

CENTER FOR NATIONAL DOCUMENTS AND RECORDS AGENCY/NATIONAL ARCHIVES

PROCUREMENT PLAN (SBA INTERNAL REVENUE BUDGET & GOL SBA CORE BUDGET WITH MFDP)

FISCAL YEAR: 2020/2021

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	VENDOR'S BUSINESS REGISTRATION CODE	QTY	ESTIMATE D COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOOK/DRAWINGS	PREP-OF BID DOCUMENT	PC APPROVAL BID DOC/TECH SPEC	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY INSPECTION (SUBSTANTIAL COMPLETION)	ACCEP & PAYM.	
BASIC DATA																		
IMPLEMENTATION DATES																		
PLANNED	1	IFB NO. CNDRA/NCB/SBA/001/20/21	Stationery	G4761	ASSORTED	NCB	06-08-20	06-15-20	06-22-20	07-15-20	08-11-20	08-18-20	08-25-20	09-01-20	N/A	06-30-21	06-30-	
UPDATE																		
ACTUAL																		
PLANNED	2	IFB NO. CNDRA/RFQ/SBA/001/20/21	Cleaning Materials	G4773	ASSORTED	RFQ	06-04-20	06-11-20	06-18-20	07-15-20	07-29-20	08-05-20	08-12-20	08-19-20	N/A	06-30-21	06-30-	
UPDATE																		
ACTUAL																		
PLANNED	3	IFB NO. CNDRA/RFQ/SBA/002/20/21	Car rental	H4922	1 FIRM	RFQ	06-04-20	06-11-20	06-18-20	07-14-20	07-28-20	08-04-20	08-11-20	08-18-20	N/A	04-29-21	05-28-	
UPDATE																		
ACTUAL																		
PLANNED	4	IFB NO. CNDRA/NCB/SBA/002/20/21	Air ticket	N7911	1 firm	NCB	07-02-20	07-09-20	07-16-20	07-23-20	08-25-20	09-01-20	09-07-20	09-14-20	N/A	12-21-20	03-30-	
UPDATE																		
ACTUAL																		
PLANNED	5	IFB NO. CNDRA/RFQ/SBA/003/20/21	Repair Maint. Civil	F4100	1 Firm	RFQ	07-02-20	07-09-20	07-16-20	07-23-20	08-06-20	08-13-20	08-20-20	09-27-20	N/A	03-22-21	04-02-	
UPDATE																		
ACTUAL																		
PLANNED	6	IFB NO. CNDRA/RFQ/SBA/004/20/21	Refuse Collection	E3811	1 Firm	RFQ	06-04-20	06-11-20	06-18-20	07-15-20	07-29-20	08-05-20	08-12-20	08-19-20	N/A	06-29-21	06-30-	
UPDATE																		
ACTUAL																		
PLANNED	7	IFB NO. CNDRA/RFQ/SBA/005/20/21	Printing & Binding	C1812	1 Firm	RFQ	07-02-20	07-09-20	07-16-20	07-23-20	08-25-20	09-01-20	09-07-20	09-14-20	N/A	03-31-21	04-02-	
UPDATE																		
ACTUAL																		
PLANNED	8	IFB NO. CNDRA/RFQ/SBA/006/20/21	Text Books	G4761	Assorted	RFQ	06-16-20	06-23-20	06-30-20	07-07-20	07-21-20	07-28-20	08-04-20	08-11-20	N/A	04-30-21	05-03-	
UPDATE																		
ACTUAL																		
PLANNED	9	IFB NO. CNDRA/RFQ/SBA/007/20/21	Publication of general announcement	M7310	1 Firm	RFQ	06-04-20	06-11-20	06-18-20	06-24-20	07-08-20	07-15-20	07-22-20	07-29-20	N/A	06-30-21	06-30-	
UPDATE																		
ACTUAL																		

