

KIPPR ANNUAL PROCUREMENT PLAN - FINANCIAL YEAR 2023/2024

S/No.	Item/Service description	UoM	Quantity	Est. Unit cost (Ksh.)	Estimated Total Cost (Ksh)	Procurement Method	Reservation	Source of Funds	User Department	Time Process	Invite/ Advertise	Bid Opening	Bid Evaluation	Award	Notification of Award	Contract Signing	Total Time to Contract Signing	Date for Completion of Contract
1	Branded KIPPR Pens	No	2,250	40	90,000	RFQ	AGPO	GoK	CBD	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
2	Box Files - Large	Pcs	20	300	6,000	RFQ	AGPO	GoK	CBD	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
3	Counter Books 4 Quire	Pcs	10	300	3,000	RFQ	AGPO	GoK	CBD	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
4	Cello Tape-Clear	No	5	30	150	RFQ	AGPO	GoK	CBD	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
5	Delivery Book	No	2	150	300	RFQ	AGPO	GoK	CBD	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
6	KIPPR Branded Brown Envelopes A4	Pcs	1,000	20	20,000	RFQ	AGPO	GoK	CBD	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
7	Highlighters	No	48	100	4,800	RFQ	AGPO	GoK	CBD	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
8	Marker Pens	No	120	100	12,000	RFQ	AGPO	GoK	CBD	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
9	Name Tags and Lanyard	No	1,500	200	300,000	RFQ	AGPO	GoK	CBD	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
10	Printing Papers A4	Reams	200	1,050	210,000	RFQ	AGPO	GoK	CBD	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
11	Pritt Glue - 40G	No	40	200	8,000	RFQ	AGPO	GoK	CBD	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
12	Rulers - 30cm clear ruler	No	10	30	300	RFQ	AGPO	GoK	CBD	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
13	Transparency files/ clear files	Pcs	50	70	3,500	RFQ	AGPO	GoK	CBD	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
14	Yellow stickers	Pcs	100	70	7,046	RFQ	AGPO	GoK	CBD	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
15	Scissors -Medium steel with plastic scissors	No	2	300	600	RFQ	AGPO	GoK	CBD	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
16	Graduation Certificate Holders	No	70	2,000	140,000	RFQ	AGPO	GoK	CBD	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
17	Hard Cover Note Books - Branded KIPPR, with strong spiral bind-Yps	No	200	1,300	260,000	RFQ	AGPO	GoK	CBD	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
18	Hospitality - Snacks and Lunch	Quarter	4	1,264,200	5,056,800	FWC	AGPO	GoK	CBD	Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
										Variance								
19	Ipads - 500 Gb	No	2	200,000	400,000	RFQ	AGPO	GoK	CBD	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
20	Telephone handsets - Smart Phones, 4G Network	No	2	40,000	80,000	RFQ	AGPO	GoK	CBD	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								

KIPPRA ANNUAL PROCUREMENT PLAN - FINANCIAL YEAR 2023/2024

S/No.	Item/Service description	UoM	Quantity	Est. Unit cost (Ksh.)	Estimated Total Cost (Ksh)	Procurement Method	Reservation	Source of Funds	User Department	Time Process	Invite/ Advertise	Bid Opening	Bid Evaluation	Award	Notification of Award	Contract Signing	Total Time to Contract Signing	Date for Completion of Contract
21	Power Extension Cables - 4 way	No	12	3,000	36,000	RFQ	AGPO	GoK	CBD	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
22	Executive Branded Pens	Pcs	2,080	200	416,000	RFQ	AGPO	GoK	CBD	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
23	Cotton Tote Bags - Branded	Pcs	2,000	600	1,200,000	RFQ	AGPO	GoK	CBD	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
24	Cotton blouses - Branded	Pcs	40	3,000	120,000	RFQ	AGPO	GoK	CBD	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
25	Cotton shirts - Branded	Pcs	40	3,000	120,000	RFQ	AGPO	GoK	CBD	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
26	Metallic Key rings/ holders - Branded	Pcs	1,000	1,500	1,500,000	RFQ	AGPO	GoK	CBD	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
27	Flash Disks - Branded	Pcs	1,000	2,000	2,000,000	RFQ	AGPO	GoK	CBD	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
28	Business Cards	Pcs	200	30	6,000	RFQ	AGPO	GoK	CBD	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
29	Lanyards	Pcs	500	250	125,000	RFQ	AGPO	GoK	CBD	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
30	Canvas Tote Bags - Branded	Pcs	2,000	800	1,600,000	RFQ	AGPO	GoK	CBD	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
31	Executive Note books - Embedded with calendar artwork	Pcs	750	2,500	1,875,000	RFQ	AGPO	GoK	CBD	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
32	Executive Pens - Branded	Pcs	250	400	100,000	RFQ	AGPO	GoK	CBD	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
33	Woven Bags	Pcs	200	2,500	500,000	RFQ	AGPO	GoK	CBD	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
34	Door frame banners - Branded	No	2	24,000	48,000	RFQ	AGPO	GoK	CBD	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
35	Calendars - 2024	Pcs	2,000	400	800,000	RFQ	AGPO	GoK	CBD	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
36	Programme Booklets for CBD - on glossy paper	Pcs	1,000	270	270,000	RFQ	AGPO	GoK	CBD	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
37	Fliers for CBD Programmes	Pcs	10,000	80	800,000	RFQ	AGPO	GoK	CBD	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
38	KMPUS Activities - 4 KMPUs hosting including PA system, 500 pax each	No	2,000	2,000	4,000,000	RFQ	Open	GoK	CBD	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
39	KIPPRA Annual Regional Conference - Youth Side Event	Pax	100	4,500	450,000	RFQ	Open	GoK	CBD	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
40	YP alumnae cake	No	1	30,000	30,000	RFQ	Open	GoK	CBD	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
41	Media Facilitation	No	1	150,000	150,000	RFQ	Open	GoK	Communication	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								

