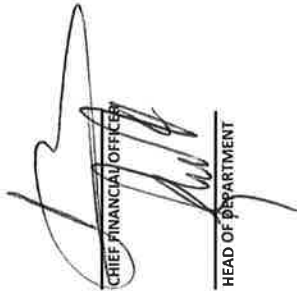


LPT PROCUREMENT PLANNING FOR GOODS AND SERVICES ABOVE R500 000 - 2021/22FY

Institutional/ Programme Unique Number	Description of Requirement	Projected Cost	Planned Method of Procurement	Is budget available?	Contract Duration (months)	Type of Contract	Bid Spec Committee Approval Date	Bid Publication/ Advertisement Date	Bid Closure Date	BEC Evaluation Date	BAC Adjudication Date	Award Date	Contract/SLA Sign-off Date	Service/Goods Delivery Date
GOVERNANCE MONITORING AND COMPLIANCE	Forensic Investigations	R 1 000 000.00	Tender	Yes	3 Years	SLA	1st Quarter	1st Quarter	1st Quarter	2nd Quarter	2nd Quarter	2nd Quarter	SLA	
INFORMATION COMMUNICATION & TECHNOLOGY	Microsoft licence renewal	R 2 500 000.00	Bid	Yes	1 Year	Sita	1st Quarter	1st Quarter	1st Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Sita	
	Laptops	R 1 000 000.00	Bid	Yes	None	Sita	1st Quarter	1st Quarter	1st Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Sita	
	SITA SOFT LIC-OPER SYS SOFTWARE (DR Device)	R 550 000.00	Bid	Yes	1 Year	Sita	1st Quarter	1st Quarter	1st Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Sita	


 CHIEF FINANCIAL OFFICER

29/03/2021
 DATE

29/3/2021
 DATE

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PROCUREMENT PLAN TEMPLATE FOR GOODS AND SERVICES LESS THAN R500 000 : LPT 2021-2022 FY

Name of the directorate	Procurement Budget	Description of goods/services required	Estimated Cost	Dates on which the intended goods/services will be required	Contract period (where necessary)
ASSETS, LIABILITIES & SUPPLY CHAIN MANAGEMENT	R 100 000.00	CATERING:DEPARTML ACTIVITIES			N/A
		Bids Evaluation (2 Bids)	R 45 000.00	April-May 2021	N/A
		T&S DOM: TRAVELLING CLAIM			N/A
		Own vehicle Kilometer travel claim	R 55 000.00	May 2021 - February 2022	N/A

Name of the directorate	Procurement Budget	Description of goods/services required	Estimated Cost	Dates on which the intended goods/services will be required	Contract period (where necessary)	
FINANCIAL CAPACITY MANAGEMENT AND BUILDING	R 806 000.00	REGISTRATION FEES			N/A	
		Provide financial management courses through the appointed service provider	R 90 000.00	Jul-20	N/A	
		Provide financial management courses through the appointed service provider	R 100 000.00	Sep-20	N/A	
		Provide financial management courses through the appointed service provider	R 98 000.00	Nov-20	N/A	
		Provide financial management courses through the appointed service provider	R 100 000.00	Jan-22	N/A	
		Provide 1 financial management course through the appointed service provider	R 100 000.00	Feb-22	N/A	
		T&S DOM:ACCOMMODATION				
		All trainings	R 268 000.00	Monthly		N/A
		VENUES AND FACILITIES				
		Financial Management course	R 10 000.00	Jul-20		
		Financial Management course	R 10 000.00	Sep-20		N/A
		Financial Management course	R 10 000.00	Nov-20		N/A
		Financial Management course	R 10 000.00	Jan-22		
		Financial Management course	R 10 000.00	Feb-22		N/A

Name of the directorate	Procurement Budget	Description of goods/services required	Estimated Cost	Dates on which the intended goods/services will be required	Contract period (where necessary)
INFORMATION COMMUNICATION AND TECHNOLOGY	R 1 640 000.00	SITA INFORMATION SERVS			
		Website and Hosting	R 340 000.00	30-Mar-22	12 Months
		EXT COMP SER:SFT LCN:OP SY S			
		Cibecs	R 450 000.00	28-Feb-22	12 months
		SSL (BARNOWL)	R 20 000.00	30-Jun-21	N/A
		Adobe (PDF CONVERTER)	R 80 000.00	30-Jun-21	N/A
		Checkpoint (FIREWALL)	R 250 000.00	28-Feb-22	N/A
AUDIO VISUAL EQUIPMENT					

