

Agency Name:		Ministry of Foreign Affairs and International Cooperation										Fiscal Year:		2025	
Form Name:		Programme 121- Development of Foreign Policy, Furniture and Equipment													
Expenditure Category:		Capital													
Type of Procurement:		Goods													
No.	Programme Code	Line Item ID	Activity	Estimated Budget ('000)		Procurement Method (OT, RT, RFQ, RFP, SS, CP, SH)	Procurement Process (Advertise to Contract Award)		Contract Duration (Months)	Expenditure Phasing				Status (In Progress / Pending)	Comments
				Govt	Donor		Estimated			Q1	Q2	Q3	Q4		
							Start	End							
			121- Development of Foreign Policy Buildings												
			Building												
1	121		Foreign Service Institute	123,000			7/14/2025	10/14/2025			23,000	75,000	25,000		
			Furniture and Equipment												
1	121		35 Desktop Computers	5,950		RFQ	3/14/2025	7/2/2025			2,530	1,580	1,840	In-Progress	
2	121		1 Centural UPS System	9,000		RFQ	3/14/2025	7/4/2025			9,000			In-Progress	
3	121		1 Industrial Printers	1,800		RFQ	3/14/2025	5/14/2025			1,800			In-Progress	
4	121		10 Executive Chair	800		RFQ	3/17/2025	5/14/2025			662	138		In-Progress	
5	121		3 Wireless Conference Microphones/Sneakers	2,550		RFQ	3/17/2025	5/14/2025			2,550			In-Progress	
6	121		15 Filing Cabinet	1,050		RFQ	3/17/2025	5/14/2025			500	550		In-Progress	
7	121		8 HP M283 LaserJet Printers	960		RFQ	3/17/2025	5/14/2025			460	500		In-Progress	
8	121		6 Laptop Computers	1,020		RFQ	3/17/2025	5/14/2025			500	520		In-Progress	
9	121		5 Enterprise Printers	1,025		RFQ	3/17/2025	5/14/2025			525	500		In-Progress	
10	121		10 Guest chair	400		RFQ	3/24/2025	5/14/2025			200	200		In-Progress	
11	121		4 Air Conditioning Unit	760		RFQ	3/24/2025	5/14/2025			300	460		In-Progress	

Agency Name:		Ministry of Foreign Affairs and International Cooperation										Fiscal Year:		2025	
Form Name:		Programme 121- Development of Foreign Policy, Furniture and Equipment													
Expenditure Category:		Capital													
Type of Procurement:		Goods													
No.	Programme Code	Line Item ID	Activity	Estimated Budget ('000) (G\$)		Procurement Method (OT, RT, RFQ, RFP, SS, CP, SH)	Procurement Process (Advertise to Contract Award)		Contract Duration (Months)	Expenditure Phasing				Status (In Progress / Pending)	Comments
				Govt	Donor		Estimated			Q1	Q2	Q3	Q4		
							Start	End							
12	121		3 Sofa	600		RFQ	3/24/2025	5/14/2025			300	300		In-Progress	
13	121		20 UPS 700 VA Back up Battery	340		RFQ	3/24/2025	5/14/2025			340			In-Progress	
14	121		8 Shredder	400		RFQ	3/24/2025	4/24/2025		250	150			In-Progress	
15	121		4 Microwave	320		RFQ	4/14/2025	5/24/2025			106	107	107	In-Progress	
16	121		15 Webcams	180		RFQ	4/14/2025	5/24/2025		180				In-Progress	
17	121		2 Projector	320		RFQ	4/14/2025	5/24/2025				320		In-Progress	
18	121		3 Portable printer & scanner	300		RFQ	4/14/2025	5/24/2025				200	100	In-Progress	
19	121		4 Office Desk	240		RFQ	4/14/2025	5/24/2025				240		In-Progress	
20	121		2 Refrigerator (Large)	240		RFQ	4/14/2025	5/24/2025			160	80		In-Progress	
21	121		3 Cubicle	300		RFQ	4/14/2025	5/24/2025			300			In-Progress	
22	121		4 Water Dispenser	160		RFQ	4/14/2025	5/24/2025				160		In-Progress	
23	121		5 Venetian blinds	100		RFQ	4/21/2025	5/24/2025			100			In-Progress	
24	121		1 Motorized Projector Screen	150		RFQ	4/21/2025	5/24/2025			90	60		In-Progress	
25	121		3 Guillotine	90		RFQ	4/21/2025	5/24/2025			90			In-Progress	
26	121		1 Executive Desk	140		RFQ	4/21/2025	5/24/2025			40	100		In-Progress	
27	121		1 Retractable banner	130		RFQ	4/21/2025	5/24/2025			40	90		In-Progress	

