Expenditur Tvne of P	Form Name: Expenditure Category: Type of Procurement:	Form Name: Programme 121- Development of Foreign Policy re Category: Capital Procurement: Goods	f Foreign Policy	ž									Fiscal Year:	2023
						Procurement Process	nt Process		•	7 2				
7	_	Activity	(000,	4-1	Method	Award)	ra)	COMME					Status	
No. Code	Item ID		ood		(OT, RT, RFQ,	Estimated	ated	(Months)					(In Progress /	Comments
				and profitable charge	, 55, 61, 511)				4	4	Ç.	2		
			Govt	Donor		Start	End							
		Land Transport												
1 121	0	1 Motor Vehicle	6,000		ОТ	16- 03-2023	31-03-2023		6,000				In-Progress	
		annicate and Equipment												
1 121	0	10 Desktop Computers	1,950		RFQ	7- 03-2023	7-04-2023		950	1,000)		In-Progress	
2 121		5 Air Conditioner Units	1,500		RFQ	7-03-2023	7-04-2023		500	1,000			In-Progress	
3 121		10 Printers/Photocopier/Scanner	2,318		RFQ	14- 03-2023	14-05-2023		1,000	1,318			In-Progress	
4 121		6 Cubicles	1,020		RFQ	7-03-2023	14-05-2023		620	400			In-Progress	
5 121		1 Heavy Duty Scanner	850		RFQ	17-03-2023	14- 05-2023			850			In-Progress	
6 121		12 Filing Cabinets	741		RFQ	17-03-2023	14- 05-2023			741			In-Progress	
7 121		7 Executive Chairs	665		RFQ	17-03-2023	14- 05-2023			665			In-Progress	
8 121		6 Office Chairs	570		RFQ	17-03-2023	14-05-2023		570				In-Progress	
9 121		5 Office Desks	480		RFQ	17-03-2023	14- 05-2023			480			In-Progress	
10 121		1 Suite	400		RFQ	24-03-2023	14- 05-2023			400			In-Progress	
11 121		1 Television	400		RFQ	24- 03-2023	14- 05-2023			400			In-Progress	
12 121		5 Guest Chairs	315		RFQ	24- 03-2023	14- 05-2023		315				In-Progress	
13 121		5 Paper Shredder	290		RFQ	24-03-2023	14- 05-2023		290				In-Progress	
14 121		1 Camera	200		RFQ	24-03-2023	24-04-2023		200				In-Progress	

					-						10 000				
	In-Progress		25	2			24-05-2023	21-04-2023	RFQ		25	1 Guillotine		121	29
	In-Progress		30	Lu I			24- 05-2023	21- 04-2023	RFQ		30	1 Small Patio Table for Balcony		121	28
	In-Progress		35	(L)			24- 05-2023	21-04-2023	RFQ		35	1 Steam Vacuum		121	27
	In-Progress		40	4			24- 05-2023	21- 04-2023	RFQ		40	2 Patio chairs for Balcony		121	26
	In-Progress		40	4			24- 05-2023	21-04-2023	RFQ		40	1 Desk for printer		121	25
	In-Progress		60				24-05-2023	21-04-2023	RFQ		60	2 Microwave		121	24
	In-Progress	:	70	-)			24- 05-2023	21- 04-2023	RFQ		70	2 Binding Machines		121	23
	In-Progress		75				24- 05-2023	14-04-2023	RFQ		75	1 Mini refrigerator		121	22
	In-Progress		96				24- 05-2023	14-04-2023	유 _Q		96	1 Desk with Side Piece		121	21
	In-Progress		100	1(24- 05-2023	14- 04-2023	RFQ		100	1 Sofa		121	20
	ln-Progress		100	1(24- 05-2023	14- 04-2023	RFQ		100	1 Portable Printer & Scanner		121	19
	In-Progress		0	100			24- 05-2023	14- 04-2023	RFQ.		100	2 Book Shelves		121	∞
	In-Progress		35	135			24- 05-2023	14-04-2023	RFQ		135	1 Refrigerator		121	17
	In-Progress		<u> </u>	145			24- 05-2023	14- 04-2023	RFQ		145	1 Outdoor chair set (Patio Furniture)		121	16
	In-Progress		150	1:			24- 05-2023	14-04-2023	RFQ		150	1 Laptop		121	5
							End	Start		Donor	Govt			į	
Comments	(In Progress / Pending)	Q4	ဥ္သ	22	hs) Q1	(Months)	ated	Estimated	(OT, RT, RFQ, RFP, SS, CP, SH)			4	Item ID	Code	No.
	Status	sing	Expenditure Phasing	Expendi	ŭ	Contract	nt Process to Contract ard)	Procurement Process (Advertise to Contract Award)	Procurement Method	t (G\$	Estimated Budget	Activity	Line	Programme	
2023	Fiscal Year: 2									tion	ernational Coopera Foreign Policy	Agency Name: Ministry of Foreign Affairs and International Cooperation Form Name: Programme 121- Development of Foreign Policy Ire Category: Capital Procurement: Goods	gency Name: Form Name: e Category: rocurement:	Agency Name: Form Name: Expenditure Category: Type of Procurement:	

Agency Name Form Name Expenditure Category: Type of Procurement		Ministry of Foreign Affairs and International Cooperation Programme 121- Development of Foreign Policy Capital Goods	International Cooperation t of Foreign Policy							Fiscal Year:	2023
Programme	ne Line		Estimated Budget (G\$	Procurement	Procurement Process (Advertise to Contract Award)	Contract	W	Expenditure Phasing	asing	Status	
No. Code	Item ID	ACTIVITY	(000)	(OT, RT, RFQ, RFP, SS, CP, SH)	Estimated	Duration (Months)	ව	වූ වූ	04	(In Progress / Pending)	Comme
			Govt Donor		Start End						
		r △ ?	Prepared By:						X X ≥	Approved by:	;
				Preparation Guidance Notes	dance Notes						
 a. Name of Agency (e.g Mi) 	Name of Agency (e.g Ministry of Health)	try of Health)									
	the Plan is being	Fiscal Year the Plan is being prepared for. (e.g 2020)									
c. Category ofd. Type of Pro	t Expenditure. (c.g.)	Category of Expenditure. (e.g Capital or Current) Type of Procurement. (e.g Goods, Services, Works Consultancy)	ncy)								
he following ta	ible provides gu	ides the preparation of columns	The following table provides guides the preparation of columns A to Q of the Procurement Plan template.	te.							
Columns	General Guidance	idance									
Α	All activities	All activities on the template must be numbered. (e.g 1,2,3)	ered. (e.g 1,2,3)								
В	Reference of	each procurement activity accord	Reference each procurement activity according to the appropriate programme.							in in in	
C	All entries r	must include a Budget Line-item	All entries must include a Budget Line-item as per the GoG Chart of Accounts, (e.g. 6211) selected from the dron-down menu provided on the form	211) selected from t	the dron-down menu provid	ed on the form					
D	A brief activ	vity description must be included	A brief activity description must be included for each activity, (e.g. Purchase of a vehicle: Cleaning and fumigation services)	hicle: Cleaning and f	imigation continue provide	ed ou the form		}			
E-F	Estimate th	e cost of each procurement active	Estimate the cost of each procurement activity as per the Budget Estimate for both Government and Donor funded projects	Government and Do	onor funded projects						
G	Select from	Select from the drop-down menu the proposed procurement method.	sed procurement method.								
H-I	Identify the	proposed start date and end da	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/wast)	ard. The date for	rmat to h	a licad is (dd/	mhaar		
늣	The duration	on of the contract (i.e start to end	The duration of the contract (i.e start to end) should be included by months. (e.g 6 months, 12		months, 36 months)		2 1100	c asca is (au)	mily year j.		

For each activity, the sum proposed to be expended by quarter should be included in the appropriate quarter.

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.

Exp T	Type of Procurement: Goods	itegory:	Capital Goods										
						Procurement Process							1
7	Programme	Line			(G\$ Procurement Method	(Advertise to Contract Award)	Contract	ø	penditu	Expenditure Phasing	Uq	Status	A TEN
No.	Code	Item ID	ACTIVITY	COOD.	(OT, RT, RFQ,		Duration					(In Progress /	
					RFP, SS, CP, SH)	Estimated	(Months)	2	ද	ස	2	Pending)	
				Govt Donor		Start End						A STATE OF	n.

	<u> </u>		,				E-		
	122		Code	Pro		Type of Procurement: Works	Expenditure Category: Capital	For	Agen
	0		item ib	Line		urement:	ategory:	m Name:	ıcy Name:
	Completion of the Construction of the New Guyana Embassy, Ambassador's Residence and Diplomatic Staff Quarters in Brasilia			Activity		Works	Capital	Form Name: Programme 122- Foreign Policy Promotion, Buildings	Agency Name: Ministry of Foreign Affairs and International Cooperation
	525,000	Govt		Estimated Budget '000)				Promotion, Building	nternational Coope
		Donor		(6\$				ŞS	ration
	OT		RFP, SS, CP, SH)	Procurement Method					
	14- 04-2023	Start	Estin	(Advertise Aw	Procurem				
	31- 12-2023	End	Estimated	(Advertise to Contract Award)	Procurement Process				
			(Months)	Contract					
			ව						
	100,000		2	Expenditure Phasing					
	100,000 200,000		ස	e Phasing					
	225,000		Q						
	225,000 In-Progress		Pending)	Status				Fiscal Year: 2023	
			Comment	Comments				J.	

