

Item	Location	Quantity	Category	SB	05/02/2018	12/02/2018	N/A	N/A	15/02/2018	19/02/2018	02/03/2018	09/03/2018	16/03/2018	30/03/2018	N/A	TBA	06/04/2018	13/04/2018	Actual	Plan
Front Office Counter	Chipata	1	4	SB																
Visitor's Chair - 3 way	Lusaka	2	5	SB																
Digital Camera	Lusaka, Livingstone, Chipata, Mongu & Kabwe	8		SB																
Fridge	Lusaka & Mongu	2		SB																
Lawn Mower	Lusaka, Livingstone, Mongu and Kabwe	6	1	SB																
Polishing Machine	Lusaka	2	2	SB																
Shining Machine	Lusaka	2	1	SB																
Shredding Machine	Lusaka, Livingstone, Chipata and Kabwe	7	2	SB																
Vacuum Cleaner	Livingstone	3	3	SB																
Fuel and Oil	Southern Region			DB																
Tyres and Batteries	Southern Region			SB																
Car Cleaning	Southern Region			SB																
Generator Fuel	Southern Region			SB																
Generator Repairs and Maintenance	Southern Region			SB																
Advertising and Corporate Branding	Southern Region			SB																
Cleaning Materials	Southern Region			SB																
Printing and Stationery	Southern Region			NCB																
Water and Electricity	Southern Region			DB																
Staff welfare	Southern Region			DB																
Books and Magazine	Southern Region			SB																
Landscaping/Arts	Southern Region			SB																
Fumigation	Southern Region			SB																
Refuse Collection	Southern Region			LB																
Office and Related Expenses	Southern Region			SB																
Office Crockery	Southern Region			SB																
Employer Seminars	Southern Region			LB																
Conferences and Seminars	Southern Region			SB																
Northern Region																				
Air Conditioner	Kiwe, Solwezi and Manica (Investment/Admin)	9		SB																
Boardroom Chairs	Ndola	20	1	SB																
Note Counter	Kiwe, Kasama and Manica	3	2	SB																
Coffee Table	Kiwe	1	3	SB																
Counter Chairs	Kasama	2	4	SB																
Front Office Counter	Kasama	1	5	SB																
Visitor's Chair - 3 way	Kasama	1	6	SB																
Lawn Mower	Solwezi and Manica	3	EQ 1	SB																
Polishing Machine	Kiwe and Kasama	3	EQ 2	SB																
Vacuum Cleaner	Kiwe and Kasama	3	EQ 3	SB																
Shining Machine	Kiwe and Solwezi	3	EQ 4	SB																
Shredding Machine	Kiwe and Kasama	3		SB																
Safe	Kiwe, Ndola and Kasama	5		SB																
Water Dispenser	Kiwe and Ndola	5		SB																
Fridge	Kiwe, Ndola, Kasama and Manica	9		SB																
Borehole	Kiwe, Kasama and	3		SB																

running contract

To be procured throughout the year, once end-user requires the goods

To be procured throughout the year, once end-user requires the services

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Restocking is done on a quarterly basis or when the quantity levels of stock reduce

Restocking is done on a quarterly basis or when the quantity levels of stock reduce

Payments are made on a monthly basis

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Payments are made on a monthly basis

This service is procured throughout the year, depending on the training need as assessed by the end-user

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