

Ministry of State for Presidential Affairs  
Annual Procurement Plan (SBA )  
Source of Funding: GOL  
Fiscal Year 2020/2021

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
ITEM NO	PACKAGE NUMBER (CODE)	BASIC DATA			QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECIFICATIONS	PREP OF BID DOCUMENT	PC APPROVAL - BID DOCUMENT SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/PIB LIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT
		CONTRACT PACKAGE	Business Activity Code															
Planned	1	IFB No/MOS/SBA/RB/001/20/21	Petroleum Products	G 4661	218,571.43gals	960,000.00	RB	28-Jul-20	4-Aug-20	11-Aug-20	18-Aug-20	15-Sep-20	22-Sep-20	29-Sep-20	13-Oct-20	N/A	1-Jun-21	30-Jun-21
Update																		
Actual																		
Planned	2	IFB No/MOS/SBA/RFQ/001/20/21	Publication Services	J5813	assorted	10,000.00	RFQ	28-Jul-20	4-Aug-20	11-Aug-20	18-Aug-20	1-Sep-20	8-Sep-20	15-Sep-20	29-Sep-20	N/A	1-Apr-21	30-Jun-21
Update																		
Actual																		
Planned	3	IFB No/MOS/SBA/NCB/001/20/21	Printing and Binding	C1811	assorted	91,500.00	NCB	28-Jul-20	4-Aug-20	11-Aug-20	18-Aug-20	15-Sep-20	22-Sep-20	29-Sep-20	13-Oct-20	N/A	1-Apr-21	30-Jun-21
Update																		
Actual																		
Planned	4	IFB No/MOS/SBA/NCB/Q002/20/21	Vehicle Insurance	K-6512	assorted	25,000.00	NCB	28-Aug-20	4-Sep-20	11-Sep-20	18-Sep-20	16-Oct-20	23-Oct-20	30-Oct-20	13-Nov-20	N/A	30-Apr-21	30-Jun-21
Update																		
Actual																		
Planned	5	IFB No/MOS/SBA/RNCB/003/20/21	Scratch Cards	J 6120	assorted	25,000.00	NCB	28-Jul-20	4-Aug-20	11-Aug-20	18-Aug-20	15-Sep-20	22-Sep-20	29-Sep-20	13-Oct-20	N/A	1-Apr-21	30-Jun-21
Update																		
Actual																		
Planned	6	IFB No/MOS/SBA/NCB/004/20/21	Building Materials	G-4630	assorted	211,500.00	NCB	28-Jul-20	4-Aug-20	11-Aug-20	18-Aug-20	15-Sep-20	22-Sep-20	29-Sep-20	13-Oct-20	N/A	1-Apr-21	30-Jun-21
Update																		
Actual																		
Planned	7	IFB No/MOS/SBA/SS/001/20/21	Presidential Air Tickets	N-7911	1 Firm	225,000.00	SS	28-Jul-20	N/A	4-Aug-20	N/A	N/A	N/A	11-Aug-20	25-Aug-20	N/A	1-Apr-21	30-Jun-21
Update																		
Actual																		
Planned	8	IFB No/MOS/SBA/RB/002/20/21	General Air Tickets	N-7911	assorted	22,500.00	RB	28-Jul-20	4-Aug-20	11-Aug-20	18-Aug-20	15-Sep-20	22-Sep-20	29-Sep-20	13-Oct-20	N/A	1-Apr-21	30-Jun-21
Update																		
Actual																		
Grand Total						1,570,500.00												

Signed:   
Mrs Snortz W. Sherman  
Procurement Director

Date: 09/04/2020

Approved by:   
Hon. G. Wessah Blamoh  
Deputy Minister/Administration

Date: 4/9/2020

  
D. Agbete  
Sept 15/2020

7/4/20

**MINISTRY OF STATE FOR PRESIDENTIAL AFFAIRS**  
**PROCUREMENT PLAN EXPLANATORY NOTES (SBA)**  
**Fiscal year 2020/2021**

e Contract Package Code	Contract Package	Content of Contract Package
I FB NO.MOS/SBA/RB/001/20/21	Petroleum Products	<b>This Contract Package is intended to Procure:</b> <ul style="list-style-type: none"><li>• Fuel for the Ministry of State.</li><li>• Coupons – 66,000gals</li><li>• Bulk Fuel – 158,880gals</li></ul>
I FB NO.MOS/SBA/RFQ/001/20/21	• PUBLICATION SERVIC	<b>This contract package is intended to procure the following items:</b> <ul style="list-style-type: none"><li>• Published IFB in Newspaper</li><li>• Publication of Acts</li><li>• Publication of Announcements</li></ul>
I FB NO.MOS/SBA/NCB/001/20/21	Printing & Binding	<b>This contract package is intended procure:</b> <ul style="list-style-type: none"><li>• Binding &amp; Printing of President's Annual Message</li><li>• Binding &amp; Printing of the President's Executive Report</li><li>• Printing of Presidential Calendars.</li><li>• Printing of Letter Heads and Call Cards</li></ul>

*9/14/20* *9/14/20* *9/14/20*

*9/14/20*



		<ul style="list-style-type: none"> <li>• Printing of Check Payment Vouchers for MCS Finance Office.</li> </ul>
[FB NO:MOS/SBA/RFO/002/20/21	VEHICLES INSURANCE	<p>This Contract Package is intended for procure:</p> <ul style="list-style-type: none"> <li>• Insurance for Ministry of State Vehicles (25 Vehicles)</li> </ul>
[FB NO:MOS/SBA/RFO/003/20/21	SCRATCH CARDS	<ul style="list-style-type: none"> <li>• This Contract is intended to Procure Scratch Cards:</li> <li>• Public Affairs &amp; Communication</li> <li>• Administration and Management</li> </ul> <p>The scratch Card acquire for the budget year is: (2000pcs)</p>
[FB NO:MOS/SBA/NCB/002/20/21	Building Materials	<p>This Contract is intended to procure:</p> <ul style="list-style-type: none"> <li>• Building Materials for the repair of Presidential Palaces in the Fifteen Counties.</li> </ul> <p>The initial contract package was Repair &amp; Maintenance – Civil which was change to a new package Building Materials,</p>
[FB NO:MOS/SBA/SS/001/20/21	Presidential Air Tickets	<p>This Contract Package is intended to Procure:</p> <ul style="list-style-type: none"> <li>• Air Tickets for the President.</li> </ul>
[FB NO:MOS/SBA/NCB/003/20/21	General Air Ticket	<p>This Contract is intended to Procure:</p> <ul style="list-style-type: none"> <li>• Air Tickets for Ministry of State Employees during Travel</li> </ul>

Prepared by: \_\_\_\_\_

PROCUREMENT DIRECTOR

Date: \_\_\_\_\_

9/4/20

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