

CENTER FOR NATIONAL DOCUMENTS AND RECORDS AGENCY/NATIONAL ARCHIVES

ANNUAL PROCUREMENT PLAN: Consultancy (Non-SBA)

Source of Funding: GOL /INTERNAL REVENUE BUDGET

FISCAL YEAR: 2023

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
ITEM NO.		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Vender Business registration code	NO. OF FRIMS/ PER SONS	Estimated cost (USD)	Selectio n method	Prep. Of TOR & PC approval	REQUEST FOR EXPRESSION OF INTEREST, IF APPLICABLE					REQUEST FOR PROPOSALS AND APPROVAL OF AWARD					
									Publication of REOI	REOI CLOSING/OP ENING	Submissio n of evaluation	PC approval evaluation report/shortlis t	Preparatio n & submission of REF document	PC approval Final TOR/RFP document	Invitatio n of proposal s	Proposal submissio n and opening	Submissio n of Technical and Financial Evaluation Report	PC approval combined Evaluatio n report	Contract award & signing
PLANNED	1.	REP NO. CNDRA/SBA/LCS/001/23	LEGAL SERVICES	M6920	1 person	3,200.00	LCS	02/02/23	02/16/23	02/28/23	03/07/23	03/14/23	03/21/23	03/28/23	4/04/23	04/18/23	04/25/23	05/01/23	5/08/23
UPDATE																			
ACTUAL																			
PLANNED	2.	REP NO. CNDRA/QCBS/001/23	Monitoring & Supervision Services	M7490	27 Individuals	97,560.00	QCBS	02/02/23	02/16/23	02/28/23	03/07/23	03/14/23	03/21/23	03/28/23	4/04/23	04/18/23	04/25/23	05/01/23	5/08/23
UPDATE																			
ACTUAL																			
GRAND TOTAL:						100,760.00													



Prepared by: James A. Fahnbjelleh/Procurement Director



Approved By: *[Signature]* Date: 02/10/2023

Emmanuel A. Lomax/Director General/Chairman Proc. Committee



CENTER FOR NATIONAL DOCUMENTS AND RECORDS AGENCY/NATIONAL ARCHIVES

Explanatory Notes (Non-SBA) Consultancy

Source of Funding: GOL /INTERNAL REVENUE BUDGET

FISCAL YEAR: 2023

ITEM NO.	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	CONTRACT DESCRIPTION
1.	REP NO. CNDRA/SBA/LCS/001/23	LEGAL SERVICES	This contract package will be applied to hiring a Legal Personnel to cater to all CNDRA legal issues as they arise and will be paid from this contract package in line with the agreement.
2.	REP NO. CNDRA/QCBS/001/23	Monitoring & Supervision Services	This contract package will be applied to hiring IT Consultancy, Program Developers, and Professional Individuals. At least 27 consultants.

Prepared by:



James A. Fahnbulleh/Procurement Director



Handwritten signature and date: FEB 10, 2023

Approved By:

Handwritten signature of Emmanuel A. Lomax

Date:

Handwritten date: 01/30/23

Emmanuel A. Lomax/Director General/Chairman Proc. Committee




Procurement Committee Members and their Directories:

NO.	NAME	POSITION	CELL#	EMAIL
1.	Hon. Emmanuel A. Lomax	Director General/Committee Chairman	0777645421/0886645421	lomaxemmanuel@gmail.com
2.	Hon. Kollie T. Kamara	Deputy Director General/Co-Chair	07777704405	Kollietarnue1@gmail.com
3.	Henry G. Swaray	Comptroller/Member	0775542337	henryswaray@gmail.com
4.	James A. Fahnbulleh	Procurement Director/Non-member Secretary	0770927974/0886588241	jamesafahnbulleh1980@gmail.com
5.	Tina W. Norris	Management Consultant/Member	0770187124	Weegi2008@gmail.com
6.	Waniel T. Williams	Legal Assistant/Member	0776484473	maniel19933@gmail.com


PROCUREMENT UNIT:

1.	James A. Fahnbulleh	Procurement Director	0770927974/0886588241	jamesafahnbulleh1980@gmail.com
2.	Fatu T. Freeman	Deputy Procurement Director	0776793356	tracyfatu20@gmail.com
3.	Reina J. Carter	Procurement Secretary	0886327362	N/A


