

Procurement Entity:
ACCRA METROPOLITAN ASSEMBLY
Budget Period:
JAN - DEC 2024

SN	Source of Funding: IGF / GoG (DACF/DPAT)	Contract Package	Plan Vs Actual	Package Number	BASIC DATA				TENDER EVALUATION			CONTRACT FINALISATION			GOODS DELIVER
					Estimated Amount (Cedis)	Procurement Method	Final Authority for Contract	Tender Invitation Date	Submission of Tender Eval	Approval by Final Authority	Contract Amount (Cedis)	Date Contract Award	Date Contract Signature	Arrival of Goods	Inspection Final Acceptance
	Source of Funding: IGF / GoG (DACF/DPAT)		Plan					1 - 2 WKS	2 - 3 WKS	2 WKS		2 WKS	1 WK	1 - 2 WKS	1 WK
1	Printed material & Stationery		Actual	GAR/AMA/GDS/NCT/IGF/01/24	985,000.00	NCT	RTRC	13/01/24	27/01/24	10/02/24	N/A	24/02/24	02/03/24	09/03/24	16/03/24
2	Fuel Coupons / Allowance		Actual	GAR/AMA/GDS/NCT/IGF/02/24	810,112.30	NCT	RTRC	13/01/24	27/01/24	10/02/24	N/A	24/02/24	02/03/24	09/03/24	16/02/24
3	Value Books		Actual	GAR/AMA/GDS/PQ/IGF/01/24	300,000.00	NCT	ETC	03/02/24	17/02/24	02/03/24	N/A	16/03/24	23/03/24	30/03/24	06/04/24
4	Spare Parts		Actual	GAR/AMA/GDS/PQ/IGF/02/24	261,300.00	NCT	ETC	20/04/24	04/05/24	18/05/24	N/A	01/06/24	08/06/24	15/06/24	22/06/24
5	Procure Cleaning Materials		Actual	GAR/AMA/GDS/PQ/IGF/04/24	20,000.00	PQ	EH	01/09/24	15/09/24	22/09/24	N/A	06/10/24	13/10/24	20/10/24	27/10/24
6	Office Facilities,Supply and Accessories		Actual	GAR/AMA/GDS/PQ/IGF/05/24	636,050.00	NCT	RTRC	03/05/24	17/05/24	24/05/24	N/A	07/06/24	14/06/24	21/06/24	28/06/24
7	Armed Guard, Security & Gadgets		Actual	GAR/AMA/GDS/PQ/IGF/06/24	20,000.00	PQ	EH	03/08/24	17/08/24	24/08/24	N/A	07/09/24	14/09/24	21/09/24	28/09/24
8	Uniform and Protective Clothing		Actual	GAR/AMA/GDS/PQ/IGF/07/24	95,000.00	PQ	ETC	08/08/24	18/08/24	25/08/24	N/A	04/09/24	13/09/24	19/09/24	29/09/24
