

MINISTRY OF LABOUR  
PROCUREMENT PLAN (SBA)  
Fiscal year: 2020/2021

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code(s)	QTY	ESTIMATED COST (USD)	PROCU REME NT METH OD	TECHNICAL SPECS/BOQ/DR AWINGS	PREP. OF BID DOCUMENT	PC APPROVAL BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/P UBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADV ANCE PAY ME N T	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS	
PLANNED	1	MOU/SBA/RFC/001/20/2																	
UPDATE																			
AC-TUAL																			
PLANNED	2	MOU/SBA/RFC/002/20/2																	
UPDATE																			
AC-TUAL																			
SUB-TOTAL																			

Prepared by:  
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Procurement Director

Approved by:

Cliff. Charles H. Gibson  
Head of Entity/Chairman Proc. Cmtee  
Nov. 17, 2020

Date

Nov. 17, 2020



Name of Entity: **Ministry of Labor**  
Procurement Plan Explanatory Note (SBA)  
Fiscal year 2020/2021

Item No.	Contract Package Code	Contract Package	Content of Contract Package
1	IFB NO.MOL/SBA/RFQ/001/20/21	Cleaning Materials	<p>This contract package is intended to procure the following items:</p> <ul style="list-style-type: none"><li>a. Sanitizer</li><li>b. Dettol</li><li>c. Liquid soap</li><li>d. Chlorine</li><li>e. Clorox</li><li>f. Air-freshener</li><li>g. Broom</li><li>h. Soap</li><li>i. Floor Mop</li><li>j. E.T.C.</li></ul> <p>The initial amount for this contract package was US\$4,000. However, US\$2,000 was deducted to be used for Repair and Maintenance Vehicle. The balance US\$2,000 will be used for Cleaning Materials.</p>



2	IFB NO.MOL/SBA/RFQ/002/20/21	Stationery	<p>This contract package is intended to procure the following items:</p> <ul style="list-style-type: none"> <li>a. A4 sheet</li> <li>b. Legal sheet</li> <li>c. Carbon sheets</li> <li>d. Steno pads</li> <li>e. Journal</li> <li>f. Paper glue</li> <li>g. Clip board</li> <li>h. Staple machine</li> <li>i. Pens</li> <li>j. Toners</li> <li>k. Stick on Pad</li> <li>l. Cartridge</li> </ul> <p>The initial amount for this contract package was US\$4,000. However, US\$2,000 was deducted to be used for Repair and Maintenance Vehicle. The balance US\$2,000 will be used for stationery.</p>
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