ANNUAL PROCUREMENT PLAN 2020/21 FINANCIAL YEAR

Prepared in terms of paragraph 1,5 - Annual Procurement Plan of the Public Procurement Guidelines issued under Section 7(1) (h) of the Public Procurement Act, 2015 (act no. 15 of 2015)

Item Number	Item Desciption	Quantity	Procurement Method	Estimated Value	Scheduled Date for Invitation of Bids	Scheduled Date for Award of Contract
	GOODS					
1	Printing and office stationary	As per request	As per contract	96 000,00	Monthly	
2	Branding	As per request	ONB	1 200 000,00	quaterly	
3	ICT – Software Licences	Yearly	Direct Procurement	48 000,00	Monthly	
4	Staff Welfare Supervisory, First Aid, Health and Safety Representative, Labour/Emp	As per request	Sealed Quotations	200 000,00	quaterly	
		TOTAL	**Sub Total**	**1 544 000,00**		
	WORKS					
	TBA					
	CONSULTANCY SERVICES					
5	IT services	Monthly	As per contract	240 000,00	As requested	
6	Risk and Compliance Services	As per request	Request for Proposals	200 000,00	As requested	
7	Legal Fees	As per request	As per contract	1 000 000,00	Monthly	
			Sub Total	**1 440 000,00**		
	NON- CONSULTANCY SERVICES					
9	Catering - Production team	Every 5 weeks	ONB	79 660,00	Monthly	
10	Cleaning	Yearly	ONB	204 000,00	May 2020/July 2020	
11	Provision of Security Services	Yearly	ONB	276 000,00	Jul-20	
12	Advertising	As per request	RFQ	1 200 000,00	quaterly	
13	Campaign	As per request	RFQ	700 000,00	quaterly	
14	Travel and Accommodation - Local	As per request	Informal Quotation	240 000,00	quaterly	
15	Travel and Accommodation - Foreign	As per request	Sealed Quotations	2 000 000,00	quaterly	
17	Entertainment	As per request	Informal Quotation	120 000,00	quaterly	
			Sub Total	**4 819 660,00**		
	BOARD					
18	Board of Directors	Board and Meeting Expenses	Informal Quotation	40 000,00	quaterly	
			Sub Total	**40 000,00**		
			TOTAL	**7 843 660,00**		

Procurement Committee Chairperson: _____
Mr. Sven Von Blottnitz

Accounting Officer: _____
Mr. Kennedy Hamutenya