Entity: Ministry of Foreign Affairs and Foreign Trade (Headquarters)
Procurement Plan for year 2013/2014

Ref. No.	Description	Unit of Measure	Quantity	Prequalification Y / N	Proc. Method [1]	Estimated dates			Status & Comments[2]
						Publication	Award	Start	
	1. Goods								
	Stationery & Office Supplies		30	N	RFQ		Q1-Q4	Q1-Q4	
	Office Furniture - Desks		2	N	RFQ		Q1-Q2	Q1-Q2	
	Office Furniture - Chairs		11	N	RFQ		Q1-Q2	Q1-Q2	
	Office Furniture - Cabinets		11	N	RFQ		Q1-Q2	Q1-Q2	
	Office Equipment - Fax Machine		1	N	RFQ		Q2	Q2	
	Office Equipment - Photo Copier/Scanner		5	N	RFQ		Q1-Q4	Q1-Q4	
	Office Equipment - Computer Hardware		12	N	RFQ		Q3	Q3	
	Office Equipment - Binding Machine		1	N	RFQ		Q2	Q2	
	Office Equipment - Standing Fans		6	N	RFQ		Q2	Q2	
	Office Equipment - Shredder		2	N	RFQ		Q2-Q3	Q2-Q3	
	Office Equipment - Office Phones		15	N	RFQ		Q1-Q2	Q1-Q2	
	Motor Vehicles		3	N	RFQ		Q2-Q3	Q2-Q3	
	2. Works								
	Repair window blinds		1	N	RFQ		Q2		
	Painting of Internal offices		1	N	RFQ		Q2		
	3. Non-consulting services								
	Courier Services			N	RFQ				Contract Ongoing
	Insurance			N	RFQ		Q1	Q1	
	Janitorial Services			N	RFQ				Contract Ongoing
	Security Services		1	N	RFQ				Contract Ongoing
	Repairs of Furniture - Chairs		15	N	RFQ		Q2	Q2	
	Repairs to MV		2	N	RFQ		Q1	Q1	
	Repairs/Main. Equip. - UPS		1	N	Sole Source		Q1-Q4	Q1-Q4	
	Maintenance of Equip - PhotoCopiers		1	N	Sole Source		Q1-Q4	Q1-Q4	
	4. Consulting Services								