

MAFINGA TOWN COUNCIL ANNUAL PROCUREMENT PLAN FOR THE YEAR 2024

No	Description	Quantity	Unit	Procurement Method	Source of Funds	Estimated Cost(K)	Invite/ Advertise Tender	Bid Closing/ Opening	Evaluation	Authority/ Approval	Notification of award	Contract Execution	Contract completion	Comments
1	Procurement of Stationery	Plan	Various	Each	Simplified Bidding	LGEF/ RCCO	K 9,073,692	03/01/24	17/01/24	18/01/24	19/01/24	22/01/24	22/01/24	As and when needed
		Actual												
2	Office materials	Plan	various	Each	Simplified Bidding	LGEF/ RCCO	K 2,721,844	02/02/24	16/02/24	16/07/24	16/02/24	19/02/24	20/02/24	As and when needed
		Actual												
3	Building, Repair and maintenance cost	Plan	Various	Each	Simplified Bidding	LGEF/ RCCO	K 142,000	05/02/24	12/02/24	12/02/24	13/02/24	13/02/24	13/02/24	As and when Needed
		Actual												
4	Fuel oil and lubricants	Plan	various	Each	Direct Bidding	LGEF/ RCCO	K913,568	23/02/24	06/03/24	06/03/24	07/03/24	07/03/24	08/03/24	As and when Needed
		Actual												

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5	Other administrative operating.	Plan	various	Each	Simplified Bidding	LGEF/ RCCO	K192,228	26/02/24	05/03/24	05/03/24	07/03/24	07/03/24	07/03/24	08/03/24	As and when needed
		Actual													
6	Hand tools and equipment	Plan	Various	Each	Simplified Bidding	LGEF/ RCCO	K 44,400	19/03/24	02/04/24	02/04/24	04/04/24	05/04/24	06/04/24	06/04/24	As and when Needed
		Actual													
7	Street lights	Plan	Various		Simplified Bidding	LGEF/ RCCO	K 4,570,741	16/04/24	30/04/24	02/05/24	04/05/24	07/05/24	07/05/24	14/05/	As and When needed
		Actual													
8	Travel expenses	Plan	Various		Simplified Bidding	LGEF/ RCCO	K 1,608,665	23/05/24	06/06/24	06/06/24	07/06/24	08/06/24	08/06/24	11/06/24	As and When needed
		Actual													
9	Community Projects	Plan	Various	Each	Open Bidding National	ZDSF	\$ 200,000	11/06/24	18/06/24	20/06/24	21/06/24	21/06/24	22/06/24	25/06/24	As and When needed
		Actual													
10	Buildings	Plan	Various		Open Bidding National	LGEF/ RCCO	K21,466,248	02/07/24	16/07/24	16/07/24	18/07/24	18/07/24	18/07/24	20/07/24	As and When needed
		Actual													
11	Computer peripherals equipment/Communication Equipment	Plan	various		Simplified Bidding	LGEF/ RCCO	K 372,100	13/07/24	20/07/24	20/07/24	20/07/24	20/07/24	20/07/24	20/07/24	As and when Needed
		actual													
12	Township and road maintenance	Plan	various	Each	Simplified Bidding	GRANT	K 3,742,847.05	07/08/24	14/08/24	14/08/24	15/08/24	15/08/24	15/08/24	15/08/24	As and when needed
		actual													
13	Office Furniture	Plan	01		Simplified Bidding	LGEF/ RCCO	K 44,610	10/08/24	10/09/24	10/09/24	12/09/24	13/09/24	13/09/24	14/09/24	When Needed
		Actual													
14	Vehicles and motor cycles (motor cycles 12cc)	Plan	various	Each	Simplified Bidding	LGEF/ RCCO	K180,000	20/08/24	27/08/24	27/08/24	27/08/24	27/08/24	30/08/24	30/08/24	As when needed
		Actual													

15	Servicing of Vehicles(other consumables)	Actual	1	Each	Direct Bidding	LGEF/ RCCO	K 308,558	03/09/24	10/09/24	10/09/24	10/09/24	10/09/24	11/09/24	11/09/24	11/09/24	As and when Needed
		Plan														
16	Tyres	Actual	Various		Simplified Bidding	LGEF/ RCCO	K110,000	14/09/24	28/09/24	28/09/24	28/09/24	28/09/24	01/10/24	02/10/24	02/10/24	As and when needed
		Plan														
17	Insurance/ Licenses and taxes	Actual	Various	Each	Direct Bidding	LGEF/ RCCO	K 129,745	20/09/24	05/10/24	08/10/24	08/10/24	08/10/24	08/10/24	09/10/24	09/10/24	As and when needed
		Plan														
18	Postage Charges	Actual	Various	Each	Direct Bidding	LGEF/ RCCO	K 1000	01/10/24	08/10/24	08/10/24	16/10/24	18/10/24	20/10/24	23/10/24	23/10/24	As and When needed
		Plan														
19	adverts	Actual	01	Each	Simplified Bidding	LGEF/ RCC	K 35,000	15/10/24	15/10/24	16/10/24	16/10/24	16/10/24	16/10/24	16/10/24	16/10/24	As and when Needed
		Plan														
20	Protective wear, clothing and uniform	Actual	Various	Each	Simplified Bidding	LGEF/ RCCO	K134,580	16/10/24	23/10/24	23/10/24	24/10/24	24/10/24	24/10/24	25/10/24	25/10/24	As and when Needed
		Plan														
21	Drugs, vaccines/ Veterinary materials/ medical stationery	Actual	various	Each	Simplified Bidding	LGEF/ RCCO	K64,586	17/10/24	19/10/24	19/10/24	20/10/24	20/10/24	20/10/24	20/10/24	20/10/24	As and when Needed
		Plan														
22	Community Projects	Actual	various	Each	Open Bidding National	CDF	K22,062,958	07/11/24	15/11/24	15/11/24	16/11/24	16/11/24	17/11/24	20/11/24	20/11/24	As and when Needed
		Plan														

23	Councils and Committees/ Labour day	Plan	Various	Each	Simplified Bidding	LGEF/ RCCO	K246,100	09/11/24	16/11/24	16/11/24	19/11/24	19/11/24	19/11/24	19/11/24	As and when Needed
								03/12/24	04/12/24	11/12/24	11/12/24	13/12/24	15/12/24	18/12/24	As and When needed
24	Cleaning materials/ Other Purchase	Actual Plan	Various	Each	Simplified bidding	LGEF/ RCCO	K722,248								
	Total	Actual													

Prepared By:



Augustine Mwanza (Mr)
A/PROCUREMENT OFFICER

DATE 20th December, 2023

checked by :



Mathews Simukonda (Mr)
DIRECTOR FINANCE

DATE 20th December, 2023

Approved By:



Henry Siwakwi (Mr)
COUNCIL SECRETARY

20th December, 2023.