

Procurement Plan for Operational Expenditure

Procuring Entity	Zimbabwe Energy Regulatory Authority
Procurement Plan Period	1 st of January 2021 to 31 st of December 2021
Annual Procurement budget	188,639,000.00
Procurement Plan Version and Date	ZERA OPEX January 2021

Ref no	Description of requirements	Annual cost (US\$)	Annual Qty	UoM	Procurement method	SPRC	Ind Procurement Plan Ref No
1	Teas, lunches and cleaning materials	1,696,000.00	Various	Each	Competitive bidding	No	1
2	Printing and Stationery	3,873,000.00	Various	Each	Competitive bidding	No	2
3	Fuel	10,000,000.00	8,300,000.00	Litres	Competitive bidding/Direct Procurement	No	3
4	Motor vehicle repairs & maintenance	45,000,000.00	Various	Each	Competitive bidding	No	4
5	Accommodation	10,000,000.00	Various	Each	Competitive bidding	No	5
6	Workshop and conferences	20,420,000.00	Various	Each	Competitive bidding	No	6
7	Research and Development	12,000,000.00	Various	Each	Competitive Bidding	No	7
8	Internet	10,000,000.00	Various	Each	Direct Procurement	No	8
9	Adverting, Promotions, Awareness	40,000,000.00	Various	Each	Competitive Bidding	No	9
10	Laboratory Consumables	500,000.00	Various	Each	Restricted Bidding	No	10
11	IT Consumables	5,000,000.00	Various	Each	Competitive Bidding	No	11
12	Furniture Repairs	500,000.00	Various	Each	Competitive bidding	No	12
13	Aircon Servicing	500,000.00	Various	Each	Competitive bidding	No	13
14	Fumigation	500,000.00	Various	Each	Competitive Bidding	No	14
15	Telephone Services	700,000.00	Various	Each	Competitive bidding	No	15
16	Office Cleaning	800,000.00	Various	Each	Competitive Bidding	No	16
17	Consultancy Services	12,000,000.00	Various	Each	Competitive Bidding	No	17
18	Security Services	5,000,000.00	Various	Each	Competitive Bidding	No	18
19	Insurance	5,000,000.00	Various	Each	Competitive bidding	No	19

The first part of the paper discusses the importance of maintaining accurate records of all transactions. It is essential for the business to have a clear and concise record of all income and expenses. This will help in determining the profit or loss of the business for a given period.

The second part of the paper discusses the importance of maintaining accurate records of all assets and liabilities. This will help in determining the net worth of the business and its ability to meet its obligations.

The third part of the paper discusses the importance of maintaining accurate records of all taxes paid and taxes payable. This will help in determining the tax liability of the business and its ability to pay its taxes.

The fourth part of the paper discusses the importance of maintaining accurate records of all contracts and agreements. This will help in determining the legal obligations of the business and its ability to enforce its contracts.

The fifth part of the paper discusses the importance of maintaining accurate records of all correspondence. This will help in determining the communication history of the business and its ability to resolve disputes.

The sixth part of the paper discusses the importance of maintaining accurate records of all personnel files. This will help in determining the employment history of the business and its ability to manage its workforce.

The seventh part of the paper discusses the importance of maintaining accurate records of all financial statements. This will help in determining the financial health of the business and its ability to attract investors.

The eighth part of the paper discusses the importance of maintaining accurate records of all legal proceedings. This will help in determining the legal status of the business and its ability to defend itself in court.

The ninth part of the paper discusses the importance of maintaining accurate records of all government filings. This will help in determining the compliance status of the business and its ability to avoid penalties.

The tenth part of the paper discusses the importance of maintaining accurate records of all other documents. This will help in determining the overall legal and financial status of the business.

20	ZWS ISO 17025	500,000.00	Various	Each	Competitive Bidding	No	20
21	Asset valuation	700,000.00	Various	Each	Competitive Bidding	No	21
22	Towing services	250,000.00	Various	Each	Competitive Bidding	No	22
23	Provision of medical consultation	200,000.00	Various	Each	Competitive Bidding	No	23
24	Sanitisers and mask (covid-19 requirements)	1,500,000.00	Various	Each	Competitive Bidding	No	24
25	Travel agents	2,000,000.00	Various	Each	Competitive Bidding	No	25

Individual Procurement Plan- OPEX

Procuring Entity	Zimbabwe Energy Regulatory Authority
Procurement Plan Period	1 st of January 2021 to 31 st of December 2021
Procurement Plan version no and date	ZERA OPEX January 2021

Ind Procurement Plan Ref	Annual Qty	UoM	Unit Price (US\$)	Rate of Purchase	Cycle time and date of notice	Pre-qualification	External lead time	Source of funds	Comments
1	Various	Each	1,696,000.00	Multiple	14 Days	no	14 Days	OPEX Budget	
2	Various	Each	3,873,000.00	Multiple	14 Days	no	14 Days	OPEX Budget	
3	139370	Each	10,000,000.00	Multiple	14 Days	no	14 Days	OPEX Budget	
4	Various	Each	45,000,000.00	Multiple	14 Days	no	14 Days	OPEX Budget	
5	Various	Each	10,000,000.00	Multiple	14 Days	no	14 Days	OPEX Budget	
6	Various	Each	20,420,000.00	Multiple	14 Days	no	14 Days	OPEX Budget	
7	Various	Each	12,000,000.00	Multiple	14 Days	no	14 Days	OPEX Budget	
8	Various	Each	10,000,000.00	Multiple	14 Days	no	14 Days	OPEX Budget	
9	Various	Each	40,000,000.00	Multiple	14 Days	no	14 Days	OPEX Budget	
10	Various	Each	500,000.00	Multiple	14 Days	no	14 Days	OPEX Budget	
11	Various	Each	5,000,000.00	Multiple	14 Days	no	14 Days	OPEX Budget	
12	Various	Each	500,000.00	Single	14 Days	no	14 Days	OPEX Budget	
13	Various	Each	500,000.00	Multiple	14 Days	no	14 Days	OPEX Budget	

14	Various	Each	500,000.00	Multiple	14 Days	no	14 Days	OPEX Budget	Existing contract
15	Various	Each	700,000.00	Multiple	14 Days	no	14 Days	OPEX Budget	Existing contract
16	Various	Each	800,000.00	Multiple	14 Days	no	14 Days	OPEX Budget	Existing contract
17	Various	Each	12,000,000.00	Multiple	14 Days	no	14 Days	OPEX Budget	Existing contract
18	Various	Each	5,000,000.00	Multiple	14 Days	no	14 Days	OPEX Budget	Existing contract
19	Various	Each	5,000,000.00	Multiple	14 Days	no	14 Days	OPEX Budget	Existing contract
20	Various	Each	500,000.00	Multiple	14 Days	no	14 Days	OPEX Budget	Existing contract
21	Various	Each	700,000.00	Multiple	14 Days	no	14 Days	OPEX Budget	Existing contract
22	Various	Each	250,000.00	Multiple	14 Days	no	14 Days	OPEX Budget	Existing contract
23	Various	Each	200,000.00	Multiple	14 Days	no	14 Days	OPEX Budget	Existing contract
24	Various	Each	1,500,000.00	Multiple	14 Days	no	14 Days	OPEX Budget	Existing contract
25	Various	Each	2,000,000.00	Multiple	14 Days	no	14 Days	OPEX Budget	Existing contract

Prepared By: Witness Zidyambanje..... Date..... 26/01/2020.....

Head Procurement Management Unit

Approved/Not Approved..... Date..... 2/2/2021.....

Chief Executive Officer

