

PROCUREMENT PLAN 2024

No	Description	Description of works,goods or services where possible	Procurement methods	Source of funds	Budget	Planned procurement time	IMPLEMENTATION PROGRESS
FINANCE GENERAL							
	Electricity and water	SERVICES	Direct sourcing	RCMRD	75,000.00	Monthly	
	Telephone & communication services	SERVICES	Direct sourcing	RCMRD	3,000.00	Monthly	
	All courier services and postage of all nature	SERVICES	Framework agreement/RFQ	RCMRD	3,000.00	On need basis	
	Advertising	SERVICES	RFQ	RCMRD	15,000.00	As below	
	Repair & maintenance of vehicles,fuels for vehicles	WORKS/SERVICES	Framework agreement/RFQ	RCMRD	15,000.00	On need basis	
	Maintenance of premises & grounds	WORKS	Framework agreement/RFQ	RCMRD	30,000.00	As below	
	Printing and Stationery	SERVICES	Framework agreement/RFQ	RCMRD	30,000.00	As below	
	General insurance of all fixed assets	SERVICES	Open tender	RCMRD	15,000.00	Dec	
	All legal services	SERVICES	Direct sourcing	RCMRD	3,000.00	On need basis	
	Conference of Ministers & GC Meetings	SERVICES/GOODS	Open tender	RCMRD	400,000.00	Nov	
	All subscriptions	SERVICES	Direct sourcing	RCMRD	8,000.00	As below	
	Marketing and promotions	SERVICES/GOODS	RFQ	RCMRD	50,000.00	On need basis	
	Audit Services	SERVICES	Open tender	RCMRD	30,000.00	March-April	
	General Office Expense	SERVICES/GOODS	RFQ/framework agreement	RCMRD	9,000.00	On need basis	
	RCMRD International Conference	SERVICES/GOODS	Open tender	RCMRD	300,000.00	Aug	
MAINTENANCE & TRANSPORT SECTION							
	Complex furniture servicing	WORKS	Direct sourcing	RCMRD	4,500.00	Jan-Feb	
	Outsourcing of maintenance services-plumbing,borehole.generator,MVAC,PABX,Lifts,Electrical & Solar Installations	WORKS	RFQ	RCMRD	20,000.00	Jan-Mar	
	Main Gate ICT Security infrastructure upgrade, installation and training	WORKS/ SERVICES	Direct sourcing	RCMRD	12,500.00	Jan-Feb	
	Borehole Pump replacement	WORKS	Direct sourcing	RCMRD	5,000.00	April-May	
	RCTI rehabilitation of fire alarm and water hose reel	WORKS	RFQ	RCMRD	13,000.00	April-May	
	RCTI Server fire suppression installation	WORKS	RFQ	RCMRD	12,500.00	April-May	
	Rehabilitation of RCTI elevated tank and old tanks	WORKS	RFQ	RCMRD	2,000.00	June-July	
	Rehabilitation of RCTI plumbing installations	WORKS	RFQ	RCMRD	5,000.00	June-July	
	Installation of RCMRD Complex Solar grid tie to pumps	WORKS	Open tender	RCMRD	40,000.00	March-April	
	Disposal of Vehicles	SERVICES		RCMRD		June-Dec	
	Disposal of Motorbike/ Replacement of the same	SERVICES		RCMRD			
	Procurement of Lawn Mower	SERVICES		RCMRD			
	RCTI Complex repainting (interior and exterior)	WORKS	Open tender	RCMRD	25,000.00	On need basis	
	Improvement of RCMRD exterior frontage (main gate area)	WORKS	RFQ	RCMRD	16,500.00	Jan-Feb	
	Rehabilitation of Complex Parking Shade	WORKS	Direct sourcing	RCMRD	4,500.00	Jan-Feb	
	Rehabilitation of RCTI Parking lot	WORKS	RFQ	RCMRD	15,000.00	On need	
	Main Gate ICT Security infrastructure upgrade, installation and training	WORKS/ SERVICES	Direct sourcing	RCMRD	12,500.00	Jan-Feb	
	Borehole Pump replacement	WORKS	Direct sourcing	RCMRD	5,000.00	April-May	
	RCTI rehabilitation of fire alarm and water hose reel	WORKS	RFQ	RCMRD	13,000.00	April-May	