Form Header should include;

Preparation Guidance Notes

i i

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

Approved by:

Prepared By:

A All activities on the template must be numbered. (e.g 1,2,3)	
Reference each procurement activity according to the appropriate programme.	
All entries must include a Budget Line item as per the GoG Chart of Accounts. (e.g 6211) selected	ted from the drop-down ment provided on the form
A brief activity description must be included for each activity. (e.g. Purchase of a vehicle: Cleaning and fumigation services)	ning and funitation services)
E - F Estimate the cost of each procurement activity as per the Budget Estimate for both Government	ent and Donor funded projects
Select from the drop-down menu the proposed procurement method.	The second of th
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 to date format to be used to date format to be used to date format.	in/solicitation and date of contract award. The date format to be used is /dd/mm//.co.
The duration of the contract (i.e start to end) should be included by months. (e.g 6 months, 12 months, 36 months)	months, 36 months)
L - O For each activity, the sum proposed to be expended by quarter should be included in the appropriate quarter.	opriate quarter.
Indicate the status for each procurement activity from the drop-down menu. In-progress represents roll over projects, while Pending represents now activities	esents roll over projects, while Pending represents new activities
Add any additional comments to support the planned activity.	F. J vel committee activations.

Expenditure Category: | Capital Agency Name: Ministry of Foreign Affairs and International Cooperation Form Name: | Programme 122- Foreign Policy Promotion, Land Transport and Furniture and Equipment

Fiscal Year:

2023

Type of Procurement: Goods

No. 9 $\vec{\Rightarrow}$ **a** ထ တ വ 4 ယ N N ~ Programme Code 122 122 122 122 122 122 122 122 122 122 122 122 122 Item ID 0 0 0 0 0 0 0 0 0 0 0 0 0 2 Living Room Sets 3 Wardrobes 2 Suite of Chairs 2 Bedroom Sets 5 Laptops 6 Air Conditioning Units 7 Printers 25 Desktop Computers 4 Dining Room Sets 17 Office Chairs Furniture and Equipment and Transport Sofa Set VUS SUV Activity Govt **Estimated Budget** 14,450 12,186 2,000 5,000 1,200 1,238 1,500 1,500 600 821 646 809 830 (G\$ '000) Donor RFQ RFQ. RFQ RFP, SS, CP, SH) (OT, RT, RFQ, **Procurement** Method 25- 04-2023 31- 05-2023 18-04-2023 31-05-2023 21-04-2023 18- 05-2023 18- 04-2023 18- 04-2023 31- 04-2023 18- 04-2023 31- 05-2023 21-04-2023 18- 04-2023 31- 05-2023 15- 05-2023 30- 06-2023 18- 04-2023 31- 04-2023 16- 03-2023 31- 05-2023 16-03-2023 (Advertise to Contract **Procurement Process** Start **Estimated** Award) 31- 05-2023 30-06-2023 31-05-2023 31-05-2023 31-05-2023 End (Months) Duration Contract 2,000 2 1,000 **Expenditure Phasing** 14,450 12,186 3,000 1,000 1,238 1,500 1,200 1,500 2 809 821 646 600 830 S 2 In-Progress (In Progress / Pending) Status Comments

No. 2 26 25 24 23 21 20 19 7 6 4 ಚ な 8 햐 Expenditure Category: Type of Procurement: Goods Programme Code 122 122 122 122 122 122 122 122 122 122 122 122 122 122 122 Agency Name: Ministry of Foreign Affairs and International Cooperation Form Name: | Programme 122- Foreign Policy Promotion, Land Transport and Furniture and Equipment Item ID Line თ 0 9 ထ Çī 4 ယ 2 0 0 0 0 0 4 Filing Cabinets 6 Microwave Capital 3 Heater 4 Air Purifier 2 Lawn Mower 2 Mattress 2 Security System 3 Photocopier 3 China Cabinet 2 Headboards 2 Pressure Washer Refrigerator Video Conference System Vacuum Cleaner Alarm System Activity Govt **Estimated Budget** 304 376 224 250 300 300 400 500 500 500 400 (G\$ '000) 400 153 168 Donor RFQ RFQ. RFQ RFQ RFQ RFQ RFO RFQ RFQ RFQ RFQ RFQ RFQ RFQ RFQ RFP, SS, CP, SH) Procurement (OT, RT, RFQ, Method 27- 04-2023 31- 05-2023 27-04-2023 31-05-2023 25- 04-2023 31- 05-2023 25-04-2023 31-05-2023 27-04-2023 31-05-2023 27-04-2023 31-05-2023 25-04-2023 25- 04-2023 31- 05-2023 25-04-2023 25- 04-2023 31- 05-2023 16-03-2023 31-05-2023 18- 05-2023 31- 05-2023 25- 04-2023 31- 05-2023 25-04-2023 31-05-2023 25- 04-2023 31- 05-2023 (Advertise to Contract **Procurement Process** Start Estimated Award) 31-05-2023 31-05-2023 End Contract (Months) Duration 2 **Expenditure Phasing** 2 304 376 212 300 224 250 300 400 500 400 500 500 153 168 400 ဥ 2 In-Progress Fiscal Year: In-Progress In-Progress in Progress / Pending) Status 2023 Comments

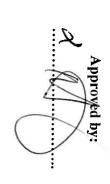
Expenditure Category: | Capital Type of Procurement: Goods Agency Name: Ministry of Foreign Affairs and International Cooperation Form Name: | Programme 122- Foreign Policy Promotion, Land Transport and Furniture and Equipment Fiscal Year: 2023

					-		-		_		_		
	-		33	i k	3 2	3 6	3 6	3 8	ည —	27	1	No.	
			122	122	3 2	2 2	25 25	3 2	133	122		Code	Programme
			6	ថ	÷ = +	2 2	2 5	3 =	<u>,</u>	10		Item ID	Line
			1 Digital Sign Board	Binder	3 Shredder	2 Floor Lamps	1 Executive Chair	1 Clest of Diawels	1 Chart of Drawow	System System	1 Diametric Financia		Activity
48,636.000			70	50	100	200	300	130	150	200	Govt		Estimated Budget
							-				Donor	3	Budget
			RFQ	RFQ	RFQ	RFQ	RFQ	주 ©		RFQ		(OT, RT, RFQ, RFP, SS, CP, SH)	Procurement Method
			27-04-2023 31-05-2023	25- 04-2023 31- 05-2023	25- 04-2023 31- 05-2023	25- 04-2023 31- 05-2023	25- 04-2023 31- 05-2023	25- 04-2023 31- 05-2023		25- 04-2023 31- 05-2023	Start	Estimated	Procurement Process (Advertise to Contract Award)
			31-05-2023	31- 05-2023	31- 05-2023	31- 05-2023	31- 05-2023	31- 05-2023		31-05-2023	End	ated	nt Process to Contract ard)
												(Months)	Contract
												පු	æ
			70	50	100	200	300	150		200		22	(penditu
												ය	Expenditure Phasing
		L										Q4	04
		m-1 rogicas	n_Progress	In-Progress	In-Progress	In-Progress	In-Progress	In-Progress	,	In-Progress		(In Progress / Pending)	Status
												Comments	

Prepared By:

,

0



Form Header should include;

