

COMMODITY PROCUREMENT PLAN

Cooperative Agreement No.
LAC-0770-A-00-0034-00

I. Purpose of the Procurement Plan

This Procurement Plan was developed to guide the procurement of the commodities (by The Center for Democracy [CFD]) and technical assistance (by the CFD and by Florida International University [FIU] and the University at Albany, State University of New York [SUNY/A]), in furtherance of the Consortium for Legislative Development's Institutional Strengthening of Legislatures in Latin America and the Caribbean project funded under the above-referenced Cooperative Agreement. This procurement plan is submitted to the Agency for International Development in compliance with the provisions of the Cooperative Agreement.

II. Implementation of the Procurement Plan

A. CFD Procurement Practices

The CFD has appropriate requisition and purchase order systems in place to administer procurements. For limited procurements, the CFD normally solicits a minimum of three bids from separate vendors for similar or like commodities or outputs. For major procurements, over \$5,000, the CFD solicits bids and awards procurement contracts on a competitive basis.

B. Procurement Priorities established by the Consortium

The Consortium for Legislative Development will procure commodities in fulfillment of critical needs identified through the needs assessment process and as needed to develop and implement authorized program activities.

Targets of these procurements would include:

- a. Individual legislatures;
- b. Regional legislative organizations such as the Asociacion de Tecnicos Legislativos
- c. The member institutions of the Consortium.

III. Description of Commodities to be Procured

Below is a description of commodities, per-unit cost, total number of units to be procured and total cost per category

to be procured under the Cooperative Agreement. This list has been developed based on the critical needs identified to date through the Needs Assessment outputs mandated by the Cooperative Agreement.

Automated Information Management Technology

<u>Item</u>	<u>Cost per Unit</u>	<u>No. Units</u>	<u>Total</u>
<u>CPU's:</u>			
386MHz microprocessor operating at 20 MHz, 4MB RAM, 80 MB hard drive, floppy disk drive, serial and parallel ports; VGA polychromatic screens; full foreign language keyboard;	\$2,986.00 X	19 =	\$56,734.00
<u>Printer:</u>			
laser printer, 8 pages per minute	\$1,525.00 X	8 =	\$12,200.00
<u>Software:</u>			
word processing with foreign language capability	\$364.00 X	19 =	\$ 6,916.00
spreadsheet	\$406.00 X	16 =	\$ 6,496.00
icon graphics	\$ 94.00 X	16 =	\$ 1,504.00
desktop publishing	\$510.00 X	16 =	\$ 8,160.00
operating system	\$113.00 X	16 =	\$ 1,808.00
<u>Peripherals:</u>			
network adaptor cards	\$ 339.00 X	16 =	\$ 5,424.00
optical scanner	\$1,026.00 X	2 =	\$ 2,052.00
modem	\$ 306.00 X	16 =	\$ 4,896.00
mouse	\$ 111.00 X	16 =	\$ 1,776.00
cable	\$ 20.00 X	16 =	\$ 320.00

Photoreproduction Technology

High-volume applications:

65 impressions per minute,
500,000 impressions per
month; recirculating
document handler as input

device; finisher and collator output devices	\$30,650.00	X	2	=	\$61,300.00
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General office applications:

manual input, single impression output, light-duty machine	\$8,200.00	X	4	=	\$32,800.00
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Microfilm Technology

Document preservation is a critical need in legislatures in tropical countries where natural elements decay printed materials at an accelerated rate. Microfilm is a proven technology and also has the advantage of being accepted in many LAC countries as a valid medium for legal document presentation. Five basic elements are included in a microfilm technology application.