Agency Name:		Ministry of Foreign Affairs and International Cooperation										Fiscal Year:		2025	
Form Name:		Programme 121- Development of Foreign Policy, Furniture and Equipment													
Expenditure Category:		Capital													
Type of Procurement:		Goods													
No.	Programme Code	Line Item ID	Activity	Estimated Budget ('000) (G\$)		Procurement Method (OT, RT, RFQ, RFP, SS, CP, SH)	Procurement Process (Advertise to Contract Award)		Contract Duration (Months)	Expenditure Phasing				Status (In Progress / Pending)	Comments
				Govt	Donor		Estimated			Q1	Q2	Q3	Q4		
							Start	End							
28	121		2 Bookcases	120		RFQ	4/21/2025	5/24/2025			40	80		In-Progress	
29	121		2 Small Table	60		RFQ	4/21/2025	5/24/2025			40	20		In-Progress	
30	122		2 Binder	80		RFQ	21- 04-2025	24- 05-2025			40	40		In-Progress	
31	123		2 Whiteboard	70		RFQ	21- 04-2025	24- 05-2025			40	30		In-Progress	
32	124		1 Lamination Machine	60		RFQ	21- 04-2025	24- 05-2025			40	20		In-Progress	
33	125		5 Electrical Fans	50		RFQ	21- 04-2025	24- 05-2025			30	20		In-Progress	
34	126		1 Refrigerator (Small)	50		RFQ	21- 04-2025	24- 05-2025			30	20		In-Progress	
35	127		1 Automatic Labeling Machine	45		RFQ	21- 04-2025	24- 05-2025			45	0		In-Progress	
36	128		2 Bookshelves	40		RFQ	21- 04-2025	24- 05-2025			40	0		In-Progress	
37	129		4 Foldable chairs	40		RFQ	21- 04-2025	24- 05-2025			40	0		In-Progress	
38	130		1 Foldable table	40		RFQ	21- 04-2025	24- 05-2025			40	0		In-Progress	
39	121		2 Coffee maker	20		RFQ	21- 04-2025	24- 05-2025		20					
				153,000						450	44,168	81,335	27,047		

Prepared By:

B. Ahmad

Approved by:

[Signature]

Agency Name:	Ministry of Foreign Affairs and International Cooperation	Fiscal Year:	2025
Form Name:	Programme 121- Development of Foreign Policy, Furniture and Equipment		
Expenditure Category:	Capital		
Type of Procurement:	Goods		

No.	Programme Code	Line Item ID	Activity	Estimated Budget ('000) (G\$)		Procurement Method (OT, RT, RFQ, RFP, SS, CP, SH)	Procurement Process (Advertise to Contract Award)		Contract Duration (Months)	Expenditure Phasing				Status (In Progress / Pending)	Comments
				Govt	Donor		Estimated			Q1	Q2	Q3	Q4		
							Start	End							

Preparation Guidance Notes

Form Header should include;

- Name of Agency (e.g Ministry of Health)
- Fiscal Year the Plan is being prepared for. (e.g 2020)
- Category of Expenditure. (e.g Capital or Current)
- Type of Procurement. (e.g Goods, Services, Works Consultancy)

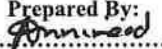
The following table provides guides the preparation of columns A to Q of the Procurement Plan template.

Columns	General Guidance
A	All activities on the template must be numbered. (e.g 1,2,3...)
B	Reference each procurement activity according to the appropriate programme.
C	All entries must include a Budget Line-item as per the GoG Chart of Accounts. (e.g 6211) selected from the drop-down menu provided on the form.
D	A brief activity description must be included for each activity. (e.g. Purchase of a vehicle; Cleaning and fumigation services)
E - F	Estimate the cost of each procurement activity as per the Budget Estimate for both Government and Donor funded projects.
G	Select from the drop-down menu the proposed procurement method.
H-I	Identify the proposed start date and end date for the procurement process; Date of publication/solicitation and date of contract award. The date format to be used is (dd/mm/year).
J-K	The duration of the contract (i.e start to end) should be included by months. (e.g 6 months, 12 months, 36 months)
L - O	For each activity, the sum proposed to be expended by quarter should be included in the appropriate quarter.
P	Indicate the status for each procurement activity from the drop-down menu. In-progress represents roll over projects, while Pending represents new activities.
Q	Add any additional comments to support the planned activity.

Agency Name:		Ministry of Foreign Affairs and International Cooperation													
Form Name:		Programme 122- Foreign Policy Promotion, Land Transport and Furniture and Equipment													
Expenditure Category:		Capital													
Type of Procurement:		Goods													
													Fiscal Year: 2025		
No.	Programme Code	Line Item ID	Activity	Estimated Budget (G\$ '000)		Procurement Method (OT, RT, RFQ, RFP, SS, CP, SH)	Procurement Process (Advertise to Contract Award)		Contract Duration (Months)	Expenditure Phasing				Status (In Progress / Pending)	Comments
				Govt	Donor		Estimated			Q1	Q2	Q3	Q4		
							Start	End							
			<u>Land Transport</u>												
1	122		4 Motor Vehicles	73,602		RFQ	4/21/2025	5/31/2025			42,702	30,900		In-Progress	
			<u>Furniture and Equipment</u>												
1	122		7 Computers	3,050		RFQ	3/16/2025	5/31/2025			3,050	0		In-Progress	
2	122		5 Printers	1,153			3/16/2025	5/31/2025			653	500			
3	122		2 Laptop	460			3/16/2025	5/31/2025			260	200			
4	122		2 Backup Generator	990			3/16/2025	5/31/2025			400	590			
5	122		3 AC Unit (24000BTU Inverter)	636			3/16/2025	5/31/2025			331	305			
6	122		3 Office Chairs	222			3/16/2025	5/31/2025			102	120			
7	122		5 Executive Chairs	1,514			3/16/2025	5/31/2025			831	683			
8	122		5 Office desk	870			3/16/2025	5/31/2025			258	612			
9	122		4 Fans	263			3/16/2025	5/31/2025			190	73			