	Projectors		R 100 000.00		30-Jun-21	N/A
	Video conference facility		R 400 000.00		30-Jun-21	N/A

Name of the directorate	Procurement Budget	Description of goods/services required	Estimated Cost	Dates on which the intended goods/services will be required	Contract period (where necessary)		
RECORDS & AUXILIARY SERVICES	R 1 920 000.00	CONS SUPPLIES				N/A	
		Uniform and Clothing Protective Clothing)	R 300 000.00	Sep-21	N/A		
		Tube and light	R 350 000.00	Aug-21	N/A		
		Toiletries	R 300 000.00	July 2021 and November 2021	N/A		
		Fuel Supplies	R 160 000.00	Oct-21	N/A		
		CONS:STA,PRINT&OFF SUP					N/A
		Government Printing Works	R 10 000.00	Jul-21	N/A		
		Stationery	R 20 000.00	Nov-21	N/A		
		MINOR ASSETS					N/A
		Hardware equipment (spade, drill, etc.)	R 10 000.00	Oct-21	N/A		
		PROPERTY PAYMENTS					N/A
		Fumigation	R 300 000.00	July 2021 and November 2021	N/A		
		Cleaning of windows	R 200 000.00	Aug-21	N/A		
		Laundry services	R 70 000.00	Sep-21	N/A		
		Cleaning of carpet	R 200 000.00	Aug-21	N/A		

Name of the directorate	Procurement Budget	Description of goods/services required	Estimated Cost	Dates on which the intended goods/services will be required	Contract period (where necessary)	
SECURITY MANAGEMENT	R 122 000.00	SOFT&INTANGIBLE ASSET				N/A
		Laptop tracking system	R 20 000.00	Annually	N/A	
		QUALIFICATION VERIFICATIONS				N/A
		Conduct Personnel Suitability Checks	R 60 000.00	Annually	N/A	
		MAINTENANCE & REPAIRS MACHINERY & EQUIPMENT				N/A
		Access control and X-ray machines maintenance	R 40 000.00	Annually	N/A	
		CONTRACT MAINTENANCE PROPERTY				
Procurements of locks/keys	R 2 000.00	Annually	N/A			

Name of the directorate	Procurement Budget	Description of goods/services required	Estimated Cost	Dates on which the intended goods/services will be required	Contract period (where necessary)	
		PROMOTIONAL ITEM				
		Covid-19 handout infolet 4000@R5 each	R 20 000.00	21-Jun	N/A	
		OFFICE FURNITURE				N/A
		Desk screens- 55 @ R1090 each	R 60 000.00	Jul-21	N/A	

TRANSFORMATION SERVICES	R 300 000.00	PLANT FLOWERS AND OTHER DEC Wreath and sympathy cards for bereaved families @R500 each PROTECTIVE CLOTHING EQUIPMENT Cloth masks 3600 @ R25 each CONS HOUS SUP:WASH/CLEAN DETE Hand sanitizers 1000x1L @ R90 each MEDICAL KIT Infrared non-contact thermometer@ R1600 each 17 boxes of 100 pieces of latex natural hand gloves @R350 each box HOUSEHOLDS Injury on Duty	R 8 000.00 R 90 000.00 R 90 000.00 R 24 000.00 R 6 000.00 R 2 000.00	As and when death occurred June and October 2021 June, October 2021 and February 2022 May and November 2021 May and November 2021 As and when the injury occurs	N/A N/A N/A N/A N/A N/A N/A
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PUBLIC FINANCE AND DATA MANAGEMENT	R 150 000.00	T&S DOM:ACCOMMODATION Accommodation - 1400*5*4 people T&S DOM:KM ALL(OWN TRANSPORT) 1750 Kms X 2 Managers R5 T&S DOM:DAILY ALLOWANCE 5x trip to other workshops/training/conference on	R 28 000.00 R 117 000.00 R 5 000.00	Adhoc meetings Adhoc trips 	N/A N/A N/A N/A N/A N/A
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LEGAL SERVICES	R 400 000.00	REGISTRATION FEES Registration of courses CATERING:DEPARTML ACTIVITIES EQP<5000:BAGS T&S DOM:ACCOMMODATION Accommodation - 1500*2 people T&S:INCIDENTAL COST T&S:FOOD & BEVERAGE T&S DOM:KM ALL(OWN TRANSPORT) 1750 kms X 1 Managers R5 T&S: SPECIAL DAILY ALLOW L/STATE ATTNY:MESS OF COURT SERV	R 30 000.00 R 3 000.00 R 25 000.00 R 2 000.00 R 1 000.00 R 12 000.00 R 1 000.00 R 1 000.00	As needed As needed As needed As needed As needed As needed As needed As needed	N/A N/A N/A N/A N/A N/A N/A N/A
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L/STATE ATTNY:LEGAL ADVICE SERV	R 314 000.00	As needed	N/A
L/PVT FIRM:LEGAL ADVICE SERV	R 1 000.00	As needed	N/A
L/CST:PRIVATE FIRMS SERV	R 10 000.00	As needed	N/A