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Aug 11/2021

PLANNED	10	IFB NO. CNDRA/RFO/SBA/008/20/21	Food & Catering Services	HS621	1 Firm	3,500.00	RFO	07-02-20	07-09-20	07-16-20	07-23-20	08-06-20	08-13-20	08-20-20	08-27-20	N/A	03-31-21	04-02-
UPDATE																		
ACTUAL																		
PLANNED	11	IFB NO. CNDRA/RFO/SBA/009/20/21	Food Stuff	64711	1 Firm	3,600.00	RFO	07-02-20	07-09-20	07-16-20	07-23-20	08-06-20	08-13-20	08-20-20	08-27-20	N/A	06-30-21	06-30-
UPDATE																		
ACTUAL																		
PLANNED	12	IFB NO. CNDRA/RFO/SBA/010/20/21	Gift	64711	1 Firm	1,400.00	RFO	07-02-20	07-09-20	07-16-20	07-23-20	08-06-20	08-13-20	08-20-20	08-27-20	N/A	12-18-20	12-18-
UPDATE																		
ACTUAL																		
PLANNED	13	IFB NO. CNDRA/NCB/SBA/003/20/21	Security Guard Service	N8010	1 Firms	18,000.00	NCB	06-16-20	06-23-20	06-30-20	07-07-20	08-04-20	08-11-20	08-18-20	08-25-20	N/A	06-30-21	06-30-
UPDATE																		
ACTUAL																		
		Grand TOTAL:				97,295.00												

Prepared by: _____



Julius H. Fldmo/ Procurement Director

Approved By: _____ Date: 08/18/20



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

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Handwritten signature and date: 08/19/2020

CENTER FOR NATIONAL DOCUMENTS AND RECORDS AGENCY CNDRA
NOTES TO THE PROCUREMENT PLAN (SBA CNDRA INTERNAL REVENUE BUDGET & GOL CORE BUDGET)
2020/2021

Item No.	Contract Package Code	Contract Package	Contract Description
1	IFB NO. CNDRA/NCB/SBA/001/20/21	STATIONERY	This contract package will be applied to procuring assorted (Stationery items & Inks) such as: pens, manila folders, certificate cards, paper glue, A4 paper, legal paper, 305A, 05A, 951 & 950, 737, flip charts, note pads, white boards, white board makers, board erasers etc
2	IFB NO. CNDRA/RFQ/SBA/001/20/21	CLEANING MATERIALS	THIS LINE ITEM IS APPLIED TO THE PURCHASE OF TISSUES SOAP, NAPKIN, STOWELS, GLOVES, DESK POLISH ETC FOR THE AGENCY.
3	IFB NO. CNDRA/RFQ/SBA/002/20/21	CAR RENT	This contract package will be applied to renting cars for 10 days local travel to rural areas. Contract from the budget line domestic Means of Travel.
4	IFB NO. CNDRA/NCB/SBA/002/20/21	AIR TICKET	This package is intended to acquire air ticket for foreign travel means; at least Two. (Air Ticket) It is funded from budget line FOREIGN MEANS OF TRAVEL.
5	IFB NO. CNDRA/RFQ/SBA/003/20/21	REPAIR MAINT. CIVIL	This line item is for small renovation works on the CNDRA 12 th Facility and Ashmun Street both of whom are non-residential assets.
6	IFB NO. CNDRA/RFQ/SBA/004/20/21	REFUSE COLLECTION	Contracting a firm for collecting and controlling waste for two of our facilities.
7	IFB NO. CNDRA/RFQ/SBA/005/20/21	PRINTING & BINDING	This package for printing holidays cards, call cards and cards carrying documents processing information.
8	IFB NO. CNDRA/RFQ/SBA/006/20/21	TEXT BOOKS	This package is for acquiring text books for the National Library.
9	IFB NO. CNDRA/RFQ/SBA/007/20/21	PUBLICATION OF GENERAL ANNOUNCEMENT	Radio interviews, announcements and talk shows. This line item is funded from MEDIA RELATIONS AND PROMOTION.
10	IFB NO. CNDRA/RFQ/SBA/008/20/21	FOOD & CATERING SERVICES	The Agency will contract a firm to provide catering services for workshops and strategic meetings.
11	IFB NO. CNDRA/RFQ/SBA/009/20/21	Food Stuff	This is applied to acquiring provisions like water, tea, milk, sugar, butter, soft drinks etc for Senior Staff offices and the package cost was disaggregated from Entertainment Presentation & Gift.


8/19/20

12.	IFB NO. CNDRA/RFO/SBA/010/20/21	Gift	Awards to deserving staff in the form of Gowns and artifacts. This amount was disaggregated from Entertainment Presentation & Gift.
13.	IFB NO. CNDRA/NCB/SBA/002/20/21	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.
14		ELECTRICITY	This contract package is applied to getting electric power from the LEC in the amount of US\$ 5,000.00. This Contract Package is Single Source to LEC because they are the only service provider.
15		WATER & SEWAGE	This contract package of US\$ 6,591.25 is applied to getting water and sewage services for the LWSC. This Contract Package is Single Source to LWSC because they are the only service provider.

Prepared by:



Julius H. Fiormo/ Procurement Director

Handwritten signature and date: 8/19/20

Approved By:



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

Date:

Handwritten date: 08/19/20