

ENVIRONMENTAL PROTECTION AGENCY  
PROCUREMENT PLAN (Project budget)  
Source of Funding: SNC PROJECT  
Budget Period/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
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BASIC DATA				IMPLEMENTATION DATES											
				Business Reg. Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQS /DRAWINGS	PREP. OF BID DOCUMENT	PC - BID APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION /PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC - BID APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARK
PLANNED	1	IFB NO.EPA/SCN/RB/001/2020	Petroleum Product	G-4661	1060.57 Gallons	3,712.00	RB	07/8/19	07/9/19	07/11/19	07/12/19	08/9/19	0813/19	08/15/19	08/20/19	N/A	06/15/20	12/28/20	
UPDATE																			
ACTUAL																			
PLANNED	2	IFB NO.EPA/SCN/RFO/001/2020	Air ticket	N-7911	2Firms	10,000.00	RFO	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	06/15/20	12/28/20	
UPDATE																			
ACTUAL																			
PLANNED	3	IFB NO. EPA/SCN/RFO/002/2020	Repair & maintenance Vehicle	G-4520	1 Firm	1,005.00	RFO	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	06/15/20	12/28/20	
UPDATE																			
ACTUAL																			
SUB TOTAL						14,717.00													

Prepared by: Rebecca Doo  
Rebecca Doo / Head of Procurement

Date: 06/10/20

Approved: [Signature]  
Hon. Randall M. Dobayou II  
Acting Executive Director/ Chairman Procurement Committee



2025/10  
June 22, 2020

[Signature]  
[Signature]

Name of Entity: ENVIRONMENTAL PROTECTION AGENCY  
PROCUREMENT PLAN (Project budget)  
Source of Funding: SNC PROJECT  
Budget Period/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
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Reg. Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ /DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID - DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION /PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS
PLANNED	4	IFB NO. EPA/SCN/ RFO/003/ 2020	Internet Connectivity	J-6120	1Firm	5,884.05	RFO	08/5/19	08/6/19	08/9/19	08/12/19	08/19/19	08/26/19	08/28/19	08/30/19	N/A	09/3/19	6/26/20	
UPDATE																			
ACTUAL																			
PLANNED	5	IFB NO. EPA/SCN/ RFO/004/ 2020	Stationery	G-4761	Assorted	12,000.00	NCB	07/8/19	07/9/19	07/11/18	07/12/19	08/9/19	08/13/19	08/15/19	08/20/19	N/A	08/23/19	6/29/20	
UPDATE																			
ACTUAL																			
PLANNED	6	IFB NO. EPA/SCN/ RFO/005/ 2020	Office furniture	G-4659	Assorted	3,000.00	RFO	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	
UPDATE																			
ACTUAL																			
			SUB TOTAL			20,884.05													

Prepared by: Rebecca Doo  
Head of Procurement

Date: 06/10/20

Approved: Hon. Rendani M. Dobayou II  
Acting Executive Director/ Chairman Procurement Committee

Rebecca Doo  
July 15



Name of Entity: ENVIRONMENTAL PROTECTION AGENCY  
PROCUREMENT PLAN (Project budget)  
Source of Funding: SNC PROJECT  
Budget Period/ Annual year: January – December 2020

1	2	3	4	5	7	8	9	10	11	12	13	14	15	16	17	18	19	20	19
IMPLEMENTATION DATES																			
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/ DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION /PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS
PLANNED	7	IFB NO. EPA/SNC/RFQ/006/2020	Hall rental	I-6810	3firms	10,000.00	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	
UPDATE																			
ACTUAL																			
PLANNED	8	IFB NO. EPASNC/RFQ/007/2020	Event Catering	I-5621	3firms	10,000.00	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	
UPDATE																			
ACTUAL																			
PLANNED																			
UPDATE																			
ACTUAL																			
GRAND TOTAL						55,601.05													