	RCTI Server fire suppression installation	WORKS	RFQ	RCMRD	12,500.00	April-May	
	RCMRD Complex balcony overflow remedy	WORKS	RFQ	RCMRD	18,000.00	March-April	
	Rehabilitation of RCTI elevated tank and old tanks	WORKS	RFQ	RCMRD	2,000.00	June-July	
	Maintenance plumbing installations	WORKS	RFQ	RCMRD	5,000.00	Continuous	
	Installation of RCMRD Complex Solar grid tie to pumps	WORKS	Open tender	RCMRD	40,000.00	March-April	
	Disposal of Two Vehicles	SERVICES		RCMRD		June-Aug	
	Service & maintenance of Motorvehicle and motorbike	SERVICES	Framework agreement/RFQ	RCMRD		Continuous	
	Service & Maintenance of Lawn Mower	SERVICES		RCMRD		Continuous	
	RCMRD Complex exterior wall repainting	WORKS	Open tender	RCMRD	25,000.00	On need basis	
	RCTI Complex repainting (interior and exterior)	WORKS	Open tender	RCMRD	25,000.00	On need basis	
	Software acquisition						
	Improvement of RCMRD exterior frontage (main gate area)	WORKS	RFQ	RCMRD	16,500.00	Jan-Feb	
ENGINEERING SECTION							
	Purchase of tools	GOODS	RFQ	RCMRD		Jan-Apr	
	Air tickets for member state service mission	SERVICES	Framework agreement/RFQ	RCMRD		All year	
	Marketing of services-print materials	GOODS	Framework agreement/RFQ	RCMRD		Jan-June	
	Training of participants from member states	service	Framework agreement/RFQ	RCMRD		June-Dec	
	Software acquisition	SERVICE	Direct sourcing	RCMRD		Jan-June	
	Purchase of equipment for calibration lab	GOODS	Framework agreement/RFQ	RCMRD	40,000.00	Jan-June	
	Staff training – (Trimble and Leica)	services	Framework agreement/RFQ	RCMRD	30,000.00	Jan-June	
	Upgrade of Engineering CRM system	services	Framework agreement/RFQ	RCMRD	10,000.00	Jan-June	
	Service Training for participants from Member	services	Framework agreement/RFQ	RCMRD	15,000.00	Jan-June	
	Marketing of services-print materials and physical visits	services	Framework agreement/RFQ	RCMRD	10,000.00	Jan-June	

	Air tickets for member state service missions	services	Framework agreement/RFQ	RCMRD	50,000.00	as per schedule below		
	Upgrade of Engineering CRM system certification	service	Direct sourcing	RCMRD		All year		
SECURITY SECTION								
	Software/annual licenses acquisition	goods/services	Direct sourcing	RCMRD	6,500.00	Jan-June		
	Purchase Special tools for Geomax, Leica, Tr	goods/services	Framework agreement/RFQ	RCMRD	35,000.00	Jan-June		
	Purchase of equipment for calibration lab	services	Framework agreement/RFQ	RCMRD	75,000.00	Aug-Nov		
	Printing and display of Fire Evacuation Plan for Hostel	goods	Framework agreement/RFQ	RCMRD		june-Sep		
	Electric Fence Installation	goods/services	Framework agreement/RFQ	RCMRD		June-Dec		
	Procurement of Key safe for hostel.	goods/services	Framework agreement/RFQ	RCMRD		April-May		
	Procurement of Furniture for the hostel guard room	GOODS	Framework agreement/RFQ	RCMRD				
RCTI SECTION								
	Upgrading of ERP to include hostel management system and access control for students and lecturers	Services	Direct sourcing	RCMRD	800,000.00	Jan-June		
	Outsourcing Hostel service providers, cafeteria, gym, clinic, laundry, executive suite, security		Open tender	RCMRD		Jan-June		
	Exams Registration Fee, KNEC, ICIDL and other examination bodies	Services	Direct sourcing	RCMRD		as determined by Exams Calenda		