9	Fire Fighting Accessories		Actual	GAR/AMA/GDS/PQ/IGF/08/24	20,000.00	PQ	EH	08/08/24	18/08/24	25/08/24	N/A	04/09/24	13/09/24	19/09/24	29/09/24
10	Purchase of Petty tools/Implements/ Sanitation tools/ Paints		Actual	GAR/AMA/GDS/NCT/IGF/05/24	316,097.00	NCT	ETC	08/08/24	18/08/24	25/08/24	N/A	04/09/24	13/09/24	19/09/24	29/09/24
11	Chemicals and Consumables		Actual	GAR/AMA/GDS/PQ/IGF/09/24	10,000.00	PQ	EH	24/08/24	01/09/24	09/09/24	N/A	20/09/24	29/09/24	09/10/24	18/10/24
12	Other Office Materials and Consumables		Actual	GAR/AMA/GDS/PQ/IGF/10/24	50,000.00	PQ	EH	24/08/24	01/09/24	09/09/24	N/A	20/09/24	29/09/24	09/10/24	18/10/24
13	Official Celebrations		Actual	GAR/AMA/GDS/NCT/IGF/06/24	1,040,000.00	NCT	RTRC	04/09/24	20/09/24	29/09/24	N/A	09/10/24	19/10/24	31/10/24	06/11/24
14	Sports, Recreational & Cultural Materials		Actual	GAR/AMA/GDS/NCT/IGF/07/24	310,000.00	NCT	ETC	04/09/24	20/09/24	29/09/24	N/A	09/10/24	19/10/24	31/10/24	06/11/24
15	Office Equipment		Actual	GAR/AMA/GDS/NCT/IGF/08/24	300,000.00	NCT	ETC	04/09/24	20/09/24	29/09/24	N/A	09/10/24	19/10/24	31/10/24	06/11/24
16	Computers and Accessories		Actual	GAR/AMA/GDS/NCT/IGF/09/24	400,000.00	NCT	ETC	04/09/24	20/09/24	29/09/24	N/A	09/10/24	19/10/24	31/10/24	06/11/24
17	Security Equipment		Actual	GAR/AMA/GDS/NCT/IGF/10/24	900,000.00	NCT	RTRC	09/10/24	19/10/24	31/10/24	N/A	06/11/24	22/11/24	06/12/24	13/12/24
18	WIP- Furniture and Fittings		Actual	GAR/AMA/GDS/PQ/IGF/11/24	300,000.00	NCT	ETC	09/10/24	19/10/24	31/10/24	N/A	06/11/24	22/11/24	06/12/24	13/12/24
19	Motor Vehicle		Actual	GAR/AMA/GDS/NCT/IGF/11/24	600,000.00	NCT	RTRC	09/10/24	19/10/24	31/10/24	N/A	06/11/24	22/11/24	06/12/24	13/12/24
20	Housing Equipment		Actual	GAR/AMA/GDS/NCT/DACF/12/24	100,000.00	PQ	ETC	09/10/24	19/10/24	31/10/24	N/A	06/11/24	22/11/24	06/12/24	13/12/24
	TOTAL				7,473,559.30										

