

ANNUAL PROCUREMENT PLAN

Ministry/Parastatal ... ICT & YOUTH AFFAIRS  
 Procuring Entity's Name ... MEDIA COUNCIL OF KENYA  
 Project Name (if applicable) .....N/A  
 Financial Year .....2022/2023

0.1

No.	Item description	Unit	QNTY	Unit Cost	Procurement Method	Source of Funds	Estimated Cost KES	Time Process (Days)	Invite/Advertise Tender (Days)	Tender opening	Bid evaluation	Tender award	Notification of award	14	15	16	17
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	
<b>GENERAL STATIONERY</b>																	
1	Photocopying Papers A4 White	Boxes	500	600.00	RFQ	GoK	300,000.00										
2	White Board Makers - assorted colours	Pcs	50	142.90	RFQ	GoK	7,145.00										
3	4 Quires Books	Pcs	20	135.00	RFQ	GoK	2,700.00										
4	File Separators (set of 10)	Pcs	400	200.00	RFQ	GoK	80,000.00										
5	Box Files Large	Pcs	1000	130.00	RFQ	GoK	130,000.00										
6	Executive In and Out Tray- 3 tier	Pcs	100	3,000.00	RFQ	GoK	300,000.00										
7	Staples 24/6	Pkts	60	145.00	RFQ	GoK	8,700.00										
8	Envelopes A4 Brown Branded	Pcs	5,000	10.00	RFQ	GoK	50,000.00										
9	Envelopes A5 Brown Branded	Pcs	5,000	7.50	RFQ	GoK	37,500.00										
10	Document/File Rack A4	Pcs	30	850.00	RFQ	GoK	25,500.00										
11	File Separators- (Set of 12)	Pcs	400	180.00	RFQ	GoK	72,000.00										
12	Biro pens Ball point	Pcs	2,000	10.00	RFQ	GoK	20,000.00										
13	Stick Notes	Pcs	300	30.00	RFQ	GoK	9,000.00										
14	Cellotape 24mm*35mtrs	pcs	50	120.00	RFQ	GoK	6,000.00										
15	Masking Tape 0.5"*/25mtrs	pcs	20	120.00	RFQ	GoK	2,400.00										
16	Masking Tape 1"*/25mtrs	pcs	20	120.00	RFQ	GoK	2,400.00										
17	Stamp Pad Ink	Pcs	6	70.00	RFQ	GoK	420.00										
18	Paper punch DP 800	Pcs	50	700.00	RFQ	GoK	35,000.00										
19	Gluc Stick 80GSM	Pcs	200	200.00	RFQ	GoK	40,000.00										
20	Paper Clips	Box	20	150.00	RFQ	GoK	3,000.00										
21	Sign Here Stickers	Pkts	20	100.00	RFQ	GoK	2,000.00										
22	White Out	Pkts	30	100.00	RFQ	GoK	3,000.00										
23	Highlighters	Pkts	20	500.00	RFQ	GoK	10,000.00										
24	Crocodile paper clips (Large)	Pkts	50	65.00	RFQ	GoK	3,250.00										
25	Delivery Books	Pcs	100	200.00	RFQ	GoK	20,000.00										
26	Black Books	Pcs	50	850.00	RFQ	GoK	42,500.00										
27	Conquerer Paper 100grms	Reams	10	2,700.00	RFQ	GoK	27,000.00										
28	MICK Branded Folders	Pcs	2000	125.00	RFQ	GoK	250,000.00										
29	Office Safes- RCs	No.	5	200,000.00	RFQ	GoK	1,000,000.00										
30	Lockable Cabinets	No.	6	300,000.00	RFQ	GoK	1,800,000.00										
31	Letterheads	Reams	10	5,450.00	RFQ	GoK	54,500.00										