Agency Name:		Ministry of Foreign Affairs and International Cooperation												Fiscal Year:		2025	
Form Name:		Programme 122- Foreign Policy Promotion, Land Transport and Furniture and Equipment															
Expenditure Category:		Capital															
Type of Procurement:		Goods															
No.	Programme Code	Line Item ID	Activity	Estimated Budget (G\$ '000)		Procurement Method (OT, RT, RFQ, RFP, SS, CP, SH)	Procurement Process (Advertise to Contract Award)		Contract Duration (Months)	Expenditure Phasing				Status (In Progress / Pending)	Comments		
				Govt	Donor		Estimated			Q1	Q2	Q3	Q4				
							Start	End									
10	122		5 Portable Heater, Air purifier	275		RFQ	3/16/2025	5/31/2025			186	89		In-Progress			
11	122		1 Microwave	42		RFQ	4/18/2025	5/31/2025			42	0		In-Progress			
12	122		1 Telephone / intercom system	938		RFQ	4/18/2025	31-04-2025			938	0		In-Progress			
13	122		1 Scanner	500		RFQ	5/15/2025	6/30/2025			200	300		In-Progress			
14	122		1 Stove/oven	285		RFQ	4/18/2025	31-04-2025			133	152		In-Progress			
15	122		4 Shredder	643		RFQ	4/18/2025	6/30/2025			358	285		In-Progress			
16	122		2 Television	661		RFQ	4/18/2025	5/31/2025			661	0		In-Progress			
17	122		2 Bed frame and mattress	800		RFQ	4/18/2025	5/31/2025			800	0		In-Progress			
18	122		1 Armchairs	100		RFQ	5/18/2025	5/31/2025			100	0		In-Progress			
19	122		2 Floor Lamps	142		RFQ	4/25/2025	5/31/2025			142	0		In-Progress			
20	122		3 Refrigerator (large)	830		RFQ	4/25/2025	5/31/2025			430	400		In-Progress			
21	122		2 Refrigerator (small)	105		RFQ	4/25/2025	5/31/2025			105	0		In-Progress			
22	122		2 Washing machine	425		RFQ	4/25/2025	5/31/2025			425	0		In-Progress			
23	122		2 Dryer	425		RFQ	4/25/2025	5/31/2025			425	0		In-Progress			
24	122		1 New Air condition system for the Residence	3,753		RFQ	4/25/2025	5/31/2025			348	3,405		In-Progress			
26	122		3 Living Room/Sofa Set	1,427		RFQ	4/25/2025	5/31/2025			525	902		In-Progress			
27	122		2 Server	2,814		RFQ	4/25/2025	5/31/2025			1,388	1,426		In-Progress			

Agency Name:		Ministry of Foreign Affairs and International Cooperation										Fiscal Year:		2025	
Form Name:		Programme 122- Foreign Policy Promotion, Land Transport and Furniture and Equipment													
Expenditure Category:		Capital													
Type of Procurement:		Goods													
No.	Programme Code	Line Item ID	Activity	Estimated Budget (G\$ '000)		Procurement Method (OT, RT, RFQ, RFP, SS, CP, SH)	Procurement Process (Advertise to Contract Award)		Contract Duration (Months)	Expenditure Phasing				Status (In Progress / Pending)	Comments
				Govt	Donor		Estimated			Q1	Q2	Q3	Q4		
							Start	End							
28	122		5 Filing cabinets	943		RFQ	4/25/2025	5/31/2025			202	741		In-Progress	
29	122		1 Water Dispensers	63		RFQ	5/18/2025	5/31/2025			63	0		In-Progress	
30	122		2 Vacuum Cleaner	179		RFQ	3/16/2025	5/31/2025			179	0		In-Progress	
31	122		8 Waiting Area Chairs	123		RFQ	4/27/2025	5/31/2025			123	0		In-Progress	
32	122		1 Conference Table	252		RFQ	4/27/2025	5/31/2025			148	104		In-Progress	
33	122		8 Conference chairs	1,008		RFQ	4/27/2025	5/31/2025			495	513		In-Progress	
34	122		2 Closet	300		RFQ	4/27/2025	5/31/2025			167	133		In-Progress	
35	122		1 Digital Screen	830		RFQ	4/25/2025	5/31/2025			440	390		In-Progress	
36	122		1 Cupboard	194		RFQ	4/25/2025	5/31/2025			116	78		In-Progress	
37	122		1 Conferencing equipment	625		RFQ	4/25/2025	5/31/2025			253	372		In-Progress	
38	122		3 Display shelves	102		RFQ	4/25/2025	5/31/2025			102	0		In-Progress	
39	122		1 Display Cabinet	146		RFQ	4/25/2025	5/31/2025			120	26		In-Progress	
40	122		2 Carpeting	167		RFQ	4/25/2025	5/31/2025			97	70		In-Progress	
41	122		1 Water Pump	136		RFQ	4/27/2025	5/31/2025			87	49		In-Progress	
42	122		1 Podium	210		RFQ	4/27/2025	5/31/2025			91	119		In-Progress	
43	122		1 Grass Trimmers	3		RFQ	4/27/2025	5/31/2025			3	0		In-Progress	
44	122		Furniture and Equipment (Posting of Ambassadors)	1,394		RFQ	4/27/2025	5/31/2025			602	792		In-Progress	
				103,602							59,271	44,331			

Prepared By:


Approved by:


Agency Name:	Ministry of Foreign Affairs and International Cooperation	Fiscal Year:	2025
Form Name:	Programme 122- Foreign Policy Promotion, Land Transport and Furniture and Equipment		
Expenditure Category:	Capital		
Type of Procurement:	Goods		

No.	Programme Code	Line Item ID	Activity	Estimated Budget (G\$ '000)		Procurement Method (OT, RT, RFQ, RFP, SS, CP, SH)	Procurement Process (Advertise to Contract Award)		Contract Duration (Months)	Expenditure Phasing				Status (In Progress / Pending)	Comments
				Govt	Donor		Estimated			Q1	Q2	Q3	Q4		
							Start	End							

Preparation Guidance Notes


Form Header should include;

- Name of Agency (e.g Ministry of Health)
- Fiscal Year the Plan is being prepared for. (e.g 2020)
- Category of Expenditure. (e.g Capital or Current)
- Type of Procurement. (e.g Goods, Services, Works Consultancy)

The following table provides guides the preparation of columns A to Q of the Procurement Plan template.

