

**APPENDIX A: PROCUREMENT PLAN <sup>1)</sup>**

**AGENCY NAME:** Guyana Marketing Corporation

**FISCAL YEAR:** \_\_\_\_\_

**EXPENDITURE CATEGORY:** \_\_\_\_\_

**TYPE OF PROCUREMENT:** \_\_\_\_\_

Project Code <sup>2)</sup>	Chart of Account Code <sup>3)</sup>	Description of Activity	Estimated Budget		Procurement Method (OT, RT, RFQ, RFP, SS, CP, SH) <sup>4)</sup>	Procurement Process (Advertise to Contract Award) <sup>5)</sup>		Contract Duration (Months)	Expenditure Phasing			
			Government	Donor		Start	End		Q1	Q2	Q3	Q4
3300880		Works at New Fresh Produce Packaging Facility	Yes		OT	30 Jan 2024	28 Mar 2024	3mths		4,842		
		Supply and Delivery of Sinks	Yes		RFQ	19 Jan 2024	29 Feb 2024	3mths	800			
		Supply and Delivery of Pallet Jacks	Yes		RFQ	19 Jan 2024	29 Feb 2024	3mths		2,500		
		Supply and Delivery of Scales	Yes		RFQ	19 Jan 2024	12 Feb 2024	3mths	500			
		Supply and Delivery of Stainless steel Tables	Yes		RFQ	19 Jan 2024	12 Feb 2024	3mths	500			
		Supply and Delivery of Trollies	Yes		RFQ	19 Jan 2024	12 Feb 2024	3mths	190			
		Supply and Delivery of Blower Fans	Yes		RFQ	19 Jan 2024	29 Feb 2024	3mths	600			
		Construction of outside Bathroom	Yes		RFQ	30 Jan 2024	28 Mar 2024	3mths	450			
		Construction of outside Toilet	Yes		RFQ	30 Jan 2024	28 Mar 2024	3mths	450			
		Concrete Base for 3 40ft Containers	Yes		OT	10 April 2024	30 May 2024	3mths		1,200	1,440	3,360

		Concrete Base for 3 20ft Containers	Yes		OT	10 April 2024	30 May 2024	3mths		900	1,080	2,520
		To construct 4 Shed for Containers	Yes		OT	10 April 2024	30 May 2024	3mths		2,000	2,400	5,600
		The Procurement, supply, delivery and installation of 3 20 ft reefer containers	Yes		OT	31 Jan 2024	21 Mar 2024	6mths	2,420	2,420		
		The Procurement, supply, delivery and installation of 1 40 ft reefer container	Yes		OT	31 Jan 2024	21 Mar 2024	6mths	1,430	1,430		
		Supply and Installation of Solar Dryer at Shulinab	Yes		OT	21 Feb 2024	12 Apr 2024	3mths		2,250	2,250	
		Supply and Installation of Solar Dryer at Maruranau	Yes		OT	21 Feb 2024	12 Apr 2024	3mths		2,750	2,750	
		Installing a dehydrator at Watooka Facility	Yes		RFQ	26 Jan 2024	7 Mar 2024	3mths		900		
		Building and Equipping Dehydrating Facility (Electric) - Annai	Yes		OT	21 Feb 2024	3 May 2024	3mths		8,000	20,000	12,000
		Procurement of Chiller for Guyana Shop	Yes		RFQ	26 Jan 2024	19 Feb 2024	3mths		300		
		<b>Total</b>								<b>3,490</b>	<b>38,139</b>	<b>45,391</b>

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Date

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Programme Manager

.....  
Date

.....  
Head of Budget Agency

**Please type data DIRECTLY onto this form**

**Notes:**

- 1) Form Header should include Name of the Agency (e.g. Ministry of Finance), Fiscal Year the Plan is being prepared (e.g. 2022), Category of Expenditure (e.g. Current or Capital), Type of Procurement. (Goods, Services, Works, Consultancy).
- 2) Appropriate project code for capital procurement activity.
- 3) Chart of Accounts code for recurrent procurement activities.
- 4) The Procurement Methods include Open Tender (OT), Restricted Tender (RT), Request for Quotation (RFQ), Request for Proposal (RFP), Single Source (SS), Community Participation (CP), and Shopping (SH).
- 5) For the procurement process the start date should be the date the procurement is advertised, or quotation/proposal requested while the end date should be the date the contract is expected to be awarded.