is intended to procure the following items. 1. Published IFB in Newspapers. 2. Publication of Acts. 3. Publications of Announcements.
5	IFB NO.MOS/SBA/NCB/003/16/17	Building Materials	This Contract Package is intended to procure: Building Materials for the 1. Presidential Residences in the 15 (Fifteen) counties & the Foreign Ministry.
6	IFB NO.MOS/SBA/SS/002/16/17	Presidential Air Tickets	This Contract Package is intended to procure 1. Air Tickets
7	IFB NO.MOS/SBA/SS/003/16/17	Residential Property Rental & Lease	This Package is intended to procure 1. Leasing of 2 (Two) Building as Presidential Guest House.
8	IFB NO.MOS/SBA/RB/002/16/17	Internet	This Contract Package will be used to Procure 1. Internet Services for the Ministry of State. The amount of USD\$55,500.00 is the sum total of the following: ➤ General (Core Budget)(60%) \$42,300.00 ➤ Cabinet Secretariat (60%) 6,000.00 ➤ PDU (60%) 7,200.00 See Budget Notes.


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9	IFB NO.MOS/SBA/RB/003/16/17	Scratch Cards	<p>This Contract Package is intended to procure The amount of USD\$37,000.00 is the sum total of the following:</p> <ul style="list-style-type: none"> ➤ General (Core Budget) (40%) \$28,200.00 ➤ PDU (Cash Plan) (40%) 4,800.00 ➤ Cabinet Secretariat (Cash Plan) (40%) 4,000.00 <p>See Budget Notes</p>
10	IFB NO.MOS/SBA/NCB/004/16/17	General Air Tickets	<p>This Contract Package is intended to procure</p> <p>1. Air Tickets</p>
11	IFB NO. MOS/SBA/SS/004/16/17	Vehicle Rental	<p>This Contract Package is intended to procure:</p> <p>1. Vehicle Rental for use by the President and Cabinet Director Office during their trips around the Country.</p> <p>The amount of USD\$47,800.00 is the Sum total of the following:</p> <p>Domestic Means of Travel (Core Budget) (40%) \$45,000.00</p> <p>Cabinet Secretariat (Cash Plan)(40%) 2,800.00</p> <p>See Budget Notes.</p>

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12	IFB NO. MOS/SBA/RFQ/001/16/17	Event Catering	<p>This Contract Package is intended to procure:</p> <p>1. Catering Services.</p> <p>The amount of USD\$28,125.00 is the sum total of the following:</p> <p>Workshops, Conferences & Seminars</p> <ul style="list-style-type: none"> ➤ General (Core Budget) (25%) \$2,125.00 ➤ President Delivery Unit (40%) 2,000.00 ➤ Cabinet Secretariat (40%) 24,000.00 <p>See Budget Notes</p>
13	IFB NO.MOS/SBA/RFQ/002/16/17	Hall Rental	<p>This Contract Package is intended to procure:</p> <p>1. Hall.</p> <p>The amount of USD\$28,125.00 is the sum total of the following:</p> <p>Workshops, Conferences & Seminars</p> <ul style="list-style-type: none"> ➤ General (Core Budget) (25%) \$2,125.00 ➤ President delivery Unit (40%) 2,000.00

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			➤ Cabinet Secretariat (40%) 24,000.00 See Budget Notes
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Prepared by: *M. Marshall*

Date: *08/16/17*

Procurement Director

[Signature]
2 Sept 2016

[Signature]
Sept. 01, 2016