Columns	General Guidance
A	All activities on the template must be numbered. (e.g 1,2,3...)
B	Reference each procurement activity according to the appropriate programme.
C	All entries must include a Budget Line-item as per the GoG Chart of Accounts. (e.g 6211) selected from the drop-down menu provided on the form.
D	A brief activity description must be included for each activity. (e.g. Purchase of a vehicle; Cleaning and fumigation services)
E - F	Estimate the cost of each procurement activity as per the Budget Estimate for both Government and Donor funded projects.
G	Select from the drop-down menu the proposed procurement method.
H-I	Identify the proposed start date and end date for the procurement process; Date of publication/solicitation and date of contract award. The date format to be used is (dd/mm/year).
J-K	The duration of the contract (i.e start to end) should be included by months. (e.g 6 months, 12 months, 36 months)
L - O	For each activity, the sum proposed to be expended by quarter should be included in the appropriate quarter.
P	Indicate the status for each procurement activity from the drop-down menu. In-progress represents roll over projects, while Pending represents new activities.
Q	Add any additional comments to support the planned activity.

Agency Name:		Ministry of Foreign Affairs and International Cooperation													
Form Name:		Programme 123- Development of Foreign Trade Policy, Furniture and Equipment													
Expenditure Category:		Capital										Fiscal Year:		2025	
Type of Procurement:		Goods													
No.	Programme Code	Line Item ID	Activity	Estimated Budget (G\$ '000)		Procurement Method (OT, RT, RFQ, RFP, SS, CP, SH)	Procurement Process (Advertise to Contract Award)		Contract Duration (Months)	Expenditure Phasing				Status (In Progress / Pending)	Comments
				Govt	Donor		Estimated			Q1	Q2	Q3	Q4		
							Start	End							
1	123	0	1 Coffee Maker	20		RFQ	4/20/2025	31-04-2025			20			In-Progress	
2	123	0	2 Guest Chair	120		RFQ	4/20/2025	31-04-2025			120			In-Progress	
3	123	0	1 Water Dispenser	60		RFQ	4/20/2025	31-04-2025			60			In-Progress	
				200											

Prepared By:


Approved by:


Preparation Guidance Notes

Form Header should include;


- a. Name of Agency (e.g Ministry of Health)
- b. Fiscal Year the Plan is being prepared for. (e.g 2020)
- c. Category of Expenditure. (e.g Capital or Current)
- d. Type of Procurement. (e.g Goods, Services, Works Consultancy)

The following table provides guides the preparation of columns A to Q of the Procurement Plan template.

Columns	General Guidance
A	All activities on the template must be numbered. (e.g 1,2,3...)
B	Reference each procurement activity according to the appropriate programme.
C	All entries must include a Budget Line-item as per the GoG Chart of Accounts. (e.g 6211) selected from the drop-down menu provided on the form.
D	A brief activity description must be included for each activity. (e.g. Purchase of a vehicle; Cleaning and fumigation services)
E - F	Estimate the cost of each procurement activity as per the Budget Estimate for both Government and Donor funded projects.
G	Select from the drop-down menu the proposed procurement method.
H-I	Identify the proposed start date and end date for the procurement process; Date of publication/solicitation and date of contract award. The date format to be used is (dd/mm/year).
J-K	The duration of the contract (i.e start to end) should be included by months. (e.g 6 months, 12 months, 36 months)
L - O	For each activity, the sum proposed to be expended by quarter should be included in the appropriate quarter.
P	Indicate the status for each procurement activity from the drop-down menu. In-progress represents roll over projects, while Pending represents new activities.
Q	Add any additional comments to support the planned activity.

