

Annual year: JANUARY – DECEMBER 2020

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Date: 06/10/20

Approved: 
Hon. Randall M. Dobayou II

nittee
D. J. G. K. S. W. J.
July 4, 1974

ENVIRONMENTAL PROTECTION AGENCY
PROCUREMENT PLAN (Project Budget)
Source of Funding: Ozone Depleting Substances / (ODS)
Annual year: JANUARY – DECEMBER 2020

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
BASIC DATA								IMPLEMENTATION DATES											
	Item NO.	Package number (Code)	Contract Package	Business Reg. Code	Qty.	Estimated Cost (USD)	Procure. Method	Technical specs./Boo/ Drawings	Prepare Bid Doc.	PC Approval Bid Doc/Tech Specs	Bid Invitation & Release of Bid Doc.	Bid Subm. public Opening	Subm. of Bid Evaluation Report	PC Approval – Bid Evaluation Report	Contract Award & Signature	Advance payment (Mobilization)	Delivery Inspection (substantial Completion)	Accept. & Final Payment	Remi
Planned	4	IFB NO. EPA/ODS/RFQ/004/2020	Office Furniture	C-4659	Assorted	3,000.00	RFQ	08/5/19	08/6/19	08/9/19	08/12/19	08/19/19	08/21/19	08/23/19	08/27/19	N/A	08/29/19	6/26/20	
Updated																			
Actual																			
Planned	5	IFB NO. EPA/ODS/RFQ/005/2020	Event Catering	I-5621	1Firm	3,500.00	RFQ	05/28/20	06/1/20	06/4/20	06/8/20	06/15/20	06/18/20	06/23/20	06/30/20	N/A	07/3/20	12/28/20	
Updated																			
Actual																			
Planned	6	EPA/ODS/RFQ/006/2020	Hall Rental	L-6810	Assorted	3,500.00	RFQ	05/28/20	06/1/20	06/4/20	06/8/20	06/15/20	06/18/20	06/23/20	06/30/20	N/A	07/3/20	12/28/20	
Updated																			
Actual																			
					Sub - Total	10,000.00													
					GRAND -Total	25,312.00													

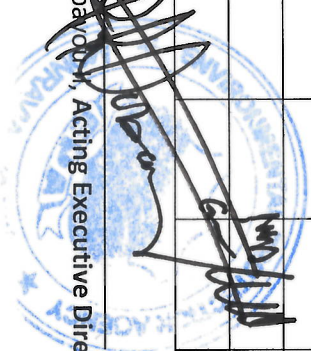
Submitted By: Rebecca E. Doo

Rebecca E. Doo/ Head of Procurement

Date: 06/10/20

Approved: [Signature]

Hon. Randall M. Dobson, Acting Executive Director/ Chairman Procurement Committee



[Signature]
6/20/22

[Signature]

Environmental Protection Agency
Ozone Depleting Substances / (ODS)
Procurement Plan Explanatory Notes to the Procurement Plan
Annual year: 2020

Item No.	Contract package code	Contract Package	Content of Contract Package
1	IFB NO. EPA/ODS/RFQ/001/2020	Air Ticket	This contract package is intended to procure Air tickets; this is taken from the budget line Foreign Travel.
2	IFB NO. EPA/ODS/RFQ/002/2020	Fuel & Lubricant	This contract package is intended to procure five hundred seventy-one (571) gallons of gas @ the rate of 3.25 per gallon which is equal to one thousand eight hundred fifty-six dollars, twenty five cent (1,856.25) and four hundred eighty-eight gallons of fuel @ the rate of 3.80 per gallons which is (1,856.25) This is a piggyback of the 2019/2020 procurement plan of the EPA.
3	IFB EPA/ODS/RFQ/003/2020	Stationery	This contract package is intended to purchase stationery supply for OSD project of the EPA. The following will be purchase. This is a piggyback of the 2019/2020 procurement plan of the EPA. A. A4 paper ----- 5 ctn. B. HP 61----- 3 sets C. Flip Chart ----- 7pcs D. Folder A4 size----- 5 ctns. E. Pen----- 5pks F. Marker ----- 5pks etc
4	IFB NO. EPA/ODS/RFQ/004/2020	Office Furniture	This contract package will be use to procure the below listed items: A. Executive desk -----1pcs B. Semi executive desk ---2pcs C. Executive chairs -----2pcs D. Visitor chairs-----6pcs
5	IFB NO. EPA/ODS/RFQ/005/2020	Event Catering	This package is intended to hire caterer for workshops and other programs, this from the budget line workshops Conferences and symposia.
7	EPA/ODS/RFQ/006/2020	Hall Rental	This contract package is intended to pay for hall for meetings, workshops and conferences. This is from the budget line workshops, conferences, and symposium.