CODE ITEM	RECURRENT BUDGET	INTERNAL BUDGET	Spending Areas	SPENDING PLAN PROJECTION - JANUARY-DECEMBER 31, 2023												TOTAL
				January	February	March	April	May	June	July	August	September	October	November	December	
21110 : Allowance/ Stipend	-	180,000.00	180,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	180,000.00
Sub-total	-	180,000.00	180,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	180,000.00
Goods and Services																
221101 : Foreign Travel-Means of travel	-	9,000.00	9,000.00	-	-	5,000.00	-	-	2,000.00	-	-	-	2,000.00	-	-	9,000.00
221101 : Foreign Travel-Daily Sub. Allowa	-	15,000.00	15,000.00	-	-	5,000.00	-	-	5,000.00	-	-	-	5,000.00	-	-	15,000.00
221104 : Domestic Travel-Means of Travel	-	18,500.00	18,500.00	-	3,083.34	1,541.67	1,541.67	1,541.67	1,541.67	1,541.67	1,541.67	1,541.67	1,541.67	1,541.67	1,541.63	18,500.00
221105 : Dom. Travel-Daily Subsis. Allow+Means	-	6,500.00	6,500.00	-	1,000.00	-	-	4,000.00	-	-	-	1,500.00	1,541.67	-	-	6,500.00
221201 : Electricity	-	12,000.00	12,000.00	-	2,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	12,000.00
221202 : Water and Sewage	-	6,500.00	6,500.00	-	-	2,500.00	-	3,000.00	-	-	-	-	-	-	-	6,500.00
221203 : Telecommunications, Internet, Postage	-	1,400.00	1,400.00	-	-	350.00	-	400.00	-	1,000.00	-	-	-	-	-	1,400.00
221208 : Internet Provider Services	-	23,520.00	23,520.00	-	3,920.00	3,920.00	3,920.00	3,920.00	3,920.00	3,920.00	3,920.00	3,920.00	3,920.00	3,920.00	3,920.00	23,520.00
221403 : Fuel and Lubricants - Vehicles	-	14,700.00	14,700.00	-	2,450.00	2,450.00	2,450.00	2,450.00	2,450.00	2,450.00	2,450.00	2,450.00	2,450.00	2,450.00	2,450.00	14,700.00
221402 : Fuel and Lubricants - Gener.	-	12,900.00	12,900.00	-	2,150.00	2,150.00	2,150.00	2,150.00	2,150.00	2,150.00	2,150.00	2,150.00	2,150.00	2,150.00	2,150.00	12,900.00
221501 : Repairs and Maintenance - Civil	-	6,500.00	6,500.00	-	-	1,500.00	-	1,500.00	-	1,500.00	-	-	-	-	-	6,500.00
221502 : Repairs and Maintenance - Veh-	-	9,000.00	9,000.00	-	1,500.00	350.00	-	350.00	-	1,500.00	-	1,500.00	9,000.00	-	-	9,000.00
221601 : Cleaning Materials and service	-	2,100.00	2,100.00	-	350.00	350.00	350.00	350.00	-	350.00	-	350.00	-	-	-	2,100.00
221602 : Stationery	-	75,000.00	75,000.00	-	15,625.00	5,000.00	7,500.00	5,000.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	75,000.00
Refuge Collection	-	1,500.00	1,500.00	-	250.00	1,000.00	-	1,000.00	-	-	-	500.00	-	-	-	1,500.00
221605 : Computer Supplies and ICT Services	-	1,500.00	1,500.00	-	250.00	250.00	-	250.00	-	250.00	-	250.00	-	-	-	1,500.00
221618 : Computer Supplies, Parts and Cabling	-	65,444.84	65,444.84	-	-	17,500.00	-	12,504.58	-	10,431.10	-	-	12,504.58	12,504.58	-	65,444.84
221701 : Consultancy Services	-	97,560.00	97,560.00	-	16,260.00	8,130.00	8,130.00	8,130.00	8,130.00	8,130.00	8,130.00	8,130.00	8,130.00	8,130.00	8,130.00	97,560.00
221903 : Staff Training - Local	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
221904 : Staff Training - Foreign	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
221909 : Operational Expenses	-	15,000.00	15,000.00	-	3,000.00	-	3,000.00	-	1,500.00	-	1,500.00	-	3,000.00	-	-	15,000.00
222113 : Guard and Security Services	-	6,000.00	6,000.00	-	500.00	2,000.00	-	-	2,000.00	-	500.00	-	-	500.00	-	6,000.00
222105 : Entertainment presentation and gifts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2211603: Printing Binding and Publication	-	1,500.00	1,500.00	-	-	500.00	-	-	500.00	-	-	-	500.00	-	-	1,500.00
221902: Text Books for Libraries	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
221813: Media Relation and promotion	-	4,500.00	4,500.00	-	750.00	750.00	-	750.00	-	750.00	-	750.00	-	-	-	4,500.00
221903: Food and catering	-	2,000.00	2,000.00	-	-	1,500.00	-	-	-	500.00	-	-	-	-	-	2,000.00
221907: Scholarship-Local	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
232221: Furniture and fixtures	-	4,500.00	4,500.00	-	-	1,500.00	-	250.00	750.00	-	250.00	750.00	250.00	750.00	-	4,500.00
221210 : Legal Retainer Fees	-	3,200.00	3,200.00	-	-	-	1,600.00	-	-	-	-	-	-	-	-	3,200.00
Subtotal	-	316,764.84	430,949.84	-	52,838.34	63,891.67	22,771.67	50,696.25	29,921.67	42,972.77	20,421.67	34,541.67	41,426.25	34,076.25	37,391.63	430,949.84
CAPITAL EXPENDITURE																
23101 : Infrastructure	-	25,000.00	25,000.00	-	2,000.00	2,000.00	-	3,000.00	-	10,000.00	-	2,000.00	2,000.00	2,000.00	2,000.00	25,000.00
Subtotal	-	25,000.00	25,000.00	-	2,000.00	2,000.00	-	3,000.00	-	10,000.00	-	2,000.00	2,000.00	2,000.00	2,000.00	25,000.00
GRAND TOTAL	114,185.00	521,764.84	635,949.84	15,000.00	69,838.34	80,891.67	37,771.67	68,696.25	44,921.67	67,972.77	35,421.67	51,541.67	58,426.25	51,076.25	54,391.63	635,949.84