Preparation Guidance Notes

Type of Procurement:	Type of Procurement:	Goods			Capital Goods					13691 1691.	2023
Programme	Line		Estimated Budget	Procurement	Procurement Process (Advertise to Contract Award)	Contract	Expe	Expenditure Phasing	asing	Status	
No. Code	Item ID	Activity	(65,000)	(OT, RT, RFQ, RFP, SS, CP, SH)	Estimated	Duration (Months)	ප	ද	3 Q4	(In Progress / Pending)	Comments
			Govt Donor		Start End						
a. Name of Ager	ncy (e.g Min	Name of Agency (e.g Ministry of Health)			ł						
	e Plan is bei	Fiscal Year the Plan is being prepared for. (e.g 2020)									
c. Category of E	xpenditure.	Category of Expenditure. (e.g Capital or Current)									
d. Type of Procu	The state of the s										
The following table	ırement. (e.	Type of Procurement. (e.g Goods, Services, Works Consultancy)	isultancy)								
	rement. (e.; e provides g	g Goods, Services, Works Cou	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.	olan template.							
Columns	rement. (e.g Goods, e provides guides the General Guidance	g Goods, Services, Works Cou uides the preparation of colu uidance	isultancy) mns A to Q of the Procurement F	Plan template.							
Columns	e provides g General G All activiti	g Goods, Services, Works Cou uides the preparation of colu uidance es on the template must be	mns A to Q of the Procurement F	Van template.							
Columns A B	e provides g General G All activiti	ement. (e.g Goods, Services, Works Consultancy) orovides guides the preparation of columns A to Q of the Proc General Guidance All activities on the template must be numbered. (e.g 1,2,3) Reference each procurement activity according to the approp	isultancy) Imns A to Q of the Procurement Foundation in the Procurement Foundation is a superior in the Indiana	Plan template.							
Columns A B	e provides g General G All activiti Reference All entries	g Goods, Services, Works Coluides the preparation of coluidance es on the template must be each procurement activity and must include a Budget Line.	orovides guides the preparation of columns A to Q of the Procurement Plan template. General Guidance All activities on the template must be numbered. (e.g 1,2,3) Reference each procurement activity according to the appropriate programme. All entries must include a Budget Line-item as per the GoG Chart of Accounts. (e.g 621)		ted from the drop-down	nenu provided on	the form.				
Columns A B C	General G All activiti Reference All entries A brief activities	g Goods, Services, Works Cou uides the preparation of coluidance es on the template must be each procurement activity a must include a Budget Line- tivity description must be inc	orovides guides the preparation of columns A to Q of the Procurement Plan template. General Guidance All activities on the template must be numbered. (e.g. 1,2,3) Reference each procurement activity according to the appropriate programme. All entries must include a Budget Line-item as per the GoG Chart of Accounts. (e.g. 621 A brief activity description must be included for each activity. (e.g. Purchase of a vehic		1) selected from the drop-down menu provided on the form. le; Cleaning and fumigation services)	nenu provided on	the form.				
Columns A B C C D	General G All activiti Reference All entries A brief act Estimate 1	uides the preparation of coluidance es on the template must be each procurement activity amust include a Budget Line-livity description must be inclivity description must be inclived as the cost of each procurement.	mns A to Q of the Procurement Fumbered. (e.g. 1,2,3) ccording to the appropriate progitem as per the GoG Chart of Accuded for each activity. (e.g. Purct activity as per the Budget Estim.		1) selected from the drop-down mender; Cleaning and fumigation services, wernment and Donor funded project	nenu provided on	the form.				
Columns A B C C D	rement. (e.g	uides the preparation of coluidance es on the template must be each procurement activity must include a Budget Lineivity description must be inche cost of each procuremen must be inche cost of each procuremen the drop-down menu the	provides guides the preparation of columns A to Q of the Procurement Plan template. General Guidance All activities on the template must be numbered. (e.g 1,2,3) Reference each procurement activity according to the appropriate programme. All entries must include a Budget Line-item as per the GoG Chart of Accounts. (e.g 6211) selected from the drop-down menu. A brief activity description must be included for each activity. (e.g. Purchase of a vehicle; Cleaning and fumigation services) Estimate the cost of each procurement activity as per the Budget Estimate for both Government and Donor funded projects Select from the drop-down menu the proposed procurement method.		ted from the drop-down ing and fumigation servi	nenu provided on es)	the form.				
Columns A B C D E-F G H-1	e provides g General G All activiti Reference All entries A brief act Estimate 1 Select froi	uides the preparation of coluidance es on the template must be each procurement activity and must include a Budget Line livity description must be inclivity description must be inclived and the drop-down menu the proposed start date and e	numbered. (e.g 1,2,3) ccording to the appropriate progitem as per the GoG Chart of Accuded for each activity. (e.g. Purct activity as per the Budget Estimeroposed procurement method.	Plan template. ramme. ounts. (e.g 6211) selectors of a vehicle; Clear ate for both Governme ate for both Governme	ted from the drop-down ing and fumigation servint and Donor funded pronosolicitation and date on solicitation and date on solicitation and date or	nenu provided on ects.	the form.	The state of the s	red is (dat).		
Columns A B C C D E-F G H-I J-K	General G All activiti Reference All entries A brief act Estimate 1 Select frou Identify th	uides the preparation of coluidance es on the template must be each procurement activity and must include a Budget Line must include a Budget Line ivity description must be include and the cost of each procuremen the cost of each procuremen the proposed start date and e ion of the contract (i.e start i	ment. (e.g Goods, Services, Works Consultancy) provides guides the preparation of columns A to Q of the Procurement Plan template. General Guidance All activities on the template must be numbered. (e.g 1,2,3) Reference each procurement activity according to the appropriate programme. 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. A brief activity description must be included for each activity. (e.g. Purchase of a vehicle; Cleaning and fumigation services) Estimate the cost of each procurement activity as per the Budget Estimate for both Government and Donor funded projects. Select from the drop-down menu the proposed procurement method. 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). The duration of the contract (i.e start to end) should be included by months, (e.g 6 months, 12 months, 36 months).	Van template. (ramme. ounts. (e.g 6211) selector hase of a vehicle; Clear ate for both Governme ate for both Governme cess; Date of publication nths. (e.g 6 months, 12	ted from the drop-down ing and fumigation servint and Donor funded pron/solicitation and date on/solicitation and date on	nenu provided on ects.	the form.	mat to be	used is (dd/r	nm/year).	
Columns A B C D E-F G H-I J-K L-O	e provides g General G All activiti Reference All entries A brief act Estimate 1 Select from Identify th The durat For each a	uides the preparation of coluidance es on the template must be each procurement activity and include a Budget Linetivity description must be include a Budget Linetivity description must be included in the cost of each procurement activity description must be included in the drop-down menu the proposed start date and ele proposed start date and electivity, the sum proposed to	general Guidance General Guidance All activities on the template must be numbered. (e.g. 1,2,3) Reference each procurement activity according to the appropriate programme. All entries must include a Budget Line-item as per the GoG Chart of Accounts. (e.g. 6211) selected from the drop-do A brief activity description must be included for each activity. (e.g. Purchase of a vehicle; Cleaning and fumigation s Estimate the cost of each procurement activity as per the Budget Estimate for both Government and Donor funded Select from the drop-down menu the proposed procurement method. Select from the drop-down menu the proposed procurement method. Identify the proposed start date and end date for the procurement process; Date of publication/solicitation and date for each activity, the sum proposed to be expended by quarter should be included in the appropriate quarter.	Plan template. ramme. ounts. (e.g 6211) selections of a vehicle; Clear ate for both Governme at Government a	ted from the drop-down ing and fumigation servint and Donor funded pront and Donor funded pron/solicitation and date or months, 36 months)	nenu provided on es) ects.	the form.	mat to be	used is (dd/r	nm/year).	
Columns A B C D E-F G H-I J-K L-O P	General G All activiti Reference All entries A brief act Estimate 1 Select frou Identify th The durat For each a	uides the preparation of coluidance es on the template must be each procurement activity at must include a Budget Linelivity description must be inche cost of each procuremen must be inche cost of each procuremen in the drop-down menu the proposed start date and elion of the contract (i.e start is civity, the sum proposed to he status for each procurement.	rovides guides the preparation of columns A to Q of the Procurement Plan template. General Guidance All activities on the template must be numbered. (e.g. 1,2,3) Reference each procurement activity according to the appropriate programme. 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. A brief activity description must be included for each activity. (e.g. Purchase of a vehicle; Cleaning and furnigation services) Estimate the cost of each procurement activity as per the Budget Estimate for both Government and Donor funded projects. Select from the drop-down menu the proposed procurement method. 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 included by months. (e.g. 6 months, 12 months, 36 months) For each activity, the sum proposed to be expended by quarter should be included in the appropriate quarter. Indicate the status for each procurement activity from the drop-down menu. In-progress represents roll over projects, while Pending represents new activities.	Van template. (ramme. ounts. (e.g 6211) selections of a vehicle; Clear hase of a vehicle; Clear hase for both Governme ate for both Governme ate for both Governme ate for both Governme oess; Date of publications, 12 oe included in the appropers repropers	ted from the drop-down ing and fumigation servint and Donor funded pron/solicitation and date on/solicitation and months) opriate quarter. esents roll over projects.	menu provided on ects. contract award. T	the form.	mat to be	sed is (dd/r	nm/year).	

Expenditure Category: Capital Agency Name: Ministry of Foreign Affairs and International Cooperation Form Name: Programme 123- Development of Foreign Trade Policy, Furniture and Equipment

Fiscal Year:

2023

Type of Procurement: Goods

			1					_	-	-	
		7	6	57	4	ω	2	-	-	Z o	
		123	123	123	123	123	123	123		Code	Programme
j		0	0	0	0	0	0	0		Item ID	Line
		1 Binding Machine	1 Photocopier with Printer	1 Shredder	1 Sofa Set	2 Chair	2 Desks	1 Refrigerator			Activity
	550	40	65	30	185	50	80	100	Govt	100	Estimated Budget
								:	Donor		d Budget
		RFQ	RFQ	RFQ	RFQ	RFQ	RFQ	RFQ		(OT, RT, RFQ, RFP, SS, CP, SH)	Procurement Method
		20- 04-2023 31- 04-2023	20- 04-2023 31- 04-2023	20- 04-2023 31- 04-2023	20- 04-2023 31- 04-2023	20- 04-2023 31- 04-2023	20- 04-2023 31- 04-2023	20- 04-2023 31- 04-2023	Start	Estimated	Procurement Process (Advertise to Contract Award)
		31- 04-2023	31-04-2023	31- 04-2023	31- 04-2023	31- 04-2023	31- 04-2023	31- 04-2023	End	ated	nt Process o Contract rd)
										(Months)	Contract
										5	
		40	65	30	185	50	80	100		Q2	Expenditure Phasing
										ය	e Phasin
										2	σα
		In-Progress	In-Progress	In-Progress	In-Progress	In-Progress	In-Progress	In-Progress		(In Progress / Pending)	Status
										Comments	

Prepared By

Preparation Guidance Notes

Form Header should include;

Name of Agency (e.g Ministry of Health)

b. Fiscal Year the Plan is being prepared for. (e.g 2020)

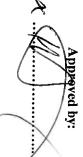
o t Category of Expenditure. (e.g Capital or Current)

V	I ne following table provides guides the preparation of columns A to Q of the Procurement Plan template.
Gen	General Guidance
a	All activities on the template must be numbered. (e.g 1,2,3)
efe	Reference each procurement activity according to the appropriate programme.
e	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
br	A brief activity description must be included for each activity. (e.g. Purchase of a vehicle; Cleaning and fumigation services)
Ţ.	Estimate the cost of each procurement activity as per the Budget Estimate for both Government and Donor funded projects.
le	Select from the drop-down menu the proposed procurement method.
3	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//const
æ	The duration of the contract (i.e start to end) should be included by months. (e.g 6 months, 12 months, 36 months)
7	
l ≓	Indicate the status for each procurement activity from the drop-down menu. In-progress represents roll over projects, while Pending represents new activities.
ᅙ	Add any additional comments to support the planned activity.