Submitted By: Rebecca E. Doo
Rebecca E. Doo/ Head of Procurement

OZONE

Project Title: Ozone Depleting Substances/ODS

Project number:01-09-2006EPA/ODS

Project Executing Partner: Environmental Protection Agency of Liberia (EPA)

OZONE UNIT CASH PLAN 2020

Object of Expenditure	Budget 2020	Quarter 1			Quarter 2			Quarter 3			Quarter 4			Total
		Jan	Feb	March	Total	April	May	June	Total	July	Aug.	Sept	Total	
Basic Salary- Civil Service	-	-	-	-	-	-	-	-	-	-	-	-	-	-
General Allowance	31,800.00	2,650.00	2,650.00	2,650.00	7,950.00	2,650.00	2,650.00	2,650.00	7,950.00	2,650.00	2,650.00	2,650.00	7,950.00	7,950.00
Total Personnel Expenditure	31,800.00	2,650.00	2,650.00	2,650.00	7,950.00	2,650.00	2,650.00	2,650.00	7,950.00	2,650.00	2,650.00	2,650.00	7,950.00	7,950.00
Foreign Travel-Daily Substances Allowance	2,520.00	280.00	280.00		560.00		280.00	280.00	560.00		280.00	280.00	280.00	840.00
Domestic daily subsis. Allowance	30,650.00	2,300.00	1,800.00	2,800.00	6,900.00	2,800.00	6,800.00	3,300.00	12,900.00	1,300.00	6,800.00	1,850.00	9,950.00	900.00
Operational Expenses	17,860.00		9,000.00		9,000.00	2,000.00			2,000.00	1,500.00	-	3,000.00	4,500.00	2,360.00
Fuel and Lubricant for Vehicles	3,712.50	412.50	412.50	412.50	1,237.50	412.50	412.50	412.50	1,237.50	412.50	412.50	412.50	1,237.50	-
Stationery	1,600.08	133.34	133.34	133.34	400.02	133.34	133.34	133.34	400.02	133.34	133.34	133.34	400.02	400.02
Routine Repairs & Maintenance Equipment Office	3,000.00		3,000.00		3,000.00				-	-	-	-	-	-
Office Equipment & Furniture	3,000.00				-	1,000.00			1,000.00	1,000.00	-	-	1,000.00	1,000.00
Workshops, Conferences, Symposia & Seminars	35,895.00	8,270.00	18,125.00		26,395.00	6,500.00	3,000.00		9,500.00	-	-	-	-	-
Staff Training -Local	4,000.00				-		4,000.00		4,000.00	-	-	-	-	-
Consultancy Service					-				-	-	-	-	-	-
Subtotal	102,237.58	11,395.84	32,750.84	3,345.84	47,492.52	12,845.84	14,625.84	4,125.84	31,597.52	4,345.84	7,625.84	5,675.84	17,647.52	5,500.02
Grand Total	134,037.58	14,045.84	35,400.84	5,995.84	55,442.52	15,495.84	17,275.84	6,775.84	39,547.52	6,995.84	10,275.84	8,325.84	25,597.52	13,450.02
Project Finance Officer														
Comptroller														
Project Manager/Board														
Executive Director														



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05/11/20