PREPARED BY: 
FINANCIAL CONTROLLER

DATE: 12/16/2022

ATTESTED BY: 
HEAD OF ADMINISTRATION

DATE: 12/16/22

APPROVED BY: 

DATE: 12/16/22

CENTER FOR NATIONAL DOCUMENTS AND RECORDS AGENCY/NATIONAL ARCHIVES
ANNUAL PROCUREMENT PLAN (Non-SBA)
Source of Funding: GOL & INTERNAL REVENUE BUDGET
FISCAL YEAR: 2023

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		
ITEM NO.	BASIC DATA							IMPLEMENTATION DATES											
	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	VENDOR'S BUSINESS REGISTRATI ON CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT ENT METHOD	TECHNICAL SPECS/BOQ/DRA WINGS	PREP. OF BID DOCUMENT	PC APPROVAL BID DOC/TECH SPEC	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSIO N PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATIO N)	DELIVERY INSPECTION (SUBSTANTIAL COMPLETION)			
PLANNED 1	IFB NO. CNDRA/RB/001/23	Petroleum Products (Gasoline & diesel)	G4661	4,850 GALLONS @ US\$ 6.00	29,100.00	RB	02/03/23	02/10/23	02/17/23	02/24/23	03/17/23	03/24/23	03/24/23	03/31/23	03/31/23	N/A	04/03/23	12/06	
UPDATE																			
ACTUAL																			
PLANNED 2	IFB NO. CNDRA/NCB/001/23	Computer Supplies & ICT Services	S9511	1 firm	65,444.84	NCB	02/03/23	02/10/23	02/17/23	02/24/23	03/24/23	03/31/23	04/07/23	04/14/23	N/A	N/A	04/21/23	11/15	
UPDATE																			
ACTUAL																			
PLANNED 3	IFB NO. CNDRA/RFQ/001/23	OFFICE EQUIPMENT	G4759	ASSORTED	3,500.00	RFQ	02/03/23	02/10/23	02/17/23	02/24/23	02/17/23	03/10/23	03/17/23	03/24/23	N/A	N/A	03/31/23	12/06	
UPDATE																			
ACTUAL																			
PLANNED 4	IFB NO. CNDRA/SS/001/23	INTERNET CONNECTIVITY	16110	1 firm	23,520.00	SS	02/03/23	02/10/23	02/17/23	N/A	N/A	N/A	N/A	N/A	N/A	N/A	02/28/23	12/07	
UPDATE																			
ACTUAL																			
PLANNED 5	IFB NO. CNDRA/RFQ/002/23	Repair Maintenance vehicle SERVICES	G4520	1 firm	9,000.00	RFQ	02/03/23	02/10/23	02/17/23	02/24/23	02/17/23	03/10/23	03/17/23	03/24/23	N/A	N/A	03/31/23	12/06	
UPDATE																			
ACTUAL																			
PLANNED 6	IFB NO. CNDRA/RFQ/003/23	Scratch Cards	16190	100 pcs	1,400.00	RFQ	02/03/23	02/10/23	02/17/23	02/24/23	02/17/23	03/10/23	03/17/23	03/24/23	N/A	N/A	03/31/23	12/06	
UPDATE																			
ACTUAL																			
