

MAFINGA TOWN COUNCIL ANNUAL PROCUREMENT PLAN FOR THE YEAR 2025

No	Description	Plan	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 Actual	Various	Each	Simplified Bidding	LGEF/ RCCO	K 5,753,146.00	03/01/25	08/01/25	18/01/25	24/01/25	24/01/25	24/01/25	22/01/25	As and when Needed
2	Office materials	Plan Actual	various	Each	Simplified Bidding	LGEF/ RCCO	K 3,320,234.00	10/01/25	17/01/25	18/01/25	18/01/25	23/01/25	23/01/25	02/02/25	As and when Needed
3	Building, Repair and maintenance cost	Plan Actual	Various	Each	Simplified Bidding	LGEF/ RCCO	K 5,654,897.00	05/02/25	12/02/25	12/02/25	14/02/25	21/02/25	21/02/25	20/06/25	As and when Needed
4	Fuel	Plan Actual	various	Each	Direct Bidding	LGEF/ RCCO	K 3,278,013.69	23/02/25	25/02/25	25/02/25	25/02/25	26/02/25	27/02/25	29/02/25	As and when Needed
5	Other administrative operating.	Plan	various	Each	Simplified Bidding	LGEF/ RCCO	K 1,338,433.00	05/03/25	10/03/25	10/03/25	12/03/25	17/03/25	22/03/25	27/03/25	As and when Needed

	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
6	Hand tools and equipment	Plan Actual	Various Various	Each Each	Simplified Bidding Simplified Bidding	LGEF/ RCCO K 1,245,345.00 K 1,885,680.00	19/03/25 30/03/25	26/03/25 06/04/25	26/03/25 07/04/25	28/03/25 07/04/25	30/03/25 15/04/25	30/03/25 16/04/25	06/03/25 05/05/25	As and when Needed As and When Needed
7	Street lights	Plan Actual	Various Various	Each Each	Open Bidding National Simplified Bidding	CDF K 17,657,020.74	07/04/25	06/05/25	07/05/25	09/05/25	15/05/25	18/05/25	10/09/25	As and when
8	Community Projects	Plan Actual	Various Various	Each Each	Simplified Bidding Open Bidding National	LGEF/ RCCO K 167,987.00	23/05/25 15/05/25	28/05/25 10/06/25	28/05/25 11/06/25	28/05/25 15/06/25	05/06/25 21/06/25	08/06/25 22/06/25	11/06/25 25/08/25	As and When Needed As and When Needed
9	Travel expenses	Plan Actual	Various Various	Each Each	Open Bidding National Open Bidding National	RDA K 3,200,000.0	15/05/25 02/6/25	10/06/25 03/07/25	11/06/25 05/07/25	15/06/25 07/07/25	21/06/25 12/07/25	22/06/25 15/07/25	25/08/25 15/09/25	As and When Needed As and When Needed
10	Community Projects	Plan Actual	Various Various	Each Each	Simplified Bidding Simplified Bidding	LGEF/ RCCO K 3,266,127.00	15/05/25 02/6/25	10/06/25 03/07/25	11/06/25 05/07/25	15/06/25 07/07/25	21/06/25 12/07/25	22/06/25 15/07/25	25/08/25 15/09/25	As and When Needed As and When Needed
11	Roads and Drainages	Plan Actual	Various Various	Each Each	Open Bidding National Simplified Bidding	RDA K 42,340.00	15/05/25 02/6/25	10/06/25 03/07/25	11/06/25 05/07/25	15/06/25 07/07/25	21/06/25 12/07/25	22/06/25 15/07/25	25/08/25 15/09/25	As and When Needed As and When Needed
12	Computer peripherals equipment/Communication Equipment	Plan actual	Various Various	Each Each	Simplified Bidding Simplified Bidding	LGEF/ RCCO K 2,600,000.00	13/07/25 07/08/25	20/07/25 14/08/25	20/07/25 14/08/25	22/07/25 15/08/25	27/07/25 20/08/25	27/07/25 22/08/25	03/08/25 15/10/25	As and when Needed As and when needed
13	Township and road maintenance	Plan actual	Various Various	Each Each	Simplified Bidding Simplified Bidding	ZDSP K 2,600,000.00	07/08/25	14/08/25	14/08/25	15/08/25	20/08/25	22/08/25	15/10/25	As and when needed
14	Office Furniture	Plan Actual	01 Actual	Each Each	Simplified Bidding Simplified Bidding	LGEF/ RCCO K 176,670.00	10/08/25	17/08/25	18/08/25	20/08/25	26/08/25	28/08/25	06/09/25	When Needed

