

Appendix A

Annual Schedule of Planned Procurement Activities-RAPP

No.	Project Name	Brief Description	Proposed date for issuing Bidding Documents	Expected Delivery / Completion Date	Estimated Project Duration (for works and services)	Procurement Method	Standstill Period (if applicable No. of days)	Contract Type
1.	Stationery for Centres & Office	Pencils, Pens, Printing Paper, Toner, Ink for Printers, Notebooks, Note Pads, Glue, Paper Clips, Markers etc.	August 2024	September 2024	N/A	RFQ	N/A	Purchase Order
2.	Furniture, Equipment, Electronics etc.	Tables, Folding Chairs, Guillotines	December 2023	January 2024	N/A	RFQ	N/A	Purchase Order
3.	Musical Instruments	African Drums, Keyboards, Guitars/ other instruments for each centre	December 2023	January 2024	N/A	RFQ	N/A	Purchase Order
4.	Christmas Events	All centres host their own events/ or we converge for celebrations	November 2023	December 2023	N/A	RFQ	N/A	Purchase Order
5.	Professional Training Sessions for Coordinators, Facilitators, Community Groups.	Training sessions- In the areas of Counselling, Intervention/Behaviour Modification, Dealing with Trauma, Life Skills, Drug/Alcohol/Sexual Abuse, Literacy etc.	December 2023 & March 2024	January & April 2024	N/A	RFQ	N/A	Purchase Order
6.	Professional Services (Families In Action)	Family Counselling & Personal Counselling	N/A	As Needed	N/A	RFQ	N/A	Purchase Order

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7.	Promotional Items	Tokens for the public (Cups, Keychains)	May 2024	June 2024	N/A	RFQ	N/A	Purchase Order
8.	Summer Camp	Participants do courses in varied areas:- Cooking, Baking, Air Conditioning Repairs, Plumbing, Computer Repairs, Barbering, Hairdressing, Beauty Culture (Manicure, Pedicure, Facials)	June 2024	July 2024	N/A	RFQ	N/A	Purchase Order
9.	Sports & Family Day	Centres compete in various Sporting Activities	June 2024	July 2024	N/A	RFQ	N/A	Purchase Order
10.	Mother's Day Programme	Heavy emphasis on family, parents & parenting. Much Interaction as Mothers, Fathers, Foster, Step Parents & Grandparents.	April 2024	May 2024	N/A	RFQ	N/A	Purchase Order
11.	Father's Day Programme	Heavy emphasis on family, parents & parenting. Much Interaction as Mothers, Fathers, Foster, Step Parents & Grandparents.	May 2024	June 2024	N/A	RFQ	N/A	Purchase Order

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12.	Community Awareness Events	Health/Career Fair, Anti-Violence Relay, Literacy Drive, Safety Workshops etc.	November & December 2023	December 2023 & January 2024	N/A	RFQ	N/A	Purchase Order
13.	Family Life Seminars/ other community-oriented workshops	Sessions promoting Health & Well Being, Parenting Skills, Adolescent Development	December 2023 & March 2024	January & April 2024	N/A	RFQ	N/A	Purchase Order