PLANNED 7	IFB NO. CNDRA/RFO/004/23	FURNITURE & FIXURES	G4659	ASSORTED	4,500.00	RFQ	02/03/23	02/10/23	02/17/23	02/24/23	02/17/23	03/10/23	03/17/23	03/24/23	N/A	N/A	03/31/23	12/06	
UPDATE																			
ACTUAL																			
PLANNED 8	IFB NO. CNDRA/NCB/002/23	Construction of Public Building	F4100	ONE Firm	25,000.00	NCB	02/03/23	02/10/23	02/17/23	02/24/23	02/24/23	03/24/23	03/31/23	04/07/23	04/14/23	N/A	N/A	04/21	
		Grand TOTAL:			161,464.84														

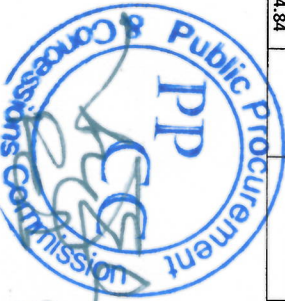
Prepared by: _____

Approved By: _____

Date: 01/30/23

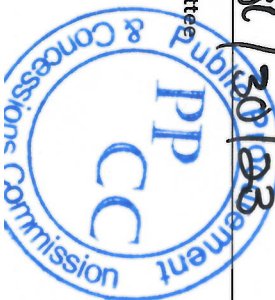
James A. Fahnbullen/Procurement Director

Emmanuel A. Lohax/Director General/Chairman Proc. Committee



10, 2023

Feb 14 2023



CENTER FOR NATIONAL DOCUMENTS AND RECORDS AGENCY CNDRA

Explanatory Notes (Non-SBA)

Source of Funding: GOL & INTERNAL REVENUE BUDGET

Fiscal Year: 2023

Item No.	Contract Package Code	Contract Package	Contract Description
1	IFB NO. CNDRA/RB/001/23	Petroleum Products	This Package will be used to acquire fuel for CNDRA's vehicles and Generators at an estimated cost of US\$ 6.00 a gallon. Said contract is from the contract package Fuel and Lubricant Vehicle and Generator.
2	IFB NO. CNDRA/RFO/001/23	Office Equipment	We intend acquiring assorted office equipment such as A/Cs, ICE Boxes, Power shock Protectors ect.
3	IFB NO. CNDRA/NCB/001/23	Computer supplies & ICT Services	This contract will be applied to building and upgrading CNDRA Customer Service Software Systems.
4	IFB NO. CNDRA/SS/001/23	Internet Connectivity	We will be hiring the services of LIBTELCO and we wish to apply this package to again procure Internet Services with LIBTELCO.
5	IFB NO. CNDRA/RFO/002/23	Repair Maintenance Vehicle	This package is applied to vehicle repair and services (3pieces)
6	IFB NO.CNDRA/RFO/003/23	Scratch Cards	This contract will be applied to acquiring scratch cards with package amount US\$ 1,400.00 from Contract Package Telecommunications, Internet, Postage and Courier.
7	IFB NO. CNDRA/RFO/004/23	FURNITURE & FIXTURE	The Agency intends to purchase assorted furniture items for the CNDRA Offices.
8	IFB NO. CNDRA/NCB/002/23	Construction of Public Building	The Agency has in its strategic plan the construction of parks and walk ways in its Sinkor Monrovia Head Office Yard. This Contract Package will be applied towards constructing one of those Units.