No. 4 w 12 1 00 ~1 6 (J) N 14 13 10 9 Expenditure Category: | Current Programme Type of Procurement: Goods Code 121 121 121 121 121 12] 121 121 121 121 121 121 121 121 Agency Name: Ministry of Foreign Affairs and International Cooperation Form Name: Programme 121- Development of Foreign Policy Item ID Line 6221 6265 6263 6261 6243 6242 6241 6224 6223 6302 6294 6291 6284 6231 Other Rental of Buildings Subsistence Events National and Other Other Transport, Travel Cablegrams Postage, Telex and Supplies Maintenance of Fuel and Lubricants Supplies Office Materials Drugs Training Materials Supplies Local Travel and Janitorial and Cleaning Print and and Postage Activity and Non-Print Medical and Govt 274,700 176,844 **Estimated Budget** 80,00030,100 24,620 30,000 33,386 65,000 14,600 13,000 9,300 3,000 1,600 200 (G\$ '000) Donor RFP, SS, CP, SH) (OT, RT, RFQ, Procurement Method RFQ OT (Advertise to Contract **Procurement Process** Start I-Jan-23 1-Feb-23 1-Feb-23 1-Mar-23 1-Feb-23 1-Feb-23 1-Feb-23 1-Jan-23 1-Jan-23 1-Jan-23 1-Jan-23 1-Jan-23 1-Jan-23 1-Jan-23 Estimated Award) 31-Dec-23 31-Dec-23 31-Dec-23 31-Dec-23 30-Nov-23 31-Mar-23 31-Dec-23 31-Dec-23 31-Dec-23 30-Nov-23 31-Oct-23 31-Oct-23 31-Oct-23 31-Jan-23 End Duration Contract (Months) 62,265 50,000 13,000 13,000 14,500 10,000 12,000 2 1,000 1,600 8,500 5,500 3,211 5,000 200 **Expenditure Phasing** 100,000 50,000 25,000 11,000 20,000 10,500 റ്റ 7,500 2,400 1,000 4,000 5,500 4,000 30,000 50,000 22,000 19,000 S 7,000 8,500 1,000 4,600 5,500 2,000 2,500 4,000 34,579 In-Progress 74,700 In-Progress 23,000 In-Progress 2 10,000 In-Progress 7,100 In-Progress 2,886 In-Progress 3,120 In-Progress 1,689 In-Progress 1,500 In-Progress 500 In-Progress 500 In-Progress In-Progress In-Progress In-Progress Fiscal Year: In Progress / Pending) Status 2023 Comments

				No.				נוח		•
				Code	Programme		Type of Procurement: Goods	Expenditure Category: Current	For	Agen
				Item ID	Line		rement:	itegory:	m Name:	cy Name:
				Activity	Activity		Goods	Current	Form Name: Programme 121- Development of Foreign Policy	Agency Name: Ministry of Foreign Affairs and International Cooperation
756,350		Govt Donor		(000 ¢8)	Estimated Budget				ent of Foreign Policy	and International Cooperatio
			RFP, SS, CP, SH)	(OT. RT. RFO.	Procurement Method					ה
		Start	Estimated		(Advertise to Contract Award)	Procurement Process				
		End			ntract	23920				
1			(Months)	Duration	Contract					
199,776			ව							
240,900			22		Expenditu					
199,776 240,900 156,100 159,574			ස		Expenditure Phasing					
159,574	11		Q 2							
			Pending)	(In Progress /	Status			Fiscal Year:		
				Comments				2023		

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

D A brief activity description must	C All entries must include a Budge	B Reference each procurement act	A All activities on the template must be numbered. (e.g 1,2,3)	Columns General Guidance	The following table provides guidance on the prepar
A brief activity description must be included for each activity. (e.g. Purchase of a vehicle; Cleaning and fumigation services)	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	Reference each procurement activity according to the appropriate programme.	st be numbered. (e.g 1,2,3)		The following table provides guidance on the preparation of columns A to Q of the Procurement Plan template.

2 6 7 2 1	Agency Name: Ministry of Foreign Affairs and International Cooperation Form Name: Programme 121- Development of Foreign Policy re Category: Current Procurement: Goods Line Line	Agency Name: Ministry of Foreign Affairs and International Cooperation Form Name: Programme 121- Development of Foreign Policy re Category: Current Procurement: Goods Line Line	Agency Name: Ministry of Foreign Affairs and International Cooperation Form Name: Programme 121- Development of Foreign Policy re Category: Current Procurement: Goods Estimated Line ID Activity Item ID Activity Govt Donor Estimate the cost of each procurement activity as per the Budget Estimate for both Government and Donor funded projects. Select from the drop-down menu the proposed procurement method. Estimate the cost of each procurement activity as per the Budget Estimate for both Government and Donor funded projects.	:: Ministry of Foreign Affairs and International Cooperation : Programme 121- Development of Foreign Policy Current : Goods Procurement Process (Advertise to Contract Method (G\$ '000) (OT, RT, RFQ, the cost of each procurement activity as per the Budget Estimate for both Government and Donor funded projects. Procurement Process (Advertise to Contract Award)	P [-0]	J-K	누구	7		G	E-F			No. Code	Programme	Expenditu	
rement: Goods Current Current Current Goods Current Current Current Goods Current Cur	Ministry of Foreign Affairs and International Cooperation Programme 121- Development of Foreign Policy Current Goods Estimated Budget (G\$ '000) Govt Donor FP, SS, CP, SH) Contract Contract Activity Govt Donor RFP, SS, CP, SH) Frocurement (OT, RT, RFQ, RFP, SS, CP, SH) Start End Contract Contrac	y Name: Ministry of Foreign Affairs and International Cooperation n Name: Programme 121- Development of Foreign Policy tegory: Current Current Goods Estimated Budget G\$ '000 GOT, RT, RFQ, Estimated the cost of each procurement activity as per the Budget Estimate the cost of each procurement and be included by months. (e.g. 6 months, 12 months, 36 months) Gowt and proposed to be expended by quarter should be included in the appropriate quarter. Indicate the status for each procurement activity from the drop-down menu. In-progress represents roll over projects, while Pending represents new activities.	Ministry of Foreign Affairs and International Cooperation Programme 121- Development of Foreign Policy Current Goods Estimated Budget	ry of Foreign Affairs and International Cooperation mme 121- Development of Foreign Policy t Contract C	Add any ac	Indicate th	For each a	The durati	Identify th	Select fron	Estimate t			Item ID		gency Name: Form Name: re Category: rocurement:	
rether of Foreign Policy Contract	ment of Foreign Policy Contract	ment of Foreign Policy Contract	rt the planned activity. Procurement Process Estimated Budget (G\$ '000) Govt Donor Point (P, SS, CP, SH) Govt Donor Arract Process (Advertise to Contract Award) Frocurement Process (Advertise to Contract Award) OT, RT, RFQ, RFP, SS, CP, SH) Start End (Months) Start End (Months) Outline Phasing (Months) Author Contract (Months) Outline Phasing	Procurement Award) (OT, RT, RFQ, RFP, SS, CP, SH) start End Start End Sty Date of publication/solicitation and date of contract award. The date format to be used is (dd/mm/year). Included in the appropriate quarter. Enu. In-progress represents roll over projects, while Pending represents new activities.	ditional comments to suppo	e status for each procureme	ctivity, the sum proposed to	on of the contract (i.e start to	e proposed start date and en	n the drop-down menu the p	he cost of each procurement			ACUVITY		Ministry of Foreign Affairs Programme 121- Develop Current Goods	
Policy Policy Procurement (Advertise to Contract Award) Procurement Award) Procurement Award) Procurement Award) Estimated Contract Award) Procurement Process (Advertise to Contract Award) Estimated Contract Duration Estimated Contract (Months) Start End Procurement Process (Advertise to Contract Award) Curation (Months) Curement method. Curement process; Date of publication/solicitation and date of contract award. The nocluded by months. (e.g 6 months, 12 months, 36 months) Curement process; Date of publication/solicitation and date of contract award. The nocluded by months. (e.g 6 months, 12 months, 36 months) Curement process; Date of publication/solicitation and date of contract award. The nocluded by months. (e.g 6 months, 12 months, 36 months) Curement process; Date of publication/solicitation and date of contract award. The nocluded by months. (e.g 6 months, 12 months, 36 months) Curement process; Date of publication/solicitation and date of contract award. The nocluded by months. (e.g 6 months, 12 months, 36 months) Curement process; Date of publication/solicitation and date of contract award. The nocluded by months. (e.g 6 months, 12 months, 36 months) Curement process; Date of publication/solicitation and date of contract award. The nocluded by months. (e.g 6 months, 12 months, 36 months)	Policy Procurement Award) OOO) RFP, SS, CP, SH) Budget Contract (Advertise to Contract Award) RFP, SS, CP, SH) Budget Estimate for both Government and Donor funded projects. Rent method. Curement process; Date of publication/solicitation and date of contract award. The date formate forp-down menu. In-progress represents roll over projects, while Pending represents new a civity.	Policy Procurement Award) Procurement Award) Procurement Award) OOO) RFP, SS, CP, SH) Budget Estimate for both Government and Donor funded projects. Curement process; Date of publication/solicitation and date of contract award. The date format to be used notluded by months. (e.g 6 months, 12 months) Procurement process represents roll over projects, while Pending represents new activities.	Policy Procurement Process In Budget Budget (OT, RT, RFQ, Procurement Award) Donor (OT, RT, RFQ, Procurement Award) Budget Estimate for both Government and Donor funded projects. The ment method. Currement process; Date of publication/solicitation and date of contract award. The date format to be used is (dd/mm/yelear should be included in the appropriate quarter. The date format to be used is (dd/mm/yelear should be included in the appropriate quarter. The date format to be used is (dd/mm/yelear should be included in the appropriate quarter. The date format to be used is (dd/mm/yelear should be included in the appropriate quarter. The date format to be used is (dd/mm/yelear should be included in the appropriate quarter.) The date format to be used is (dd/mm/yelear should be included in the appropriate quarter.)	Procurement Advertise to Contract (OT, RT, RFQ, RFP, SS, CP, SH) Start End End End End End End End End End Estimated End End End Estimated End End End End Estimated End End End End End End End End End En	rt the planned ac	nt activity from th	be expended by q	o end) should be i	d date for the pro	roposed procuren	activity as per the	Govt		(cs)	Estimate	and Internation	
Procurement (Advertise to Contract Award) (OT, RT, RFQ, RFP, SS, CP, SH) Start End (Months) Start End (Months) Start End (Months) Styre End (Procurement Method (OT, RT, RFQ, RFP, SS, CP, SH) Start E for both Government and Donor funded projects. SSS; Date of publication/solicitation and date of contract award. The date formaths. (e.g. 6 months, 12 months, 36 months) e included in the appropriate quarter. enu. In-progress represents roll over projects, while Pending represents new a	Procurement Process (Advertise to Contract Method (OT, RT, RFQ, RFP, SS, CP, SH) Start Estimated Start End This. (e.g 6 months, 12 months, 36 months) e included in the appropriate quarter. End Procurement Process (Advertise to Contract Contract Duration Estimated End Expenditure (Months) Q1 Q2 Q2 Estimated (Months) And Q1 Q2 Estimated (Months) Expenditure Contract Contract Amard. The date format to be used this. (e.g 6 months, 12 months, 36 months) e included in the appropriate quarter. End Expenditure Contract Contr	Procurement Process (Advertise to Contract Method (OT, RT, RFQ, RFP, SS, CP, SH) Start End te for both Government and Donor funded projects. Start End te for both Government and Donor funded projects. Start End End The for both Government and Donor funded projects. Start End End The for both Government and Donor funded projects. Start End The for both Government and Donor funded projects. Start End The for both Government and Donor funded projects. The date format to be used is (dd/mm//withs. (e.g. 6 months, 12 months, 36 months) Eincluded in the appropriate quarter. Enu. In-progress represents roll over projects, while Pending represents new activities.	Procurement Advertise to Contract (OT, RT, RFQ, RFP, SS, CP, SH) Start End End End End End End End End End Estimated End End End Estimated End End End End Estimated End End End End End End End End End En	tivity.	ie drop-down m	uarter should be	ncluded by mon	curement proce	nent method.	e Budget Estima	Donor		(סטט	d Budget	al Cooperation Policy	
Procurement Process (Advertise to Contract Award) Estimated Start End ent and Donor funded projects. on/solicitation and date of contract award. The 2 months, 36 months) ropriate quarter. resents roll over projects, while Pending reprint the contract award.	Procurement Process (Advertise to Contract Award) Estimated Start End End (Months) Q1 ent and Donor funded projects. on/solicitation and date of contract award. The date formation propriate quarter. resents roll over projects, while Pending represents new are award.	Procurement Process (Advertise to Contract Award) Estimated Estimated Start End ent and Donor funded projects. on/solicitation and date of contract award. The date format to be used 2 months, 36 months) ropriate quarter. resents roll over projects, while Pending represents new activities.	Procurement Process (Advertise to Contract Award) Estimated Start End End Q1 Q2 Q3 On/solicitation and date of contract award. The date format to be used is (dd/mm/yerseents roll over projects, while Pending represents new activities.	Contract Duration (Months) Q1 Q2 Q3 Q4 Pending represents new activities.		enu. In-progress rep	e included in the app	ths. (e.g 6 months, 1	ess; Date of publicati		te for both Governm		RFP, SS, CP, SH)	OT BT BEO	Procurement Method		
ent Process to Contract ard) Contract Duration (Months) I End I End Unded projects. Ind date of contract award. The onths) Contract award. The onths) Contract award. The onths	ent Process to Contract ard) Contract Duration (Months) Q1 I End Unded projects. Ind date of contract award. The date formation onths) I projects, while Pending represents new a	ent Process to Contract ard) Contract Duration (Months) Q1 Q2 I End Unded projects. Ind date of contract award. The date format to be used onths) Cr projects, while Pending represents new activities.	int Process to Contract ard) Contract Duration (Months) Q1 Q2 Q3 I find Unded projects. Ind date of contract award. The date format to be used is {dd/mm/yonths} Contract awards new activities.	Contract Duration (Months) Q1 Q2 Q3 Q4 Pending represents new activities.		resents roll over	ropriate quarter	2 months, 36 m	on/solicitation a		ent and Donor f	Start	Estin		(Advertise)		
Contract Duration (Months) ract award. Th	Contract Duration (Months) Q1 ract award. The date forma	Contract Duration (Months) Q1 Q2 ract award. The date format to be used	Contract Duration (Months) Q1 Q2 Q3 Pending represents new activities.			r projects, while		onths)	nd date of cont		unded projects.	End	nated		ent Process to Contract ard)		
	Q1 e date forma	Expenditure Q1 Q2 e date format to be used esents new activities.	Expenditure Phasing Q1 Q2 Q3 e date format to be used is {dd/mm/ye} esents new activities.			Pending repre		11 600	ract award. Th				(Months)	Duration	Contract		
Fiscal Year: Status (In Progress / Pending)	Fiscal Year: Status (In Progress / Pending)	Fiscal Year: Status (In Progress / Pending)												Comments		2023	