	Annual Subscription and Registration for professional and regulatory organisations	Services	Direct sourcing	RCMRD		Continuous		
	Marketing online, printables, roadshows, flyers etc	GOODS	Framework agreement/RFQ	RCMRD		Termly		
	Purchase of Survey Equipment for training	GOODS	Framework agreement/RFQ	RCMRD		Jan-Aug		
	Organising and participating in Education forums, conferences and relevant seminars/workshops	Services	Direct sourcing	RCMRD		As per invitations/need		
	Acquisition of computers for RCTI computer lab	GOODS	Open tender	RCMRD		July-Dec		
	Exam invigilation/ Meeting facilitations	Services	Framework agreement/RFQ	RCMRD		continuous		
	Pre printed exam booklets, certificates and letterheads	GOODS	Framework agreement/RFQ	RCMRD		Jan-Mar		
	Purchase of Students games, Sports equipments and drama and cultural day facilitation	Services/goods	Framework agreement/RFQ	RCMRD	Jan-June			
	Academic & student welfare trips facilitation	Services	Framework agreement/RFQ	RCMRD	Termly			
	RCTI Marketing and Branding	Services/goods	Framework agreement/RFQ	RCMRD	continuous			
	Graduation ceremony	Services/goods	Framework agreement/RFQ	RCMRD	Dec			
	Lecturers Retreat	Services	Framework agreement/RFQ	RCMRD	Aug-Nov			
HR SECTION								
	Staff training-culture change	Services	Framework agreement/RFQ	RCMRD	305,000.00	April-May		
	Staff medical and group life cover	Services	Framework agreement/RFQ	RCMRD		Jan-Mar		
	Transport services for staff	Services	Framework agreement/RFQ	RCMRD		All year		
CORPORATE SERVICES								
	Procurement of visibility materials	GOODS	Framework agreement/RFQ	RCMRD	2,000.00	Jan-June		
	Corporate branding & signage	GOODS	Framework agreement/RFQ	RCMRD	10,000.00	Jan-June		
	Train UAV pilots	Services	Direct sourcing	RCMRD		All year		
	Procure equipment for photogrammetry lab	GOODS	Framework agreement/RFQ	RCMRD	10,000.00	All year		
	External ISO audit	GOODS	Framework agreement/RFQ	RCMRD		June-Dec		
	QMA training and sensitization of staff	Services	Framework agreement/RFQ	RCMRD	3,000.00	TBA		
	Marketing material for research products	GOODS	Framework agreement/RFQ	RCMRD	15,000.00	June -Nov		
	Marketing material for library user education	GOODS	Framework agreement/RFQ	RCMRD		June-Dec		
	Procurement of Member state open day marketing materials	GOODS	Framework agreement/RFQ	RCMRD	20,000.00	May-Sep		
TECHNICAL SERVICES-RS,GDT,GIS								
	Website redesign & updating	Services	Framework agreement/RFQ	RCMRD	100,000.00	Jan-June		
	IT security licenses	Services	Framework agreement/RFQ	RCMRD		Jan-June		
	Procurement of softwares, domain maintenance, web hosting and emailing platform subscription (Gsuite)	Services	Framework agreement/RFQ	RCMRD		Apr-Sep		
	Establishment of Geospatial museum, establish Geospatial challenge	goods/services	Framework agreement/RFQ	RCMRD		All year		
	Facilitation of trainings in member states	Services	Framework agreement/RFQ	RCMRD		TBA		
	Service, upgrade, repair and maintenance of computers and other IT related equipment & softwares	goods/services	Framework agreement/RFQ	RCMRD		All year		
	Facilitation of trainings for member states	services	Framework agreement/RFQ	RCMRD		500,000.00	All year	

Prepared by: 
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