Prepared By: _____

James A. Fahnbulleh/Procurement Director



Approved by: _____ date: 01/28/23

Emmanuel A. Lomax/Director General/Chairman Proc. Committee



Feb 10, 2023



CENTER FOR NATIONAL DOCUMENTS AND RECORDS AGENCY/NATIONAL ARCHIVES

ANNUAL PROCUREMENT PLAN (SBA)

Source of Funding: GOL & INTERNAL REVENUE BUDGET

FISCAL YEAR: 2023

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19		
ITEM NO.	BASIC DATA								IMPLEMENTATION DATES											
	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	VENDORS BUSINESS REGISTRATI ON CODE	QTY	ESTIMATE D COST (USD)	PROCURE MENT METHOD	TECHNICAL SPECS/BOQ/D RAWINGS	PREP. OF BID DOCUMENT T	PC APPROVAL BID DOC/TECH SPEC	BID INVITATIO N & RELEASE OF BID DOC	BID SUBMISSI ON PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL BID EVALUATIO N REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBOLIZAT ION)	DELIVERY INSPECTION (SUBSTANTIAL COMPLETION)	ACCEP & FI PAYM			
PLANNED	1	IFB NO. CNDRA/NCB/SBA/001/23	Stationery	G4761	ASSORTED	84,125.00	NCB	01/24/23	01/31/23	02/07/23	02/14/23	03/14/23	03/21/23	03/28/23	04/04/23	N/A	04/11/23	12/04/		
UPDATE																				
PLANNED	2	IFB NO. CNDRA/RFQ/SBA/001/23	Cleaning Materials	G4773	ASSORTED	2,100.00	RFQ	01/30/23	02/06/23	02/13/23	02/20/23	03/06/23	03/13/23	03/17/23	03/21/23	N/A	03/28/23	12/04/		
UPDATE																				
ACTUAL																				
PLANNED	3	IFB NO. CNDRA/RFQ/SBA/002/23	Vehicle rental	H4922	1 FIRM	18,500.00	RFQ	01/30/23	02/06/23	02/13/23	02/20/23	03/13/23	03/20/23	06/27/23	04/ 03/23	N/A	04/07/23	14/04/		
UPDATE																				
ACTUAL																				
PLANNED	4	IFB NO. CNDRA/RFQ/SBA/003/23	Air ticket	N7911	1 firm	9,000.00	RFQ	01/30/23	02/06/23	02/13/23	02/20/23	03/13/23	03/20/23	06/27/23	04/ 03/23	N/A	04/07/23	10/10/		
UPDATE																				
ACTUAL																				
PLANNED	5	IFB NO. CNDRA/RFQ/SBA/004/23	Repair Maint. Civil	F4100	1 Firm	6,500.00	RFQ	01/30/23	02/06/23	02/13/23	02/20/23	03/13/23	03/20/23	06/27/23	04/ 03/23	N/A	04/07/23	14/04/		
UPDATE																				
ACTUAL																				
PLANNED	6	IFB NO. CNDRA/RFQ/SBA/005/23	Refuse Collection	E3811	1 Firm	1,500.00	RFQ	01/30/23	02/06/23	02/13/23	02/20/23	03/06/23	03/13/23	03/17/23	03/21/23	N/A	03/28/23	12/04/		
UPDATE																				
ACTUAL																				
PLANNED	7	IFB NO. CNDRA/RFQ/SBA/006/23	Printing & Binding	C1812	1 Firm	1,500.00	RFQ	01/30/23	02/06/23	02/13/23	02/20/23	03/13/23	03/20/23	06/27/23	04/ 03/23	N/A	04/07/23	10/10/		
UPDATE																				
ACTUAL																				

