

PROCUREMENT ACTION PLAN - 2018



No	Requisitor		Type of Supply (Goods, Services, Works)	Est. Contract Amount (USD)	Issue of Expression of Interest (EOI) /Notification					Solicitation Document				Evaluation of Proposals			MAWF Procurement Committee				Contract Issuance										Delivery					
	Name	Project No.			Description	DATE	Local shopping	UNDP WAF	UNDP network	Local Paper	In-Paper Media	Deadline for Receipt	Duration (days)	RFQ	RFP	ITB	Single Stage	Two stage	Two stage with Combined Weights	Procurement department receive submission	MAWF evaluation committee date	Submission to Nafola PMU	Contracts approval by NPD and or PS	Date of Issue	PO	Inst. Contr.	Works	Profes. Serv.	Publ. Trans	Publication	Reprinting	Security	Travel	SSA	Service Contract	Other
COMPONENT 1:																																				
1		Printing of materials regarding the submission of dossiers to Attorney General (AG) and DoF and implementation of work plans	Services	8 965.52	1 Dec 18						n/a							existing contract/existing contract	n/a	n/a	n/a															01-Dec-18
2		Construction: Strengthen office administration for gazetted CFs (Building of Otji-west and Oshaampula CF)	Services	68 965.52	1 Dec 18						n/a							existing contract/existing contract	n/a	n/a	n/a															01-Dec-18
3		Launch of Gazetted CFs, Training on management plans and updating of tool box, training for MAWF in response to capacity needs assessment conducted 2016 (on M&E for DoF and PMU); Produce comprehensive report depicting forest value and validation workshop	Services	30 000.00	1 Dec 18						n/a							n/a	n/a	n/a	n/a														01-Dec-18	
		Consultancy: External legal review of all constitutions of CFs	Services	10 344.83	1 Dec 18																															01/2/2018
		Consultancy: Conduct training for MAWF in response to capacity needs assessment conducted 2016 (on M&E for DoF and PMU)	Services	6 896.55	1 Dec 18																															01-Dec-18
		Consultancy: Undertake a needs and gap analysis on income generating activities in CFs, investigate and provide policy recommendations to incentivise CFs to carry out their mandates	Services	27 586.21	1 Dec 18																															01-Dec-18
		Consultancy: Produce comprehensive report depicting forest value and validation workshop	Services	34 482.76	1 Dec 18																															02-Dec-18
		Travel	Services	32 896.55	1 Dec 18																															01-Dec-18
		Staff Time	Services	152 310.34	1 Dec 18																															01-Dec-18
TOTAL				372 448.27																																
COMPONENT 2:																																				
		Develop marketing strategy for operationalising the auction kraal in partneship with farmers (And Launch); Train and Monitor financial records for the CFs by FMBs with focus NAFOLA supported income generating projects; Assist CF with proposal fomulation; fomulate best practices and leasons learned; Awareness raising and trainings in Otjituuo, Ehirovipuka and Unkolonkadhi; Train DoF to implement the inventory system	Services	18 777.91	1 Dec 18						n/a							n/a	n/a	n/a	n/a															01-Dec-18

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			Consultancy: Assess wood consumption levels in selected hotspots , review gaps and recommend feasibility for alternative energy sources including business models	Services	44 827.59	1 Dec 18						n/a							n/a	n/a	n/a	n/a															01-Dec-18
			Consultancy: Evaluate and document gaps in the current monitoring system	Service	5 172.41	1 Dec 18						n/a							n/a	n/a	n/a	n/a															01-Dec-18
			Consultancy: Train DoF to implement the system	Services	3 448.28	1 Dec 18						n/a							n/a	n/a	n/a	n/a														01-Dec-18	
			Consultancy: Publish lessons learned and best practices from Nafola Project in partneship with academia for	Services	34 482.76	01/20/2018						n/a							n/a	n/a	n/a	n/a														01-Dec-18	
			Procure basic firefighting equipment to the three CFs	Services	3 448.28	1 Dec 18						n/a							n/a	n/a	n/a	n/a														01-Dec-18	
			Travel	Services	15 862.07	1 Dec 18						n/a							n/a	n/a	n/a	n/a														01-Dec-18	
			Staff Time	Services	128 758.62	1 Dec 18																															01-Dec-18
			Audit fee	Services	6 896.55	1 Dec 18																															01-Dec-18
			TOTAL		261 674.46																																
COMPONENT 3:																																					
			Project communication	Services	10 344.83	1 Dec 18						n/a							n/a	n/a	n/a	n/a														01-Dec-18	
			Project Insurance	Services	11 655.17	1 Dec 18						n/a							n/a	n/a	n/a	n/a														01-Dec-18	
			Project stationeries	Goods	6 896.55	1 Dec 18						n/a							n/a	n/a	n/a	n/a														01-Dec-18	
			Project meetings	Goods	16 551.72	1 Dec 18						n/a							n/a	n/a	n/a	n/a														01-Dec-18	
			TOTAL		45 448.27	1 Dec 18													n/a	n/a	n/a	n/a														03-Dec-18	