MINISTRY OF GENDER, CULTURE, SOCIAL SERVICES, YOUTH & SPORTS ANNUAL PROCUREMENT PLAN 2018/ 2019

No	Item/Service Code	Item/service description	Estimated Unit Cost KES	Unit of Issue	Quantity	Procurement Method	Charge account	Resrvations for Target Group %				Margin of Preference for Local Contractors %	Timing of Activities (Quarterly Basic)			
								Youths	Women	PWDs	Citizen Contractors		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
1	S000000014	PAY, FEE;SUBSCRIPTION,DAILY NEWSPAPERS / MAGAZINES	64,800.00	Each	1	Request for quotation		100	0	0	0	100	-	32,400	32,400	-
2	S000000385	Trade shows and exhibitions	100,000.00	Each	1	Request for quotation		0	100	0	0	100	-	50,000	50,000	-
3	M000008124	Residential rental and offices	840,000.00	Each	4	Request for quotation		0	0	0	100	100	-	240,000	300,000	300,000
4	M000008109	Electricity Bill	300,000.00	Each	12	Direct procurement		0	0	0	100	100	-	150,000	75,000	75,000
5	S000000356	Water and Sewage	270,000.00	Each	12	Direct procurement		0	0	0	100	100	-	135,000	67,500	67,500
6	S000000039	Catering services	1,100,000.00	Each	1	Request for quotation		100	0	0	0	100	-	550,000	275,000	275,000
7	S000000066	Conference Facility; Full board	550,000.00	Each	1	Direct procurement		0	0	0	100	100	-	275,000	137,500	137,500
8		National celebrations	550,000.00	Each	1	Direct procurement		0	0	0	100	100	-	275,000	137,500	137,500
9		International celebrations	408,000.00	Each	1	Direct procurement		0	0	0	100	100	-	102,000	204,000	102,000
10	S000000378	Digital Printing Services	500,000.00	Each	1	Request for quotation		100	0	0	0	100	-	250,000	125,000	125,000
12	M000000006	Carbon papers; A4 (one packet of 100)	800.00	Each	7	Request for quotation		0	0	100	0	100	-	5,600	-	-
13	M000000015	Standard envelopes; Brown, A3, one pkt of 25	500.00	Each	100	Request for quotation		0	0	100	0	100	-	50,000	-	-
14	M000000016	Standard envelopes; Brown, A4, one pkt of 25	250.00	Each	940	Request for quotation		0	0	100	0	100	-	23,500	-	-
15	M000000017	Standard envelopes; Brown, A5, one pkt of 25	150.00	Each	600	Request for quotation		0	0	100	0	100	-	9,000	-	-
16	M000000004	Printer or copier paper; A4, 80mg, one ream	625.00	Each	1000	Request for quotation		0	0	100	0	100	-	625,000	-	-
17	M000000005	Printer or copier paper; A3, 80mg, one ream	1,000.00	Each	20	Request for quotation		0	0	100	0	100	-	20,000		
18	M000001143	Binding covers; Embosed, 1pkt	1,500.00	Each	5 packets	Request for quotation		0	0	100	0	100	-	7,500	-	-
19		binding cover clear	1,500.00	Each	5 packets	Request for quotation		0	0	100	0	100	-	7,500	-	-
20	M000001444	Binding combs or strips; Spirals, 16mm	1,500.00	Each	5 packets	Request for quotation		0	0	100	0	100	-	7,500	-	-