Expenditure Category: | Current Agency Name: Ministry of Foreign Affairs and International Cooperation Form Name: Programme 121- Development of Foreign Policy

Fiscal Year:

2023

1	Type of Procurement: Services	urement:	Services												
	Programme	Line		Estimated Budget	Budget	Procurement Method	Procurement Process (Advertise to Contract Award)		Contract	Œ	penditur	Expenditure Phasing		Status	
200		Item ID	Activity	(65,000)	00)	(OT, RT, RFQ,	Estimated	ated	Duration (Months)		3			(In Progress / Pending)	Comments
				Govt	Donor	KHP, SS, CP, SH)	Start	End		2	2	ස	2	ğ	
_	121	6264	Vehicle Spares and Services	18,900		RFQ	1-Jan-23	30-Nov-23		4,726	6,000	4,900	3,274	4,726 6,000 4,900 3,274 In-Progress	
2	121	6271	Telephone Charges	11,500		RFQ	1-Jan-23	31-Dec-23		2,120	3,300	3,100	2,980	2,120 3,300 3,100 2,980 In-Progress	
Īω	121	6272	Electricity Charges	35,000		RFQ	1-Jan-23	31-Dec-23		8,056	11,500	7,500	7,944	8,056 11,500 7,500 7,944 In-Progress	
4	121	6273	Water Charges	11,000		RFQ	1-Feb-23	31-Dec-23		1,750	1,750 3,750 1,500	1,500	4,000	4,000 In-Progress	

121

6281

Security Services

19,570

121

6282

Equipment Maintenance

7,380

RFQ

1-Jan-23

30-Nov-23

1,719

2,000

781

2,880 In-Progress

RFQ

1-Feb-23

31-Dec-23

4,532

5,700

4,600

4,738 In-Progress

121

6293

Refreshments and Meals

14,280

RFQ

1-Jan-23

31-Dec-23

3,713

4,000

3,000

3,567 In-Progress

121

6283

Cleaning and Extermination Services

3,000

RFQ

1-Jan-23

30-Sep-23

1,560

640

800

In-Progress

Prepared By:

120,630

Approved by:

28,176 36,890 26,181 29,383

Preparation Guidance Notes

Form Header should include;