Agency Name:		Ministry of Foreign Affairs and International Cooperation											Fiscal Year:		2025	
Form Name:		Programme 121- Development of Foreign Policy, Goods														
Expenditure Category:		Current														
Type of Procurement:		Goods														
No.	Programme Code	Line Item ID	Activity	Estimated Budget (G\$ '000)		Procurement Method (OT, RT, RFQ, RFP, SS, CP, SH)	Procurement Process (Advertise to Contract Award)		Contract Duration (Months)	Expenditure Phasing				Status (In Progress / Pending)	Comments	
				Govt	Donor		Estimated			Q1	Q2	Q3	Q4			
							Start	End								
1	121	6221	Drugs and Medical Supplies	525		RFQ	2025-03-01	2025-03-31				275	250	In-Progress		
2	121	6223	Office Materials and Supplies	28,500		RFQ	2025-01-01	2025-11-30		12,000	7,500	5,500	3,500	In-Progress		
3	121	6224	Print and Non-Print Materials	39,000		RFQ	2025-02-01	2025-11-30		9,000	10,000	12,000	8,000	In-Progress		
4	121	6231	Fuel and Lubricants	11,500		RFQ	2025-01-01	2025-12-31		2,000	4,500	2,500	2,500	In-Progress		
5	121	6241	Rental of Buildings	17,776		RFQ	2025-02-01	2025-12-31		7,200	5,400	4,000	1,176	In-Progress		
6	121	6242	Maintenance of Buildings	31,500		OT	2025-02-01	2025-12-31		10,000	11,000	9,000	1,500	In-Progress		
7	121	6243	Janitorial and Cleaning Supplies	22,000		RFQ	2025-01-01	2025-10-31		7,400	5,000	6,600	3,000	In-Progress		
8	121	6261	Local Travel and Subsistence	71,500		RFQ	2025-01-01	2025-12-31		13,000	21,000	27,000	10,500	In-Progress		
9	121	6263	Postage, Telex and Cablegrams	50,000		RFQ	2025-01-01	2025-12-31		11,500	15,000	14,500	9,000	In-Progress		
10	121	6265	Other Transport, Travel and Postage	70,000		RFQ	2025-02-01	2025-12-31		13,000	20,000	14,000	23,000	In-Progress		
11	121	6284	Other	804,800		RFQ	2025-01-01	2025-12-31		204,379	208,621	241,800	150,000	In-Progress		
12	121	6291	National and Other Events	1,800		RFQ	2025-01-01	2025-01-31			600	1,200		In-Progress		
13	121	6294	Other	600,000		RFQ	2025-01-01	2025-12-31		86,200	160,000	160,000	193,800	In-Progress		
14	121	6302	Training	10,000		RFQ	2025-02-01	2025-10-31		1,000	3,000	4,000	2,000	In-Progress		
				1,758,901						376,679	471,621	502,375	408,226			

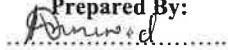
Prepared By:
Annexed


Approved by:


Agency Name: Ministry of Foreign Affairs and International Cooperation		Form Name: Programme 121- Development of Foreign Policy, Goods		Fiscal Year: 2025											
Expenditure Category: Current															
Type of Procurement: Goods															
No.	Programme Code	Line Item ID	Activity	Estimated Budget (G\$ '000)		Procurement Method (OT, RT, RFQ, RFP, SS, CP, SH)	Procurement Process (Advertise to Contract Award)		Contract Duration (Months)	Expenditure Phasing				Status (In Progress / Pending)	Comments
				Govt	Donor		Estimated			Q1	Q2	Q3	Q4		
							Start	End							

Preparation Guidance Notes	
<p>Form Header should include;</p> <ul style="list-style-type: none"> a. Name of Agency (e.g Ministry of Health) b. Fiscal Year the Plan is being prepared for. (e.g 2020) c. Category of Expenditure. (e.g Capital or Current) d. Type of Procurement. (e.g Goods, Services, Works Consultancy) <p>The following table provides guidance on the preparation of columns A to Q of the Procurement Plan template.</p>	
Columns	General Guidance
A	All activities on the template must be numbered. (e.g 1,2,3...)
B	Reference each procurement activity according to the appropriate programme.
C	All entries must include a Budget Line-item as per the GoG Chart of Accounts. (e.g 6211) selected from the drop-down menu provided on the form.
D	A brief activity description must be included for each activity. (e.g. Purchase of a vehicle; Cleaning and fumigation services)
E - F	Estimate the cost of each procurement activity as per the Budget Estimate for both Government and Donor funded projects.
G	Select from the drop-down menu the proposed procurement method.
H-I	Identify the proposed start date and end date for the procurement process; Date of publication/solicitation and date of contract award. The date format to be used is (dd/mm/year).
J-K	The duration of the contract (i.e start to end) should be included by months. (e.g 6 months, 12 months, 36 months)
L - O	For each activity, the sum proposed to be expended by quarter should be included in the appropriate quarter.
P	Indicate the status for each procurement activity from the drop-down menu. In-progress represents roll over projects, while Pending represents new activities.
Q	Add any additional comments to support the planned activity.

Agency Name:		Ministry of Foreign Affairs and International Cooperation										Fiscal Year:		2025	
Form Name:		Programme 121- Development of Foreign Policy, Services													
Expenditure Category:		Current													
Type of Procurement:		Services													
No.	Programme Code	Line Item ID	Activity	Estimated Budget (G\$ '000)		Procurement Method (OT, RT, RFQ, RFP, SS, CP, SH)	Procurement Process (Advertise to Contract Award)		Contract Duration (Months)	Expenditure Phasing				Status (In Progress / Pending)	Comments
				Govt	Donor		Estimated			Q1	Q2	Q3	Q4		
							Start	End							
1	121	6264	Vehicle Spares and Services	21,500		RFQ	2025-01-01	2025-11-30		4,726	6,000	7,500	3,274	In-Progress	
2	121	6271	Telephone Charges	12,600		RFQ	2025-01-01	2025-12-31		2,120	3,800	3,700	2,980	In-Progress	
3	121	6272	Electricity Charges	26,000		RFQ	2025-01-01	2025-12-02		6,056	9,000	5,000	5,944	In-Progress	
4	121	6273	Water Charges	13,750		RFQ	2025-02-01	2025-12-31		1,750	5,750	2,500	3,750	In-Progress	
5	121	6281	Security Services	19,570		RFQ	2025-02-01	2025-12-31		4,532	5,700	4,600	4,738	In-Progress	
6	121	6282	Equipment Maintenance	9,920		RFQ	2025-01-01	2025-11-30		2,400	2,800	2,200	2,520	In-Progress	
7	121	6283	Cleaning and Extermination Services	3,780		RFQ	2025-01-01	2025-09-30		1,500	800	800	680	In-Progress	
8	121	6293	Refreshments and Meals	27,000		RFQ	2025-01-01	2025-12-31		3,700	9,000	8,800	5,500	In-Progress	
				134,120						26,784	42,850	35,100	29,386		

