

GOODS

Name of Procuring Entity: National Tourist Board, Sierra Leone.

Name of Sub-Department: All Departments.

Source of Funding: Gas/Low Source

Code #	Description of Items	plan vs actual dates	BASIC DATA							date of clearance by Procurement Committee	Bidding period			Bid Evaluation		Contract Implementation					Remarks
			procurement number	lot number	Qty	Estimated Cost, Leone	Procurement Method	Finalize technical specs. Required Items	Preparation and Submission of Bidding Document by Procurement Unit		spec & bills of quantities & Bid Document	Bid Invitation date (advert)	Bid closing/opening date	Submission of evaluation report	Approval by Procurement Committee	Date of Contract Award (Notification of award)	Date of Contract Signature	Initial Payment Opening of letter of credit	Delivery	Inspection & final acceptance	
									1W	4 Days	NA	NA	2W	1W	3-4 Days	1W	1W	NA	1W-3Mths	1 Day	
1	Sanitary Consumables	PLAN			1 var	5,000	RFQ	1/12/2010	3/12/2010	10/12/2010	NA	15/12/2010	29/12/2010	5/1/2011	12/1/2011	17/1/2011	24/1/2011	NA	31/1/2011		
		ACTUAL																			
2	Stationery	PLAN			1 var	17,000	RFQ	1/12/2010	3/12/2010	10/12/2010	NA	15/12/2010	29/12/2010	5/1/2011	12/1/2011	17/1/2011	24/1/2011	NA	31/1/2011		
		ACTUAL																			
3	Office Equipments & Furniture	PLAN			1 var	61,038	NCB	23/12/2010	27/12/2010	17/1/2011	24/1/2011	26/1/2011	23/2/2011	2/3/2011	9/3/2011	16/3/2011	23/3/2011	6/4/2011	5/5/2011		
		Actual																			
4	Uniforms	PLAN			1 var	3,600	RFQ	8/12/2010	10/12/2010	17/12/2010	NA	22/12/2010	5/1/2011	12/1/2011	19/1/2011	24/1/2011	31/1/2011	NA	7/2/2011		
		ACTUAL																			
5	Generator	PAN			1 var	45,000	RFQ	3/3/2011	7/3/2011	14/3/2011	NA	21/3/2011	4/4/2011	11/4/2011	18/4/2011	21/4/2011	28/4/2011	NA	5/5/2011		
		ACTUAL																			
6	Tools	PLAN			1 var	3,195	RFQ	8/12/2010	10/12/2010	17/12/2010	NA	22/12/2010	5/1/2011	12/1/2011	19/1/2011	24/1/2011	31/1/2011	NA	7/2/2011		
		ACTUAL																			
7	Fuel and Lubricants				var	35,000	DP	1/12/2010	3/12/2010	10/12/2010	NA	15/12/2010	29/12/2010	5/1/2011	12/1/2011	17/1/2011	24/1/2011	NA	31/1/2011		
	Sub-Total	PLAN			1 var	172,333															

Prepared by:
Position: Head of Procurement Unit

Cleared by:
Position: Chairman of Procurement Committee