

**THE NELSON MANDELA  
AFRICAN INSTITUTION OF SCIENCE AND TECHNOLOGY  
(NM - AIST)  
WATER INFRASTRUCTURE AND SUSTAINABLE ENERGY  
FUTURES  
(WISE - Futures)**



**ANNUAL PROCUREMENT PLAN 2020**

Annual Procurement Plan (APP) is a guiding tool in any Procuring Entity. It is a layout of what should be procured and the methods of procurement to be used. All items to be procured emanate from the Annual Work Plan of the Centre. All items/activities with procurement elements are included in the plan by consolidating items of similar nature, assigning a common name and then determine the method of procurement focusing on the amount budgeted. Preparation and implementation of the Annual Procurement Plan is mandatory to all procuring entities according to Public Procurement Act No.7 of 2011 and Regulation No. 446 of 2013

In the Financial Year 2020 the WISE-Futures Centre has prepared its APP which comprises of four parts: -

	<b>Description</b>	<b>Amount in Usd.</b>
1.	Procurement of Goods	269,000
2.	Procurement of Non-Consultancy	104,300
3.	Procurement of Works	115,000
3.	Procurement of Consultancy Services	<u>62,000</u>
	<b>Total</b>	<b>550,300</b>

A detailed report of the APP is attached as APP for External Use

## ANNUAL PROCUREMENT PLAN FOR EXTERNAL USE

### A1: GOODS

Description	Tender No.	Lot Number	Procurement Method	PRE-QUALIFICATION			Invitation for Tender and Contract Signature				
				Invitation Date	Closing-Opening	Notification of Applicants	Tender Invitation Date	Tender Closing-Opening	Notice of Intention to Award Date	Vetting/Ratification of Contracts	Notification of Award
1	2	3	4	5	6	7	8	9	10	11	12
TENDER FOR SUPPLY OF STATIONERY	PA/112/2019-20/HQ/G/01	01	CQ (FWA-GPSA)	NA	NA	NA	NA	NA	NA	NA	NA
TENDER FOR SUPPLY OF OFFICE CONSUMABLES	PA/112/2019-20/HQ/G/02	01	CQ (FWA-GPSA)	NA	NA	NA	NA	NA	NA	NA	NA
TENDER FOR SUPPLY OF OFFICE EQUIPMENT AND ACCESSORIES	PA/112/2019-20/HQ/G/03	01	CQ (FWA-GPSA)	NA	NA	NA	NA	NA	NA	NA	NA
TENDER FOR SUPPLY OF FUEL	PA/112/2019-20/HQ/G/04	01	SINGLE SOURCE	NA	NA	NA	NA	NA	NA	NA	NA
TENDER FOR SUPPLY OF FURNITURE AND FITTINGS	PA/112/2019-20/HQ/G/05	01	CQ (FWA-GPSA)	NA	NA	NA	NA	NA	NA	NA	NA
SUPPLY OF FACILITIES FOR WATER PURIFICATION & SANITATION	PA/112/2019-20/HQ/G/06	01	NCT	NA	NA	NA	01.04.2020	22.04.2020	07.05.20	15.05.2020	20.05.2020
SUPPLY OF FACILITIES FOR HYDROLOGY LABORATORY	PA/112/2019-20/HQ/G/07	01	CQ (FWA-GPSA)	NA	NA	NA	NA	NA	NA	NA	NA
TENDER FOR FACILITIES FOR UPGRADING THE ENERGY LABORATORY	PA/112/2019-20/HQ/G/08	01	CQ (FWA-GPSA)	NA	NA	NA	NA	NA	NA	NA	NA
TENDER FOR PROCUREMENT OF VARIOUS SOFTWARE	PA/112/2019-20/HQ/G/09	01	CQ (FWA-GPSA)	NA	NA	NA	NA	NA	NA	NA	NA
TENDER FOR PROCUREMENT OF STUDIO EQUIPMENT	PA/112/2019-20/HQ/G/10	01	CQ	NA	NA	NA	NA	NA	NA	NA	NA
TENDER FOR PROCUREMENT OF VEHICLE (SUZUKI CARRY)	PA/112/2019-20/HQ/G/11	01	SINGLE SOURCE-GPSA	NA	NA	NA	NA	NA	NA	NA	NA
TENDER FOR PROCUREMENT OF WATER STORAGE EQUIPMENT AND ACCESSORIES	PA/112/2019-20/HQ/G/12	01	CQ	NA	NA	NA	01.04.2020	05.04.2020	25.04.20	28.04.2020	01.05.2020