Prepared By:


Approved by:


Agency Name: Ministry of Foreign Affairs and International Cooperation		Form Name: Programme 121- Development of Foreign Policy, Services		Fiscal Year: 2025											
Expenditure Category: Current															
Type of Procurement: Services															
No.	Programme Code	Line Item ID	Activity	Estimated Budget (G\$ '000)		Procurement Method (OT, RT, RFQ, RFP, SS, CP, SH)	Procurement Process (Advertise to Contract Award)		Contract Duration (Months)	Expenditure Phasing				Status (In Progress / Pending)	Comments
				Govt	Donor		Estimated			Q1	Q2	Q3	Q4		
						Start	End								

Preparation Guidance Notes

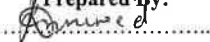
Form Header should include;

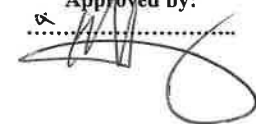
- Name of Agency (e.g Ministry of Health)
- Fiscal Year the Plan is being prepared for. (e.g 2020)
- Category of Expenditure. (e.g Capital or Current)
- Type of Procurement. (e.g Goods, Services, Works Consultancy)

The following table provides guidance on the preparation of columns A to Q of the Procurement Plan template.

Columns	General Guidance
A	All activities on the template must be numbered. (e.g 1,2,3...)
B	Reference each procurement activity according to the appropriate programme.
C	All entries must include a Budget Line-item as per the GoG Chart of Accounts. (e.g 6211) selected from the drop-down menu provided on the form.
D	A brief activity description must be included for each activity. (e.g. Purchase of a vehicle; Cleaning and fumigation services)
E - F	Estimate the cost of each procurement activity as per the Budget Estimate for both Government and Donor funded projects.
G	Select from the drop-down menu the proposed procurement method.
H-I	Identify the proposed start date and end date for the procurement process; Date of publication/solicitation and date of contract award. The date format to be used is (dd/mm/year).
J-K	The duration of the contract (i.e start to end) should be included by months. (e.g 6 months, 12 months, 36 months)
L - O	For each activity, the sum proposed to be expended by quarter should be included in the appropriate quarter.
P	Indicate the status for each procurement activity from the drop-down menu. In-progress represents roll over projects, while Pending represents new activities.
Q	Add any additional comments to support the planned activity.

Agency Name:		Ministry of Foreign Affairs and International Cooperation										Fiscal Year:		2025	
Form Name:		Programme 122- Foreign Policy Promotion, Goods													
Expenditure Category:		Current													
Type of Procurement:		Goods													
No	Programme Code	Line Item ID	Activity	Estimated Budget (G\$ '000)		Procurement Method (OT, RT, RFQ, RFP, SS, CP, SH)	Procurement Process (Advertise to Contract Award)		Contract Duration (Months)	Expenditure Phasing				Status (In Progress / Pending)	Comments
				Govt	Donor		Estimated			Q1	Q2	Q3	Q4		
							Start	End							
1	122	6223	Office Materials and Supplies	25,000		RFQ	2025-01-01	2025-12-31		7,800	7,000	6,200	4,000	In-Progress	
2	122	6224	Print and Non-Print Materials	20,000		RFQ	2025-01-01	2025-12-31		6,878	4,088	4,588	4,446	In-Progress	
3	122	6231	Fuel and Lubricants	45,000		RFQ	2025-01-01	2025-12-31		15,037	10,590	10,000	9,373	In-Progress	
4	122	6241	Rental of Buildings	1,239,062		RFQ	2025-01-01	2025-12-31		299,625	287,000	225,933	426,504	In-Progress	
5	122	6242	Maintenance of Buildings	75,000		OT	2025-01-01	2025-12-31		25,120	19,459	19,310	11,111	In-Progress	
6	122	6243	Janitorial and Cleaning Supplies	17,000		RFQ	2025-01-01	2025-12-31		5,914	3,047	4,039	4,000	In-Progress	
7	122	6255	Maintenance of Other Infrastructure	10,750		RFQ	2025-01-01	2025-12-31		2,950	1,225	1,425	5,150	In-Progress	
8	122	6261	Local Travel and Subsistence	85,000		RFQ	2025-01-01	2025-12-31		33,657	18,788	18,788	13,767	In-Progress	
9	122	6263	Postage, Telex and Cablegrams	28,000		RFQ	2025-01-01	2025-12-31		10,870	6,600	6,500	4,030	In-Progress	
10	122	6284	Other	250,000		RFQ	2025-01-01	2025-12-31		35,000	74,000	64,000	77,000	In-Progress	
11	122	6291	National and Other Events	12,000		RFQ	2025-01-01	2025-12-31		7,000	1,500	2,300	1,200	In-Progress	
12	122	6294	Other	253,000		RFQ	2025-01-01	2025-12-31		40,000	80,000	70,000	63,000	In-Progress	
13	122	6302	Training	9,000		RFQ	2025-01-01	2025-12-31		1,630	2,000	2,800	2,570	In-Progress	
				2,068,812						491,481	515,297	435,883	626,151		

Prepared By:


Approved by:


Preparation Guidance Notes

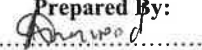
Form Header should include;


- a. Name of Agency (e.g Ministry of Health)
- b. Fiscal Year the Plan is being prepared for. (e.g 2020)
- c. Category of Expenditure. (e.g Capital or Current)
- d. Type of Procurement. (e.g Goods, Services, Works Consultancy)

The following table provides guidance on the preparation of columns A to Q of the Procurement Plan template.