Prepared by: Rebecca Doo  
Head of Procurement

Date: 06/10/20

Approved: [Signature]  
Hon. Randall M. Dobayou II  
Acting Executive Director/ Chairman Procurement Committee



[Signature]  
4/22/20

[Signature]  
July 15,

**Environmental Protection Agency**  
**SNC Project- Procurement Plan Explanatory Notes**  
 Annual Year: January – December 2020

Item No.	Contract package code	Contract Package	Content of Contract Package
1	IFB NO.EPA/SCN/RB/001/2020	Fuel & lubricants (Gasoline & Diesel)	US\$3,712 from the budget line is for fuel and lubricants. This contract package is intended to procure the following: Three hundred and eleven (311) gallons of gasoline @ the rate of \$3.21 per gallon and seven hundred thirteen (713) gallons of diesel @ the rate of \$3.80 per gallon. This is a piggyback of the 2019/2020 procurement plan of the EPA.
2	IFB NO.EPA/SCN/RFO/001/2020	Air ticket	This package is intended to procure Air ticket for the SNC project consultants and project coordinators.
3	IFB NO. EPA/SCN/RFO/002/2020	Repair & maintenance	This package is intended for the routine repairs and maintenance of office equipment used by the project.
4	IFB NO. EPA/SCN/RFO/003/2020	Internet Connectivity	This package is intended to contract LIBTELCO to provide internet service for the SNC project. The contract value is <b>Five thousand, eight hundred and eighty-four dollars five cents (\$ 5,884.05)</b> for the fiscal year 2020.
5	IFB NO. EPA/SCN/RFO/004/2020	Stationery	This contract package is intended to procure for assorted stationery for the SNC Project for the fiscal year 2019/2020. The contact value is <b>Twelve thousand United States dollars \$12,000</b> . \$12,000 is passed the threshold for RFO, but when you look at the cost attached to using the NCB, I think that the RFO method would be the most appropriate for this contract package. This is a piggyback of the 2019/2020 procurement plan of the EPA.

Submitted By: Rebecca E. Doo Head of Procurement

*June 22, 2020*

*July 14, 2020*

Environmental Protection Agency  
SNC Project- Procurement Plan Explanatory Notes  
Annual Year: January – December 2020

6	IFB NO. EPA/SCN/RFO/005/2020	Office equipment & furniture	This package is intended for the procurement of office materials and furniture for the SNC project. The contract value is <b>three thousand United States dollars (\$3,000).</b>
7	IFB NO. EPA/SCN/RFO/006/2020	Hall rental	This contract package is intended for payment for all halls for meetings, workshops, symposia and seminars. The contract value is <b>Ten thousand United States dollars (\$10,000).</b>
8	IFB NO. EPA/SCN/RFO/007/2020	Event Catering	This contract package is intended to hire caterers for all workshops, meetings, symposia and seminars. The contract value is <b>Ten thousand United State dollars (\$10,000)</b>

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

May 10 2020  
July 10



Name of Entity: ENVIRONMENTAL PROTECTION AGENCY  
PROCUREMENT PLAN (Project budget)  
Source of Funding: SFFA/ Secretariat of the convention on Biological Diversity  
Budget Period/Annual year: January – December 2020

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19		
		BASIC DATA						IMPLEMENTATION DATES												
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/PU BLC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS		
PLANNED	1	IFB NO. EPA/SFFA/RB/001/2020	Petroleum product	1000 Gallons	3,500.00	RB	07/8/19	07/9/19	07/11/19	07/12/19	08/9/19	08/13/19	08/15/19	08/20/19	N/A	06/15/20	12/28/20			
UPDATE																				
ACTUAL																				
PLANNED	2	IFB NO. EPA/SFFA/RF Q/004/2020	Stationery	Assorted	1,500.00	RFQ	07/8/19	07/9/19	07/11/18	07/12/19	08/9/19	08/13/19	08/15/19	08/20/19	N/A	08/23/19	6/29/20			
UPDATE																				
ACTUAL																				
PLANNED	3	IFB NO. EPASFFA/RF Q/002/2020	Repairs & Maintenance of Equipment Office	1firm	1,800.00	RFQ	05/29/20	06/3/20	06/8/20	06/11/20	06/22/20	06/25/20	06/29/20	07/2/20	N/A	07/7/20	12/28/20			
UPDATE																				
ACTUAL																				
SUB TOTAL					6,800.00															

