

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

**AGENCY NAME:** Parliament Office  
**FISCAL YEAR:** 2025  
**EXPENDITURE CATEGORY:** Capital  
**TYPE OF PROCUREMENT:** Furniture & Equipment

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	
4000100													
		Office Furniture & Equipment for Speaker	✓		Quotation	Jan 2025	Dec 2025			1,000,000			
		Procurement of seats for the Public Gallery	✓		Public Tender						2,000,000		
		Procurement of 72 laptops for MPs	✓		Quotation					17,928,000			
		Procurement of 30 cellular phones for MPs	✓		Quotation					6,000,000			
		One (1) built livestream computer system	✓		Quotation					2,469,210			
		One (1) Photocopying machine	✓		Quotation				2,500,000				
		Ten (10) desktop computers	✓		Quotation					2,500,000			
		Four (4) all in one printers	✓		Quotation				760,000				
		Nine (9) air conditioning units	✓		Quotation					2,250,000			
		Three (3) laser jet printers	✓		Quotation				790,000				
		Thirteen (13) high back chairs	✓		Quotation				975,000				
		Three (3) office chairs	✓		Quotation				280,000				
		One (1) camera set with lens	✓		Quotation					300,000			
<b>Total</b>									<b>5,305,000</b>	<b>32,447,210</b>	<b>2,000,000</b>		

**Date**

**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.