Columns	General Guidance
A	All activities on the template must be numbered. (e.g 1,2,3...)
B	Reference each procurement activity according to the appropriate programme.
C	All entries must include a Budget Line-item as per the GoG Chart of Accounts. (e.g 6211) selected from the drop-down menu provided on the form.
D	A brief activity description must be included for each activity. (e.g. Purchase of a vehicle; Cleaning and fumigation services)
E - F	Estimate the cost of each procurement activity as per the Budget Estimate for both Government and Donor funded projects.
G	Select from the drop-down menu the proposed procurement method.
H-I	Identify the proposed start date and end date for the procurement process; Date of publication/solicitation and date of contract award. The date format to be used is (dd/mm/year).
J-K	The duration of the contract (i.e start to end) should be included by months. (e.g 6 months, 12 months, 36 months)
L - O	For each activity, the sum proposed to be expended by quarter should be included in the appropriate quarter.
P	Indicate the status for each procurement activity from the drop-down menu. In-progress represents roll over projects, while Pending represents new activities.
Q	Add any additional comments to support the planned activity.

Agency Name:		Ministry of Foreign Affairs and International Cooperation										Fiscal Year:		2025	
Form Name:		Programme 122- Foreign Policy Promotion, Services													
Expenditure Category:		Current													
Type of Procurement:		Services													
No.	Programme Code	Line Item ID	Activity	Estimated Budget (G\$ '000)		Procurement Method (OT, RT, RFQ, RFP, SS, CP, SH)	Procurement Process (Advertise to Contract Award)		Contract Duration (Months)	Expenditure Phasing				Status (In Progress / Pending)	Comments
				Govt	Donor		Estimated			Q1	Q2	Q3	Q4		
							Start	End							
1	122	6264	Vehicle Spares and Services	82,010		RFQ	2025-01-01	2025-12-31		15,000	25,000	22,010	20,000	In-Progress	
2	122	6271	Telephone Charges	70,000		RFQ	2025-01-01	2025-12-31		18,724	13,930	12,930	24,416	In-Progress	
3	122	6272	Electricity Charges	65,000		RFQ	2025-01-01	2025-12-31		14,634	10,975	9,975	29,416	In-Progress	
4	122	6273	Water Charges	20,000		RFQ	2025-01-01	2025-12-31		4,463	3,519	3,369	8,649	In-Progress	
5	122	6281	Security Services	93,245		RFQ	2025-01-01	2025-12-31		26,180	24,025	20,000	23,040	In-Progress	
6	122	6282	Equipment Maintenance	35,000		RFQ	2025-01-01	2025-12-31		14,768	6,450	7,500	6,282	In-Progress	
7	122	6283	Cleaning and Extermination Services	37,000		RFQ	2025-01-01	2025-12-31		14,384	8,842	7,992	5,782	In-Progress	
8	122	6293	Refreshments and Meals	15,000		RFQ	2025-01-01	2025-12-31		6,098	2,968	2,968	2,966	In-Progress	
				417,255						114,251	95,709	86,744	120,551		

Prepared By: 

Approved by: 

Preparation Guidance Notes

Form Header should include;

- Name of Agency (e.g Ministry of Health)
- Fiscal Year the Plan is being prepared for. (e.g 2020)
- Category of Expenditure. (e.g Capital or Current)

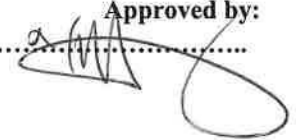
d. Type of Procurement. (e.g Goods, Services, Works Consultancy)

The following table provides guidance on the preparation of columns A to Q of the Procurement Plan template.

Columns	General Guidance
A	All activities on the template must be numbered. (e.g 1,2,3...)
B	Reference each procurement activity according to the appropriate programme.
C	All entries must include a Budget Line-item as per the GoG Chart of Accounts. (e.g 6211) selected from the drop-down menu provided on the form.
D	A brief activity description must be included for each activity. (e.g. Purchase of a vehicle; Cleaning and fumigation services)
E - F	Estimate the cost of each procurement activity as per the Budget Estimate for both Government and Donor funded projects.
G	Select from the drop-down menu the proposed procurement method.
H-I	Identify the proposed start date and end date for the procurement process; Date of publication/solicitation and date of contract award. The date format to be used is (dd/mm/year).
J-K	The duration of the contract (i.e start to end) should be included by months. (e.g 6 months, 12 months, 36 months)
L - O	For each activity, the sum proposed to be expended by quarter should be included in the appropriate quarter.
P	Indicate the status for each procurement activity from the drop-down menu. In-progress represents roll over projects, while Pending represents new activities.
Q	Add any additional comments to support the planned activity.

