

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

| | ITEM NO | PACKAGE NUMBER (CODE) | CONTRACT PACKAGES | BUSINESS ACTIVITY CODE | QTY | ESTIMATED COST (USD) | PROCUREMENT METHOD | TECHNICAL SPECS/BOO/ DRAWINGS | PREP OF BID DOCUMENT | PC APPROVAL - BID DOCTECH 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 UPDATE ACTUAL | 1 | IFB NO.MOS/SBA/RB/001/16/17 | REFUSE & GARBAGE 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 |
| PLANNED UPDATE ACTUAL | 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 |
| PLANNED UPDATE ACTUAL | 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 |
| PLANNED UPDATE ACTUAL | 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 |
| PLANNED UPDATE ACTUAL | 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 |
| PLANNED UPDATE ACTUAL | 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 |
| PLANNED UPDATE ACTUAL | 7 | IFB NO.MOS/SBA/SS/003/16/17 | RESIDENTIAL PROPERTY RENTAL & LEASE | J-5510 | 2 | \$ 115,000.00 | SS | 7/8/2016 | N/A | 7/15/2016 | N/A | N/A | 7/22/2016 | 8/5/2016 | N/A | N/A | 3/31/2017 | 6/30/2017 |
| PLANNED UPDATE ACTUAL | 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 |
| PLANNED UPDATE ACTUAL | 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 |
| PLANNED UPDATE ACTUAL | 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 |
| PLANNED UPDATE ACTUAL | 11 | IFB NO.MOS/SBA/SS/004/16/17 | VEHICLES RENTAL | N-7710 | Assorted | \$ 47,800.00 | SS | 7/14/2016 | N/A | 7/21/2016 | N/A | N/A | 7/21/2016 | 7/21/2016 | 8/4/2016 | N/A | 3/31/2017 | 4/28/2017 |
| PLANNED UPDATE ACTUAL | 12 | IFB NO.MOS/SBA/RB/001/16/17 | EVENT CATERING | J-5621 | ASSORTED | \$ 28,125.00 | RB | 7/11/2016 | 7/18/2016 | 7/22/2016 | 7/26/2016 | 8/1/2016 | 8/23/2016 | 8/27/2016 | 9/12/2016 | N/A | 1/31/2017 | 2/28/2017 |
| PLANNED UPDATE ACTUAL | 13 | IFB NO.MOS/SBA/NCB/005/16/17 | HALL RENTAL | J-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 |
| | | TOTAL | | | | \$ 1,117,750.00 | | | | | | | | | | | | |

PREPARED BY: 
ROBERT MARSHALL
ACTING PROCUREMENT DIRECTOR

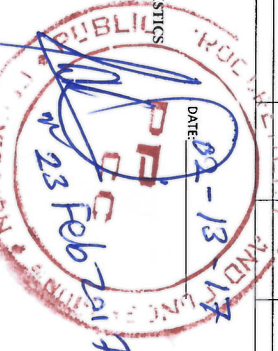
DATE: 2/13/17

CHECKED BY: 
MOHAMED S. KRONAH
ASSISTANT CHIEF OF OFFICE STAFF LOGISTICS

DATE: 02-13-2017

APPROVED BY: 
Mr. Sylvester M. Grigsby
MINISTER

DATE: 2/13/17



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 | This Contract Package is intended to procure: 1. The services of a Sanitation Company to the Garbage from the Foreign Ministry, Executive Mansion & the President Residence. 2. Also de – flushing of Septic Tanks. |
| 2 | IFB NO.MOS/SBA/NCB/001/16/17 | Printing & Binding | This Contract Package is intended to procure the below listed items 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 |

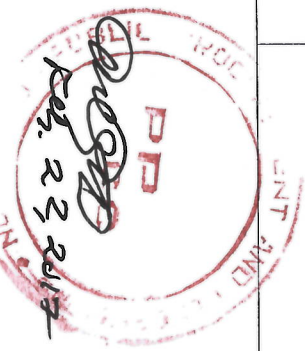
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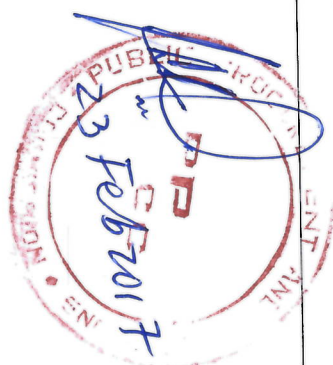
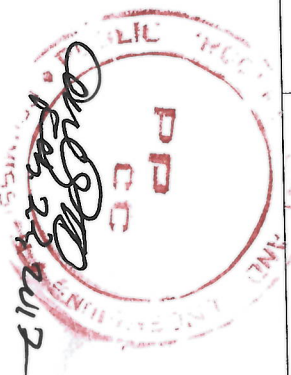
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| | | | 6. Printing of Letterheads & Call Cards. |
| 3 | IFB NO.MOS/SBA/SS/001/16/17 | Food Stuffs | This Contract Package is intended to procure Food and other Delicacies at programs held by the President. |
| 4 | IFB NO.MOS/SBA/NCB/002/16/17 | Publications | 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%) T \$42,300.00 ➤ Cabinet Secretariat (60%) 6,000.00 |