Procurement Entity: ACCRA METROPOLITAN ASSEMBLY
Budget Period: JAN – DEC 2024
Source of Funding: IGF / GoG (DACF/DPAT)
Contract Package
Source of Funding: IGF / GoG (DACF/DPAT)
Printed material & Stationery
Fuel Coupons / Allowance
Value Books
Spare Parts
Procure Cleaning Materials
Office Facilities,Supply and Accessories
Armed Guard, Security & Gadgets
Uniform and Protective Clothing
Fire Fighting Accessories
Purchase of Petty tools/Implements/ Sanitation tools/ Paints
Chemicals and Consumables
Other Office Materials and Consumables
Official Celebrations
Sports, Recreational & Cultural Materials
Office Equipment
Computers and Accessories
Security Equipment
WIP- Furniture and Fittings
Motor Vehicle
Housing Equipment
TOTAL

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Procurement Entity: ACCRA METROPOLITAN ASSEMBLY

Budget Period: JAN - DEC 2024

Source of Funding: GoG (DACF/DPAT),PPP,IGF		BASIC DATA			
Contract Package	Plan vs. Actual	Package Number	Estimated Amount (Cedis)	Procurement Method	Final Authority for Contract Award
DACF/DDF/GOG-CAPEX					
Repairs and Maintenance of Office Building (City Hall, Sub offices)	Plan	GR/AMA/WKS/PQ/IGF/01/24	60,000.00	PQ	EH
	Actual				
Repairs of Residential Buildings	Plan	GAR/AMA/WKS/NCT/IGF/01/24	20,000.00	PQ	EH
	Actual				
Maintenance of Drains	Plan	GAR/AMA/WKS/PQ/IGF/02/24	20,000.00	PQ	EH
	Actual				
Maintenance of Public Toilets/Urinals/Bath Houses	Plan	GAR/AMA/WKS/NCT/IGF/02/24	30,000.00	PQ	EH
	Actual				
Recreational Parks	Plan	GAR/AMA/WKS/NCT/IGF/03/24	10,000.00	PQ	EH
	Actual				
Streets Lights and Traffic Lights	Plan	GAR/AMA/WKS/NCT/IGF/04/24	20,000.00	PQ	EH
	Actual				
Maintenance of Markets (All markets & Lorry Parks)	Plan	GAR/AMA/WKS/PQ/IGF/03/24	30,000.00	PQ	EH
	Actual				
Construction Material	Plan	GAR/AMA/WKS/NCT/IGF/05/24	120,000.00	PQ	EH
	Actual				
Bungalows/Flats	Plan	GAR/AMA/WKS/NCT/IGF/06/24	200,000.00	PQ	ETC
	Actual				
Repairs of schools Buildings / Colleges	Plan	GAR/AMA/WKS/PQ/IGF/04/24	300,000.00	NCT	ETC
	Actual				
Maintenance of Cemeteries	Plan	GAR/AMA/WKS/NCT/IGF/08/24	10,000.00	PQ	EH
	Actual				
WIP- Drainage	Plan	GAR/AMA/WKS/NCT/GARID/10/24	840,333.00	NCT	RTRC
	Actual				
Other Capital Expenditure	Plan	GAR/AMA/WKS/NCT/IGF/11/24	100,000.00	PQ	EH
	Actual				
Office Buildings / WIP - Office Buildings / Court Houses	Plan	GAR/AMA/WKS/NCT/IGF/12/24	1,620,000.00	NCT	RTRC
	Actual				
Clincs	Plan	GAR/AMA/WKS/NCT/DACF/13/24	687,880.00	NCT	ETC

Tender Documents

Procurement Entity: ACCRA METROPOLITAN

Budget Period: JAN - DEC 2024

Source of Funding: GoG (DACF/DPAT),PPP,IGF	Tendering Period			
Contract Package	Prep & Submission by Ex Agency	Tender Invitation Date	Tender Closing - Opening	Submission of Tender Eval Report
DACF/DDF/GOG-CAPEX	2- 4WKS	1-2WKS	4 -12WKS	2 - 3WKS
Repairs and Maintenance of Office Building (City Hall, Sub offices)	15/04/24	22/04/24	27/05/24	17/06/24
Repairs of Residential Buildings	15/04/24	22/04/24	27/05/24	17/06/24
Maintenance of Drains	20/04/24	04/05/24	08/06/24	22/06/24
Maintenance of Public Toilets/Urinals/Bath Houses	20/04/24	04/05/24	01/06/24	15/06/24
Recreational Parks	20/04/24	04/05/24	08/06/24	22/06/24
Streets Lights and Traffic Lights	01/05/24	15/05/24	12/06/24	26/06/24
Maintenance of Markets (All markets & Lorry Parks)	01/05/24	15/05/24	12/06/24	26/06/24
Construction Material	01/06/24	15/06/24	13/07/24	27/07/24
Bungalows/Flats	31/07/24	14/08/24	18/09/24	02/10/24
Repairs of schools Buildings / Colleges	31/07/24	14/08/24	18/09/24	02/10/24
Maintenance of Cemeteries	01/09/24	15/09/24	13/10/24	27/10/24
WIP- Drainage	31/08/24	14/09/24	12/10/24	26/10/24
Other Capital Expenditure	21/09/24	12/10/24	09/11/24	23/11/24
Office Buildings / WIP - Office Buildings / Court Houses	12/10/24	26/10/24	23/11/24	07/12/24
Clinics	05/10/24	19/10/24	16/11/24	30/11/24

