

CENTER FOR NATIONAL DOCUMENTS AND RECORDS AGENCY

PROCUREMENT PLAN

For FY 2012/2013 (JULY 1, 2012-JUNE 30, 2013)

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	Item	CODE	Cont. package	QTY	EST. COST	PROC. Method	Tech. Specs	Prep. Bidding Doc.	Entity PC App.1	Advertise Release Doc.	Bid Sub/Pub Opening	Bid Eva Report	Entity PC App.2	Cont. Award Signature	Advance Payment PL	Delivery	Acceptance Final Payment	Remark
Planned	1	IFB NO/CNDRA/NCB 001/012/013	Petroleum Product for Generator & Vehicles	15,987.21 Gallons	71,303.00	NCB	N/A	N/A	08-09-12	0816-12	09-13-12	09-20-12	10-04-12	10-11-12	N/A	10-25-12	11-29-12	
Update																		
Actual																		
Planned	2	IFB NO/CNDRA/NCB 002/012/013	Vehicles Servicing Maintenance /Repairs	12 PCS	18,900.00	NCB	08-16-12	08-23-12	08-30-12	09-13-12	10-11-12	10-18-12	11-01-12	11-15-12	N/A	12-13-12	01-10-13	
Update																		
Actual																		
Planned	3	IFB NO/CNDRA/NCB 003/012/013	Repairs and maintenance Civil	1 UNIT	40,000	NCB	08-08-12	08-15-12	08-22-12	08-29-12	09-26-12	10-10-12	10-24-12	10-31-12	N/A	11-21-12	12-01-13	
Update																		
Actual																		
Planned	4	IFB NO/CNDRA/RFAQ 001/012/013	Printing & Publication Services/Binding	Assorted	10,000	RFQ	11-01-12	11-08-12	11-15-12	11-22-12	12-13-12	12-20-12	12-27-12	01-03-13	N/A	01-24-12	02-07-13	
Update																		
Actual																		
Planned	5	IFB/NO/CNDRA/SS/004/012/013	Telephone, Telex Fax, Internet	Assorted	22,000	Single Source	08-15-12	N/A	08-22-12	N/A	N/A	N/A	08-29-12	09-12-12	N/A	09-19-12	10-10-12	

			Potage, Courier															
Update																		
Actual																		
Planned	6	IFB NO/CNDRA/NC B 004/012/013	Transport Equipments	2 Motor cycle/1 veh.	37,400,00	NCB	10-15-12	10-22-12	10-29-12	11-05-12	11-26-12	12-10-12	12-17-12	12-24-12	N/A	01-07-13	01-21-13	
Update																		
Actual																		
Planned	7	IFB NO/CNDRA/NC B 005/012/013	Office Furniture & Furnishing	Assorted	15,000	NCB	11-08-12	11-15-12	11-22-12	11-29-12	12-27-12	01-03-13	01-10-13	01-17-13	N/A	02-07-13	02-21-13	
Update																		
Actual																		
Planned	9	IFB NO/CNDRA/RF Q 002/012/013	Machinery & other Equipment	Assorted	2,00.00	RFQ	08-14-12	08-21-12	08-28-12	09-04-12	09-25-12	10-02-12	10-09-12	10-16-12	N/A	11-13-12	12-04-12	
Update																		
Actual																		
Planned	10	IFB NO/CNDRA/SS 002/012/013	Electricity	2	11,850.00	Single Source	08-02-12	N/A	08-09-12	N/A	N/A	N/A	10-01-12	10-08-12	N/A	10-29-12	11-30-12	
Update																		
Actual																		
Planned	11	IFB NO/CNDRA/RF Q 003/012/013	Cleaning Materials & Services	Assorted	6,000	RFQ	08-21-12	08-28-12	09-04-12	09-11-12	10-02-12	10-09-12	10-16-12	10-23-12	N/A	11-13-12	12-04-12	
Update																		
Actual																		
Planned	12	IFB NO/CNDRA/RF Q 004/012/013	Employee Awards	Assorted	2,000	RFQ	09-15-12	N/A	09-22-12	09-29-12	10-26-12	11-02-12	11-16-12	11-23-12	N/A	12-23-12	01-16-13	
Update																		
Actual																		
Planned	13	IFB NO/CNDRA/RF Q 005/012/013	Foreign means of Travel	2	5,000	RFQ	08-06-12	08-13-12	08 20-12	08-27-12	09-17-12	10-01-12	10-08-12	10-15-12	N/A	10-29-12	11-19-12	
Update																		
Actual																		
Planned	14	IFB NO/CNDRA/RF	Domestic means of	3	8,000	RFQ	08-06-12	08-13-12	08- 20-12	08- 27-12	09-17-12	10-01-12	10-08-12	10-15-12	N/A	10-29-12	11-19-12	