Agency Name Form Name: Expenditure Category: Type of Procurement:	Form Name: e Category: rocurement:	Agency Name: Winistry of Foreign Affairs and International Cooperation Form Name: Programme 121- Development of Foreign Policy re Category: Current Procurement: Services	International Cooperation t of Foreign Policy									Fiscal Year:	2023
Programme	Line		Estimated Budget	Procurement Method	Procurement Process (Advertise to Contract Aw	Procurement Process Advertise to Contract Award)	Contract	e e	kpenditu	Expenditure Phasing		Status	
No. Code	=	Activity	(G\$ '000)	(OT, RT, RFQ,	Estim	ated	Duration					(In Progress /	Comments
				RFP, SS, CP, SH)	Estimated	ated	(Months)	6	8	ස	2	Pending)	
			Govt Donor		Start	End							
a. Name of Age	ncy (e.g Mi	Name of Agency (e.g Ministry of Health)											
	e Plan is be	Fiscal Year the Plan is being prepared for. (e.g 2020)											
c. Category of I	xpenditure	Category of Expenditure. (e.g Capital or Current)											
d. Type of Proc		Type of Procurement, (e.g. Goods, Services, Works Consultancy)	705										
The following tab	urement. (e		incy)										
,	urement. (e le provides :	The following table provides guidance on the preparation of columns A to Q of the Procurement Plan template.	mns A to Q of the Procuremer	nt Plan template.									
Columns	urement. (e.g Goods, le provides guidance	guidance on the preparation of col	mns A to Q of the Procuremer	nt Plan template.									
Columns	le provides de General All activi	orovides guidance on the preparation of columns A to Q of the General Guidance All activities on the template must be numbered. (e.g 1,2,3)	mns A to Q of the Procuremer	nt Plan template.									
Columns A B	urement. (e e provides; General All activi	provides guidance on the preparation of columns A to Q of the Procurement Pla General Guidance All activities on the template must be numbered. (e.g 1,2,3) Reference each procurement activity according to the appropriate programme.	mns A to Q of the Procuremer	nt Plan template.									
Columns A B	urement. (e e provides; General All activi Reference	guidance on the preparation of cole Guidance ies on the template must be numb e each procurement activity accore s must include a Budget Line-item	mns A to Q of the Procuremer ered. (e.g 1,2,3) ling to the appropriate programs per the GoG Chart of Accounts	nt Plan template. nme. nts. (e.g 6211) selected f	rom the drop-down	n menu provided o	n the form.						
Columns A B C	urement. (e e provides; General All activi Referenc All entric A brief a	provides guidance on the preparation of columns A to Q of the Procurement Plan template. General Guidance All activities on the template must be numbered. (e.g. 1,2,3) Reference each procurement activity according to the appropriate programme. 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. A brief activity description must be included for each activity. (e.g. Purchase of a vehicle; Cleaning and fumigation services)	ered. (e.g 1,2,3) ling to the appropriate prograr for each activity. (e.g. Purchas	nt Plan template. nme. nts. (e.g 6211) selected to see of a vehicle; Cleaning	rom the drop-down	n menu provided o	n the form.						
Columns A B C C D E-F	urement. (e e provides, General All activi Referent All entric All entric All entric Estimate	orovides guidance on the preparation of columns A to Q of the Procurement Plan template. General Guidance All activities on the template must be numbered. (e.g 1,2,3) Reference each procurement activity according to the appropriate programme. All entries must include a Budget Line-item as per the GoG Chart of Accounts. (e.g 6211) selected from A brief activity description must be included for each activity. (e.g. Purchase of a vehicle; Cleaning and Estimate the cost of each procurement activity as per the Budget Estimate for both Government and I	ered. (e.g 1,2,3) ling to the appropriate prograr sper the GoG Chart of Accounts per the GoG Chart of Accounts as per the Budget Estimate	nme. it Plan template. nme. its. (e.g 6211) selected to see of a vehicle; Cleaning for both Government a	rom the drop-down mer and fumigation services	n menu provided o	n the form.						
Columns A B C C D E-F	General All activi Referent All entrie All entrie A brief a Estimate Select fru	provides guidance on the preparation of columns A to Q of the Procure General Guidance All activities on the template must be numbered. (e.g. 1,2,3) Reference each procurement activity according to the appropriate pro All entries must include a Budget Line-item as per the GoG Chart of Ac A brief activity description must be included for each activity. (e.g. Pur Estimate the cost of each procurement activity as per the Budget Estir Select from the drop-down menu the proposed procurement method.	ered. (e.g 1,2,3) ared. to Q of the Procuremer ered. (e.g 1,2,3) ling to the appropriate prograr is per the GoG Chart of Accour for each activity. (e.g. Purchasity as per the Budget Estimate sed procurement method.	nt Plan template. nme. nts. (e.g 6211) selected face of a vehicle; Cleaning for both Government a	rom the drop-down menu and fumigation services)	n menu provided o vices)	n the form.						
Columns A B C C D E-F G H-I	General All activi Reference All entries A brief a Estimate Select fru Select fru	guidance on the preparation of coloridance Guidance iles on the template must be numble each procurement activity according in the control of each procurement activity description must be included the cost of each procurement activity description must be included the cost of each procurement activity description must be included the cost of each procurement activity description menu the proposed start date and end date the proposed start date and end dat	ered. (e.g 1,2,3) Ing to the appropriate prograr for each activity. (e.g. Purchase ity as per the Budget Estimate sed procurement method. The for the procurement process.	nme. for both Government a for both government a	rom the drop-down and fumigation served produced	n menu provided o vices) rojects.	n the form.	mat to be		1 mm/vea			
Columns A A B C C D E-F G H-I J-K	General All activi Reference All entrie All entrie A brief a Estimate Select fru Identify Identify	provides guidance on the preparation of columns A to Q of the Procurement Plan template. General Guidance All activities on the template must be numbered. (e.g. 1,2,3) Reference each procurement activity according to the appropriate programme. All entiries 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. A brief activity description must be included for each activity. (e.g. Purchase of a vehicle; Cleaning and fumigation services) Estimate the cost of each procurement activity as per the Budget Estimate for both Government and Donor funded projects. Select from the drop-down menu the proposed procurement method. 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). The duration of the contract (i.e start to end) should be included by months. (e.g. 6 months, 12 months, 36 months)	ered. (e.g 1,2,3) ling to the appropriate prograr so per the GoG Chart of Account for each activity. (e.g. Purchasty as per the Budget Estimate sed procurement method. Et for the procurement process should be included by month	nt Plan template. nme. its. (e.g 6211) selected to se of a vehicle; Cleaning for both Government a system of publication/sc. s; Date of publication/sc. s; (e.g 6 months, 12 mo	rom the drop-down and fumigation served Donor funded produced prod	n menu provided o vices) rojects.	n the form. The date for	mat to be	used is (d	//mm/yea	7.		
Columns A B C C D E-F G H-I J-K L-O	General All activi Reference All entrice The dura	General Guidance General Guidance All activities on the template must be numbered. (e.g. 1,2,3) Reference each procurement activity according to the appropriate programme. All entries must include a Budget Line-item as per the GoG Chart of Accounts. (e.g. 6211) selected from the drop-do A brief activity description must be included for each activity. (e.g. Purchase of a vehicle; Cleaning and fumigation s Estimate the cost of each procurement activity as per the Budget Estimate for both Government and Donor funded Select from the drop-down menu the proposed procurement method. Identify the proposed start date and end date for the procurement process; Date of publication/solicitation and date for the duration of the contract (i.e start to end) should be included by months. (e.g. 6 months, 12 months, 36 months) For each activity, the sum proposed to be expended by quarter should be included in the appropriate quarter.	irry A to Q of the Procuremer ared. (e.g 1,2,3) ling to the appropriate programs per the GoG Chart of Accour for each activity. (e.g. Purchasity as per the Budget Estimate for the procurement method. Be for the procurement process as possible included by month pended by quarter should be included by a pended by guarter should be included by a pended by a pend	nt Plan template. nme. nts. (e.g 6211) selected to the of a vehicle; Cleaning for both Government a for both Government a s; Date of publication/sc. s; Cate of publication/sc. s; Cate of months, 12 months,	rom the drop-down and fumigation servind Donor funded prind Donor funded prindicitation and date on this, 36 months)	n menu provided o vices) rojects. of contract award.	n the form. The date for	mat to be	used is (d	1/mm/yea	7)		
Columns A B C C D E-F G H-I J-K L-O P	General General All activi Reference All entrice A brief a Estimate Select fru Identify i The dura For each	General Guidance All activities on the template must be numbered. (e.g 1,2,3) Reference each procurement activity according to the appropriate programme. All entries must include a Budget Line-item as per the GoG Chart of Accounts. (e.g 6211) selected from A brief activity description must be included for each activity. (e.g. Purchase of a vehicle; Cleaning and Estimate the cost of each procurement activity as per the Budget Estimate for both Government and Select from the drop-down menu the proposed procurement method. Identify the proposed start date and end date for the procurement process; Date of publication/solicithe duration of the contract (i.e start to end) should be included by months. (e.g 6 months, 12 month For each activity, the sum proposed to be expended by quarter should be included in the appropriate Indicate the status for each procurement activity from the drop-down menu. In-progress represents in the proposed start of procurement activity from the drop-down menu.	ered. (e.g 1,2,3) ered. (e.g 1,2,3) ling to the appropriate prograr for each activity. (e.g. Purchasity as per the Budget Estimate for the procurement method. te for the procurement processed procurement activity as per the Budget Estimate sed procurement method. te for the procurement processed procurement activity as per the procurement processed procurement processed procurement activity activity from the drop-down mer	nt Plan template. nme. nts. (e.g 6211) selected the se of a vehicle; Cleaning for both Government a for both Government a state of publication/sc s; Date of publication/sc s; Date of months, 12 moncluded in the approprincluded	rom the drop-down and fumigation servand Donor funded production and date of the fundaments, as roll over projects its roll over projects	n the drop-down menu provided on the form. fumigation services) Donor funded projects. Lation and date of contract award. The date format to be us, 36 months) quarter. roll over projects, while Pending represents new activities.	n the form. The date for	mat to be	used is (d.	J/mm/yea			

No. **Expenditure Category:** Current **Programme** Type of Procurement: | Consultancy Code 121 Agency Name: Ministry of Foreign Affairs and International Cooperation Form Name: | Programme 121- Development of Foreign Policy Item ID 6284 Other Activity Govt 535,300 535,300 **Estimated Budget** (G\$ '000) Donor RFP, SS, CP, SH) Procurement (OT, RT, RFQ, Method RFQ (Advertise to Contract **Procurement Process** Start 1-Jan-23 31-Dec-23 **Estimated** Award) End (Months) Duration Contract 100,000 100,000 2 200,000 200,000 **Expenditure Phasing** ద్ద 150,000 150,000 ဥ 85,000 2 85,000 In-Progress Fiscal Year: (In Progress / Pending) Status 2023 Comments

Prepared By:

Approved by:

Preparation Guidance Notes

Form Header should include;

- ä 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

<u> </u>	Agency Name Form Name Expenditure Category: Type of Procurement	Form Name: Willistry of Foreign Affairs and International Cooperation Form Name: Programme 121- Development of Foreign Policy spenditure Category: Current Type of Procurement: Consultancy	Programme Current Consultancy	121- Developr	Programme 121- Development of Foreign Policy Current Consultancy	n Policy									Fiscal Year: 202
	Programme	ne Line		Estimate	Estimated Budget	Procurement Method	Procurement Process (Advertise to Contract Award)	nt Process to Contract ard)	Contract		Exp	enditu	Expenditure Phasing	enditure Phasing	enditure Phasing Status
No.		Item ID	ACTIVITY	(65	(es .000)	(OT, RT, RFQ, RFP, SS, CP, SH)	Estimated	ated	Duration (Months)	ව		8	Q2 Q3		ස
Г				Govt	Donor		Start	End							
12 82	В >	All activiti	es on the tem	plate must be n	All activities on the template must be numbered. (e.g 1,2,3) Reference each procurement activity according to the appropriate the second s	All activities on the template must be numbered. (e.g 1,2,3) Reference each procurement activity according to the appropriate programme	B								
	С	All entries	must include	a Budget Line-it	tem as per the G	All entries must include a Budget Line-item as per the GoG Chart of Accounts. (e.g		lected from th	e drop-down	menu	orovi.	provided on the f	6211) selected from the drop-down menu provided on the form.	provided on the form.	provided on the form.
177	D	A brief ac	tivity descript	on must be inclu	uded for each ac	A brief activity description must be included for each activity. (e.g. Purchase of a vehicle; Cleaning and fumigation services)		leaning and fu	nigation servi	ces)					
	E-F	Estimate	the cost of each	h procurement	activity as per th	Estimate the cost of each procurement activity as per the Budget Estimate for both	or both Govern	Government and Donor funded projects	or funded pro	jects.					
	G	Select fro	m the drop-do	wn menu the p	Select from the drop-down menu the proposed procurement method	ment method.									
183	H-I	Identify t	he proposed s	tart date and en	d date for the pr	ocurement process;	Date of public	ation/solicitati	on and date o	fcontr	act a	act award. The d	act award. The date format to	act award. The date format to be used is (o	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).
	놋	The durat	ion of the con	tract (i.e start to	end) should be	The duration of the contract (i.e start to end) should be included by months. (e.g 6	e.g 6 months	months, 12 months, 36 months)	6 months)						
06	1-0	For each :	activity, the su	m proposed to	be expended by	For each activity, the sum proposed to be expended by quarter should be included	cluded in the a	in the appropriate quarter	arter.						
	P	Indicate t	he status for e	ach procureme	nt activity from t	he drop-down menu	ı. In-progress r	epresents roll	over projects,	<u>≨</u>	e Pend	e Pending represer	e Pending represents new activity	Indicate the status for each procurement activity from the drop-down menu. In-progress represents roll over projects, while Pending represents new activities.	e Pending represents new activities.
100	Q	Add any a	additional con	ments to suppo	Add any additional comments to support the planned activity.	ctivity.								-	