	Plan	Quantity	Unit	Simplified Bidding	LGEF/RCCO	Estimated Cost(K)	20/08/25	27/08/25	27/08/25	27/08/25	27/08/25	27/08/25	30/08/25	30/08/25	30/08/25	As when needed
				Procurement Method	Source of Funds		Invite/ Advertise Tender	Bid Closing/ Opening	Evaluation	Authority/ Approval	Notification of award	Contract Execution	Contract completion	Comments		
5	Vehicles and motor cycles (motor cycles 12cc)	various	Each			K 54,920.00										
6	Servicing of Vehicles(other consumables)	1	Each	Direct Bidding	LGEF/RCCO	K 54,920.00	03/09/25	10/09/25	10/09/25	10/09/25	10/09/25	11/09/25	11/09/25	11/09/25	As and when Needed	
7	Tyres	Various		Simplified Bidding	LGEF/RCCO	K 456,789.00	14/09/25	28/09/25	28/09/25	28/09/25	03/09/25	04/09/25	09/09/25	As and when needed		
8	Insurance/ Licenses and taxes	Various	Each	Direct Bidding	LGEF/RCCO	K 56,743.00	20/09/25	25/09/25	25/09/25	27/09/25	02/10/25	03/10/25	08/10/25	As and when needed		
9	Postage Charges	Various	Each	Direct Bidding	LGEF/RCCO	K 20,987.00	02/10/25	5/10/25	05/10/25	06/10/25	08/10/25	08/10/25	12/10/25	As and When needed		
10	adverts	01	Each	Simplified Bidding	LGEF/RCC	K 229,245.00	15/10/25	17/10/25	17/10/25	16/10/25	16/10/25	18/10/25	20/10/25	As and when Needed		
11	Protective wear, clothing and uniform	Various	Each	Simplified Bidding	LGEF/RCCO	K 1,650,629.57	16/10/25	23/10/25	23/10/25	24/10/25	30/10/25	01/11/25	04/11/25	As and when Needed		
12	Drugs, vaccines/ Veterinary materials/ medical stationery	various	Each	Simplified Bidding	LGEF/RCCO	K 2,441,439.00	17/10/25	19/10/25	21/10/25	21/10/25	26/10/25	27/10/25	03/11/25	As and when Needed		
13	Councils and Committees/ Labour day	Various	Each	Simplified Bidding	LGEF/RCCO	K 328,271.00	19/11/25	24/11/25	24/11/25	25/11/25	31/11/25	02/11/25	06/11/25			

	As and when Needed																			As and when needed
4	Cleaning materials/ Other Purchase	Plan	Various	Each	Simplified bidding	LGEF/ RCCO	K 3,607,687.00	03/12/25	7/12/25	11/12/25	11/12/25	16/12/25	17/12/25	25/12/25						
	Total																			

Prepared by:


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Augustine Mwanza (Mr)
A/PROCUREMENT OFFICER

DATE 12th December, 2025

checked by:


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Mathews Simukonda (Mr)
DIRECTOR FINANCE

DATE 12th December, 2025

Approved by:


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Joseph C. Nonde (Mr)
COUNCIL SECRETARY

DATE 12th December, 2025