KIPPRA ANNUAL PROCUREMENT PLAN - FINANCIAL YEAR 2023/2024

S/No.	Item/Service description	UoM	Quantity	Est. Unit cost (Ksh.)	Estimated Total Cost (Ksh)	Procurement Method	Reservation	Source of Funds	User Department	Time Process	Invite/ Advertise	Bid Opening	Bid Evaluation	Award	Notification of Award	Contract Signing	Total Time to Contract Signing	Date for Completion of Contract
42	KIPPRA Open Day items	No	1	2,500,000	2,500,000	RFQ	AGPO	GoK	Communication	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
43	Conference facilities for various activities	Pax	80	4,000	320,000	FWC	Open	GoK	Communication	Variance Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
44	Consultant for capacity building in mainstream and social media and presentation skills	No	3	10,000	30,000	RFP	Open	GoK	Communication	Variance Planned Days	14	1	30	1	14	1	61	Jun-24
										Actual Days								
45	Renewal of Ngong Road Signage	No	1	180,000	180,000	RFQ	AGPO	GoK	Communication	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
46	Subscription to Mailchimp	No	1	140,000	140,000	RFQ	Open	GoK	Communication	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
47	Branding of Banners, office branding, branded merchandize, branded outfits	No	1	1,800,000	1,800,000	RFQ	AGPO	GoK	Communication	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
48	Subscription to PRSK	No	5	5,000	25,000	RFQ	Open	GoK	Communication	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
49	KIPPRA Annual Regional Conference Items	Lot	1	20,000,000	20,000,000	ONT / RFQ	Open	GoK	Communication	Variance Planned Days	14	1	30	1	14	1	61	Jun-24
										Actual Days								
50	External Hard Drive	No	3	25,000	75,000	RFQ	AGPO	GoK	Finance	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
51	Conference facilities for various activities - Governance	Pax	870	4,500	3,915,000	FWC	Open	GoK	Governance	Variance Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
52	Sugar packed in 2kgs	Pkts	960	500	480,000	RFQ	AGPO	GoK	HRA	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
53	Tea bags	Pkts	420	400	168,000	RFQ	AGPO	GoK	HRA	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
54	Drinking chocolate 450g	Jars	300	700	210,000	RFQ	AGPO	GoK	HRA	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
55	Milo 400g	Jars	360	1,200	432,000	RFQ	AGPO	GoK	HRA	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
56	Coffee 200g	Jars	420	1,700	714,000	RFQ	AGPO	GoK	HRA	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
57	Salt 1kg	Pkt	12	200	2,400	RFQ	AGPO	GoK	HRA	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
58	Cleaning Powder Soap	Pkts	48	600	28,800	RFQ	AGPO	GoK	HRA	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
59	Disposable Olive tea cups	Pkts	6,000	30	180,000	RFQ	AGPO	GoK	HRA	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
60	Disposable plastics spoons	Pkts	6,000	15	90,000	RFQ	AGPO	GoK	HRA	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
61	Serviettes	Pkts	3,600	150	540,000	RFQ	AGPO	GoK	HRA	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
62	Desk tissues(soft tissues similar to the ones in counselling rooms)	Pkts	50	300	15,000	RFQ	AGPO	GoK	HRA	Variance Planned Days	7	1	7	1	1	1	18	Jun-24

KIPPRA ANNUAL PROCUREMENT PLAN - FINANCIAL YEAR 2023/2024

S/No.	Item/Service description	UoM	Quantity	Est. Unit cost (Ksh.)	Estimated Total Cost (Ksh)	Procurement Method	Reservation	Source of Funds	User Department	Time Process	Invite/ Advertise	Bid Opening	Bid Evaluation	Award	Notification of Award	Contract Signing	Total Time to Contract Signing	Date for Completion of Contract
										Actual Days								
63	Bleach disinfectants - 20 ltrs	No	12	5,000	60,000	RFQ	AGPO	GoK	HRA	Variance								
										Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
64	Medium Hand Towels	Pcs	15	350	5,250	RFQ	AGPO	GoK	HRA	Variance								
										Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
65	Medium Utensils Towels	Pcs	15	350	5,250	RFQ	AGPO	GoK	HRA	Variance								
										Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
66	Small Dusting Towels	Pcs	15	250	3,750	RFQ	AGPO	GoK	HRA	Variance								
										Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
67	Cleaning Buckets	No	6	500	3,000	RFQ	AGPO	GoK	HRA	Variance								
										Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
68	Cleaning Mops	No	10	400	4,000	RFQ	AGPO	GoK	HRA	Variance								
										Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
69	Matchbox	Pkts	4	400	1,600	RFQ	AGPO	GoK	HRA	Variance								
										Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
70	Scouring Pad equivalent to super brite	Pkts	10	300	3,000	RFQ	AGPO	GoK	HRA	Variance								
										Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
71	Heavy Sisal Door Mat	No	14	7,000	98,000	RFQ	AGPO	GoK	HRA	Variance								
										Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
72	Hand gloves	No	10	3,000	30,000	RFQ	AGPO	GoK	HRA	Variance								
										Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
73	Dustbins	No	6	10,000	60,000	RFQ	AGPO	GoK	HRA	Variance								
										Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
74	Liquid soap 20 ltrs	Tin	20	4,000	80,000	RFQ	AGPO	GoK	HRA	Variance								
										Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
75	Refill of Kitchen Gas	No	72	2,000	144,000	RFQ	Open	GoK	HRA	Variance								
										Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
76	Vaseline gel	No	2	500	1,000	RFQ	AGPO	GoK	HRA	Variance								
										Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
77	Dustpan broom set	No	7	3,000	21,000	RFQ	AGPO	GoK	HRA	Variance								
										Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
78	Steelwool	Pcs	100	100	10,000	RFQ	AGPO	GoK	HRA	Variance								
										Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
79	Milk	Pkts	28,800	70	2,016,000	RFQ	AGPO	GoK	HRA	Variance								
										Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
80	Drinking Water - 18.9 ltrs	Bottle	2,400	500	1,200,000	FWC	AGPO	GoK	HRA	Variance								
										Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
81	Staff Christmas Vouchers	Pax	274	20,000	5,480,000	ONT	Open	GoK	HRA	Variance								
										Planned Days	14	1	30	1	14	1	61	Jun-24
										Actual Days								
82	Thermoflask	No	15	2,500	37,500	RFQ	AGPO	GoK	HRA	Variance								
										Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
83	Water Jugs	No	6	1,500	9,000	RFQ	AGPO	GoK	HRA	Variance								
										Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
84	Water Glasses	No	250	200	50,000	RFQ	AGPO	GoK	HRA	Variance								
										Planned Days	7	1	7	1	1	1	18	Jun-24

KIPPRA ANNUAL PROCUREMENT PLAN - FINANCIAL YEAR 2023/2024

S/No.	Item/Service description	UoM	Quantity	Est. Unit cost (Ksh.)	Estimated Total Cost (Ksh)	Procurement Method	Reservation	Source of Funds	User Department	Time Process	Invite/ Advertise	Bid Opening	Bid Evaluation	Award	Notification of Award	Contract Signing	Total Time to Contract Signing	Date for Completion of Contract
										Actual Days								
										Variance								
85	Cups	No	50	200	10,000	RFQ	AGPO	GoK	HRA	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
86	Sieve	No	10	150	1,500	RFQ	AGPO	GoK	HRA	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
87	Plate	No	3	400	1,200	RFQ	AGPO	GoK	HRA	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
88	Trays	No	8	1,200	9,600	RFQ	AGPO	GoK	HRA	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
89	Saucer	No	30	600	18,000	RFQ	AGPO	GoK	HRA	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
90	Knife	No	4	300	1,200	RFQ	AGPO	GoK	HRA	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
91	Electric Kettle	No	2	2,500	5,000	RFQ	AGPO	GoK	HRA	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
92	Sugar Dish	No	10	1,000	10,000	RFQ	AGPO	GoK	HRA	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
93	Salt Shaker	No	10	300	3,000	RFQ	AGPO	GoK	HRA	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
94	KIPPRA Birthday Cake	No	12	14,000	168,000	RFQ	Open	GoK	HRA	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
95	Hospitality - Snacks and Lunch	Quarter	4	206,480	825,920	FWC	AGPO	GoK	HRA	Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
										Variance								
96	High back Executive Boardroom seats	No	20	68,750	1,375,000	RFQ	AGPO	GoK	HRA	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
97	Work stations 4way	No	10	150,000	1,500,000	RFQ	AGPO	GoK	HRA	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
98	Work stations 2way	No	10	80,000	800,000	RFQ	AGPO	GoK	HRA	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
99	Fireproof Cabinet	No	4	300,000	1,200,000	RFQ	AGPO	GoK	HRA	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
100	Dish Washers	No	2	200,000	400,000	RFQ	AGPO	GoK	HRA	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
101	Repairs and Maintainance of 560U Toyota Corolla	No	1	100,000	100,000	RFQ	Open	GoK	HRA	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
102	Repairs and Maintainance of 290T Toyota Prado	No	1	100,000	100,000	RFQ	Open	GoK	HRA	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
103	Repairs and Maintainance of 725E Toyota Hiace	No	1	100,000	100,000	RFQ	Open	GoK	HRA	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
104	Repairs and Maintainance of 463G Toyota Corolla	No	1	100,000	100,000	RFQ	Open	GoK	HRA	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
105	Repairs and Maintainance of 670V Toyota Double Cabin	No	1	100,000	100,000	RFQ	Open	GoK	HRA	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								