		RFQ 011/012/013	Catering Services	appreciation & celebration activities	3,000	RFQ	08-08-12	08-15-12	08-22-12	08-29-12	09-26-12	10-03-12	10-10-12	10-24-12	N/A	11-26-12	12-24-12	
Update																		
Actual																		
Planned	24	IFB NO/CNDRA NCB 011/012/013	OTHER SPECIALIZED MATERIALS & SERVICES	ASSORTED	18,000	NCB	11-06-12	11-13-12	11-20-12	11-27-12	12-25-12	01-08-13	01-15-13	01-22-13	N/A	02-05-13	02-19-13	
Update																		
Actual																		
Planned		IFB NO/CNDRA RFQ 012/012/013	Refuse Collection	Garbage	2,200	RFQ	09-12-12	09-20-12	09-28-12	10-06-12	11-05-12	11-19-12	11-26-12	12-3-12	N/A	12-17-12	01-17-13	
Update																		
Actual																		

*1) **PRINTING, BINDING & PUBLICATION** = (Bill books for payment to the Ministry of Finance are produce from this line item. News papers and Radio Advertisements of Land Deeds, Marriage and Revenue generations are also members of this line item).

*2) **TELECOMMUNICATION, INTERNET, POSTAGE & COURIER** = (This line item includes scratch cards, internet service, Mobile Phones networks, and post cost. This line item is single source to LIBTELCO because this company has entered a previous contract with CNDRA to provide internet and communication services to the Agency.

*3) **FURNITURE & FIXTURE** = (This line item include the purchase of office desks, chairs, cabinets, book shelves, working tables etc. .

*5) **MACHINERY & other EQUIPMENT** = (This line item includes the purchase of photo copiers digital camera, air-conditions, fans, surge protectors, water coolers and ice boxes, video sets, generators, type- writer etc.

*6) **CLEANING MATERIAL & SERVICES** = (Cleaning Materials will include the purchase of the following items: Napkins, tissues, soap (assorted), clora, trash canes, mobs, glass cleaners, air fresheners, hand towel, house brooms etc.

*7) **EMPLOYEE AWARDS** = (Under this line item we intend awarding hard working and dedicated employees with souvenir items such as watches, nick chains, congratulation plats, merlots etc.

*8) **STATIONARY** = (Stationery items will include papers, Inks, folders, note pads, desk tray, assorted pens, ledgers, cartridges, correction fluid, desk tray, ledgers, staplers, pins, perforators,

stamp pad, desk pad, calculators, type-writer ribbons, glue etc.

*9) **PROFESSIONAL SERVICES** = (Under Professional Service, we have an existing contract with a security firm (Benjah Security), and a Legal Counsel.

*10) **Other specialized Materials & Services** – for the supply of specialized materials for Archival purposes such as aprons, nose mask, chemical etc.

***12) NOTE:** CNDRA has an existing arrangement with LEC for the provision of electricity.

Signed: _____
Director Procurement

Approved: _____
Director General

*1) **TELECOMMUNICATION, INTERNET, POSTAGE & COURIER** = (This line item includes scratch cards, internet service, Mobile Phones networks, and post cost. This line item is single source to LIBTELCO because this company has entered a previous contract with CNDRA to provide internet and communication services to the Agency.

*2) **FURNITURE & FIXTURE** = (This line item include the purchase of office desks, chairs, cabinets, book shelves, working tables etc. .

*3) **MACHINERY & Other EQUIPMENT** = (This line item includes the purchase of photo copiers digital camera, air-conditions, fans, surge protectors, water coolers and ice boxes, video sets, generators, Type- writer etc.

*4) **STATIONARY** = (Stationery items will include papers, Inks, folders, note pads, desk tray, assorted pens, ledgers, cartridges, correction fluid, desk tray, ledgers, staplers, pins, perforators, stamp pad, desk pad, calculators, type-writer ribbons, glue etc.

*5) **Guard and Security Services** = (Under Guard and Security Services, we have an existing contract with a security firm (Benjah Security)).

*6) **Other specialized Materials & Services** – for the supply of specialized materials for Archival purposes such as aprons, nose mask, chemical etc.

*7) **NOTE:** CNDRA has an existing arrangement with LEC for the provision of electricity.

*8) **Vehicles Servicing & Repair Maintenance-** this line item is concern with underrating the repair and maintenance cost of cars and motor circles in our Agency's fleet.

*9) **Office Building & Rental and Lease-** captured in this package is the renovation of the Agency's housing facilities and the servicing of rental and lease cost on the Agency's behave.

*10) **Transport Equipments-** the acquisition of Vehicles, (Cars and Motor Bikes).

*11) **Refuse Collection-** services cost for garbage collection and pest management.

Signed: _____
Director Procurement

Approved: _____
Director General