-		2000	13 122 6302 7	122 6294	122 6291 122 6294	122 6284 122 6291 122 6294	122 6263 122 6284 122 6291 122 6294	122 6261 122 6263 122 6284 122 6291 122 6294	122 6255 122 6261 122 6263 122 6284 122 6291 122 6294 123 6303	122 6243 122 6255 122 6261 122 6263 122 6284 122 6291 122 6394 122 6302	122 6242 122 6243 122 6255 122 6261 122 6263 122 6284 122 6294	122 6241 122 6242 122 6243 122 6255 122 6261 122 6263 122 6284 122 6291 122 6394	122 6231 122 6242 122 6243 122 6243 122 6255 122 6261 122 6263 122 6284 122 6291 122 6394	122 6224 122 6231 122 6241 122 6242 122 6243 122 6263 122 6261 122 6263 122 6284 122 6291 122 6302 623 6302	122 6223 122 6224 122 6231 122 6241 122 6242 122 6243 122 6263 122 6263 122 6263 122 6291 122 6394 122 6394	122 6223 122 6224 122 6231 122 6241 122 6242 122 6243 122 6243 122 6261 122 6263 122 6264 122 6291	Code Item ID 122 6223 122 6224 122 6231 122 6241 122 6242 122 6243 122 6263 122 6263 122 6263 122 6291 122 6302 6302 6302	Programme Code Line Item ID 122 6223 122 6231 122 6241 122 6241 122 6242 122 6243 122 6263 122 6263 122 6263 122 6284 122 6291 122 6302 6302 6302
Prepared By:		Training		Other	Events Other	Other National and Other Events Other	Postage, Telex and Cablegrams Other National and Other Events Other	Local Travel and Subsistence Postage, Telex and Cablegrams Other National and Other Events Other	Maintenance of Other Infrastructure Local Travel and Subsistence Postage, Telex and Cablegrams Other National and Other Events Other	Janitorial and Cleaning Supplies Maintenance of Other Infrastructure Local Travel and Subsistence Postage, Telex and Cablegrams Other National and Other Events Other	Maintenance of Buildings Janitorial and Cleaning Supplies Maintenance of Other Infrastructure Local Travel and Subsistence Postage, Telex and Cablegrams Other National and Other Events Other	Rental of Buildings Maintenance of Buildings Janitorial and Cleaning Supplies Maintenance of Other Infrastructure Local Travel and Subsistence Postage, Telex and Cablegrams Other National and Other Events Other	Rental of Buildings Maintenance of Buildings Janitorial and Cleaning Supplies Maintenance of Other Infrastructure Local Travel and Subsistence Postage, Telex and Cablegrams Other National and Other Events Other	Print and Non-Print Materials Fuel and Lubricants Rental of Buildings Maintenance of Buildings Janitorial and Cleaning Supplies Maintenance of Other Infrastructure Local Travel and Subsistence Postage, Telex and Cablegrams Other National and Other Events Other	mater es and ials ials of Build of Build of Build rial and ces enance o enance o fructure fructure ge, Telex grams al and C	Mater es and ials ials nd Lubri l of Build enance o enance o rial and o enance o rravel a tence ge, Telex grams al and C s	Mater es and Lubri of Build of Build enance o enance or tructure enance or tructure enance al and tence es, Telex erams	Activit Mater es and ials of Build of Build enance o rial and ces enance o fructure fravel an tence ge, Telex grams al and C
ed By:	1,708,133	3,200		122,100	7,300	7,300 122,100	22,600 118,400 7,300 122,100	80,000 22,600 118,400 7,300	10,000 80,000 22,600 118,400 7,300	19,500 10,000 80,000 22,600 118,400 7,300	70,000 19,500 10,000 80,000 22,600 118,400 7,300	1,178,693 70,000 19,500 10,000 80,000 22,600 118,400 7,300	38,000 1,178,693 70,000 19,500 10,000 80,000 22,600 118,400 118,400 122,100	18,000 38,000 1,178,693 70,000 19,500 10,000 80,000 22,600 118,400 118,400 122,100	20,340 18,000 38,000 1,178,693 70,000 19,500 10,000 80,000 22,600 118,400 118,400 122,100			00 m
		RFQ	RFQ		RFQ	RFQ RFQ	RFQ RFQ RFQ	RFQ RFQ RFQ RFQ	RFQ RFQ RFQ RFQ	RFQ RFQ RFQ RFQ RFQ	RFC RFC RFC RFC RFC	RFQ OT RFQ RFQ RFQ RFQ RFQ RFQ	RFQ RFQ OT RFQ RFQ RFQ RFQ RFQ RFQ	RFQ	RFQ	Donor RF	RFP, (OT	٩
			FQ 1-Jan-23														Stai 1-Ja 1-Ja 1-Ja 1-Ja 1-Ja 1-Ja	
		1-Jan-23 31-Dec-23	411-23 31-Dec-23	┪			- - - -									2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	stima -23 -23 -23 -23 -23 -23 -23 -23 -23 -23	stima stima -23 -23 -23 -23 -23 -23 -23 -23 -23 -23
		:-23	5-23		>-23	23	23 23	23 23 23	23 23 23 23	23 23 23 23	\(\frac{1}{2}\) \(\frac{1}\) \(\frac{1}{2}\) \(\frac{1}\) \(\frac{1}\) \(\frac{1}\) \(\frac{1}\) \(\frac{1}\)	\(\frac{1}{2}\) \(\frac{1}2\) \(\frac{1}{2}\) \(\frac{1}2\) \(\frac{1}2\) \(\frac{1}2\) \(\frac{1}2\) \(\fraca			1.2. 1.2.			
_	481.845	1,333	36,364	2,772	5 400	30,757	10,890 30,757	33,657 10,890 30,757	2,450 33,657 10,890 30,757	6,914 2,450 33,657 10,890 30,757	25,620 6,914 2,450 33,657 10,890 30,757	299,625 25,620 6,914 2,450 33,657 10,890 30,757	15,045 299,625 25,620 6,914 2,450 33,657 10,890 30,757	6,878 15,045 299,625 25,620 6,914 2,450 33,657 10,890 30,757	6,820 6,878 15,045 299,625 25,620 6,914 2,450 33,657 10,890 30,757	6,820 6,878 15,045 299,625 25,620 6,914 2,450 33,657 10,890 30,757	6,820 6,820 6,878 115,045 299,625 25,620 6,914 2,450 33,657 10,890 30,757	
	269.900	619	13,488	866		10,178	5,654	16,788 5,654 10,178	1,225 16,788 5,654 10,178	3,589 1,225 16,788 5,654 10,178	18,459 3,589 1,225 16,788 5,654	186,282 18,459 3,589 1,225 16,788 5,654	6,791 186,282 18,459 3,589 1,225 16,788 5,654	3,188 6,791 186,282 18,459 3,589 1,225 16,788 5,654	2,773 3,188 6,791 186,282 18,459 3,589 1,225 16,788 5,654	2,773 3,188 6,791 186,282 18,459 3,589 1,225 16,788 5,654	2,773 2,773 3,188 6,791 186,282 18,459 3,589 1,225 16,788 5,654	Expenditure Phasing Q2 Q3 2,773 2,773 2,773 3,188 3,188 6,791 6,791 186,282 186,282 186,282 118,459 118,459 118,310 3,589 3,589 1,225 11,225 116,788 116,788 116,788 116,788 116,788 116,788 116,788 110,178
_	269.601	569	13,488	766		10,178	5,654	16,788 5,654 10,178	1,225 16,788 5,654 10,178	3,589 1,225 16,788 5,654	18,310 3,589 1,225 16,788 5,654	186,282 18,310 3,589 1,225 16,788 5,654	6,791 186,282 18,310 3,589 1,225 16,788 5,654	3,188 6,791 186,282 18,310 3,589 1,225 16,788 5,654	2,773 3,188 6,791 186,282 18,310 3,589 1,225 16,788 5,654	2,773 3,188 6,791 186,282 18,310 3,589 1,225 16,788 5,654	Q3 2,773 3,188 6,791 186,282 18,310 3,589 1,225 16,788 5,654	Q3 2,773 3,188 6,791 186,282 18,310 3,589 1,225 16,788 5,654
0000	686 787	679 In	58,760 In	176 In		67 287 Ir	402 ln	12,767 In 402 In	5,100 ln 12,767 lr 402 lr 67 287 lr	5,408 In 5,100 In 12,767 Ir 402 Ir	7,611 ln 5,408 ln 5,100 ln 12,767 ln 402 ln 67,287 ln	506,504 ln 7,611 ln 5,408 ln 5,100 ln 12,767 ln 402 ln	9,373 lr 506,504 lr 7,611 ln 5,408 lr 5,100 lr 12,767 lr 402 lr	4,746 lr 9,373 lr 506,504 lr 7,611 lr 5,408 lr 5,100 lr 12,767 lr 402 lr	7,974 lr 4,746 lr 9,373 lr 9,373 lr 506,504 lr 7,611 lr 5,408 lr 5,100 lr 12,767 lr 402 lr	7,974 lr 4,746 lr 9,373 lr 9,373 lr 506,504 lr 7,611 lr 5,408 lr 5,100 lr 12,767 lr 12,767 lr		
		679 In-Progress	58,760 In-Progress	176 In-Progress	67,287 In-Progress		402 In-Progress	In-Progress In-Progress	5,100 In-Progress 2,767 In-Progress 402 In-Progress	5,408 In-Progress 5,100 In-Progress 2,767 In-Progress 402 In-Progress	In-Progress In-Progress In-Progress In-Progress In-Progress	In-Progress In-Progress In-Progress In-Progress In-Progress In-Progress	9,373 In-Progress 6,504 In-Progress 7,611 In-Progress 5,408 In-Progress 5,100 In-Progress 2,767 In-Progress 402 In-Progress	4,746 In-Progress 9,373 In-Progress 6,504 In-Progress 7,611 In-Progress 5,408 In-Progress 5,100 In-Progress 2,767 In-Progress 402 In-Progress	7,974 In-Progress 4,746 In-Progress 9,373 In-Progress 6,504 In-Progress 7,611 In-Progress 5,408 In-Progress 5,408 In-Progress 2,767 In-Progress 402 In-Progress	n-Progress n-Progress n-Progress n-Progress n-Progress n-Progress n-Progress	(In Progress / Pending) In-Progress In-Pro	Status (In Progress / Pending) (In-Progress In-Progress In-Progress In-Progress In-Progress In-Progress In-Progress
																	Comments	Comments