KIPPRA ANNUAL PROCUREMENT PLAN - FINANCIAL YEAR 2023/2024

S/No.	Item/Service description	UoM	Quantity	Est. Unit cost (Ksh.)	Estimated Total Cost (Ksh)	Procurement Method	Reservation	Source of Funds	User Department	Time Process	Invite/ Advertise	Bid Opening	Bid Evaluation	Award	Notification of Award	Contract Signing	Total Time to Contract Signing	Date for Completion of Contract
106	Repairs and Maintainance of 722Y Toyota L/Cruiser	No	1	100,000	100,000	RFQ	Open	GoK	HRA	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
107	Cleaning and vacuum of vehicles	No	1	400,000	400,000	RFQ	AGPO	GoK	HRA	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
108	Vehicle Spare purchase - Tyres and batteries	No	1	300,000	300,000	RFQ	AGPO	GoK	HRA	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
109	Fuel for Transport	No	1	2,400,000	2,400,000	RFQ	Open	GoK	HRA	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
110	Taxi Services	No	1	3,000,000	3,000,000	DP	Open	GoK	HRA	Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
										Variance								
111	Insurance (premiums for GPA/GPL and other insurable risks)	Package	1	4,500,000	4,500,000	ONT	Open	GoK	HRA	Planned Days	14	1	30	1	14	1	61	Jun-24
										Actual Days								
										Variance								
112	Staff Medical Scheme	Package	1	30,000,000	30,000,000	ONT	Open	GoK	HRA	Planned Days	14	1	30	1	14	1	61	Jun-24
										Actual Days								
										Variance								
113	Board medical cover	Package	1	1,000,000	1,000,000	ONT	Open	GoK	HRA	Planned Days	14	1	30	1	14	1	61	Jun-24
										Actual Days								
										Variance								
114	Culture Change Consultant	No	1	3,000,000	3,000,000	RFP	Open	GoK	HRA	Planned Days	14	1	30	1	14	1	61	Jun-24
										Actual Days								
										Variance								
115	Quarterly Cleaning & Fumigation	No	4	75,000	300,000	RFQ	AGPO	GoK	HRA	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
116	Repair and Maintenance of Desks	No	5	15,000	75,000	RFQ	Open	GoK	HRA	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
117	Repair and Maintenance of Cabinets	No	5	7,500	37,500	RFQ	Open	GoK	HRA	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
118	Repair and Maintenance of Chairs	No	5	7,500	37,500	RFQ	Open	GoK	HRA	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
119	Electrical Repairs	No	5	15,000	75,000	RFQ	Open	GoK	HRA	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
120	Small repairs of Offices	No	5	20,000	100,000	RFQ	Open	GoK	HRA	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
121	Team Building Facilitator	No	1	100,000	100,000	RFQ	Open	GoK	HRA	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
122	Sports Day Facilitation	No	1	50,000	50,000	RFQ	Open	GoK	HRA	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
123	Advertisement of recruitment	No	3	275,000	825,000	DP	Open	GoK	HRA	Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
										Variance								
124	Renovation,partitioning and furnishing of 2nd floor offices	No	1	28,000,000	28,000,000	ONT	AGPO	GoK	HRA	Planned Days	14	1	30	1	14	1	61	Jun-24
										Actual Days								
										Variance								
125	End of Year Party Conference Package	No	200	6,500	1,300,000	FWC	Open	GoK	HRA	Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
										Variance								
126	Conference facilities for various activities - HRA	Pax	1,660	4,500	7,470,000	FWC	Open	GoK	HRA	Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
										Variance								
127	Renewal of EDMS Software	No	1	200,000	200,000	RFQ	Open	GoK	HRA	Planned Days	7	1	7	1	1	1	18	Jun-24

KIPPRA ANNUAL PROCUREMENT PLAN - FINANCIAL YEAR 2023/2024

S/No.	Item/Service description	UoM	Quantity	Est. Unit cost (Ksh.)	Estimated Total Cost (Ksh)	Procurement Method	Reservation	Source of Funds	User Department	Time Process	Invite/ Advertise	Bid Opening	Bid Evaluation	Award	Notification of Award	Contract Signing	Total Time to Contract Signing	Date for Completion of Contract
										Actual Days								
										Variance								
128	Renovation of the 8th floor privacy board	No	1	250,000	250,000	RFQ	AGPO	GoK	HRA	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
129	Renovation of the Internal Auditors Office	No	1	500,000	500,000	RFQ	AGPO	GoK	HRA	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
130	Pension Administrator, Fund Manager and Custodian	Lot	1	200,000	200,000	ONT	Open	GoK	HRA	Planned Days	14	1	30	1	14	1	61	Jun-24
										Actual Days								
										Variance								
131	Office 365 annual license renewals	No	270	53,000	14,310,000	ONT	AGPO	GoK	ICT	Planned Days	14	1	30	1	14	1	61	Jun-24
										Actual Days								
										Variance								
132	Pabx system (server, software licenses and handsets)	No	1	5,000,000	5,000,000	ONT	Open	GoK	ICT	Planned Days	14	1	30	1	14	1	61	Jun-24
										Actual Days								
										Variance								
133	Adobe creative cloud annual license renewal	No	30	160,000	4,800,000	ONT	AGPO	GoK	ICT	Planned Days	14	1	30	1	14	1	61	Jun-24
										Actual Days								
										Variance								
134	Data management system	No	1	3,000,000	3,000,000	RFQ	Open	GoK	ICT	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
135	Internet and related services	No	1	2,700,000	2,700,000	ONT	Open	GoK	ICT	Planned Days	14	1	30	1	14	1	61	Jun-24
										Actual Days								
										Variance								
136	EViews annual license renewal Staff	No	65	40,000	2,600,000	RFQ	Open	GoK	ICT	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
137	Network switches for 7th floor	no	3	700,000	2,100,000	RFQ	AGPO	GoK	ICT	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
138	Ipads	No	10	100,000	1,000,000	RFQ	AGPO	GoK	ICT	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
139	Multi functional Copier machines	No	4	500,000	2,000,000	RFQ	AGPO	GoK	ICT	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
140	CCTV solution. Network video recording and cameras	No	1	2,000,000	2,000,000	RFQ	Open	GoK	ICT	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
141	Heavy Duty (5KVA) UPS for server room	No	3	500,000	1,500,000	RFQ	AGPO	GoK	ICT	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
142	Stata annual license renewal Staff	No	50	30,000	1,500,000	RFQ	Open	GoK	ICT	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
143	Prey laptop anti theft software renewal	No	200	7,000	1,400,000	RFQ	AGPO	GoK	ICT	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
144	Annual license renewal for ERP (Business central)	No	1	1,000,000	1,000,000	ONT	AGPO	GoK	ICT	Planned Days	14	1	30	1	14	1	61	Jun-24
										Actual Days								
										Variance								
145	Ithenticate plagiarism checker annual license renewal	No	1	1,000,000	1,000,000	DP	Open	GoK	ICT	Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
										Variance								
146	SLA for website support	No	1	1,000,000	1,000,000	ONT	Open	GoK	ICT	Planned Days	14	1	30	1	14	1	61	Jun-24
										Actual Days								
										Variance								
147	Firewall software annual renewal	No	1	900,000	900,000	RFQ	Open	GoK	ICT	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
148	Preventative maintenance of Desktop and laptops	No	150	6,000	900,000	RFQ	Open	GoK	ICT	Planned Days	7	1	7	1	1	1	18	Jun-24