Procurement Entity: ACCRA METROPOLITAN

Budget Period: JAN - DEC 2024

Source of Funding: GoG (DACF/DPAT),PPP,IGF	Tender Evaluation		Contract Finalization				Contract Implementation	
Contract Package	Approval by Final Authority	Contract Amount (Cedis)	Date Contract Award	Date Contract Signature	Mobilisation Advance Payment	Substantial Completion	Final Acceptance	Final Cost
DACF/DDF/GOG-CAPEX	1WK		1WK	1 -2WKS	1-3WKS			
Repairs and Maintenance of Office Building (City Hall, Sub offices)	24/06/24		01/07/24	08/07/24	15/07/24	01/10/24		
Repairs of Residential Buildings	24/06/24		01/07/24	08/07/24	15/07/24	02/11/24		
Maintenance of Drains	29/06/24		06/07/24	13/07/24	27/07/24	06/10/24		
Maintenance of Public Toilets/Urinals/Bath Houses	22/06/24		29/06/24	06/07/24	13/07/24	29/09/24		
Recreational Parks	29/06/24		06/07/24	13/07/24	27/07/24	06/08/24		
Streets Lights and Traffic Lights	03/07/24		10/07/24	17/07/24	24/07/24	10/08/24		
Maintenance of Markets (All markets & Lorry Parks)	03/07/24		10/07/24	17/07/24	24/07/24	25/01/24		
Construction Material	03/08/24		10/08/24	17/08/24	24/08/24	10/12/24		
Bungalows/Flats	09/10/24		16/10/24	23/10/24	30/10/24	15/01/24		
Repairs of schools Buildings / Colleges	09/10/24		16/10/24	23/10/24	30/10/24	15/01/24		
Maintenance of Cemeteries	03/11/24		10/11/24	17/11/24	24/11/24	12/01/24		
WIP- Drainage	02/11/24		09/11/24	16/11/24	23/11/24	10/12/24		
Other Capital Expenditure	30/11/24		07/12/24	14/12/24	21/12/24	07/04/24		
Office Buildings / WIP - Office Buildings / Court Houses	14/12/24		21/12/24	28/12/24	04/01/24	05/02/24		
Clinics	07/12/24		14/12/24	21/12/24	28/12/24	14/06/24		

	Actual				
Markets - Rehabilitation of Markets	Plan	GAR/AMA/WKS/NCT/IGF/14/24	2,716,318.82	NCT	RTRC
	Actual				
Slaughter House - Abattoir with Slaughter House, Larage	Plan	GAR/AMA/WKS/NCT/IGF/15/24	723,540.00	NCT	ETC
	Actual				
Recreational Centres/Park Electoral Area Projects	Plan	GAR/AMA/WKS/NCT/IGF/16/24	800,000.00	NCT	RTRC
	Actual				
WIP - U rban Roads	Plan	GAR/AMA/WKS/PQ/IGF/05/24	690,000.00	NCT	ETC
	Actual				
Day Care Centre	Plan	GAR/AMA/WKS/NCT/IGF/17/24	299,000.00	NCT	ETC
	Actual				
TOTAL			9,297,071.82		

Markets - Rehabilitation of Markets	02/11/24	16/11/24	14/12/24	28/12/24
Slaughter House - Abattoir with Slaughter House, Larage	01/10/24	16/10/24	13/11/24	27/11/24
Recreational Centres/Park Electoral Area Projects	01/10/24	16/10/24	13/11/24	27/11/24
WIP - U rban Roads	06/10/24	13/10/24	20/10/24	30/11/24
Day Care Centre	06/10/24	13/10/24	20/10/24	30/11/24

Markets - Rehabilitation of Markets	04/01/24		11/01/24	18/01/24	25/01/24	08/03/24		
Slaughter House - Abattoir with Slaughter House, Larage	04/12/24		11/12/24	18/12/24	24/12/24	11/06/24		
Recreational Centres/Park Electoral Area Projects	04/12/24		11/12/24	18/12/24	24/12/24	11/06/24		
WIP - U rban Roads	06/11/24		15/11/24	27/11/24	01/12/24	14/12/24		
Day Care Centre	06/11/24		15/11/24	27/11/24	01/12/24	14/12/24		