## B1: NON-CONSULTANCY SERVICES

Description	Tender No.	Lot Number	Procurement Method	PRE-QUALIFICATION			Invitation for Tender and Contract Signature				
				Invitation Date	Closing-Opening	Notification of Applicants	Tender Invitation Date	Tender Closing-Opening	Notice of Intention to Award Date	Vetting/Ratification of Contracts	Notification of Award
1	2	3	4	5	6	7	8	9	10	11	12
TENDER FOR PROVISION OF CATERING SERVICES	PA/112/2019-20/HQ/NC/01	01	CQ (FWA - GPSA)	NA	NA	NA	NA	NA	NA	NA	NA
TENDER FOR PROVISION OF PRINTING SERVICES	PA/112/2019-20/HQ/NC/02	01	CQ	NA	NA	NA	01.04.2020	05.04.2020	25.04.2020	28.04.2020	01.05.2020
TENDER FOR PROVISION OF AIR TRAVEL AND HOTEL RESERVATION SERVICES	PA/112/2019-20/HQ/NC/03	01	CQ	NA	NA	NA	01.04.2020	05.04.2020	25.04.2020	28.04.2020	01.05.2020
TENDER FOR PROVISION OF ADVERTISING AND PUBLICATION SERVICES	PA/112/2019-20/HQ/NC/04	01	MVP	NA	NA	NA	NA	NA	NA	NA	NA
TENDER FOR PROVISION OF COURIER, FREIGHT FOWARDING AND CLEARING SERVICES	PA/112/2019-20/HQ/NC/05	01	MVP	NA	NA	NA	NA	NA	NA	NA	NA
TENDER FOR SERVICING AND MAINTANACE OF MOTOR VEHICLES	PA/112/2019-20/HQ/NC/06	01	SINGLE SOURCE TEMESA	NA	NA	NA	NA	NA	NA	NA	NA
TENDER FOR PROVISION OF TRANSPORT SERVICES	PA/112/2019-20/HQ/NC/07	01	CQ (FWA - GPSA)	NA	NA	NA	NA	NA	NA	NA	NA
TENDER FOR PROVISION OF INSURANCE SERVICES	PA/112/2019-20/HQ/NC/08	01	CQ (FWA - GPSA)	NA	NA	NA	NA	NA	NA	NA	NA
TENDER FOR SERVICING AND MAINTANANCE OF OFFICE EQUIPMENT & ACCESSORIES	PA/112/2019-20/HQ/NC/09	01	CQ (FWA - GPSA)	NA	NA	NA	NA	NA	NA	NA	NA
TENDER FOR PROVISION OF CONFERENCE SERVICES	PA/112/2019-20/HQ/NC/10	01	MVP	NA	NA	NA	NA	NA	NA	NA	NA
MAINTANANCE OF CENTRE WEBSITE	PA/112/2019-20/HQ/NC/11	01	MVP	NA	NA	NA	NA	NA	NA	NA	NA

PROVISION OF INTERNET SERVICES	PA/112/2019-20/HQ/NC/12	01	CQ	NA	NA	NA	01.04.2020	05.04.2020	25.04.20	28.04.2020	01.05.2020
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## C1: WORKS

Description	Tender no.	Lot Number	Procurement Method	PRE-QUALIFICATION			Invitation for Tender and Contract Signature				
				Invitation Date	Closing-Opening	Notification of Applicants	Tender Invitation Date	Tender Closing-Opening	Notice of Intention to Award Date	Vetting/Ratification of Contracts	Notification of Award
1	2	3	4	5	6	7	8	9	10	11	12
REACTIVATION OF BIOGAS PLANT	PA/112/2019-20/HQ/W/01	1	CQ	NA	NA	NA	03/03/20	09/03/20	20/03/20	30/03/20	06/04/20
CONSTRUCTION OF HOSTEL FOR FEMALE STUDENTS	PA/112/2019-20/HQ/W/02	1	NCT	NA	NA	NA	03/04/20	24/04/20	09/05/20	23/05/20	30/05/20

## D1: CONSULTANCY SERVICES

Description	Basic Data					Request for Expression of Interest			Invitation of proposals and approval for award			
	Tender No.	Lot Number	Procurement Method	Selection Method	Contract Type	Invitation Date	Closing-Opening	Notification Date	Consultant Proposals		Notice of Intention to Award	Notification Date
									Invitation Date	Submission/Opening Date		
1	2	3	4	5	6	7	8	9	10	11	12	13
TENDER FOR CONSULTANCY SERVICES FOR TRAINING LAB STAFF	PA/112/2019-20/HQ/C/01	01	IS	CQS	Lump sum	NA	NA	NA	4/3/20	11/3/20	25/3/20	01/4/20
DEVELOPMENT OF CENTRE STRATEGIC PLAN	PA/112/2019-20/HQ/C/02	01	IS	CQS	Lump sum	NA	NA	NA	4/3/20	11/3/20	25/3/20	01/4/20
DESIGNING OF PROJECT MANAGEMENT SYSTEM SOFTWARE	PA/112/2019-20/HQ/C/03	01	IS	CQS	Lump sum	NA	NA	NA	3/6/20	10/6/20	24/6/20	01/7/20

CONSULTACY SERVICES TO CONDUCT NEEDS ASSESSMENT FOR PROFESSIONAL DEVELOPMENT TRAININGS	PA/112/2019-20/HQ/C/04	01	IS	CQS	Lump sum	NA	NA	NA	4/3/20	11/3/20	25/3/20	01/4/20
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**NOTE:**

FWA – GPSA: Framework Agreement - Government Procurement Services Agency

MVP: Minor Value Procurement

CQ: Competitive Quotation

NCT: National Competitive Tender

CQS: Consultant Qualification Selection

IS: Individual Selection

NA: Not Applicable