KIPPRA ANNUAL PROCUREMENT PLAN - FINANCIAL YEAR 2023/2024

S/No.	Item/Service description	UoM	Quantity	Est. Unit cost (Ksh.)	Estimated Total Cost (Ksh)	Procurement Method	Reservation	Source of Funds	User Department	Time Process	Invite/ Advertise	Bid Opening	Bid Evaluation	Award	Notification of Award	Contract Signing	Total Time to Contract Signing	Date for Completion of Contract
										Actual Days								
149	E-Board annual renewal	No	1	1,000,000	1,000,000	ONT	Open	GoK	ICT	Variance								
										Planned Days	14	1	30	1	14	1	61	Jun-24
										Actual Days								
150	Exclaimer Signature manager license renewal	No	200	3,000	600,000	RFQ	Open	GoK	ICT	Variance								
										Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
151	Windows server 2016 operating system	No	5	110,000	550,000	RFQ	AGPO	GoK	ICT	Variance								
										Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
152	Repair of ICT equipment	No	1	500,000	500,000	RFQ	Open	GoK	ICT	Variance								
										Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
153	Annual subscription of survey CTO	No	1	450,000	450,000	RFQ	Open	GoK	ICT	Variance								
										Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
154	Antivirus license renewal	No	200	2,000	400,000	RFQ	AGPO	GoK	ICT	Variance								
										Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
155	Stat Transfer annual license renewal	No	20	15,000	300,000	RFQ	Open	GoK	ICT	Variance								
										Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
156	VMware license renewal	No	1	300,000	300,000	RFQ	Open	GoK	ICT	Variance								
										Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
157	Vensim Annual license renewal	No	10	25,000	250,000	RFQ	Open	GoK	ICT	Variance								
										Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
158	Mounting and connectivity of TV screen for security staff to facilitate realtime cctv monitoring	No	1	200,000	200,000	RFQ	Open	GoK	ICT	Variance								
										Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
159	SSL certificates	no	3	60,000	180,000	RFQ	Open	GoK	ICT	Variance								
										Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
160	Helpdesk software annual license renewal	No	1	150,000	150,000	RFQ	AGPO	GoK	ICT	Variance								
										Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
161	Preventative maintenance of Air conditioners	No	5	20,000	100,000	RFQ	Open	GoK	ICT	Variance								
										Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
162	Gams Annual license renewal	No	10	10,000	100,000	RFQ	Open	GoK	ICT	Variance								
										Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
163	Go Kiosk annual license renewal	No	30	3,000	90,000	RFQ	Open	GoK	ICT	Variance								
										Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
164	Preventative maintenance of HP laserjet printers	No	12	6,000	72,000	RFQ	Open	GoK	ICT	Variance								
										Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
165	Software Assurance for EDMS scanners	No	1	70,000	70,000	RFQ	Open	GoK	ICT	Variance								
										Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
166	Preventative maintenance of photocopier machines	No	6	10,000	60,000	RFQ	Open	GoK	ICT	Variance								
										Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
167	Preventative maintenance of servers	No	3	20,000	60,000	RFQ	Open	GoK	ICT	Variance								
										Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
168	Computer Mouse	No	20	1,200	24,000	RFQ	Open	GoK	ICT	Variance								
										Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
169	HDMI Cables	No	4	5,000	20,000	RFQ	AGPO	GoK	ICT	Variance								
										Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								

KIPPRA ANNUAL PROCUREMENT PLAN - FINANCIAL YEAR 2023/2024

S/No.	Item/Service description	UoM	Quantity	Est. Unit cost (Ksh.)	Estimated Total Cost (Ksh)	Procurement Method	Reservation	Source of Funds	User Department	Time Process	Invite/ Advertise	Bid Opening	Bid Evaluation	Award	Notification of Award	Contract Signing	Total Time to Contract Signing	Date for Completion of Contract
170	Annual renewal for KIPPRA domain name (kippra.or.ke)	No	1	20,000	20,000	RFQ	Open	GoK	ICT	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
171	Power Extension Cables	No	4	3,000	12,000	RFQ	AGPO	GoK	ICT	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
172	AA Batteries set	Set	10	500	5,000	RFQ	AGPO	GoK	ICT	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
173	Preventative maintenance of fire alarms	No	1	5,000	5,000	RFQ	Open	GoK	ICT	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
174	Blank Smart Cards	Pcs	10	400	4,000	RFQ	AGPO	GoK	ICT	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
175	Annual Support for ERP	No	1	1,500,000	1,500,000	ONT	AGPO	GoK	ICT	Planned Days	14	1	30	1	14	1	61	Jun-24
										Actual Days								
										Variance								
176	Financial Reporting Tool	No	1	4,000,000	4,000,000	ONT	Open	GoK	ICT	Planned Days	14	1	30	1	14	1	61	Jun-24
										Actual Days								
										Variance								
177	Conference facilities for various activities - IESD	Pax	1,620	4,500	7,290,000	FWC	Open	GoK	IESD	Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
										Variance								
178	Hire of transport for Field work	Pax	100	1,000	100,000	RFQ	Open	GoK	IESD	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
179	Conference facilities for ISMS / Data Protection retreat	Pax	84	4,500	378,000	FWC	Open	GoK	IESD - ISMS/D	Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
										Variance								
180	Conference facilities for Science Technology and Innovation retreat	Pax	108	4,500	486,000	FWC	Open	GoK	IESD - ST&I	Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
										Variance								
181	Conference facilities for various activities - Beyond vision 2030	Pax	2,360	4,500	10,620,000	FWC	Open	GoK	IESD - Beyond	Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
										Variance								
182	Conference facilities for KIPPRA Researchers workshop	Pax	320	4,500	1,440,000	FWC	Open	GoK	IESD - KIPPRA	Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
										Variance								
183	External Quality Assurance	No	1	2,300,000	2,300,000	ONT	Open	GoK	Internal Audit	Planned Days	14	1	30	1	14	1	61	Jun-24
										Actual Days								
										Variance								
184	Systems Audit	No	1	2,000,000	2,000,000	RFQ	Open	GoK	Internal Audit	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
185	Quality Assurance Improvement programme(QAIP) of internal audit peer reviewers - Train peer reviewers(HODs)	No	1	1,000,000	1,000,000	RFQ	Open	GoK	Internal Audit	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
186	Review of Audit governance documents - Consultant	No	1	600,000	600,000	RFP	Open	GoK	Internal Audit	Planned Days	14	1	30	1	14	1	61	Jun-24
										Actual Days								
										Variance								
187	Conference facilities to Review of Audit governance documents	Pax	35	4,500	157,500	FWC	Open	GoK	Internal Audit	Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
										Variance								
188	Conference facilities for Internal Auditors - BAC sensitization	Pax	55	4,500	247,500	FWC	Open	GoK	Internal Audit	Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
										Variance								