Name of the directorate	Procurement Budget	Description of goods/services required	Estimated Cost	Dates on which the intended goods/services will be required	Contract period (where necessary)	
EMPLOYEE UTILISATION AND CAPACITY BUILDING	R 1 455 000.00	TRAINING & DEVELOPMENT				
		Training of employees as per Workplace Skills Plan	R 140 000.00	May	N/A	
		Training of employees as per Workplace Skills Plan	R 100 000.00	June	N/A	
		Training of employees as per Workplace Skills Plan	R 170 000.00	July	N/A	
		Training of employees as per Workplace Skills Plan	R 140 000.00	August	N/A	
		Training of employees as per Workplace Skills Plan	R 120 000.00	September	N/A	
		Training of employees as per Workplace Skills Plan	R 110 000.00	October	N/A	
		Training of employees as per Workplace Skills Plan	R 115 000.00	November	N/A	
		Training of employees as per Workplace Skills Plan	R 125 000.00	February	N/A	
		TRAIN & DEV:NON-EMPLOYEES				
		Training of unemployed youth appointed as interns/learners	R 20 000.00	June	N/A	
		Training of unemployed youth appointed as interns/learners	R 25 000.00	July	N/A	
		Training of unemployed youth appointed as interns/learners	R 35 000.00	October	N/A	
		CATERING:DEPARTML ACTIVITIES				
		Inhouse training for employees	R 15 000.00	November	N/A	
		Inhouse training for employees	R 15 000.00	December	N/A	
		Inhouse training for employees	R 10 000.00	January	N/A	
		VENUES AND FACILITIES				
		Conference package for people attending training	R 60 000.00	May	N/A	
		Conference package for people attending training	R 70 000.00	July	N/A	
		Conference package for people attending training	R 45 000.00	August	N/A	
		Conference package for people attending training	R 45 000.00	September	N/A	
		Conference package for people attending training	R 60 000.00	October	N/A	
		Conference package for people attending training	R 35 000.00	February	N/A	

Name of the directorate	Procurement Budget	Description of goods/services required	Estimated Cost	Dates on which the intended goods/services will be required	Contract period (where necessary)
FLEET SERVICES(F/ISER)					
		F/Ser: Batteries	R 14 400.00	Monthly	N/A

Name of the directorate	Procurement Budget	Description of goods/services required	Estimated Cost	Dates on which the intended goods/services will be required	Contract period (where necessary)	
PROVINCIAL SUPPLY CHAIN MANAGEMENT	R 2 453 000.00	F/Ser: Fuel, Oil & Grease	R 682 000.00	Monthly	N/A	
		F/Ser: Towing Costs	R 23 400.00	Monthly	N/A	
		F/Ser: Transaction Costs	R 88 000.00	Monthly	N/A	
		F/Ser: Tyres & Tubes	R 45 000.00	Monthly	N/A	
		F/Ser: Maintenance and Repairs	R 200 000.00	Monthly	N/A	
		F/Ser: Toll Fees	R 26 400.00	Monthly	N/A	
		F/Ser: Car Valet & Washing Service	R 52 800.00	Monthly	N/A	
		CONS SUPPLIES				
		Cons: House Sup: Toiletries	R 240 000.00	Quarterly	N/A	
		Cons: IT Consumables	R 14 000.00	Quarterly	N/A	
		Cons: SP & OS: Stationery	R 140 000.00	Quarterly	N/A	
		Cons: SP & OS: Print Cartridge	R 675 000.00	Quarterly	N/A	
		Cons: SP & OS: Printing Paper	R 135 000.00	Quarterly	N/A	
		TRANSPORT PROVIDED DEPT ACTIVITY				
		Transp for Public Events	R 20 000.00	Monthly	N/A	
T&S DOMESTIC: NON EMPLOYEES						
O/P: Nonlife Insrnc PRM-TRY12.1.1	R 75 000.00	Yearly	N/A			
TRANSFERS AND SUBSIDIES						
MUN B/Acc: Vehicle Licences Mun	R 22 000.00	Quarterly	N/A			

