**ANNEX GEN 9-4: Sample of an Overall Work Plan**

 **Overall Work Plan (Project name & PID) (YEAR) procurement activities**

This work plan will be updated each month and sent to:

1. Name, Position, Organisation
2. Name, Position, Organisation
3. Name, Position, Organisation
4. Name, Position, Organisation
5. …

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Responsible****Insert name** | **Done latest by** | **Done or pending** |
| 1. Contact ECHOs field office regarding visibility requirements for equipment
 |  | 1/3 |  |
| 1. Publish general advertisement in the news paper
 |  | 8/2 | done |
| 1. Submit request for derogation (lot 2, 3, 10, 7, 6a)
 |  | 16/2 |  |
| 1. Follow up on point 2
 |  | 8/2 |  |
| 1. Check all market prices on materials (purpose is to reconfirm budget prices – and see if we are able to increase quantities on lot. 9. Community garden tools and lot 12.)
 |  | 19/2 |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Lot no.** | **Description** | **Procurement procedure** | **Action** | **Responsible****Insert name** | **Done latest by**  | **Done or Pending** |
| 1 | 4wd vehicle  | Negotiated | Draft specifications |  | 9/2 |  |
|  |  |  | Make shortlist |  | 9/2 |  |
|  |  |  | Retrieve tax exemption letter  |  | 22/2 |  |
|  |  |  | Retrieve information from shipping agent on import documents |  | 23/2 |  |
|  |  |  | Prepare and submit RFQ |  | 16/2 |  |
|  |  |  | Evaluate quotes |  | 5/3 |  |
|  |  |  | Draft Purchase Order/Contract |  | 8/3 |  |
|  |  |  | Send Letter to Unsuccessful Supplier |  | 8/3 |  |
|  |  |  | Submit shipping documentation to obtain tax exemption  |  | TBA |  |
|  |  |  | Inspect and receive vehicle |  | TBA |  |
|  |  |  | Issue payment |  | TBA |  |
|  |  |  |  |  |  |  |
|  |
| 2 | Motorcycles 12 units | Negotiated | Draft specifications |  | 9/2 |  |
|  | Helmets 24 units |  | Make shortlist |  | 9/2 |  |
|  |  |  | Retrieve tax exemption letter  |  | 15/2 |  |
|  |  |  | Retrieve information from shipping agent on import documents |  | 9/2 |  |
|  |  |  | Prepare and submit RFQ |  | 16/2 |  |
|  |  |  | Evaluate quotes |  | 5/3 |  |
|  |  |  | Draft Purchase Order/Contract |  | 8/3 |  |
|  |  |  | Send Letter to Unsuccessful Supplier |  | 8/3 |  |
|  |  |  | Submit shipping documentation to obtain tax exemption  |  | TBA |  |
|  |  |  | Inspect and receive goods |  | TBA |  |
|  |  |  | Issue payment |  | TBA |  |
|  |  |  |  |  |  |  |
|  |
| 3 | Bicycles | Simple | Draft specifications |  | 28/2 |  |
|  |  |  | Collect quotations |  | 4/3 |  |
|  |  |  | Select supplier |  | 6/3 |  |
|  |  |  | Draft Purchase Order/Contract |  | TBA |  |
|  |  |  | Inspect and receive goods |  | TBA |  |
|  |  |  | Issue payment |  | TBA |  |
|  |  |  |  |  |  |  |
|  |
| 4 | Computer equipment | Simple | Draft specifications |  | 19/2 |  |
|  | 5 desktops |  | Collect quotations |  | 19/2 |  |
|  | 1 laptop |  | Select supplier |  | TBA |  |
|  |  |  | Draft Purchase Order/Contract |  | TBA |  |
|  |  |  | Inspect and receive goods |  | TBA |  |
|  |  |  | Issue payment |  | TBA |  |
|  |  |  |  |  |  |  |
|  |
| 5 | Furniture | Simple | Draft specifications |  | 28/2 |  |
|  | - 3 Chairs |  | Collect quotations |  | 28/2 |  |
|  | - 3 Tables |  | Select supplier |  | 1/3 |  |
|  | - 3 Filling Cabinet |  | Draft Purchase Order/Contract |  | 1/3 |  |
|  |  |  | Inspect and receive goods |  | 15/3 |  |
|  |  |  | Issue payment |  | 17/3 |  |
|  |  |  |  |  |  |  |
|  |
| 6A | Fruit tree seedlings | Negotiated | Draft specifications and distribution plan |  | 15/3 |  |
|  | - Orange |  | Make shortlist |  | 15/3 |  |
|  | - Mango  |  | Prepare and submit RFQ |  | 15/3 |  |
|  | - Papaya |  | Evaluate quotes |  | 15/4 |  |
|  | Delivered with PE tube |  | Draft Purchase Order/Contract |  | 15/4 |  |
|  | Training  |  | Send Letter to Unsuccessful Supplier |  | 20/4 |  |
|  |  |  | Inspect and receive goods |  | 1/5 |  |
|  |  |  | Issue payment |  | 5/5 |  |
|  |  |  |  |  |  |  |
|  |
| 9 | Community gardens | Negotiated | Draft specifications and distribution plan |  | 1/4 |  |
|  | - 390 hoes |  | Make shortlist |  | 2/4 | Done |
|  | -130 rake |  | Prepare and submit RFQ |  | 2/4 | Done |
|  | - 390 bush knives with |  | Evaluate quotes |  | 18/4 | Done |
|  | Wooden handle |  | Draft Purchase Order/Contract |  | 18/4 |  |
|  | - 130 wheelbarrow  |  | Send Letter to Unsuccessful Supplier |  | 22/4 |  |
|  | heavy duty |  | Inspect and receive goods |  | TBA |  |
|  | - water cans 20L |  | Issue payment |  | TBA |  |
|  |  |  |  |  |  |  |
|  |
| 10 | Treadle pump | Negotiated | Draft specifications |  | 1/4 |  |
|  |  |  | Make shortlist |  | 1/4 |  |
|  |  |  | Prepare and submit RFQ |  | TBA |  |
|  |  |  | Evaluate quotes |  | TBA |  |
|  |  |  | Draft Purchase Order/Contract |  | TBA |  |
|  |  |  | Send Letter to Unsuccessful Supplier |  | TBA |  |
|  |  |  | Inspect and receive goods |  | TBA |  |
|  |  |  | Issue payment |  | TBA |  |
|  |  |  |  |  |  |  |