Shy

KIPPRA ANNUAL PROCUREMENT PLAN - FINANCIAL YEAR 2023/2024

S/No.	Item/Service description	UoM	Quantity	Est. Unit cost (Ksh.)	Estimated Total Cost (Ksh)	Procurement Method	Reservation	Source of Funds	User Department	Time Process	Invite/ Advertise	Bid Opening	Bid Evaluation	Award	Notification of Award	Contract Signing	Total Time to Contract Signing	Date for Completion of Contract
189	Workstations four seater	No	3	120,000	360,000	RFQ	AGPO	GoK	KM	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
190	Library Shelves	No	1	100,000	100,000	RFQ	AGPO	GoK	KM	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
191	Conference facilities for various activities - KM	Pax	400	4,500	1,800,000	FWC	Open	GoK	KM	Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
										Variance								
192	Printing of Policy Briefs	No	25	200,000	5,000,000	RFQ	AGPO	GoK	KM	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
193	Printing of Discussion Papers	No	20	150,000	3,000,000	RFQ	AGPO	GoK	KM	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
194	Printing of Special Papers	No	1	100,000	100,000	RFQ	AGPO	GoK	KM	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
195	Printing of Working Papers	No	1	100,000	100,000	RFQ	AGPO	GoK	KM	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
196	Printing Policy Papers	No	1	100,000	100,000	RFQ	AGPO	GoK	KM	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
197	Printing of Occasional Papers	No	1	100,000	100,000	RFQ	AGPO	GoK	KM	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
198	Printing of Kenya Economic Report	No	1	1,500,000	1,500,000	RFQ	AGPO	GoK	KM	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
199	Printing of Annual and Financial Report	No	1	200,000	200,000	RFQ	AGPO	GoK	KM	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
200	Exhibition items	No	10	150,000	1,500,000	RFQ	AGPO	GoK	KM	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
201	Maintenance of Public Policy Repository	No	1	4,000,000	4,000,000	ONT	Open	GoK	KM	Planned Days	14	1	30	1	14	1	61	Jun-24
										Actual Days								
										Variance								
202	Hosting Services for KIPPRA Journal	No	1	5,000,000	5,000,000	ONT	Open	GoK	KM	Planned Days	14	1	30	1	14	1	61	Jun-24
										Actual Days								
										Variance								
203	Editorial Services for KIPPRA Journal	No	2	2,500,000	5,000,000	RFQ	Open	GoK	KM	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
204	Renewal of subscriptions for e-resources	No	1	2,000,000	2,000,000	DP	Open	GoK	KM	Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
										Variance								
205	Collection Development Purchases	No	50	10,000	500,000	RFQ	Open	GoK	KM	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
206	Policy Monitor Design Services	No	4	80,000	320,000	RFQ	Open	GoK	KM	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
207	Renewal of AMLIB	No	1	300,000	300,000	RFQ	Open	GoK	KM	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
208	Board Minute Books	No	4	4,000	16,000	RFQ	AGPO	GoK	Legal	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
209	Notarial Seal Stickers	Pkt	10	200	2,000	RFQ	AGPO	GoK	Legal	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
210	Ipad pro	No	6	350,000	2,100,000	RFQ	AGPO	GoK	Legal	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								

KIPPRA ANNUAL PROCUREMENT PLAN - FINANCIAL YEAR 2023/2024

S/No.	Item/Service description	UoM	Quantity	Est. Unit cost (Ksh.)	Estimated Total Cost (Ksh)	Procurement Method	Reservation	Source of Funds	User Department	Time Process	Invite/ Advertise	Bid Opening	Bid Evaluation	Award	Notification of Award	Contract Signing	Total Time to Contract Signing	Date for Completion of Contract
211	Business Cards	Pcs	500	30	15,000	RFQ	AGPO	GoK	Legal	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
212	Conference facilities for various activities - Legal	Pax	650	4,500	2,925,000	FWC	Open	GoK	Legal	Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
										Variance								
213	Board Retreats	Pax	75	4,500	337,500	FWC	Open	GoK	Legal	Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
										Variance								
214	Legal Compliance Audit	Package	1	1,700,000	1,700,000	ONT	Open	GoK	Legal	Planned Days	14	1	30	1	14	1	61	Jun-24
										Actual Days								
										Variance								
215	Governance Audit	Package	1	1,000,000	1,000,000	DP	Open	GoK	Legal	Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
										Variance								
216	Conference facilities for various activities - Macro	Pax	1,140	4,500	5,130,000	FWC	Open	GoK	Macro	Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
										Variance								
217	Reviewing and updating KTMM	No	1	1,500,000	1,500,000	RFQ	Open	GoK	Macro	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
218	Air Tickets (International)	No	6	140,000	840,000	FWC	AGPO	Projects	NIPFN	Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
										Variance								
219	Air Tickets (Local)	No	15	40,000	600,000	FWC	AGPO	Projects	NIPFN	Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
										Variance								
220	Toner 270A	No	2	46,000	92,000	RFQ	AGPO	Projects	NIPFN	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
221	Shredders	No	1	30,000	30,000	RFQ	AGPO	Projects	NIPFN	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
222	External Hard Drive	No	1	25,000	25,000	RFQ	AGPO	Projects	NIPFN	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
223	Printing Papers	Reams	15	1,050	15,750	RFQ	AGPO	Projects	NIPFN	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
224	Photocopy Paper A3	Reams	6	2,200	13,200	RFQ	AGPO	Projects	NIPFN	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
225	Power Extension Cables	No	2	3,000	6,000	RFQ	AGPO	Projects	NIPFN	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
226	Flash Disks	Pcs	4	2,000	8,000	RFQ	AGPO	Projects	NIPFN	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
227	Photocopy Paper (Colour)	Reams	50	1,300	65,000	RFQ	AGPO	Projects	NIPFN	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
228	Biro pens (blue)	Pcs	10	200	2,000	RFQ	AGPO	Projects	NIPFN	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
229	Giant Stapler	No	1	5,000	5,000	RFQ	AGPO	Projects	NIPFN	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
230	Branded Kippira Folders	No	10	400	4,000	RFQ	AGPO	Projects	NIPFN	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
231	Envelope A3	Pcs	50	35	1,750	RFQ	AGPO	Projects	NIPFN	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
232	Envelope A4	Pcs	50	20	1,000	RFQ	AGPO	Projects	NIPFN	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								

