

MONROVIA CITY CORPORATION  
PROCUREMENT PLAN (SBA)  
Source of Funding: 2017-2018 Internal Revenue  
Fiscal year: 2017/2018

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
BASIC DATA										IMPLEMENTATION DATES									
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	VENDORS BUSINESS ACTIVITIES CODE	QTY	ESTIMATED COST (USD)	PROCURE MENT METHOD	TECHNICAL SPECS/BOQ /DRAWING S	PREP. OF BID DOCUMENT T	PC APPROVAL BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION /PUBLIC OPENING	SUBMISSIO N OF BID EVALUATIO N REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZA TION)	DELIVERY, INSPECTION (SUBSTANTIA L COMPLETION	ACCEPTANC E & FINAL PAYMENT	REMARK
PLANNED	1	FIB NO.: MCC/SBA /RB/001/ 17/18	Rice	G-4610	1-Firm	25,000.00	RB	28-Jun-17	5-Jul-17	12-Jul-17	19-Jul-17	16-Aug-17	30-Aug-17	6-Sep-17	27-Sep-17	N/A	6-Dec-17	3-Jan-18	
UPDATE																			
ACTUAL																			
PLANNED	2	IFB No.: MCC/SBA/ NCB/001/1 7/18	repair & Maintenance Civil	K 6511	2build.	15,500.00	NCB	14-Feb-17	21-Feb-17	28-Feb-17	7-Mar-17	4-Apr-17	18-Apr-17	25-Apr-17	16-May-17	N/A	25-Jul-17	22-Aug-17	
UPDATE																			
ACTUAL																			
PLANNED	3	IFB NO.: MCC/SBA/ RFQ/001/1 7/18	repair & Maintenance of Air conditione	C-3311	assorted	5,000.00	RFQ	14-Mar-17	21-Mar-17	28-Mar-17	4-Apr-17	14-Apr-17	24-Apr-17	4-May-17	30-May-17	N/A	8-Jun-17	6-Aug-17	
UPDATE																			
ACTUAL																			
			Sub Total			45,500.00													

Prepared By: Eva M. Holder

Procurement Manager

Date Sept 12, 2017

Approved By: Chairman Procurement

Managing Director/Chairman/Procurement Committee

Date



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PLANNED	4	IFB No.: MCC/SBA/ NCB/ 002/17/18	Internet subscription	G-4741		12,000.00	NCB	30-Nov-17	7-Dec-17	14-Dec-17	21-Dec-17	4-Jan-18	11-Jan-18	18-Jan-18	25-Jan-18	N/A	1-Feb-18	15-Feb-18	
UPDATE																			
ACTUAL																			
PLANNED	5	MCC/SBA/ RFQ/002/17/18	Computer Supply & IT	G-4651	assorted	4,000.00	RFQ	4-Jan-17	12-Jan-17	18-Jan-17	25-Jan-17	2-Mar-17	8-Mar-17	29-Mar-17	7-Apr-17	N/A	14-Jun-17	6-Jul-17	
UPDATE																			
ACTUAL																			
PLANNED	6	IFB No.: MCC/RB/ 002/17/18	Personel Insurance	N 7911	One (1) Firm	69,600.00	RB	26-Jun-17	6-Jul-17	13-Jul-17	20-Jul-17	21-Aug-17	4-Sep-17	13-Sep-17	27-Sep-17	N/A	10-Oct-17	25-Oct-17	
UPDATE																			
ACTUAL																			
Sub Total						85,600.00													

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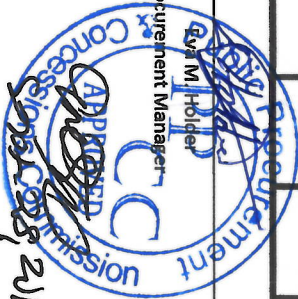
Prepared By:

Buyer M. Holder

Procurement Manager

Date

Date





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PLANNED	7	IFB No.: MCC/SBA/ RFQ/003/17/18	Catering Services	I 5621	assorted	4,000.00	RFQ	2-Jan-17	9-Jan-17	16-Jan-17	23-Jan-17	31-Jan-17	6-Mar-17	13-Mar-17	3-Apr-17	N/A	12-Jun-17	10-Jul-17	
UPDATE																			
ACTUAL																			
PLANNED	8	IFB.No.:M CC/SBA/003/17/18	Police Supply	G-4782	assorted	10,000.00	NCB	6-Feb-17	16-Feb-17	24-Feb-17	6-Mar-17	6-Apr-17	18-Apr-17	28-Apr-17	16-May-17	N/A	8-Jun-17	10-Jul-17	
UPDATE																			
ACTUAL																			
PLANNED	9	IFB No.: MCC/SBA/ NCB/004/17/18	Generator Maintenance	J 5819	3pcs	15,000.00	NCB	26-Jun-17	6-Jul-17	13-Jul-17	20-Jul-17	21-Aug-17	4-Sep-17	13-Sep-17	27-Sep-17	N/A	10-Oct-17	25-Oct-17	
UPDATE																			
Sub-Total						29,000.00													

