

4.0 Annexes:

Annex A: Summary Table

General Information
[Insert name of procuring entity]
Quarterly Procurement Report
[Indicate Quarter & Fiscal Year]

SUMMARY OF PROCUREMENTS IN PROGRESS, PROCUREMENTS COMPLETED & CONTRACTS SIGNED

Item No.	Package Code	Contract Package Description	Procurement Method	Source of Funding	Date of Advertisement/Bids Invitation	Date of Closing of Bids Submission	Number of Bids Received	Date of Transmission of Contract Award Notice by PC	Actual Contract Value	Name of Supplier/Contractor/Consultant/Service Provider	Supplier/Contractor/Consultant/Service Provider PCC VR Status	Business Legal Owner	Business Beneficiary Owner	Date Contract Signed	Date of Delivery/Inspection	Proposed Completion Date	Contract amount (Status)	Remarks
1	001	Air Ticket	RB	SBA	7/29/2022	8/24/2022	3	8/29/2022	10,000	Richmar Air Ticket		Margart E. Mark	Florence Ellis	8/31/2022	11/1/2022	9/26/2022	10,000 (Paid)	
2	002	Fuel L	RB	SBA	9/1/2022	10/3/2022	3	10/14/2022	6,000	Super P		Abraha Saksouk	Abraha Saksouk	10/31/2022	11/8/2022	12/9/2022	6,000	
3	001	Clea M	RFQ	SBA	10/9/2022	10/19/2020	3	11/21/2022	2,955.0	Saksouk		Abraha Saksouk	Abraha Saksouk	11/28/2022	11/10/2022	12/13/2022	2,955.00	
4	002	Scratch	RFQ	SBA	11/18/2022	11/28/2020	3	11/28/2022	5,000.0	Saksouk		Abraha Saksouk	Abraha Saksouk	11/30/2022	11/10/2022	12/13/2022	5,000	

Prepared by:

[Signature]

Date:

Approved by:

[Signature]

Date:



Annex B: Copies of the quarterly actualized procurement plans
[Attach copies of Approved Procurement Plans implemented during the quarter for which the report is being submitted]

Annex C: Copies of notice of award
[Attach copies of all notice of intent to award contracts submitted to the Commission in accordance with Section 31 of the PPCA during the quarter under consideration]

Annex D: Copies of signed contracts
[Attach copies of all contracts signed during the quarter]

Annex E: Copy of PC quarterly meeting minutes endorsing the quarterly procurement report
[Attach a copy of the minutes of the Procurement Committee meeting during which the quarterly procurement report was approved]