

**ANNEXURE I — PROJECT MOBILISATION & IMPLEMENTATION PLAN**

Instructions: Complete Sections 1–4 below. Assume Purchase Orders (POs) will be placed within the same month the contract is awarded. Attach supporting evidence where indicated. The Purchase should be assumed as : an order of :

50 Units of :LUBRICANT;GREASE VARILUB,CAN,1KG – Line Item 1 on Pricing Schedule and 20 units of HYDRAULIC OIL GRADE 46 (MOBIL DTE 25) 20 L – Line Item 59 of Pricing Schedule

**1) Mobilization Plan (Award → First Deliveries)**

Provide a concise week-by-week plan from Award through first deliveries. Add rows as needed.

Key Activities/Deliverables	Start	Finish	Methodology to meet mobilize and meet first orders
Contract kick-off; confirm Manufacturing Centre(s) & nominated bases; submit 24/7 contact tree; confirm DCs; initial stock build plan			
Site access & inductions scheduled; route planning dry-run; carriers booked; training plan issued; PO cut-offs finalized			
Safety inductions (first-wave); fast-mover stock prepared; vehicle & equipment checks; sample orders tested			
Confirm depot mapping & delivery windows; SDS/tremcards (if DG) validated on vehicles; readiness review & sign-off			
Execute first deliveries (OTIF tracked); NCR/CAPA loop established; weekly performance huddles started			

**2) Manufacturing Centre(s)-by-Manufacturing Centre(s) Delivery Plan**

Complete one line per Manufacturing Centre(s). Add rows as needed.

Manufacturing Centre(s)	Province	Nominated Base/DC	Delivery Windows	Cut-off Times	Weekly Capacity (orders/L)	Notes/Routes

**3) Stock Build/Transfer Plan (Fast-Moving SKUs)**

Indicate opening min/max, whether stock will be built or transferred, and ramp-up lead times.

SKU/Grade	UoM	Opening Min	Opening Max	Build vs Transfer	Source DC/Plant	Ramp-up Lead Time	Notes

**4) Risk Register & Mitigations (HIRA)**

Include at minimum: supply disruption, vehicle failures, strikes. Add others relevant to your plan.

Risk/Event	Likelihood	Impact	Mitigation/Controls	Owner	Trigger/Indicator	Contingency/Fallback	Status/Date
Supply disruption (OEM/port delays)							
Vehicle failure (breakdowns/accidents)							
Industrial action (strikes/road closures)							