Prepared By: 

Eva M. Holder

Procurement Manager

Date

Approved By: 

Clara Doe-Mogbo

Manager/Director/Chairman Procurement Committee

Date



2017/12/8/2017





MONROVIA CITY CORPORATION  
PROCUREMENT PLAN ( SBA)

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Fiscal year: 2017/2018

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PLANNED	10	IFB No.: MCC/SBA/ NCB/005/1	Vehicles Repair & maintenance	N 7710	One (1) firm	42,600.00	NCB	28-Nov-17	5-Dec-17	12-Dec-17	19-Dec-17	8-Jan-18	22-Jan-18	2-Mar-18	16-Mar-18	N/A	16-Apr-18	14-May-18	
UPDATE																			
ACTUAL																			
PLANNED	11	IFB No.: MCC/SBA/ NCB/006/1	Mechinery Equipment Maintenance	C 1811	10 pcs	50,000.00	NCB	20-Aug-17	27-Aug-17	3-Sep-17	10-Sep-17	8-Oct-17	22-Oct-17	29-Oct-17	19-Nov-17	N/A	28-Jan-18	25-Feb-18	
UPDATE																			
ACTUAL																			
PLANNED	12	IFB No.: MCC/SBA/ RfQ/004/1	Printing & Binding Services	F 4100	Assorted	6,500.00	RfQ	13-Sep-17	20-Sep-17	27-Sep-17	4-Oct-17	18-Oct-17	25-Oct-17	1-Nov-17	8-Nov-17	N/A	15-Nov-17	4-May-17	
UPDATE																			
ACTUAL																			
PLANNED	13	IFB No.: MCC/SBA/ RfQ/005/1	Motorcycle s Repair & Maintenance	F 4100	4pcs	500.00	RfQ	23-Feb-18	2-Mar-18	9-Mar-18	16-Mar-18	22-Mar-18	30-Mar-18	6-Apr-18	12-Apr-18	N/A	23-Apr-18	31-Aug-18	
UPDATE																			
ACTUAL																			
Sub-Total						99,600.00													

Prepared By:

Eva M. Holder  
Procurement Manager

Date:

Approved By:

Eva Doe-Mogovo  
Managing Director/Chairman Procurement Committee

Date:



2018, 2017



MONROVIA CITY CORPORATION  
PROCUREMENT PLAN (SBA)

Source of Funding: 2017-2018 Internal Revenue

Fiscal year: 2017/2018

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PLANNED	14	IFB No.: MCC/SBA/ RFQ/006/17/18	tools	C 3312	Assorted	2,000.00	RFQ	28-Nov-17	5-Dec-17	12-Dec-17	19-Dec-17	2-Jan-18	9-Jan-18	16-Jan-18	23-Jan-18	N/A	30-Jan-18	13-Feb-18	
UPDATE																			
ACTUAL																			
PLANNED	15	IFB No.: MCC/SBA/ RB/003/17/18	Gifts	G 4530	Assorted	15,000.00	RB	28-Jun-17	5-Jul-17	12-Jul-17	19-Jul-17	16-Aug-17	30-Aug-17	6-Sep-17	27-Sep-17	N/A	6-Dec-17	3-Jan-18	
UPDATE																			
ACTUAL																			
PLANNED	16	IFB No.: MCC/SBA /NCB/ 007/17/18	Equiptme nt Rental	G 4540	12pcs	317,500.00	NCB	1-May-17	8-May-17	10-May-17	11-May-17	9-Jun-17	30-Jun-17	30-May-17	14-Jul-17	N/A	14-Aug-17	12-Aug-17	
UPDATE																			
ACTUAL																			
			Sub Total			334,500.00													

Prepared By: \_\_\_\_\_

Eva M. Holder

Procurement Manager

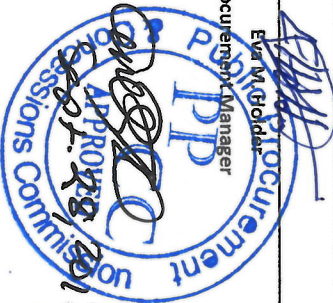
Date

Approved By: \_\_\_\_\_

Clara Doe-Mogbo

Managing Director/Chairman Procurement Committee

Date






MONROVIA CITY CORPORATION  
PROCUREMENT PLAN (SBA Budget)  
Source of Funding: 2017-2018 Internal Revenue