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71	Landscaping & Overhead Tank- KSM Office	No.	1	500,000.00	RFQ	GoK	500,000.00							
72	Office Parking Shade- MSA Office	No.	1	500,000.00	RFQ	GoK	500,000.00							
73	Catering Services	No.	Lot	1,500,000.00	Framework Contract/ RFQ	GoK	1,500,000.00							
	<b>Sub-Total</b>						<b>26,650,000.00</b>							
	<b>STAFF WELFARE COSTS</b>													
74	Welfare (Council & Top Management Club Membership)	No.	0	-	Direct	GoK	-							
75	Welfare (Staff Gym- Membership & )	No.	0	-	Direct	GoK	-							
76	Welfare (Staff Kisumu Field)	No.	0	-	Direct	GoK	-							
78	Staff Training and Development	No.	80	60,000.00	Direct	GoK	4,800,000.00							
79	Team Building & Related Expenses	No.	1	10,000,000.00	RFQ	GoK	10,000,000.00							
	<b>Sub-Total</b>						<b>14,800,000.00</b>							
	<b>TRAVEL &amp; CONFERENCE ACCOMMODATION</b>													
80	Local and Overseas Travel, Air and Rail Tickets	ALL	1	14,800,000.00	RFQ	GoK	14,800,000.00							
81	Conference Venues for (Stakeholder Engagement, Retreats, Forums, Capacity Building, Board Meetings, Complaints Commission, Staff Engagements)	ALL	1	28,000,000.00	RFQ	GoK	28,000,000.00							
82	Safety and Protection of Journalists Interventions	No.	Lot	-	RFQ	GoK	-							
	<b>Sub-Total</b>						<b>42,800,000.00</b>							
	<b>CORPORATE STRATEGY</b>													
83	Customer Satisfaction Survey	No.	1	1,500,000.00	Tender	GoK	1,500,000.00							
84	MCK Documentary	No.	1	1,000,000.00	RFQ	GoK	1,000,000.00							
85	MCK & Complaints Commission Website Revamp	No.	0	-	RFQ	GoK	-							
86	Publicity Advertisement & Communication	No.	1	10,000,000.00	TENDER/RFQ	GoK	10,000,000.00							
87	Digital Still Camera for Communications	No.	1	1,000,000.00	RFQ	GoK	1,000,000.00							
	<b>Sub-Total</b>						<b>13,500,000.00</b>							
	<b>LEGAL SERVICES</b>													
88	Legal Fees (Litigation)	No.	1	2,000,000.00	RFQ	GoK	2,000,000.00							
89	Process Service	No.	1	500,000.00	RFQ	GoK	500,000.00							
90	Stenography Services	No.	1	600,000.00	RFQ	GoK	600,000.00							
91	Policy/ Law Review	No.	1	200,000.00	RFQ	GoK	200,000.00							
	<b>Sub-Total</b>						<b>3,300,000.00</b>							
	<b>DISASTER MANAGEMENT COVID-19 PREVENTIVE ITEMS</b>													
92	Supply of Disposable Face Masks	No.	Lot	-	RFQ/Framework Contract	GoK	-							
93	Sanitiser	No.	Lot	-	RFQ/Framework Contract	GoK	-							
	<b>Sub-Total</b>						<b>-</b>							
	<b>MOTOR VEHICLE, FURNITURE, EQUIPMENTS &amp; SYSTEMS</b>													
94	Purchase & Upgrading of Broadcast Media Monitoring Equipment	No.	1	10,000,000.00	Tender/Direct	GoK	10,000,000.00							
95	Maintenance of New Base Monitoring System	No.	1	2,000,000.00	Direct	GoK	2,000,000.00							
96	Printers (document centre)	No.	5	700,000.00	Tender/RFQ	GoK	3,500,000.00							

97	Headphones	No.	0	-	RFQ	GoK	-												
98	Office Furniture	No.	Lot	6,000,000.00	RFQ	GoK	6,000,000.00												
	<b>Sub-Total</b>						<b>21,500,000.00</b>												
	<b>COMPUTER SOFTWARE LICENSING RENEWAL</b>																		
99	Corporate Internet for HQ and Regional Offices, Intraoffice Connectivity	No.	1	2,500,000.00	Framework Contract	GoK	2,500,000.00												
100	Telecommunications - Safaricom Sip Line, Postpaid Lines, Telecom	No.	0	-	RFQ	GoK	-												
101	PAB Line Renewal	No.	0	-	RFQ	GoK	-												
102	Web and Domain Hosting and Website Security	No.	0	-	RFQ	GoK	-												
103	Corporate Antivirus for Desktop and Cloud	No.	1	1,500,000.00	RFQ	GoK	1,500,000.00												
104	Offsite Data Backup Services	No.	0	-	Framework Contract	GoK	-												
105	SMS and Shortcode Maintenance	No.	1	-	RFQ	GoK	-												
106	ICT Equipment Maintenance, Repairs	No.	1	1,000,000.00	Framework Contract	GoK	1,000,000.00												
107	Enterprise Resource Planning System (ERP) Support	No.	1	-	Tender	GoK	-												
108	Media Monitoring Annual License and Hosting	No.	1	-	Framework Contract	GoK	-												
109	Network Firewall	No.	1	200,000.00	Tender	GoK	200,000.00												
110	Adobe Design Cloud License for Graphic Design	No.	4	-	RFQ	GoK	-												
111	Server Room Maintenance- Power Backup, Fire, Air conditioning, Humidity	No.	1	-	RFQ	GoK	-												
112	Power Backup Units	No.	10	-	RFQ	GoK	-												
113	Microsoft 365 Business Subscription	No.	120	30,000.00	Framework Contract	GoK	3,600,000.00												
114	E-Board Licenses	No.	30	196,637.00	Framework Contract	GoK	5,899,110.00												
115	AI/EA MIS System Enhancement and Support	No.	1	-	RFQ	GoK	-												
116	Laptops	No.	0	-	RFQ/Tender	GoK	-												
117	Desktops	No.	0	-	RFQ	GoK	-												
118	Voice Recorders	No.	0	-	RFQ	GoK	-												
119	Telephone Handsets	No.	0	-	RFQ	GoK	-												
120	Paper Shredders	No.	5	90,000.00	RFQ	GoK	450,000.00												
121	Light Duty Printer- R/Gs	No.	5	90,000.00	RFQ	GoK	450,000.00												
122	Network Printer-	No.	1	450,000.00	RFQ	GoK	450,000.00												
123	Cheque Printer- Finance HQ	No.	0	-	RFQ	GoK	-												
124	Air Condition System- KSM Office	No.	1	250,000.00	RFQ	GoK	250,000.00												
125	TV Screens- R/Gs	No.	0	-	RFQ	GoK	-												
126	CC/TV Cameras- Regional Offices	No.	0	-	RFQ	GoK	-												
127	ICT Equipment Purchase- Heavy	No.	1	-	RFQ/Tender	GoK	-												
128	Videoconferencing License	No.	2	500,000.00	Framework Contract	GoK	1,000,000												
129	Utility Software (PDF Editors, Document Conversion Software)	No.	5	25,000.00	Framework Contract	GoK	125,000.00												
130	Office Desktop	No.	1	200,000.00	RFQ	GoK	200,000												
131	Computer Accessories (Power Cables, Network Cables, Mice)	No.	1	300,000.00	RFQ	GoK	300,000												
132	Fact Checking- Iverify	No.	1	1,000,000.00	RFQ/Tender	GoK	1,000,000												
	<b>Sub- Total</b>						<b>18,924,110.00</b>												