21	M000000059	Stapler; giant	3,000.00	Each	2	Request for quotation		0	0	100	0	100		6,000		
22	M000000060	Stapler; medium	500.00	Each	6	Request for quotation		0	0	100	0	100	-	3,000	-	-
23	M000000062	Staple pins; 24/6, medium, packet of 5000	200.00	Each	100	Request for quotation		0	0	100	0	100	-	20,000	-	-
24	M000000054	Staples remover	60.00	Each	6	Request for quotation		0	0	100	0	100	-	360	-	-
25	M000000540	OFFICE, PINS	200.00	Each	20	Request for quotation		0	0	100	0	100	-	4,000	-	-
26	M000000542	SHREDDER	24,150.00	Each	1	Request for quotation		0	0	100	0	100		24,150		
27	M000011132	Glues; Pritt glue stick 18g 063 OZ	200.00	Each	20	Request for quotation		0	0	100	0	100		4,000		
28	M000000036	Glues; Liquid, 90g bottle	100.00	Each	20	Request for quotation		0	0	100	0	100		2,000		
29	M000095029	Masking Tape	100.00	Each	100	Request for quotation		0	0	100	0	100		10,000		
30	M000010799	Inks; STAMP PAD INK 25ML BLUE/VIOLET	100.00	Each	20	Request for quotation		0	0	100	0	100		2,000		
31	M000004716	RECORD BOOK; Black Book register 2 Quire	200.00	Each	20	Request for quotation		0	0	100	0	100		4,000		
32	M000006199	Visitors Book	200.00	Each	10	Request for quotation		0	0	100	0	100		2,000		
33	M000009718	Delivery forms or delivery books;DELIVERY NOTE BOOKS	60.00	Each	30	Request for quotation		0	0	100	0	100		1,800		
34	M000000048	Paper Clip; Small, box of 100	150.00	Each	5box	Request for quotation		0	0	100	0	100	-	750	-	-
35	M000000049	Paper Clip; large, box of 100	200.00	Each	5box	Request for quotation		0	0	100	0	100		1,000		
36	M000000058	Paper punching machines; Giant	2,000.00	Each	5	Request for quotation		0	0	100	0	100	-	10,000	-	-
37	M000004722	Fountain Pens Executive (packet)	3,000.00	Each	5	Request for quotation		0	0	100	0	100	-	15,000	-	-
38	M000000042	Ball point pens; Normal, Blue (packet)	750.00	Each	15	Request for quotation		0	0	100	0	100	-	11,250	-	-
39	M000000044	Ball point pens; Normal, Black (packet)	750.00	Each	5	Request for quotation		0	0	100	0	100	-	3,750	-	-
40	M000011429	Markers; WHITE BOARD MARKING PENS BLACK	1,000.00	Each	1 packet	Request for quotation		0	0	100	0	100		1,000		
41	M000011432	Markers; WHITE BOARD MARKING PENS BLUE	1,000.00	Each	1 packet	Request for quotation		0	0	100	0	100		1,000		
42	M000011433	Markers; WHITE BOARD MARKING PENS RED	1,000.00	Each	1 packet	Request for quotation		0	0	100	0	100		1,000		
43	M000000985	MARKER;HIGHLIGHTER,PKT	500.00	Each	3 packets	Request for quotation		0	0	100	0	100		1,500		
44	M000012846	Wooden pencils; Pencil 2HB	60.00	Each	2 packets	Request for quotation		0	0	100	0	100		120		
45	M000000539	RULER	50.00	Each	4	Request for quotation		0	0	100	0	100		200		