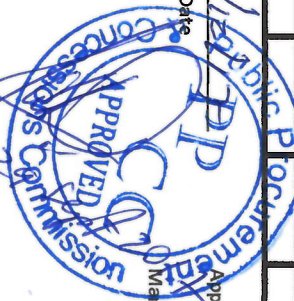
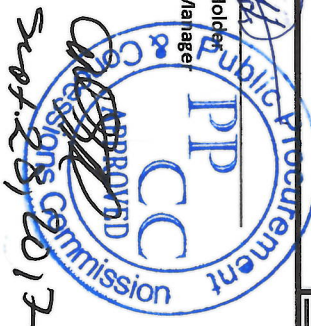
Fiscal year: 2017/2018

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PLANNED	17	IFB No.: MCC/SBA/ RFQ/ 007/17/18	Public Relation	G 4661	Assorted	1,300.00	RFQ	15-Jun-17	22-Jun-17	29-Jun-17	6-Jul-17	14-Jul-17	24-Jul-17	31-Jul-17	10-Aug-17	N/A	18-Aug-17		
UPDATE																			
ACTUAL																			
PLANNED	18	IFB No.: MCC/SBA /RFQ/ 001/17/1 8	Vehicle Insurance	G 4761	Assorted	5,000.00	RFQ	28-Jul-17	3-Aug-17	11-Aug-17	17-Aug-17	23-Aug-17	31-Aug-17	11-Oct-17	19-Oct-17	N/A	31-Oct-17	9-Nov-17	
UPDATE																			
ACTUAL																			
PLANNED	19	IFB No.: MCC/SBA/ NCB/007/1 7/18	Stationery	G 4711	assorted	15,000.00	NCB	26-Jun-17	6-Jul-17	13-Jul-17	20-Jul-17	21-Aug-17	4-Sep-17	13-Sep-17	27-Sep-17	N/A	10-Oct-17	25-Oct-17	
UPDATE																			
ACTUAL																			
Sub-Total						21,300.00													
TOTAL						615,500.00													

Prepared By:   
Eva M. Holder  
Procurement Manager

Date: 9/18/17  
Approved By:   
Clara Doe-Mogovo  
Managing Director/Chairman Procurement Committee

Date





**Monrovia City Corporation (MCC)**  
**Procurement Plan (\$BA Budget) Explanatory Notes**  
**Fiscal Year: 2017-2018**

Items No	Contract package code	Contract package	Content of Contract Package
1.	IFB. NO. MCC/SBA/RB/002/17/18	Rice	This contract package is funded from the budget line contribution which is intended to purchase rice for MCC employees and the project staff.
2.	<b>IFB NO.MCC/SBA/RB/001/17/18</b>	Repair & Maintenance Civil	This contract package is funded from the budget line repair and maintenance Civil which include building etc.
3.	<b>IFB NO.MCC/SBA/RFQ/001/17/18</b>	Repair & Maintenance of conditioner	This contract package is funded from the budget line repair and maintenance of conditioner which is intended to repair the air conditioner use by the entity for the fiscal period 2017-2018.
4.	<b>IFB NO.MCC/SBA/RB/002/17/18</b>	Internet Subscription	This contract package is funded from the budget line telecommunications, internet and postage which is intended for internet and 1,200 pieces of scratch cards for use by the entity.
5.	<b>IFB NO.MCC/SBA/RFQ/002/1718</b>	Computer and IT Supply	This contract package is funded from the budget Computer supply and services which is intended to punchers computer and It materials for the entity
6.	<b>IFB.: NO.MCC/SBA/RB/002/17/18</b>	Personal Insurance	This contract package is funded the budget line Personal insurance which is intended to insure entity employees for the fiscal year
7.	<b>IFB NO.MCC/SBA/RFQ/SBA/003/17/18</b>	Catering service	This contract package is funded from the budget line entertainment and workshops which is intended for catering service for use by the entity.
8.	IFB NO.MCC/NCB/SBA/003/17/18	Police Supply	This contract package is funded from the budget line Police Supply is intended to purchase specialize uniform for the City Police.