Prepared by:

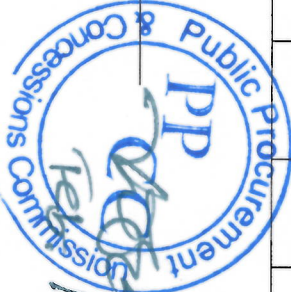
James A. Fahnbulleh/ Procurement Director

Approved By:

Emmanuel A. Longay/Director General/Chairman Proc. Committee

Date:

01/30/23



Feb 16/2023



CENTER FOR NATIONAL DOCUMENTS AND RECORDS AGENCY/NATIONAL ARCHIVES

ANNUAL PROCUREMENT PLAN (SBA)
Source of Funding: GOL & INTERNAL REVENUE BUDGET
FISCAL YEAR: 2023

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18			
ITEM NO.	PACKAGE NUMBER (CODE)	BASIC DATA							IMPLEMENTATION DATES										DELIVERY (SUBSTANTIAL COMPLETION)	ACCE & PAY
		CONTRACT PACKAGE	VENDOR'S BUSINESS REGISTRATI ON CODE	QTY	ESTIMATE D COST (USD)	PROCURE MENT METHOD	TECHNICAL SPECS/BOQ/D RAWINGS	PREP. OF BID DOCUMENT T	PC APPROVAL BID DOC/TECH SPEC	BID INVITATIO N & RELEASE OF BID DOC	BID SUBMISSI ON PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL BID EVALUATIO N REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBOLUZAT ION)					
PLANNED	8	IFB NO. CNDRA/RFO/SBA/007/23	Publication of general announcement	M7310	1 Firm	4,500.00	RFQ	01/30/23	02/06/23	02/13/23	02/20/23	03/06/23	03/13/23	03/17/23	03/21/23	N/A	03/28/23	12/04		
UPDATE																				
ACTUA																				
PLANNED	9	IFB NO. CNDRA/RFO/SBA/008/23	Food & Catering	H5621	1 Firm	2,000.00	RFQ	01/30/23	02/06/23	02/13/23	02/20/23	03/06/23	03/13/23	03/17/23	03/21/23	N/A	03/28/23	12/04		
UPDATE																				
ACTUAL																				
PLANNED	10	IFB NO. CNDRA/RFO/SBA/009/23	Security Guard Service	N8010	1Firms	9,000.00	RFQ	02/01/23	02/08/23	02/15/23	02/21/23	03/08/23	03/15/23	03/22/23	03/29/23	N/A	04/03/23	12/06		
UPDATE																				
ACTUAL																				
		Grand TOTAL:				138,725.00														

Prepared by: _____

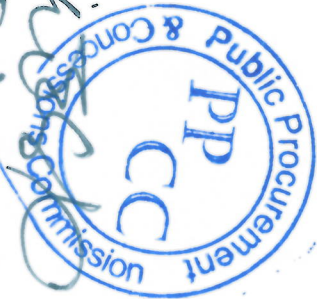
James A. Fahmullah/ Procurement Director



Approved By: _____

Emmanuel A. Lomax/ Director General/Chairman Proc. Committee

Date: 01/30/23



Feb 10, 2023



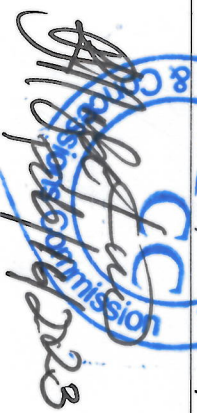
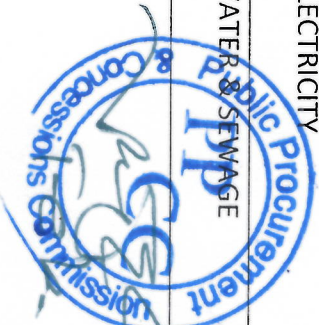
Feb 16/2023