Agency Name:		Ministry of Foreign Affairs and International Cooperation										Fiscal Year:		2025	
Form Name:		Programme 123- Development of Foreign Trade Policy, Goods													
Expenditure Category:		Current													
Type of Procurement:		Goods													
No.	Programme Code	Line Item ID	Activity	Estimated Budget (G\$ '000)		Procurement Method (OT, RT, RFQ, RFP, SS, CP, SH)	Procurement Process (Advertise to Contract Award)		Contract Duration (Months)	Expenditure Phasing				Status (In Progress / Pending)	Comments
				Govt	Donor		Estimated			Q1	Q2	Q3	Q4		
							Start	End							
1	123	6223	Office Materials and Supplies	315		RFQ	2025-02-01	2025-05-31		160	155			In-Progress	
2	123	6224	Print and Non-Print Materials	525		RFQ	2025-02-01	2025-08-31		185	80	260		In-Progress	
3	123	6231	Fuel and Lubricants	420		RFQ	2025-02-01	2025-08-31		90	120	210		In-Progress	
4	123	6243	Janitorial and Cleaning Supplies	473		RFQ	2025-02-01	2025-06-30		223	250			In-Progress	
5	123	6261	Local Travel and Subsistence	1,575		RFQ	2025-02-01	2025-08-31		475	300	800		In-Progress	
6	123	6263	Postage, Telex and Cablegrams	158		RFQ	2025-02-01	2025-02-28		158				In-Progress	
7	123	6294	Other	1,575		RFQ	2025-02-01	2025-12-31		550		650	375	In-Progress	
				5,041						1,841	905	1,920	375		

Prepared By:
Amir

Approved by:


Preparation Guidance Notes

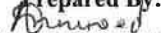
Form Header should include;

- a. Name of Agency (e.g Ministry of Health)
- b. Fiscal Year the Plan is being prepared for. (e.g 2020)
- c. Category of Expenditure. (e.g Capital or Current)
- d. Type of Procurement. (e.g Goods, Services, Works Consultancy)

The following table provides guidance on the preparation of columns A to Q of the Procurement Plan template.

Columns	General Guidance
A	All activities on the template must be numbered. (e.g 1,2,3...)
B	Reference each procurement activity according to the appropriate programme.
C	All entries must include a Budget Line-item as per the GoG Chart of Accounts. (e.g 6211) selected from the drop-down menu provided on the form.
D	A brief activity description must be included for each activity. (e.g. Purchase of a vehicle; Cleaning and fumigation services)
E - F	Estimate the cost of each procurement activity as per the Budget Estimate for both Government and Donor funded projects.
G	Select from the drop-down menu the proposed procurement method.
H-I	Identify the proposed start date and end date for the procurement process; Date of publication/solicitation and date of contract award. The date format to be used is (dd/mm/year).
J-K	The duration of the contract (i.e start to end) should be included by months. (e.g 6 months, 12 months, 36 months)
L - O	For each activity, the sum proposed to be expended by quarter should be included in the appropriate quarter.
P	Indicate the status for each procurement activity from the drop-down menu. In-progress represents roll over projects, while Pending represents new activities.
Q	Add any additional comments to support the planned activity.

Agency Name:		Ministry of Foreign Affairs and International Cooperation										Fiscal Year:		2025	
Form Name:		Programme 123- Development of Foreign Trade Policy, Services													
Expenditure Category:		Current													
Type of Procurement:		Services													
No.	Programme Code	Line Item ID	Activity	Estimated Budget (G\$ '000)		Procurement Method (OT, RT, RFQ, RFP, SS, CP, SH)	Procurement Process (Advertise to Contract Award)		Contract Duration (Months)	Expenditure Phasing				Status (In Progress / Pending)	Comments
				Govt	Donor		Estimated			Q1	Q2	Q3	Q4		
							Start	End							
1	123	6264	Vehicle Spares and Services	368		RFQ	2025-02-01	2025-06-30		230	138			In-Progress	
2	123	6271	Telephone Charges	1,575		RFQ	2025-02-01	2025-12-31		200	300	300	775	In-Progress	
3	123	6282	Equipment Maintenance	263		RFQ	2025-02-01	2025-06-30		20	243			In-Progress	
4	123	6283	Cleaning and Extermination Services	210		RFQ	2025-02-01	2025-07-31		85		125		In-Progress	
5	123	6293	Refreshments and Meals	5,000		RFQ	2025-02-01	2025-12-31		800	1,200	1,000	2,000	In-Progress	
				7,416						1,335	1,881	1,425	2,775		

Prepared By:


Approved by:


Preparation Guidance Notes

Form Header should include;

- a. Name of Agency (e.g Ministry of Health)
- b. Fiscal Year the Plan is being prepared for. (e.g 2020)
- c. Category of Expenditure. (e.g Capital or Current)
- d. Type of Procurement. (e.g Goods, Services, Works Consultancy)

The following table provides guidance on the preparation of columns A to Q of the Procurement Plan template.

Columns	General Guidance
A	All activities on the template must be numbered. (e.g 1,2,3...)
B	Reference each procurement activity according to the appropriate programme.
C	All entries must include a Budget Line-item as per the GoG Chart of Accounts. (e.g 6211) selected from the drop-down menu provided on the form.
D	A brief activity description must be included for each activity. (e.g. Purchase of a vehicle; Cleaning and fumigation services)
E - F	Estimate the cost of each procurement activity as per the Budget Estimate for both Government and Donor funded projects.
G	Select from the drop-down menu the proposed procurement method.
H-I	Identify the proposed start date and end date for the procurement process; Date of publication/solicitation and date of contract award. The date format to be used is (dd/mm/year).
J-K	The duration of the contract (i.e start to end) should be included by months. (e.g 6 months, 12 months, 36 months)
L - O	For each activity, the sum proposed to be expended by quarter should be included in the appropriate quarter.
P	Indicate the status for each procurement activity from the drop-down menu. In-progress represents roll over projects, while Pending represents new activities.
Q	Add any additional comments to support the planned activity.