<b>CONSULTANCY SERVICES</b>									
No.	Description	No.	Lot	Value	Procurement Method	GoK	Value		
133	Document Management System Consultancy	1		10,000,000.00	RFP	GoK	10,000,000.00		
134	Strategy development -ICT, cybersecurity and Business Continuity	0		-	RFP	GoK	-		
135	Performance Management & Appraisal System	1		-	RFP	GoK	-		
136	National Media Policy & Law Review	1		3,000,000.00	Tender	GoK	3,000,000.00		
137	PC/ Budget/ Policy Manual Review	Lot		3,000,000.00	Tender	GoK	3,000,000.00		
138	African Academy Curriculum Development	No.		2,000,000.00	Direct Procurement	GoK	2,000,000.00		
139	Annual Media Performance Study and Launch	No.		-	Tender	GoK	-		
140	Institutionalization of MCK ERM Framework	No.		1,000,000.00	Direct Procurement	GoK	1,000,000.00		
141	Corruption Prevention at MCK	No.		1,000,000.00	Direct Procurement	GoK	1,000,000.00		
142	Media Monitoring Research and Publications	No.		-	Tender	GoK	-		
	<b>Sub-Total</b>						<b>20,000,000.00</b>		
<b>SERVICE CONTRACTS</b>									
143	Comprehensive Medical Cover	No.		30,000,000.00	Tender	GoK	30,000,000.00		
144	Insurance GLA & GPA	No.		6,500,000.00	Tender	GoK	6,500,000.00		
145	Motor Vehicle Insurance	No.		3,000,000.00	Tender	GoK	3,000,000.00		
146	Motor Repairs and maintenance	No.	14	257,714.29	Tender/RFP	GoK	3,608,000.00		
147	Motor Fuel & Lubricants	No.		5,600,000.00	Direct Procurement	GoK	5,600,000.00		
148	Catering Services	No.	0	-	RFP	GoK	-		
149	Media Monitoring System- Reel Analytics	No.	0	-	RFP	GoK	-		
	<b>Sub-Total</b>						<b>48,708,000.00</b>		
<b>SIGNATURE EVENTS</b>									
150	Media Awards World Radio Day, WPPD & IDIEI	Lot		40,000,000.00	RFP	GoK	40,000,000.00		
	<b>Sub-Total</b>						<b>40,000,000.00</b>		
<b>Grand Total</b>							<b>266,030,336.00</b>		
30% Preference & Reservation							<b>79,809,100.80</b>		
40% Local Content							<b>106,412,134.40</b>		

266,030,336.00  
(0.00)

Signature 

Date 20/04/22

Prepared By:  
Mildred Maina  
Senior Officer, Supply Chain Management

Signature 

Date 20/04/22

Confirmed By:  
David Omwoyo Omwoyo  
Chief Executive Officer

Signature 

Date 20/04/22

Approved By:  
Maina Muiruri  
Chairman

