

ENVIRONMENTAL PROTECTION AGENCY (EPA)
ANNUAL PROCUREMENT PLAN (SBA)
Source of funding: (GOL)
FISCAL YEAR (July 1, 2020 – June 30, 2021)

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./Bo o/Drawin \$s	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 (Mobilizatio n)	Delivery Inspection (substantia l Completion	Accept. & Final Payment	Rema
Planned	1	IFB NO. EPA/SBA/RFQ/001/2 0/21	Uniform & Specialize d Clothing	C-4771	Assorted	2,500.00	RFQ	12/4/20	12/7/20	12/9/20	12/10/20	12/17/20	12/21/20	12/22/20	12/23/20	N/A	12/28/20	6/29/21	
Update																			
Actual																			
Planned	2	IFB NO. EPA/SBA/RFQ/002/2 0/21	Cleaning Materials	G 4773	Assorted	7,550.00	RFQ	12/4/20	12/7/20	12/9/20	12/10/20	12/17/20	12/21/20	12/22/20	12/23/20	N/A	12/28/20	6/29/21	
Updated																			
Actual																			
			Sub – Total			10,050.00													

Submitted By: Rebecca E. Doo
Head of Procurement

Date: 11-18-20

Approved: Prof. Wilson K. Tarpeh
Executive Director/ Chairman Procurement Committee



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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	Remarks
Actual																			
Planned	3	IFB NO. EPA/SBA/RFQ/003/20/21	Vehicle Insurance	K-6512	1 Firm	1,000.00	RFQ	12/4/20	12/7/20	12/9/20	12/10/20	12/17/20	12/21/20	12/22/20	12/23/20	N/A	12/28/20	6/29/21	
Update																			
Actual																			
Planned	4	IFB EPA/SBA/RFQ/004/20/21	Garbage Collection	G 4761	1 Firm	6,000.00	RFQ	12/4/20	12/7/20	12/9/20	12/10/20	12/17/20	12/21/20	12/22/20	12/23/20	N/A	12/28/20	6/29/21	
Update																			
Actual																			
Plan	5	IFB EPA/SBA/RFQ/005/20/21	Routine Repairs & Maintenance Equipment	C-3312	1 Firm	4,950.00	RFQ	12/4/20	12/7/20	12/9/20	12/10/20	12/17/20	12/21/20	12/22/20	12/23/20	N/A	12/28/20	6/29/21	
Update																			
Actual																			
	Sub Total					11,950.00													

Submitted By: Rebecca E. Doo
Head of Procurement

Date: 11-18-20

Approved: Prof. Wilson K. Jarpeh
Executive Director/ Chairman, Procurement Committee



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FISCAL YEAR (July 1, 2020 – June 30, 2021)

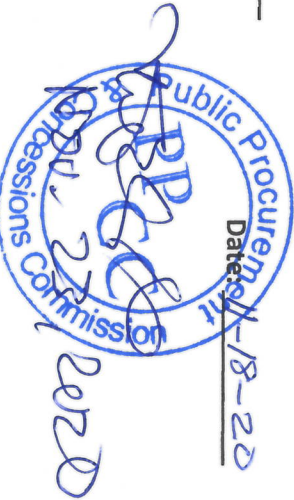
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
BASIC DATA								IMPLEMENTATION DATES											
	Item NO.	Package number (Code)	Contract Package	Business Reg. Code	Qty.	Estimated Cost (USD)	Procure. Method	Technical specs./Boo/Drawings	Prepare Bid Doc.	PC Approval Bid Doc/Tech Specs	Bid Invitation & 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	Rema
Planned	6	IFB NO. EPA/SBA/RFQ/006/20/21	Repair & Maintenance – Motorcycle	G 4520	1Firm	8,000.00	RFQ	12/4/20	12/7/20	12/9/20	12/10/20	12/17/20	12/21/20	12/22/20	12/23/20	N/A	12/28/20	6/29/21	
Update																			
Actual																			
Planned	7	IFB EPA/SBA/RFQ/007/20/21	Petroleum Products	G-4661	29,235 Gals.	106,402.00	RB	12/3/20	12/4/20	12/7/20	12/9/20	12/30/20	1/5/21	1/7/21	1/14/21	N/A	1/18/21	6/30/21	
Update																			
Actual																			
Plan	8	IFB EPA/SBA/RFQ/008/20/21	Furniture & Fixture	C-4659	Assorted	18,120.00	NCB	12/3/20	12/4/20	12/7/20	12/9/20	12/30/20	1/5/21	1/7/21	1/14/21	N/A	1/18/21	6/30/21	
		Sub Total				132,522.00													