KIPRA ANNUAL PROCUREMENT PLAN - FINANCIAL YEAR 2023/2024

S/No.	Item/Service description	UoM	Quantity	Est. Unit cost (Ksh.)	Estimated Total Cost (Ksh)	Procurement Method	Reservation	Source of Funds	User Department	Time Process	Invite/ Advertise	Bid Opening	Bid Evaluation	Award	Notification of Award	Contract Signing	Total Time to Contract Signing	Date for Completion of Contract
233	Signature Stickers - Page markers	Pkt	8	125	1,000	RFQ	AGPO	Projects	NIPFN	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
234	Pen Holder	No	2	300	600	RFQ	AGPO	Projects	NIPFN	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
235	Embossed Covers	Pcs	50	10	500	RFQ	AGPO	Projects	NIPFN	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
236	Staple Remover	No	2	120	240	RFQ	AGPO	Projects	NIPFN	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
237	White out	Pcs	4	60	240	RFQ	AGPO	Projects	NIPFN	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
238	Rulers	No	4	30	120	RFQ	AGPO	Projects	NIPFN	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
239	Sustainability of NIPFN Policy Centre - Equipment and operations	No	1	1,000,000	1,000,000	RFQ	Open	Projects	NIPFN	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
240	Publication of Research Products	No	1	1,000,000	1,000,000	RFQ	Open	Projects	NIPFN	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
241	Conference facilities for Various Activities - NIPFIN	Quarter	4	1,257,500	5,030,000	FWC	Open	Projects	NIPFN	Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
										Variance								
242	Air Tickets (International)	No	6	140,000	840,000	FWC	AGPO	GoK	ODCS	Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
										Variance								
243	Conference Facilities for Departmental Retreats	Pax	140	4,500	630,000	FWC	Open	GoK	ODCS	Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
										Variance								
244	Air Tickets (Local)	No	12	40,000	480,000	FWC	AGPO	GoK	ODCS	Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
										Variance								
245	Toner 270A	No	2	46,000	92,000	RFQ	AGPO	GoK	ODCS	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
246	Uniball Gell Pen Impact	Box	4	3,600	14,400	RFQ	AGPO	GoK	ODCS	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
247	Photocopy Paper A3	Reams	6	2,200	13,200	RFQ	AGPO	GoK	ODCS	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
248	Power Extension Cables	No	3	3,000	9,000	RFQ	AGPO	GoK	ODCS	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
249	Photocopy Paper A4 (Colour)	Reams	1	1,300	1,300	RFQ	AGPO	GoK	ODCS	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
250	Biro pens (blue)	Pcs	26	200	5,200	RFQ	AGPO	GoK	ODCS	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
251	Signature Stickers - Page markers	Pkt	4	125	500	RFQ	AGPO	GoK	ODCS	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
252	Pen Holder	No	2	300	600	RFQ	AGPO	GoK	ODCS	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
253	Embossed Covers	Pcs	50	10	500	RFQ	AGPO	GoK	ODCS	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
254	Staple Remover	No	2	120	240	RFQ	AGPO	GoK	ODCS	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								

KIPRA ANNUAL PROCUREMENT PLAN - FINANCIAL YEAR 2023/2024

S/No.	Item/Service description	UoM	Quantity	Est. Unit cost (Ksh.)	Estimated Total Cost (Ksh)	Procurement Method	Reservation	Source of Funds	User Department	Time Process	Invite/ Advertise	Bid Opening	Bid Evaluation	Award	Notification of Award	Contract Signing	Total Time to Contract Signing	Date for Completion of Contract
255	White out	Pcs	4	60	240	RFQ	AGPO	GoK	ODCS	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
256	Rulers	No	4	30	120	RFQ	AGPO	GoK	ODCS	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
257	Hospitality - Snacks and Lunch	Quarter	4	5,400	21,600	FWC	AGPO	GoK	ODCS - CSR	Variance Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
258	Cotton blouses	Pcs	10	3,000	30,000	RFQ	AGPO	GoK	ODCS - CSR	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
259	Cotton shirts	Pcs	5	3,000	15,000	RFQ	AGPO	GoK	ODCS - CSR	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
260	Polo Neck T-shirts embroidered	Pcs	15	2,300	34,500	RFQ	AGPO	GoK	ODCS - CSR	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
261	Conference Facilities for Enviroment & CSR	Pax	48	4,500	216,000	FWC	Open	GoK	ODCS - CSR	Variance Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
262	CSR Activities	Lot	1	200,000	200,000	RFQ	Open	GoK	ODCS - CSR	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
263	Air Tickets (International)	No	6	100,000	600,000	FWC	AGPO	GoK	ODEM	Variance Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
264	Conference Facilities for Departmental Retreats	Quarter	4	2,130,000	8,520,000	FWC	Open	GoK	ODEM	Variance Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
265	Air Tickets (Local)	No	12	40,000	480,000	FWC	AGPO	GoK	ODEM	Variance Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
266	Air Tickets (International)	No	8	100,000	800,000	FWC	AGPO	GoK	ODID	Variance Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
267	Conference Facilities for Directorate Retreat	Pax	31	4,500	139,500	FWC	Open	GoK	ODID	Variance Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
268	Air Tickets (Local)	No	12	40,000	480,000	FWC	AGPO	GoK	ODID	Variance Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
269	Drinking chocolate 450g	Jars	7	700	4,900	RFQ	AGPO	GoK	OED	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
270	Milo 400g	Jars	7	1,200	8,400	RFQ	AGPO	GoK	OED	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
271	Facial tissue	Pkts	20	500	10,000	RFQ	AGPO	GoK	OED	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
272	External Hard Drive	No	1	25,000	25,000	RFQ	AGPO	GoK	OED	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
273	DSTV Subscription	No	2	50,000	100,000	RFQ	Open	GoK	OED	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
274	Wooden Cabinets	No	1	70,000	70,000	RFQ	AGPO	GoK	OED	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
275	Coat Hangers	No	1	15,000	15,000	RFQ	AGPO	GoK	OED	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
276	Executive Note books	Pcs	20	2,500	50,000	RFQ	AGPO	GoK	OED	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								

KIPPRA ANNUAL PROCUREMENT PLAN - FINANCIAL YEAR 2023/2024

S/No.	Item/Service description	UoM	Quantity	Est. Unit cost (Ksh.)	Estimated Total Cost (Ksh)	Procurement Method	Reservation	Source of Funds	User Department	Time Process	Invite/Advertise	Bid Opening	Bid Evaluation	Award	Notification of Award	Contract Signing	Total Time to Contract Signing	Date for Completion of Contract
277	Executive Pens	Pcs	20	400	8,000	RFQ	AGPO	GoK	OED	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
278	Woven Bags	Pcs	20	2,500	50,000	RFQ	AGPO	GoK	OED	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
279	Cotton Tote Bags	Pcs	20	600	12,000	RFQ	AGPO	GoK	OED	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
280	Pen Holders	Pcs	20	700	14,000	RFQ	AGPO	GoK	OED	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
281	Diaries	Pcs	2	2,500	5,000	RFQ	AGPO	GoK	OED	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
282	Conqueror Cream Paper A4	Ream	7	10,000	70,000	RFQ	AGPO	GoK	OED	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
283	Moveable White Board	No	1	16,000	16,000	RFQ	AGPO	GoK	OED	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
284	Drinking water 500ml	No	400	35	14,000	RFQ	AGPO	GoK	OED	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
285	Disposal Cups	Pkts	12	250	3,000	RFQ	AGPO	GoK	OED	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
286	Aluminium Foil	No	2	1,000	2,000	RFQ	AGPO	GoK	OED	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
287	Cling Film	No	2	500	1,000	RFQ	AGPO	GoK	OED	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
288	Disposable Spoons	Pkts	6	150	900	RFQ	AGPO	GoK	OED	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
289	Disposable Forks	Pkts	5	100	500	RFQ	AGPO	GoK	OED	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
290	Local air tickets	No	8	30,000	240,000	FWC	AGPO	GoK	OED	Variance Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
291	International air tickets	No	2	200,000	400,000	FWC	AGPO	GoK	OED	Variance Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
292	Hospitality - Snacks, Juices, lunches for OED and Board Meetings	Quarter	4	250,000	1,000,000	FWC	AGPO	GoK	OED	Variance Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
293	60 Years of Anniversary Symposium	Pax	400	4,500	1,800,000	RFQ	Open	GoK	OED	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
294	Polo Neck T-shirts embroidered	Pcs	500	2,300	1,150,000	RFQ	AGPO	GoK	Partnerships	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
295	Spiral Notebooks	Pcs	500	1,300	650,000	RFQ	AGPO	GoK	Partnerships	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
296	Flash Disks	Pcs	50	2,000	100,000	RFQ	AGPO	GoK	Partnerships	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
297	Business Cards	Pcs	1,000	30	30,000	RFQ	AGPO	GoK	Partnerships	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
298	Card Holders	Pcs	10	200	2,000	RFQ	AGPO	GoK	Partnerships	Variance Planned Days	7	1	7	1	1	1	18	Jun-24