46	M000000001	HARD DISK DRIVE; 1TB	7,800.00	Each	4	Request for quotation		0	0	100	0	100		31,200		
47	M000002946	Flash Disk 16GB	1,500.00	Each	5	Request for quotation		0	0	100	0	100		7,500		
48	M000009895	Scientific calculatorDESK CALCULATOR	1,500.00	Each	4	Request for quotation		0	0	100	0	100		6,000		
49	M000011002	Extension cord;EXTENSION CABLE REEL	2,000.00	Each	6	Request for quotation		0	0	100	0	100	-	12,000	-	-
50	M000000038	Rubber stamping stamp pads	300.00	Each	3	Request for quotation		0	0	100	0	100	-	900	-	-
51	M000011691	Sticker books; SMALL YELLOW STICKERS (dozen)	600.00	Each	5	Request for quotation		0	0	100	0	100	-	3,000	-	-
52	M000010730	Paper pads or notebooks; Branded Note books A5 Size (dozen)	600.00	Each	20	Request for quotation		0	0	100	0	100	-	12,000	-	-
53	M000011440	Folders; SPRING FILES ASSORTED	80.00	Each	500	Request for quotation		0	0	100	0	100	-	40,000	-	-
54	M000010724	Box file; Box Files (standard)	200.00	Each	100	Request for quotation		0	0	100	0	100	-	20,000	-	-
55	M000006064	ink catridge HP desk jet	2,000.00	Each	60	Request for quotation		0	0	100	0	100	-	80,000	0	-
56	M000011340	Printer or facsimile toner; TONER CARTRIDGE HP LASERJET 2015	9,000.00	Each	7	Request for quotation		0	0	100	0	100	-	63000	0	-
57	M000009909	TONNER TK 330 FOR KYOCERA FS-4000DN	25,000.00	Each	4	Request for quotation		0	0	100	0	100	-	100,000	-	-
58	M000002953	Flip Charts	500.00	Each	54	Request for quotation		0	0	100	0	100	-	27,000	-	-
59	S000000485	National postal delivery services: Courier and postal services	60,000.00	Each	1	Request for quotation		100	0	0	0	100	-	-	60,000	-
60	S000000127	Cleaning Services (Contract)	50,000.00	Each	1	Request for quotation		0	100	0	0	100	-	50,000	-	-
61	S000000380	Motor Vehicle Maintainace	800,000.00	Each	1	Request for quotation		0	0	0	100	100	-	400,000	200,000	200,000
62	M000001823	Fuel oil; Motorvehicle lubricats & Oil	1,500,000.00	Each	13043	Request for quotation		0	0	0	100	100	-	1,000,000	500,000	-
63	M000000871	STOVE, FUEL;GAS,4	20,000.00	Each	1	Request for quotation		0	0	0	100	100	-	-	20,000	-
64	S000000444	General office equipment maintenance; repair/maintenance of office furniture	249,488.00	Each	1	Request for quotation		100	0	0	0	100	-	-	249,488	-
65	M000004782	Office furnitures and fittings	1,000,000.00	Each	1	Request for quotation		0	0	0	100	100	-	-	500,000	500,000
66	S000000354	Renovation of buildings or landmarks or monuments; Minor Alterations	30,000.00	Each	1	Request for quotation		0	100	0	0	100	-	-	30,000	-
67	M000093901	Hire of Transport, Equipment, Plant and Machinery	100,000.00	Each	1	Request for quotation		0	0	0	100	100	-	-	100,000	-
68	S000000431	Transport facilitation; car hire services	400,000.00	Each	1	Request for quotation		0	0	0	100	100	-	-	400,000	-
69	S000010204	Training facilitation service; Training and capacity building expenses	375,000.00	Each	1	Request for quotation		0	0	0	100	100	-	-	375,000	-
70		Donations (for youths)	4,000,000.00	Each	1	Restricted tendering		0	0	0	100	100	-	-	-	4,000,000
71		Donations (Orphanage centres)	20,000,000.00	Each	1	open tender		0	0	0	100	100	-	-	-	20,000,000
		DEVELOPMENT														
		Donations (essential equipments and tools to Disables, Vulnerable groups and insitutions)														
72	M000000408	Wheelchairs and other assitive devices	1,200,000.00	Each		Restricted tendering		0	0	100	0	100	-	-	-	1,200,000
		soap making machine	1,200,000.00	Each		Restricted tendering		0	100	0	0	100	-	-	-	1,200,000
73		Donations (for rescue centre, cpu ,women inmates)	1,600,000.00	Each		Restricted tendering		0	0	100						1,600,000
74		Sewing machines	2,000,000.00	Each		Restricted tendering		100	0	0	0	100				2,000,000
75		**Other infrustructure and civil works**														
77		construction of orphanage centre	100,000,000.00			Open tender		0	0	0	100	100	-	-	-	100,000,000
78		Completion of Multipurpose Hall	20,000,000.00			Open tender										20,000,000
		Other infrustructure and civil works	2,500,000.00			restricted tendering		0	0	0	100	100	-	-	-	2,500,000
79		**Youths and Sports**														
80		Construction of Youth service Centre	100,000,000.00			Open tender		0	0	0	100	100	-	-	-	50,000,000
81	S000000408	Commercial and office building renovation and repair service; Office Alterations	2,500,000.00			Restricted tendering		0	0	0		100				2,500,000
82		Construction of Stadium	50,000,000.00			Open tender		0	0	0	100	100	-	-	-	50,000,000
	PWD: Persons Living with Disability															

DEPARTMENT PROCUREMENT OFFICER: Sign:……Date……

Approved By:

HEAD OF DEPARTMENT Sign:……Date……