Form Header should include; The following table provides guidance on the preparation of columns A to Q of the Procurement Plan template. Type of Procurement. (e.g Goods, Services, Works Consultancy) Category of Expenditure. (e.g Capital or Current) Fiscal Year the Plan is being prepared for. (e.g 2020) Name of Agency (e.g Ministry of Health) Columns -H Ξ 누 **General Guidance** Reference each procurement activity according to the appropriate programme. All activities on the template must be numbered. (e.g 1,2,3...) Add any additional comments to support the planned activity. Indicate the status for each procurement activity from the drop-down menu. In-progress represents roll over projects, while Pending represents new activities. For each activity, the sum proposed to be expended by quarter should be included in the appropriate quarter. The duration of the contract (i.e start to end) should be included by months. (e.g 6 months, 12 months, 36 months) Select from the drop-down menu the proposed procurement method. Estimate the cost of each procurement activity as per the Budget Estimate for both Government and Donor funded projects. A brief activity description must be included for each activity. (e.g. Purchase of a vehicle; Cleaning and fumigation services) 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. 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). **Preparation Guidance Notes**

Type of Procurement: Services	Expenditure Category: Current	Form Name:	Agency Name:
Services	Current	Form Name: Programme 122- Foreign Policy Promotion	Agency Name: Ministry of Foreign Affairs and International Cooperation

Fiscal Year: 2023

		95,458	58,346	63,071	124,685						341,560				
	1,166 In-Progress		2,968	2,968	6,098		31-Dec-23	1-Jan-23	RFQ		13,200	Refreshments and Meals	6293	122	000
	2,232 In-Progress		7,192	7,192	14,384		31-Dec-23	1-Jan-23	RFQ		31,000	Cleaning and Extermination Services	6283	122	7
	4,254 In-Progress		4,402	4,576	14,768		31-Dec-23	1-Jan-23	RFQ		28,000	Equipment Maintenance	6282	122	6
	23,040 In-Progress		12,890	12,890	26,180		31-Dec-23	1-Jan-23	RFQ		75,000	Security Services	6281	122	(A
	8,649 In-Progress		2,369	2,519	4,463		31-Dec-23	1-Jan-23	RFQ		18,000	Water Charges	6273	122	4
	29,416 In-Progress		8,975	8,975	14,634		31-Dec-23	1-Jan-23	RFQ		62,000	Electricity Charges	6272	122	W
	24,416 In-Progress		11,930	11,930	18,724		31-Dec-23	1-Jan-23	RFQ		67,000	Telephone Charges	6271	122	2
Ÿ	2,285 In-Progress		7,620	12,021	25,434		31-Dec-23	1-Jan-23	RFQ		47,360	Vehicle Spares and Services	6264	122	T -
							End	Start		Donor	Govt				
Comments	(In Progress / Pending)	ę	ස	Q	ව	(Months)	nated	Estimated	(OT, RT, RFQ, RFP, SS, CP, SH)	j	(000 00)	Tourse M	Item ID	Code	No.
	Status		re Phasing	Expenditure Phasing		Contract	nt Process to Contract ard)	(Advertise to Contract Award)	Procurement Method	Budget	Estimated Budget	Activity	Line	Programme	
							,						Confidence of the Confidence o		

Approved by:

Form Header should include;

Preparation Guidance Notes

- 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)

Pr	The following table provides guidance on the preparation of columns A to Q of the Procurement Plan template.
ନୁ	General Guidance
≱	All activities on the template must be numbered. (e.g 1,2,3)
Re	Reference each procurement activity according to the appropriate programme.
≥	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
Α	A brief activity description must be included for each activity. (e.g. Purchase of a vehicle; Cleaning and fumigation services)
Es	Estimate the cost of each procurement activity as per the Budget Estimate for both Government and Donor funded projects.
Se	Select from the drop-down menu the proposed procurement method.
ō	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/war)
로	The duration of the contract (i.e start to end) should be included by months. (e.g 6 months, 12 months, 36 months)
F	For each activity, the sum proposed to be expended by quarter should be included in the appropriate quarter.
₹	Indicate the status for each procurement activity from the drop-down menu. In-progress represents roll over projects, while Pending represents new activities.
≯	Add any additional comments to support the planned activity.

Agency Name: Ministry of Foreign Affairs and International Cooperation

2023

		300	1,910	830	1,690						4,730				
	300 In-Progress		650		550		31-Dec-23	1-Feb-23	RFQ		1,500	Other	6294	123	7
	In-Progress				150		28-Feb-23	1-Feb-23	RFQ		150	Postage, Telex and Cablegrams	6263	123	6
	In-Progress		800	300	400		31-Aug-23	1-Feb-23	RFQ		1,500	Local Travel and Subsistence	6261	123	O.
	In-Progress			250	200		30-Jun-23	1-Feb-23	RFQ		450	Janitorial and Cleaning Supplies	6243	123	4
	In-Progress		210	100	90		31-Aug-23	1-Feb-23	RFQ		400	Fuel and Lubricants	6231	123	ω
	In-Progress		250	50	150		31-Aug-23	1-Feb-23	RFQ		450	Print and Non-Print Materials	6224	123	2
	In-Progress			130	150		31-May-23	I-Feb-23	RFQ		280	Office Materials and Supplies	6223	123	_
							End	Start		Donor	Govt		E UT A SECU		
/ Comments	(In Progress / Pending)	2	ස	2	වු	(Months)	nated	Estimated	(OT, RT, RFQ, RFP, SS, CP, SH)				Item ID	Code	No.
	Status	ing	Expenditure Phasing	Expendit		Contract	to Contract ard)	(Advertise to Contract Award)	Procurement Method	Budget	Estimated Budget	Activity	Line	Programme	
								7	THE RESERVE THE PROPERTY OF THE PARTY OF THE						_

Prepared By:

Form Header should include;

Preparation Guidance Notes

- u b b 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)

๑	General Guidance
Ą	All activities on the template must be numbered. (e.g 1,2,3)
R	Reference each procurement activity according to the appropriate programme.
A	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
A	A brief activity description must be included for each activity. (e.g. Purchase of a vehicle; Cleaning and fumigation services)
띴	Estimate the cost of each procurement activity as per the Budget Estimate for both Government and Donor funded projects.
Š	Select from the drop-down menu the proposed procurement method.
<u> </u>	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).
11	The duration of the contract (i.e start to end) should be included by months. (e.g 6 months, 12 months, 36 months)
고	For each activity, the sum proposed to be expended by quarter should be included in the appropriate quarter.
3	Indicate the status for each procurement activity from the drop-down menu. In-progress represents roll over projects, while Pending represents new activities.
<u>-</u>	Add any additional comments to support the planned activity.

li)		۷.	4	ω	2	-	Τ	- 8	5	
		123	123	123	123	123		Code	Programme	Agency Name: Ministry Form Name: Program Expenditure Category: Current Type of Procurement: Services
		6293	6283	6282	6271	6264	1	item ID	Line	cy Name: n Name: itegory: irement:
		Refreshments and Meals	Services	Equipment Maintenance	Telephone Charges	Vehicle Spares and Services		A	Activity	Agency Name: Ministry of Foreign Affairs and International Cooperation Form Name: Programme 123- Development of Foreign Trade Policy, Services Procurement: Services
4,950		2,700	200	250	1,500	390	Govt	(000 ¢e)	Estimated Budget	ternational Coo Foreign Trade
							Donor	ouoj	d Budget	operation Policy, Servic
		RFQ	RFQ	RFQ	RFQ	RFQ		(OT, RT, RFQ, RFP, SS, CP, SH)	Procurement Method	es
		1-Feb-23	1-Feb-23	1-Feb-23	1-Feb-23	1-Feb-23	Start	Estimated	Procurement Process (Advertise to Contract Award)	
		1-Feb-23 31-Dec-23	31-Jul-23	1-Feb-23 30-Jun-23	1-Feb-23 31-Dec-23	1-Feb-23 30-Jun-23	End	ated	nt Process to Contract ard)	
								(Months)	Contract	
895		400	75	20	200	200		ō.		
1,330		700		230	300	100		Q	Expenditure Phasing	
1,025		600	125		300			ස	re Phasir	
1,700		1,000			700			g.	65	
		1,000 In-Progress	In-Progress	In-Progress	700 In-Progress	In-Progress		(In Progress / Pending)	Status	Fiscal Year:
				i				Comments		2023