KIPPRA ANNUAL PROCUREMENT PLAN - FINANCIAL YEAR 2023/2024

S/No.	Item/Service description	UoM	Quantity	Est. Unit cost (Ksh.)	Estimated Total Cost (Ksh)	Procurement Method	Reservation	Source of Funds	User Department	Time Process	Invite/ Advertise	Bid Opening	Bid Evaluation	Award	Notification of Award	Contract Signing	Total Time to Contract Signing	Date for Completion of Contract
										Actual Days								
299	Media backdrop banners	No	4	65,000	260,000	RFQ	AGPO	GoK	Partnerships	Variance								
										Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
300	Pull ups	No	4	24,000	96,000	RFQ	AGPO	GoK	Partnerships	Variance								
										Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
301	Door frame banners - Branded	No	4	24,000	96,000	RFQ	AGPO	GoK	Partnerships	Variance								
										Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
302	Street Banners	No	4	25,000	100,000	RFQ	AGPO	GoK	Partnerships	Variance								
										Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
303	Conference facilities for various activities - Partnerships	Pax	2,160	4,500	9,720,000	FWC	Open	GoK	Partnerships	Variance								
										Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
304	Hospitality - Snacks and Lunch	Quarter	4	176,000	704,000	FWC	AGPO	GoK	Productive	Variance								
										Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
305	Conference facilities for various activities	Pax	1,780	4,500	8,010,000	FWC	Open	GoK	Productive	Variance								
										Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
306	Peer Reviewers	No	8	10,000	80,000	RFQ	AGPO	GoK	Productive	Variance								
										Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
307	Fieldwork Data Collection	No	1	200,000	200,000	RFQ	Open	GoK	Productive	Variance								
										Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
308	County Climate Change Preparedness Index	No	1	500,000	500,000	RFQ	Open	Projects	Productive	Variance								
										Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
309	Hospitality - Snacks and Lunch	Quarter	4	32,250	129,000	FWC	AGPO	GoK	Productive - CGE	Variance								
										Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
310	Mac book Laptops for CGE Modeling Unit/Modelers/ Training	No	15	250,000	3,750,000	ONT	AGPO	Projects	Productive - CGE	Variance								
										Planned Days	14	1	30	1	14	1	61	Jun-24
										Actual Days								
311	Ipads	No	15	150,000	2,250,000	RFQ	AGPO	Projects	Productive - CGE	Variance								
										Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
312	External Hard Drive	No	15	25,000	375,000	RFQ	AGPO	Projects	Productive - CGE	Variance								
										Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
313	Conference Table	No	1	300,000	300,000	RFQ	AGPO	oK/Proj	Productive - CGE	Variance								
										Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
314	Conference facilities for various activities - CGE	Pax	580	4,500	2,610,000	FWC	Open	oK/Proj	Productive - CGE	Variance								
										Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
315	Return Air Tickets (Local)	No	15	25,000	375,000	FWC	AGPO	oK/Proj	Productive - CGE	Variance								
										Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
316	Return Air Tickets (International)	No	15	180,000	2,700,000	FWC	AGPO	oK/Proj	Productive - CGE	Variance								
										Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
317	Hire of Consultants (CGE Training)	No	2	1,500,000	3,000,000	RFP	Open	Projects	Productive - CGE	Variance								
										Planned Days	14	1	30	1	14	1	61	Jun-24
										Actual Days								
318	Development of County prototype CGE framework	Quarter	4	900,000	3,600,000	FWC	Open	oK/Proj	Productive - CGE	Variance								
										Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
319	Server for hosting the CGE model and data	No.	1	2,000,000	2,000,000	ONT	Open	oK/Proj	Productive - CGE	Variance								
										Planned Days	14	1	30	1	14	1	61	Jun-24
										Actual Days								

[Handwritten signature]

KIPPRA ANNUAL PROCUREMENT PLAN - FINANCIAL YEAR 2023/2024

S/No.	Item/Service description	UoM	Quantity	Est. Unit cost (Ksh.)	Estimated Total Cost (Ksh)	Procurement Method	Reservation	Source of Funds	User Department	Time Process	Invite/ Advertise	Bid Opening	Bid Evaluation	Award	Notification of Award	Contract Signing	Total Time to Contract Signing	Date for Completion of Contract
320	Conference facilities for various activities - PSSD	Pax	590	4,500	2,655,000	FWC	Open	GoK	PSSD	Variance Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
321	Embossed Covers	Pcs	300	10	3,000	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
322	Biro Pens	No	2,000	40	80,000	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
323	Box Files	Pcs	400	300	120,000	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
324	Branded Kippa Folders	No	300	250	75,000	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
325	Counter Books 4 Quire	Pcs	50	300	15,000	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
326	Cello Tape-Clear	No	20	30	600	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
327	Delivery Book	No	5	150	750	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
328	Disposable Non-toxic Dust Mask	No	10	200	2,000	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
329	Envelopes A5	Pcs	1,000	15	15,000	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
330	Envelope A4	Pcs	10,000	20	200,000	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
331	Envelope A3	Pcs	200	35	7,000	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
332	Envelopes B4	Pcs	2,000	25	50,000	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
333	Highlighters	No	200	100	20,000	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
334	In & Out Tray	No	5	400	2,000	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
335	Letterheads	Ream	40	10,000	400,000	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
336	Marker Pens	No	50	100	5,000	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
337	Masking Tape	No	10	30	300	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
338	Paper Punch	No	20	500	10,000	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
339	Paper Clips (50mm) Large/Small	No	10	40	400	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
340	Pocket Folder	Pkts	100	100	10,000	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
341	Pencils	No	100	80	8,000	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								

KIPPRA ANNUAL PROCUREMENT PLAN - FINANCIAL YEAR 2023/2024

S/No.	Item/Service description	UoM	Quantity	Est. Unit cost (Ksh.)	Estimated Total Cost (Ksh)	Procurement Method	Reservation	Source of Funds	User Department	Time Process	Invite/ Advertise	Bid Opening	Bid Evaluation	Award	Notification of Award	Contract Signing	Total Time to Contract Signing	Date for Completion of Contract
342	Pen Holder	No	20	300	6,000	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
343	Printing Papers	Reams	800	1,050	840,000	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
344	Pritt Glue	No	100	200	20,000	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
345	Rulers	No	10	30	300	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
346	Rubber Bands	No	5	150	750	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
347	Rubber/Erasers	No	50	50	2,500	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
348	Spring Files	Pcs	100	100	10,000	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
349	Staplers	No	50	1,000	50,000	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
350	Staples 24/6m	Pkt	30	300	9,000	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
351	Staples 23/17m	Pkt	10	300	3,000	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
352	Staple Remover	No	30	120	3,600	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
353	Sharpener	No	10	19	190	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
354	CF Toner 320A Black	No	3	40,000	120,000	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
355	CF Toner 331A	No	2	53,550	107,100	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
356	CF Toner 332A	No	2	53,550	107,100	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
357	CF Toner 333A	No	2	51,550	103,100	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
358	Transparency covers	No	300	10	2,850	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
359	Transparency files/ clear files	Pcs	700	70	49,000	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
360	Writing pad A4	No	20	240	4,800	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
361	Yellow stickers	Pcs	200	70	14,092	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
362	Toner 450A	No	2	46,000	92,000	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
363	Toner 8525K	No	12	35,000	420,000	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								