CENTER FOR NATIONAL DOCUMENTS AND RECORDS AGENCY CNDRA/NATIONAL ARCHIVES

Explanatory Notes (SBA)
Source of Funding: GOL & INTERNAL REVENUE BUDGET

Fiscal Year: 2023

Item No.	Contract Package Code	Contract Package	Contract Description
1	IFB NO. CNDRA/NCB/SBA/001/23	STATIONERY	This contract package will be applied to procuring assorted (Stationery items & Inks) such as: pens, mar folders, certificate cards, paper glue, A4 paper, legal paper, (INKS) 305A, 05A, 951 & 950, 737, flip chart note pads, white boards, white board makers, board erasers etc
2	IFB NO. CNDRA/RFO/SBA/001/23	CLEANING MATERIALS	THIS LINE ITEM IS APPLIED TO THE PURCHASE OF TISSUES SOAP, NAPKIN, STOWELS, GLOVES, DESK POL ETC FOR THE AGENCY.
3	IFB NO. CNDRA/RFO/SBA/002/23	CAR RENT	This contract package will be applied to renting cars for local travel to the CNDRA Outstation Offices to carryout assessment visits. Contract from the budget line domestic Means of Travel.
4	IFB NO. CNDRA/RFO/SBA/003/23	AIR TICKET	This package is intended to acquire air ticket for foreign travel means; at least Two. (Air Ticket) It is fun. from budget line FOREIGN MEANS OF TRAVEL.
5	IFB NO. CNDRA/RFO/SBA/004/23	REPAIR MAINT. CIVIL	This line item is for small renovation works on the CNDRA 12 th Facility and Ashmun Street both of whor are non-residential assets.
6	IFB NO. CNDRA/RFO/SBA/005/23	REFUSE COLLECTION	Contracting a firm for collecting and controlling waste for two of our facilities.
7	IFB NO. CNDRA/RFO/SBA/006/23	PRINTING & BINDING	This package for printing holidays cards, call cards and cards carrying documents processing informatio
8	IFB NO. CNDRA/RFO/SBA/007/23	PUBLICATION OF GENERAL ANNOUNCEMENT	Radio interviews, announcements and talk shows. This line item is funded from MEDIA RELATIONS ANT PROMOTION.
9	IFB NO. CNDRA/RFO/SBA/008/23	FOOD & CATERING SERVICES	The Agency will contract a firm to provide catering services for workshops and strategic meetings.
10	IFB NO. CNDRA/RFO/SBA/009/23	Security Guard Service	This contract package will be applied to hiring a security guard firm to provide security services for the CNDRA Facilities in Monrovia, Nimba and Maryland Counties.
11	IFB NO. CNDRA/SS/SBA/001/23	ELECTRICITY	This contract package is applied to getting electric power from the LEC in the amount of US\$ 12,000.00
			This Contract Package is Single Source to LEC because they are the only service provider.
12	IFB NO. CNDRA/SS/SBA/002/23	WATER & SEWAGE	This contract package of US\$ 6,500.00 is applied to getting water and sewage services for the LWSC. Th Contract Package is Single Source to LWSC because they are the only service provider.



CENTER FOR NATIONAL DOCUMENTS AND RECORDS AGENCY CNDRA/NATIONAL ARCHIVES

Explanatory Notes (SBA)

Source of Funding: GOL & INTERNAL REVENUE BUDGET

Fiscal Year: 2023

Prepared by:

James A. Fahnbulleh/ Procurement Director

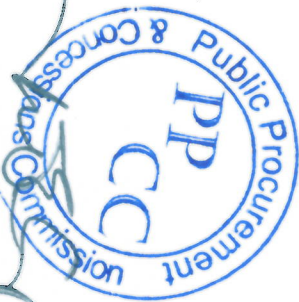


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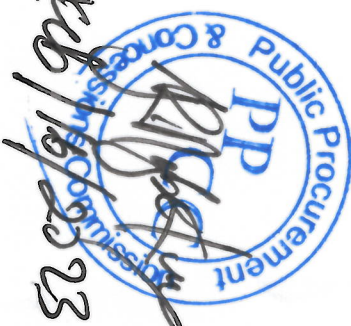
Emmanuel A. Lomax/Director General/Chairman Proc. Committee

Date:

01/30/23



Feb 10, 2023



Feb 10, 2023