

GOODS

Name of Procuring Entity: Ministry of Internal Affairs, Local Government & Rural Development

Name of Sub-Department: Internal Affairs

Source of Funding: GOSL

Code #	Description of items	plan vs actual dates	procurement number	lot number	Qty	Procurement Method	Finalise technical specs. of Required	Preparation and Submission of Bidding	specs & bills of materials	date of clearance by Procurement Committee	Bidding period			Bid Evaluation		Contract Implementation				Remarks
											Choice of Newspapers for advert publication	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	

1	Stationery	Plan	LG/IA/RD/Admin/2009/001		1	Various	RFQ			16/4/09		23/4/09	7/5/2009	14/5/09	19/5/09	26/5/09	2/6/09	N/A	15/6/09		
		Actual																			
2	Computer Running Cost	Plan	LG/IA/RD/Admin/2009/002		1	Various	RFQ			6/3/2009		13/3/09	27/3/09	03/04/2009	4/10/09	17/04/09	01/05/09	N/A	15/05/09		
		Actual																			
4	Office Stores and Supplies	Plan	LG/IA/RD/Admin/2009/004		2	Various	RFQ			6/3/2009		13/3/09	27/3/09	03/04/2009	4/10/09	17/04/09	01/05/09	N/A	15/05/09		
		Actual																			
5	Printing General	Plan	LG/IA/RD/Admin/2009/005			Various	RFQ			3/4/2009		10/4/2009	24/4/09	1/5/2009	8/5/2009	15/5/09	29/5/09	N/A	10/6/2009		
		Actual																			
6	Office Furniture	Plan	LG/IA/RD/Admin/2009/006			Various	RFQ			25/5/09		1/5/2009	15/6/09	22/6/09	29/6/09	6/7/2009	20/7/09	N/A	10/8/2009		
		Actual																			
7	Office Equipment	Plan	LG/IA/RD/Admin/2009/007			Various	RFQ			25/5/09		1/5/2009	15/6/09	22/6/09	29/6/09	6/7/2009	20/7/09	N/A	10/8/2009		
		Actual																			
8	Spares for Vehicles	Plan	LG/IA/RD/Admin/2009/008			Various	RFQ			27/3/09		3/4/2009	17/4/09	24/4/09	1/5/2009	8/5/2009	22/5/09	N/A	29/5/09		
		Actual																			

Prepared By:.....

Position:.....

Date:.....

Approved By:.....

Date:.....