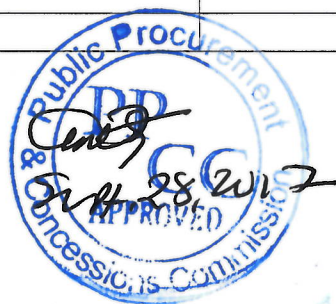


2017, 2017



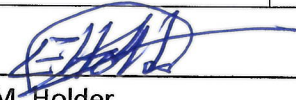


9.	IFB No: MCC/SBA/NCBB/001/17/18	Repair & maintenance of Generator	This contract package is funded from the budget line repair and maintenance of generator which is intended for repairing and maintain the entity generator.
10.	IFB No: MCC/SBA/NCB/005/17/18	Repair and maintenance of vehicle	This contract package is funded from the budget line repair and maintenance of vehicle which is intended to maintain the entity vehicle.
11.	IFB No: MCC/SBA/NCB/007/17/18	Repair and maintenance of machinery equipment	. This contract package is funded from the budget line machinery and equipment which is intended to repair the entity equipment.
12.	IFB.: NO MCC/SBA/RFQ/004/17/18	Printing and Binding Services	This contract package is funded from the budget line printing and binding and is intended for publication of binding.
13.	IFB.: NO MCC/SBA/RFQ/005/17/18	Repair and maintenance of motor cycles	This contract package is funded from of the budget line repair and maintenance which is intended for repairing and maintaining the entity motorcycles.
14.	IFB NO.MCC/RFQ/SBA/006/17/18	Tools	This contract package is funded from the budget line tools which is intended to purchase tools such as: Local brooms Wheelbarrows Push broom Five star Lawn mower Cutters Hand gloves Files Diggers Pingerlins Heavy duty hand shovels Hand rakes Watering cans Megaphones
15.	IFB No: MCC/SBA/RB/003/17/18	Gift	. This contract package is funded from the budget line entertainment representation and gift which is intended to purchase gift.
16.			





16.			
16	IFB No: MCC/SBA/NCB/007/17/18	Equipment Rental & lease	This contract package is funded from the budget line equipment rental and lease which is intended to hire truck, front end loader and equipment.
17.	IFB No: MCC/SBA/RFQ/007/17/18	Public Relation	This contract package is funded from the budget line media relation and intelligence promotion which is intended to carry out awareness campaign on the media for the entity.
18	IFB. NO. MCC/SBA/RFQ/001/17/18	Vehicle Insurance	This contract package is funded from the budget line vehicle insurance which is intended to hire the services of an insurance firm so as to insurance the entity vehicles
19	IFB.: NO MCC/NCB/SBA/009/17/18	Stationery & Office Supply	This contract package is funded from the budget line stationery and supplies which is intended to purchase the following items: A-4 Paper Legal paper Etc.

Prepared by:   
Eva M. Holder  
Procurement Director/ Manager

Date 9/12/17

Approved by:   
Clara Doe- Mogovo  
Head of Entity/Chairman Proc. Cmttee

Date: \_\_\_\_\_



# MONROVIA CITY CORPORATION

## Explanatory Budget Note

### PROCUREMENT PLAN (SBA BUDGET)

Source of Funding: MCC Municipal Revenue

FY 2017/2018

**ITEM 1 Rice**

This contract package is funded from the budget line contribution which is intended to purchase bag of rice for MCC staff and project staff at cost of \$ 25,000.00

**ITEM 2 Repairs & Maintenance Fixed Assets**

This contract package is funded from the budget line repair and maintenance of Conditioner which is intended to repair the below items:

Air conditioner	10	\$5,000.00
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**ITEM 3 Provision of Internet -Subscription**

This contract package is funded from the budget line Telecommunications, Internet, postage and courier of which is intended to purchase internet subscription at the cost of USD \$12,000.00

the service under this contract will be procured using single source.

in accordance with section 55 sub- section 1 b of the PPCA.

the name of the service provider is cellcom.

the monthly rate of the service is US\$ 750.00 per month.

**ITEM 4 Personnel insurance**

This contract is funded from the budget line personnel insurance

1. Personnel Insurance	\$ 69,600.00
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<b>Total:</b>	<b>\$ 69,600.00</b>
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**ITEM 5 Police Materials and Supplies**

This contract is funded from the budget line police materials and supplies

Analysis:

1. Specialized clothing	\$ 5,000.00
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2. Boots	3000
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3. Batons & whistles	2000
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<b>Total</b>	<b>\$ 10,000.00</b>
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**ITEM 6      Solid Waste Equipment rental and lease**

This Contract package is funded from the budget line equipment rental and lease which is intended to hire the below trucks front end loader and equipments:  
The trucks and equipment to be rented are as follow;

Analysis:

1. Trucks( 10 tyres) -	\$117,500.00
2. Front -end Loader	200,000.00
<b>Total:</b>	<b>\$317,500.00</b>

**ITEM 7      Provision of Food & Catering Services**

this contract package is funded from the budget line provision of catering services and entertainment,representation and giftswhich is intended for the following budget line items