| | | | |
|----|------------------------------|---------------------|---|
| | | | ➤ PDU (60%) 7,200.00 See Budget Notes. |
| 9 | IFB NO.MOS/SBA/RB/003/16/17 | Scratch Cards | This Contract Package is intended to procure the amount of USD\$37,000.00 is the sum total of the following: ➤ General (Core Budget) (40%) \$28,200.00 ➤ PDU (Cash Plan) (40%) 4,800.00 ➤ Cabinet Secretariat (Cash Plan) (40%) 4,000.00 See Budget Notes |
| 10 | IFB NO.MOS/SBA/NCB/004/16/17 | General Air Tickets | This Contract Package is intended to procure 1. Air Tickets |
| 11 | IFB NO. MOS/SBA/SS/004/16/17 | Vehicle Rental | This Contract Package is intended to procure: 1. Vehicle Rental for use by the President and Cabinet Director Office during their trips around the Country. The amount of USD\$47,800.00 is the Sum total of the following: Domestic Means of Travel (Core Budget) (40%) \$45,000.00 Cabinet Secretariat (Cash Plan)(40%) 2,800.00 See Budget Notes. |



| | | | |
|----|-------------------------------|----------------|--|
| 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> |

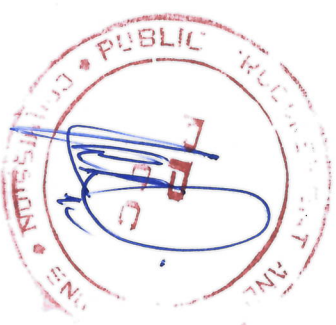


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|--|--|---|
| | | <p>The amount of USD\$28,125.00 is the sum total of the following:</p> <p>Workshops, Conferences & Seminars</p> <ul style="list-style-type: none"> ➤ General (Core Budget) (25%) \$2,125.00 ➤ President delivery Unit (40%) 2,000.00 ➤ Cabinet Secretariat (40%) 24,000.00 <p>See Budget Notes</p> |
|--|--|---|

Prepared by: McMannell

Procurement Director

Date: Feb 22, 2017



MINISTRY OF STATE FOR PRESIDENTIAL AFFAIRS
 ANALYSIS OF SBA PROCUREMENT PLAN
 FY-2016/2017

| NO | CONTRACT PACKAGE | AMOUNT ON PROCUREMENT PLAN | AMOUNT USED | BALANCE |
|----|-------------------------------------|-------------------------------|---------------|---------------|
| 1 | REFUSE & GARGBAGE COLLECTION | \$ 16,200.00 | \$ 4,320.00 | \$ 11,880.00 |
| 2 | PRINTING & BINDING | \$ 84,800.00 | \$ 32,080.00 | \$ 52,720.00 |
| 3 | FOOD STUFFS | \$ 180,000.00 | \$ 75,000.00 | \$ 105,000.00 |
| 4 | PUBLICATIONS | \$ 21,200.00 | \$ 8,020.00 | \$ 13,180.00 |
| 5 | BUILDING MATERIALS | \$ 105,000.00 | \$ - | \$ 105,000.00 |
| 6 | PRESIDENTIAL AIR TICKETS | \$ 306,000.00 | \$ 296,524.80 | \$ 9,475.20 |
| 7 | RESIDENTIAL PROPERTY RENTAL & LEASE | \$ 115,000.00 | \$ - | \$ 115,000.00 |
| 89 | INTERNET | \$ 55,500.00 | \$ 9,635.16 | \$ 45,864.84 |
| 10 | SCRATCH CARDS | \$ 37,000.00 | \$ 6,423.44 | \$ 30,576.56 |
| 11 | GENERAL AIR TICKETS | \$ 28,000.00 | \$ 18,532.80 | \$ 9,467.20 |
| 12 | VEHICLES RENTAL | \$ 47,800.00 | \$ 32,291.00 | \$ 15,509.00 |
| 13 | EVENT CATERING | \$ 28,125.00 | \$ 200.00 | \$ 27,925.00 |
| 14 | HALL RENTAL | \$ 28,125.00 | \$ 200.00 | \$ 27,925.00 |
| | TOTAL | \$ 1,052,750.00 | \$ 483,227.20 | \$ 569,522.80 |

PLEASE SEE BUDGET NOTES & NOTES TO THE SBA PROCUREMENT PLAN FOR DETIAL.