Procurement Entity:
ACCRA METROPOLITAN ASSEMBLY

Budget Period: JAN - DEC 2024

Source of Funding: IGF,GoG (DACF/DPAT)		BASIC DATA			
Contract Package	Plan Vs Actual	Package Number	Estimated Amount (Cedis)	Procurement Method	Fianal Authority for Contract Award
DACF/UDG/IGF/PPP/DDF					
1	Plan	GAR/AMA/CS/PQ/IGF/01/24	100,000.00	NCT	ETC
	Actual				
2	Plan	GAR/AMA/TS/PQ/IGF/02/24	60,000.00	NCT	EH
	Actual				
3	Plan	GAR/AMA/TS/NCT/IGF/01/24	445,000.00	NCT	ETC
	Actual				
4	Plan	GAR/AMA/TS/PQ/IGF/03/24	20,000.00	PQ	EH
	Actual				
6	Plan	GAR/AMA/TS/PQ/DACF/05/24	40,000.00	PQ	EH
	Actual				
7	Plan	GAR/AMA/TS/PQ/IGF/06/24	20,000.00	PQ	EH
	Actual				
8	Plan	GAR/AMA/TS/PQ/IGF/07/24	20,000.00	PQ	EH
	Actual				
10	Plan	GAR/AMA/CS/PQ/IGF/08/24	515,000.00	NCT	RTRC
	Actual				
11	Plan	GAR/AMA/CS/PQ/IGF/08/24	6,954,755.00	NCT	RTRC
	Actual				
11	Plan	GAR/AMA/TS/PQ/IGF/09/24	100,000.00	NCT	ETC
	Actual				
12	Plan	GAR/AMA/TS/PQ/IGF/10/24	10,000.00	PQ	EH
	Actual				
13	Plan	GAR/AMA/TS/NCT/IGF/03/24	52,350.00	NCT	EH
	Actual				

Procurement Entity:
ACCRA METROPOLITAN ASSEMBLY

Budget Period: JAN - DEC 2024

Source of Funding: IGF,GoG (DACF/DPAT)	Preparation of Request for Proposal			Proposal Evaluation Technical (T) & Financial (F)				Negotiations		
	Contract Package	Prep & Submission by Ex Agency	Tender Invitation Date	Submission / Opening Date	Complete Evaluation Report (T)	Opening Financial Proposals (F)	Complete Eval Report (T) (F)	Approval of Eval Report (T) (F)	Approval of Eval Report (T) (F)	Submission Draft Contract
DACF/UDG/IGF/PPP/DDF	3 - 6 WKS	1 -2 WKS	4 - 12 WKS	2 - 3 WKS	2 WKS	1 - 2 WKS	1 - 1.5 WKS	2WKS	1 - 2 WKS	1 - 2WKS
Staff Training Materials & Developmnet	03/05/24	11/05/24	17/06/24	29/06/24	13/07/24	20/07/24	27/07/24	10/08/24	17/08/24	31/08/24
Telecommunications	10/02/24	17/02/24	16/03/24	30/03/24	13/04/24	20/04/24	27/04/24	11/05/24	18/05/24	25/05/24
Maintenance & Repairs - Official Vehicles	18/02/24	25/02/24	24/03/24	07/04/24	21/04/24	28/04/24	05/05/24	19/05/24	26/05/24	09/06/24
Library and Subscription	18/02/24	25/02/24	24/03/24	07/04/24	21/04/24	28/04/24	05/05/24	19/05/24	26/05/24	09/06/24
Maintenance of Office & General Equipments	05/05/24	18/05/24	10/06/24	24/06/24	08/07/24	15/07/24	23/07/24	06/08/24	13/08/24	20/08/24
Maintenance of computer softwares	05/05/24	18/7/24	10/06/24	24/06/24	08/07/24	15/07/24	23/07/24	06/08/24	13/08/24	20/08/24
Maintenance of Machinery and Plant	22/07/24	29/7/24	02/09/24	16/09/24	30/09/24	07/10/24	14/10/24	01/11/24	08/11/24	15/11/24
Local/External/Other Consultants Fees	24/07/24	31/7/24	04/09/24	11/09/24	22/09/24	29/09/24	06/10/24	13/10/24	20/10/24	30/11/24
Seminars / Conferences / Workshops	24/07/24	31/7/24	04/09/24	11/09/24	22/09/24	29/09/24	6/10/24	13/10/24	20/10/24	30/11/24
Contract Cleaning Service Charges	24/07/24	31/7/24	04/09/24	11/09/24	22/09/24	29/09/24	06/10/24	13/10/24	20/10/24	30/11/24
Sanitation Charges	27/07/24	03/08/24	17/08/24	31/08/24	07/09/24	15/09/24	28/09/24	06/10/24	16/10/24	24/10/24
Insurance of Vehicles	27/07/24	03/08/24	17/08/24	31/08/24	07/09/24	15/09/24	28/09/24	06/10/24	16/10/24	24/10/24