Submitted By: Rebecca E. Doo
Head of Procurement

Date: 11-18-20

Approved:

Prof. Watson K. Tarpeh
Executive Director/ Chairman Procurement Committee



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FISCAL YEAR (July 1, 2020 – June 30, 2021)**

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

Date: 1/2/8-20

Approved:

Prof. ~~William~~ K. Tarpen
Executive Director/ Chairman, Procurement Committee



Fiscal Year: 2020/2021

Item No.	Contract Package Code	Contract Package	Content of Contract Package
1	IFB NO. EPA/SBA/RFO/001/20/21	Uniform & Specialized Clothing	This package will be used to procure uniform for EPA securities and Jackets for EPA Inspectors, this comes from the budget line uniform and specialize clothing.
2	IFB NO. EPA/SBA/RFO/002/20/21	Cleaning Materials & service	This package is intended to procure the following A. Tie soap B. Clorox C. Bloom D. Liquid soap E. Soap F. Floor mop G. Towels,etc.
3	IFB NO. EPA/SBA/RFO/003/20/21	Vehicle Insurance	This package is intended to pay insurance for 22 vehicles in the EPA.
4	IFB NO. EPA/SBA/RFO/004/20/21	Garbage Collection	This contract package is to collect garbage from the EPA compound. This is coming from the budget line sanitation services
5	IFB NO. EPA/SBA/RFO/005/20/21	Routine Repairs & Maintenance Equipment	This contract package is intended to repair and maintain the following items: A. Desktop computers----- B. Laptop computers----- C. Printers-----
6	IFB NO. EPA/SBA/RFO/006/20/21	Repair & Maintenance – Moto cycle	This contract package is intended to repair and maintain 35 motor cycle
7	IFB NO. EPA/SBA/RFO/007/20/21	Petroleum products	US\$51,144 from the budget line fuel and lubricant for generator, US\$34,150 from the budget line fuel and lubricant for vehicle and US\$21,108 from the budget line fuel and lubricant for motorbike was collapsed. This contract package is intended to procure the following: Sixteen Thousand Three Hundred Five (16,305) gallons of fuel at the rate of \$3.75 per gallon and Twelve Thousand Nine Hundred Thirty (12,930) gallons of gas at the rate of \$3.50 per gallon.

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Fiscal Year: 2020/2021

Item No.	Contract Package Code	Contract Package	Content of Contract Package
8	IFB NO. EPA/SBA/RFQ/008/20/21	Furniture & Fixture	This contract package will be used to procure the following items: A. Executive desk----- 5 pcs B. Semi executive desk----- 4 pcs C. Executive chair----- 4 pcs D. Semi executive chair--- 4 pcs E. Visitor chair----- 12 pcs
9	IFB NO. EPA/SBA/RFQ/009/20/21	Printing & Binding	This package is intended for printing and binding the following: this is from the budget line printing binding and publication services. A. Printing of documents B. Binding of documents C. Printing of call cards D. Printing of invitations
10	IFB NO. EPA/SBA/RFQ/010/20/21	Vehicle Services, Maintenance & Repair	This contract package is intended to maintain and service EPA vehicles
11	IFB NO. EPA/SBA/RFQ/011/20/21	Vehicle Rental	This contract package is for renting vehicles for programs. This is coming from the budget line workshops, conferences and seminars
12	IFB NO. EPA/SBA/RFQ/012/20/21	Event Catering	This package is to hire caterers for workshops and other programs. This is from the budget line workshops, conferences and seminars.
13	IFB NO. EPA/SBA/RFQ/013/20/21	Antivirus	This package is to instill antivirus of EPA computers.
14	IFB NO. EPA/SBA/NCB/014/20/21	Office Building Rental/Lease	There is a lease agreement that is in force between the owner of the building that is used as the central office on 4 th street and an annex for the Environmental Protection Agency (EPA). Therefore, the contract is an extension and he is the sole owner of the property. The contract amount is eighty-eighty thousand five hundred United States Dollars (88,500.00USD), 2020/2021
15	IFB NO. EPA/SBA/RFQ/11/20/21	Publication of general announcements	A. This contract package is indented to advertising in news papers and on radio. This is from the budget line printing binding and publication services

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