Microfilmer:

rotary type, 16 mm x 30.5 m double rolls, 24:1 reduction lens, 30 x 41 cm photographic field, loose document handling capability	\$20,631.00	X	1	=	\$20,631.00
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Developer:

Automatic, continuous film developer capable of handling 16 mm to 35 mm film, operating speed of 3 m per minute	\$16,500.00	X	1	=	\$16,500.00
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Viewer:

Motorized, variable speed film viewer capable of handling 16 mm film, 30x magnification, 360 rotating optical prism	\$1,975.00	X	1	=	\$1,975.00
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Densimeter:

Digital device for measuring microfilm density;	\$1,800.00	X	1	=	\$1,800.00
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Archiver:

Archiving device
for storage of up
to 600 rolls of
exposed and
developed microfilm \$1,103.00 X 1 = \$1,103.00

Reader/copier:

16 mm microfilm reading
device with motorized
variable-speed forward/
reverse capacity,
30x magnification,
360 rotating optical
prism, with dry-printer
mechanism; \$32,770.00 X 1 = \$32,770.00

Telecommunications Technology

In the incipient democracies of poorer countries, basic telecommunications equipment is needed. In most target legislatures facsimile telecommunications equipment is a readily identifiable need. There are two commodity elements contemplated under this heading:

Telephone systems:

Up to 12 single,
touch-tone telephone
units networked
through a local
telecommunications
network switching
device \$4,900.00 X 1 = \$4,900.00

Facsimile systems:

automatic-feed,
document facsimile
telecommunications
machines \$1,495.00 X 5 = \$7,475.00

General Office Environment

Typewriters:

electronic self-
correcting machines \$495.00 X 21 = \$10,395.00

Calculators:

full accounting function with tape print-out	\$150.00	X	16	=	\$2,400.00
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Furniture:
(non-luxurious furnishings)

desks	\$1326.00	X	15	=	\$19,890.00
stacking chairs	\$ 35.00	X	15	=	\$ 525.00
executive seating chairs	\$ 445.00	X	15	=	\$ 6,675.00
4 drawer vertical filing cabinet	\$ 287.00	X	16	=	\$ 4,592.00
2 drawer lateral filing cabinet	\$ 510.00	X	16	=	\$ 8,160.00
tables	\$ 281.00	X	15	=	\$ 4,215.00

Document binding equipment:

spiral or heat process document binding equipment	\$ 395.00	X	5	=	\$ 1,975.00
Various binders, covers				=	\$ 168.50

Air-conditioning equipment:

25,000 BTU room- cooling equipment	\$ 899.00	X	9	=	\$ 8,091.00
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Sundry supplies:

typewriter ribbons	\$ 6.75	X	50	=	\$ 337.50
typewriter correcting tape	\$19.20/6	X	50	=	\$ 960.00
printer cartridges	\$18.95	X	50	=	\$ 947.50
computer paper	\$ 7.95/carton (250 sheets)	X	50	=	\$ 397.50
paper clips	\$.41/bx(100)	X	50	=	\$ 20.50
press bar hole punch	\$41.40	X	50	=	\$ 2,070.00
hand-held hole punch	\$ 6.99	X	50	=	\$ 349.50
rubber bands	\$ 5.39/lb	X	50	=	\$ 269.50
in/out baskets	\$ 4.45	X	50	=	\$ 222.50
wastebaskets	\$10.75	X	50	=	\$ 537.50
pens	\$ 5.40/dz	X	50	=	\$ 270.00
pencils	\$ 2.00/dz	X	50	=	\$ 100.00
file folders	\$11.30/100	X	50	=	\$ 565.00
year at a glance calendar	\$14.95	X	50	=	\$ 747.50
monthly desk/wall calendar	\$ 4.75	X	50	=	\$ 237.50
calendar pad	\$ 7.55	X	50	=	\$ 377.50
appointment books	\$ 9.75	X	50	=	\$ 487.50

1" three ring binders	\$ 5.29	X	50	=	\$ 264.50
2" three ring binders	\$11.03	X	50	=	\$ 551.50
3" three ring binders	\$15.51	X	50	=	\$ 775.50
staplers	\$15.70	X	50	=	\$ 785.00
staples	\$1.69/5000	X	50	=	\$ 84.50
liquid paper	\$1.69	X	50	=	<u>\$ 84.50</u>
		TOTAL		=	\$368,069.00