Procurement Entity:
ACCRA METROPOLITAN ASSEMBLY

Budget Period: JAN - DEC 2024

Source of Funding: IGF,GoG (DACF/DPAT)	Contract Finalisation			Contract Implementation			
Contract Package	Contract Amount (Cedis)	Contract Award	Contract Signature	Mobilisation Advance Payment	Draft Report	Final Report	Final Cost
DACF/UDG/IGF/PPP/DDF		1 WK	1 - 3 WKS	1 - 4 WKS			
Staff Training Materials & Developmnet		07/09/24	14/09/24	28/09/24			
Telecommunications		1/06/24	08/06/24	15/06/24			
Maintenance & Repairs - Official Vehicles		16/06/24	30/06/24	07/07/24			
Library and Subscription		16/06/24	30/06/24	07/07/24			
Maintenance of Office & General Equipments		27/08/24	03/09/24	17/09/24			
Maintenance of computer softwares		27/08/24	03/09/24	17/09/24			
Maintenance of Machinery and Plant		22/11/24	27/11/24	01/12/24			
Local/External/Other Consultants Fees		06/11/24	15/11/24	27/11/24			
Seminars / Conferences / Workshops		06/11/24	15/11/24	27/11/24			
Contract Cleaning Service Charges		06/11/24	15/11/24	27/11/24			
Sanitation Charges		01/11/24	09/11/24	20/11/24			
Insurance of Vehicles		01/11/24	09/11/24	20/11/24			

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ACCRA METROPOLITAN ASSEMBLY

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Source of Funding: IGF,GoG (DACF/DPAT)

Contract Package

DACF/UDG/IGF/PPP/DDF

Staff Training Materials & Developmnet

Telecommunications

Maintenance & Repairs - Official Vehicles

Library and Subscription

Maintenance of Office & General Equipments

Maintenance of computer softwares

Maintenance of Machinery and Plant

Local/External/Other Consultants Fees

Seminars / Conferences / Workshops

Contract Cleaning Service Charges

Sanitation Charges

Insurance of Vehicles

14	Maintenance of Furniture and Fixtures	Plan	GAR/AMA/TS/PQ/IGF/11/24	10,000.00	PQ	EH
		Actual				
	TOTAL			8,347,105.00		



Maintenance of Furniture and Fixtures	27/07/24	03/08/24	17/08/24	31/08/24	07/09/24	15/09/24	28/09/24	06/10/24	16/10/24	24/10/24
TOTAL										

Maintenance of Furniture and Fixtures		01/11/24	09/11/24	20/11/24			
TOTAL							

Maintenance of Furniture and Fixtures
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TOTAL

ACCRA METROPOLITAN ASSEMBLY PROCUREMENT PLAN, 2024

As part of the measures for ensuring a smooth implementation of the 2024 Budget as well as the need to satisfy statutory requirements as stipulated in the Public Procurement Act(Act 663) 2003 as amended, this 2024 Procurement Plan has been prepared to guide the Assembly on procurement issues. Section 21(3) of Act 663 as amended specifically states that "a procurement entity shall submit to its Tender Committee not later than one month to the end of the financial year the procurement plan for the following year for approval"

Subsequently, this 2024 Procurement Plan has been prepared for Goods, Works and Services from the approved 2024 Budget estimate of the Assembly for consideration and approval by the Entity Tender Committee. A total amount of **GH¢ 25,117,736.12** has been earmarked for execution of activities captured in the 2024 Procurement Plan. Out of this figure, the projected expenditure for the procurement of **Goods** is **GH¢ 7,473,559.30** whilst **Works** and **Services** are estimated to be **GH¢9,297,071.82** and **GH¢8,347,105.00** respectively. It is our conviction that this plan will not only serve as a blue print for the Assembly's procurement activities but also ensure value for money and judicious use of the Assembly's scarce financial resources.

On the basis of the above, I hereby submit the 2024 Procurement Plan to the Entity Tender Committee for discussion, approval and onward submission to the Public Procurement Authority and other statutory agencies as required by law.

Thank You.

FOR: ACCRA METROPOLITAN ASSEMBLY

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ACCRA METROPOLITAN ASSEMBLY

2024 PROCUREMENT PLAN

JAN - DEC