KIPPRA ANNUAL PROCUREMENT PLAN - FINANCIAL YEAR 2023/2024

S/No.	Item/Service description	UoM	Quantity	Est. Unit cost (Ksh.)	Estimated Total Cost (Ksh)	Procurement Method	Reservation	Source of Funds	User Department	Time Process	Invite/ Advertise	Bid Opening	Bid Evaluation	Award	Notification of Award	Contract Signing	Total Time to Contract Signing	Date for Completion of Contract
364	Toner 8525C	No	10	40,000	400,000	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
365	Toner 8525Y	No	8	40,000	320,000	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
366	Toner 8525M	No	10	40,000	400,000	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
367	Stamp Pad Ink	No	2	314	628	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
368	Giant Paper Punch	No	3	4,000	12,000	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
369	Giant Stapler	No	3	5,000	15,000	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
370	Staple pins 23/10	No	5	350	1,750	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
371	Toner 37A	No	10	38,000	380,000	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
372	Toner 26A	No	3	25,000	75,000	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
373	Scissors for office use	No	2	300	600	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
374	Counter books 2Quire	No	5	166	832	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
375	Signature Stickers - Page markers	Pkt	20	125	2,500	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
376	Toner TK675	No	1	13,590	13,590	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
377	Toner TK 8545 Y	No	3	45,500	136,500	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
378	TONER 8545 C	No	4	45,500	182,000	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
379	TONER 8545 M	No	3	45,500	136,500	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
380	TONER 8545 K	No	6	44,200	265,200	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
381	Toner Cartridge 2120 A(Black)	No	7	46,430	325,010	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
382	Toner Cartridge 2121 (C)	No	4	49,800	199,200	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
383	Toner Cartridge 2122A(Y)	No	4	49,800	199,200	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
384	Toner Cartridge 2123A (M)	No	4	49,800	199,200	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
385	Speech Folder	Pcs	20	100	2,000	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								

KIPPRA ANNUAL PROCUREMENT PLAN - FINANCIAL YEAR 2023/2024

S/No.	Item/Service description	UoM	Quantity	Est. Unit cost (Ksh.)	Estimated Total Cost (Ksh)	Procurement Method	Reservation	Source of Funds	User Department	Time Process	Invite/ Advertise	Bid Opening	Bid Evaluation	Award	Notification of Award	Contract Signing	Total Time to Contract Signing	Date for Completion of Contract
386	Toner 59A	Unit	4	33,000	132,000	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
387	Retractable Gel Pen	Pcs	50	400	20,000	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
388	Slim Box Files A4	No	200	200	40,000	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
389	Hard Cover Note Books	No	200	1,300	260,000	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
390	Branded Writing pads A5	No	200	500	100,000	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
391	Asset Tags	No	500	300	150,000	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
392	Facial tissue	Pkts	10	500	5,000	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
393	Hospitality - Snacks and Lunch	Quarter	4	145,000	580,000	FWC	AGPO	GoK	SCM	Variance Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
394	External Hard Drive	No	1	35,000	35,000	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
395	Steel Cabinets	No	2	40,000	80,000	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
396	Store Metal Racks	No	10	100,000	1,000,000	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
397	Conference facilities for Evaluation of Tenders	Pax	360	4,000	1,440,000	FWC	Open	GoK	SCM	Variance Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
398	Conference facilities for Consolidation of Procurement plan	Pax	25	4,500	112,500	FWC	Open	GoK	SCM	Variance Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
399	Conference facilities for Sensitization of Supply chain stakeholders	Pax	234	4,000	936,000	FWC	Open	GoK	SCM	Variance Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
400	Advertisement of tenders 1/4 page	No	4	180,000	720,000	DP	Open	GoK	SCM	Variance Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
401	Advertisement of tenders 1/2 page	No	1	280,000	280,000	DP	Open	GoK	SCM	Variance Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
402	Corporate wear for Market Survey team	No	10	5,000	50,000	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
403	Asset Bar Code reader and software	No	1	750,000	750,000	RFQ	Open	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
404	Other toners	No	12	45,000	540,000	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
405	Auctioneering services	No	1	380,000	380,000	FWC	Open	GoK	SCM	Variance Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
406	Toner Cartridge 2210 A(Black)	No	12	30,000	360,000	RFQ	AGPO	GoK	SCM	Variance Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								

KIPRA ANNUAL PROCUREMENT PLAN - FINANCIAL YEAR 2023/2024

S/No.	Item/Service description	UoM	Quantity	Est. Unit cost (Ksh.)	Estimated Total Cost (Ksh)	Procurement Method	Reservation	Source of Funds	User Department	Time Process	Invite/ Advertise	Bid Opening	Bid Evaluation	Award	Notification of Award	Contract Signing	Total Time to Contract Signing	Date for Completion of Contract
407	Toner Cartridge 2211A(C)	No	8	30,000	240,000	RFQ	AGPO	GoK	SCM	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
408	Toner Cartridge 2212A(Y)	No	8	30,000	240,000	RFQ	AGPO	GoK	SCM	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
409	Toner Cartridge 2213A (M)	No	8	30,000	240,000	RFQ	AGPO	GoK	SCM	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
410	Airtickets to attend CPD workshops	No	4	25,000	100,000	FWC	AGPO	GoK	SCM	Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
										Variance								
411	Sensitization of AGPO Suppliers	No	1	1,160,000	1,160,000	DP	Open	GoK	SCM	Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
										Variance								
412	Flash Disks	Pcs	4	2,000	8,000	RFQ	AGPO	GoK	SPD	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
413	Business Cards	Pcs	400	30	12,000	RFQ	AGPO	GoK	SPD	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
414	Consultancy services and SLA for the Monitoring and Reporting System	No	1	3,000,000	3,000,000	RFP	Open	GoK	SPD	Planned Days	14	1	30	1	14	1	61	Jun-24
										Actual Days								
										Variance								
415	Conference facilities for various activities - SPD	Pax	1,970	4,500	8,865,000	FWC	Open	GoK	SPD	Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
										Variance								
416	Conference facilities for various activities - ISO	Pax	175	4,500	787,500	FWC	Open	GoK	SPD - ISO	Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
										Variance								
417	Surveillance for Re-certification audit by SGS	No	1	1,500,000	1,500,000	DP	Open	GoK	SPD - ISO	Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
										Variance								
418	Printing Papers	Reams	50	1,050	52,500	RFQ	AGPO	Projects	SSD	Planned Days	7	1	7	1	1	1	18	Jun-24
										Actual Days								
										Variance								
419	Conference facilities for various activities - SSD	Pax	925	4,500	4,162,500	FWC	Open	GoK	SSD	Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
										Variance								
420	Conference facilities for various activities - TFP	Pax	630	4,500	2,835,000	FWC	Open	GoK	TFP	Planned Days	1	1	7	1	1	1	12	Jun-24
										Actual Days								
										Variance								

Total Procurement Budget 396,177,108.00

30% AGPO Groups Reservation 118,853,132.40

40% Promotion of Local Content Reservation 158,470,843.20

KEY: **ONT** - Open National Tender **RFP** - Request for Proposal **RFQ** - Request for Quotation **FWC** - Framework Contract **DP** - Direct Procurement **AGPO** - Access to Government Procurement Opportunities

Prepared by: Head of Procurement

Sign..... Date..... 14/08/2023

Approved by: Executive Director

Sign..... Date..... 14/8/23