Analysis:

1. Food & Catering Services	\$	2,000.00
3.Refreshments		2,000.00
<b>Total :</b>		<b>4,000.00</b>

**ITEM 8      Public Relation**

This contract package is funded from four budget lines Media relations, intellegence and promotions, such as talk show and newspaper

1. Public relation & promotion	\$	1,300.00
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**ITEM 9      Provision of Printing and Binding**

This contract package is funded from two budget lines printing , binding and publication services and also enetrainment, representation and gifts which is intended to acquire the below services:

1.Printing Binding & Publication Servi	\$	5,000.00
2. Certificates & Awards		1,500.00
<b>Total:</b>	<b>\$</b>	<b>6,500.00</b>

**ITEM 10      Repairs & Maintenance of Motorcycles**

This contract package is funded from the budget line repair and maintenance of and motorcycles which is intended repair the following items:

1. Repair & Maintenance - Motorcycles and others( 8	\$500.00
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<b>Total:</b>	<b>\$500.00</b>
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### ITEM 11 Repair & Maintenance of Generator

This contract package is funded from the budget line repair and maintenance of generator which is intended to repair four generators for the entity

1. Generator( 4)	\$15,000.00
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**ITEM:12 Maintenance of Mechinery and Equipment**

This contract is funded from the budget line maintenance of equipment and is intended to repair and maintain the enyity equipmemt .

## Analysis

Air Conditioners	\$ 35,000.00
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Refrigarators	\$ 15,000.00
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Total	\$ 50,000.00
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**ITEM 13    Repair and Maintenance- Civil ( Non residential Building)**

This contract package is funded from the budget line repair and maintenance Civil civil which include buildings, etc.

1. Repair and Maintenance- Non residential Building( 3 Buildings)	\$15,000.00
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### ITEM 14 Internet Subscription

This contract package is funded from the budget line telecommunications, internet, postage and courier which is intended to under rite the cost of the below US\$ 11,250 was deducted from this budget line called telecommunications, internet, postage and courier( US\$ 12,000.00) **to cover this contract package.**

## ITEM 15 Fixed Assets Insurance

This contract is funded from the budget line vehicle insurance

1.Vehicles Insurance	\$ 5,000.00
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**Total: \$ 5,000.00**

**ITEM 16      Small tools**

This contract is funded from the budget line small tools and equipment and house materials which is intended to purchase digger, files and cutters

## Analysis

3 Diggers	\$ 500.00
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10 Cutters	\$ 1,000.00
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15 Files \$ 500.00





Total \$ 2,000.00

**ITEM 17** Repair and maintenance - Vehicles  
This contract package is funded from the budget line repair and maintenance of vehicle which is intende to repair the entity vehicles.  
Vehicles ( 24 Units) \$ 42,600.00

**ITEM: 18** Computer Supply and IT Materials  
This contract package is funded from the budget line computer supply and IT services which is intended to purchase computers and It materials  
**\$ 4,000.00**

**Item 19** Purchase of stationery & office supplies  
this contract package comprised of budgetary items:  
**Stationery & Office supplies**

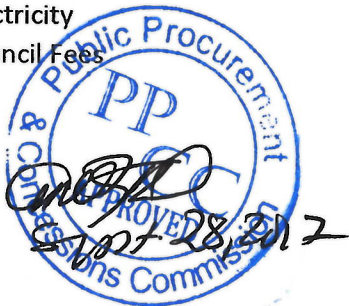
<b>Analysis:</b>	<b>15,000.00</b>
1 A4 paper	2,700.00
2 Legal sheets	700.00
3 pens	700.00
5 hanging folders	500.00
6 milania folders	500.00
7 ledger	750.00
8 box files	1,260.00
9 stick on pad	385.65
10 note book	501.35
11 Envelope (white)	250.00
12 staple machine	575.00
13 staple pins	200.00
14 perforator (assorted sizes)	600.00
15 pins Remover	275.00
16 paper glue	260.00
17 cartridges	4,343.00
20 ink and ink pad	250.00
21 marker	250.00

**TOTAL \$15,000.00**

**NOTE: 20** The below listed budgetary items will be disburse with the use of Administrative Procedures:

1. Other Legal Fees	\$ 1,000.00
3. Electricity	30,946.00
4. Council Fees	34,500.00

**USD\$ 66,446.00**



Prepared By: [Signature]  
Eva Y. Holder  
Procurement Director

Date: 9/12/17

Approved By: [Signature] 09/12/17  
Clara Doe- Mogovo  
Managing Director/Chairman Procurement Committee

Date: \_\_\_\_\_