Name of the directorate	Procurement Budget	Description of goods/services required	Estimated Cost	Dates on which the intended goods/services will be required	Contract period (where necessary)
SHARED INTERNAL AUDIT SERVICES: DDG & PA	R 450 000.00	T&S DOM:ACCOMMODATION			
		Accommodation - R1300* 30 officials	R 40 000.00	Monthly	N/A
		T&S DOM:SPECIAL DAILY ALLOWANCE			
		Daily Allowance 134.00*112 nights	R 15 000.00	Monthly	N/A
		T&S DOM:FOOD&BEVER			
		Lunch @ 150.00*133 days	R 20 000.00	Monthly	N/A
		T&S DOM:INCIDENTAL COST			
		Toll fees	R 5 000.00	Monthly	N/A
		T&S DOM:KM ALL(OWN TRANSPORT)			
		1750km*4 Managers and SMS @ 4.50	R 20 000.00	Monthly	N/A
		EXT COMP SER:SFT LCN:OPR SYS SFT			
		Renewal of software licences - ACL	R 183 447.26	November	N/A
		EXT COMP SER:SFT LCN:OPR SYS SFT			
		Renewal of software licences - IML Clickers	R 11 383.00	December	N/A
		EXT COMP SER:SFT LCN:OPR SYS SFT			
Renewal of software licences - TeamMate	R 155 169.74	January	N/A		

Name of the directorate	Procurement Budget	Description of goods/services required	Estimated Cost	Dates on which the intended goods/services will be required	Contract period (where necessary)	
ENTERPRISE RISK MANAGEMENT	R 500 000.00	REGISTRATION FEES			N/A	
		Registration fees for Ethics Course and Project Management Course for Director	R 105 000.00	Oct-21	N/A	
		Registration for Ethics Course for Ms Mingadi and Mr Raphahlelo				
		T&S DOM:ACCOMMODATION				
		Attendance Ethics course x 2	R 20 000.00	Quarterly		
		T&S DOM:KM ALL(OWN TRANSPORT)				
		10,000 km x 1 Director (R 5,00)		Apr to June 2021		
		10,000 km x 1 Deputy Director(R 5,00)				
		10,000 km x 1 Assistant Director(R 5,00)				
		CNS:BUS&ADV SER:BOARD & COMM MEM				
Consultancy fees for Independent External Risk Committee Chairperson	R 200 000.00	Quarterly				
VENUES AND FACILITIES						
Annual Risk Identification and Assessment	R 25 000.00	Quarterly				

Name of the directorate	Procurement Budget	Description of goods/services required	Estimated Cost	Dates on which the intended goods/services will be required	Contract period (where necessary)	
MEC SUPPORT	R 200 000.00	REGISTRATION FEES			N/A	
		Registration of courses	R 5 000.00	As when required	N/A	
		CATERING:DEPARTML ACTIVITIES				
		MEC's Cluster's meetings	R 8 000.00	As when required		
		T&S DOM:ACCOMMODATION				
		Accommodation - MEC & Support Staff	R 50 000.00	As when required		
		CONS HOUS SUP: GROCERIES				
		CONTRCTRS:PLANT, FLOWR & OTHR DEC	R 20 000.00	As when required		
		T&S DOM:KM ALL(OWN TRANSPORT)				
		1750 Kms X (Director +3 Deputy Directors)	R 84 000.00	As when required		
		ADVERT:MARKETING				
		T&S DOM:AIR TRANSPORT				
		MEC & Support Staff trips	R 10 000.00	As when required		
		T & S DOM:SPECIAL DAILY ALLOW				
		T & S DOM INCIDENTAL COST	R 1 000.00	As when required		
T&S DOM WITHOUT OP: CAR RENTAL						
	R 2 000.00	As when required				

Car rental		R 5 000.00	As when required	N/A
VENUES AND FACILITIES				N/A
MEC's external engagement meetings		R 5 000.00	As when required	N/A



CHIEF FINANCIAL OFFICER

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