Prepared by: Rebecca Doo  
Rebecca Doo / Head of Procurement

Date: 06/10/20

Approved: [Signature]  
Hon. Randall M. Dobayou II  
Acting Executive Director / Chairman Procurement Committee

[Signature]  
06/22/20

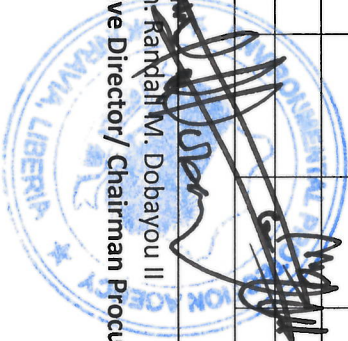


Name of Entity: ENVIRONMENTAL PROTECTION AGENCY  
PROCUREMENT PLAN (Project budget)  
Source of Funding: SFFA/ Secretariat of the convention on Biological Diversity  
Budget Period/Fiscal year: 2019/2020

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
BASIC DATA																		
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	QTY	ESTIMATED COST (US\$)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/ DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION /PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS	
PLANNED	4	IFB NO. EPA/SFFA/RFQ/ 006/2020	Hall rental	3Firms	1,250.00	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	
UPDATE																		
ACTUAL																		
PLANNED	5	IFB NO. EPA/SFFA/RFQ/ 007/2020	Event Catering	3Firms	1,250.00	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	
UPDATE																		
ACTUAL																		
GRAND TOTAL					\$9,300.00													

Prepared by: Rebecca Doo  
Rebecca Doo / Head of Procurement

Date: 06/10/20  
Approved: [Signature]  
Hon. Randall M. Dobayou II  
Acting Executive Director/ Chairman Procurement Committee



Environmental Protection Agency  
 SFFA Project- Procurement Plan Explanatory Notes  
 Annual Year: January – December 2020

Item No.	Contract package code	Contract Package	Content of Contract Package
1	IFB NO.EPA/SFFA/RB/001/2020	Petroleum Products	US\$3,500 from the budget line is for fuel and lubricants. This contract package is intended to procure the following: Three hundred and eleven (311) gallons of gasoline @ the rate of \$3.21 per gallon and Six hundred fifty seven (657) gallons of diesel @ the rate of \$3.80 per gallon. This is a piggyback of the 2019/2020 procurement plan of the EPA.
2	IFB NO. EPA/SFFA/RFO/004/2020	Stationery	This contract package is intended to procure for assorted stationery for the SFFA Project for the fiscal year 2019/2020. The contact value is One thousand five hundred United States dollars (\$1,500). This is a piggyback of the 2019/2020 procurement plan of the EPA. This is a piggyback of the 2019/2020 procurement plan of the EPA.
3	IFB NO. EPA/SFFA/RFO/002/2020	Repair & maintenance	This package is intended for the routine repairs and maintenance of office equipment used by the project.
4	IFB NO. EPA/SFFA/RFO/006/2020	Hall rental	This contract package is intended for the payment for all halls for meetings, workshops and seminars. The contract value is One thousand two hundred and fifty United States dollars (\$1,250).
5	IFB NO. EPA/SFFA/RFO/007/2020	Event Catering	This contract package is intended to hire caterers for all workshops, meetings, symposia and seminars. The contract value is One thousand two hundred and fifty United States dollars (\$1,250).

Submitted By: Rebecca E. Doo/ Head of Procurement

*Handwritten signature and date: 9/12/20*



SFFA

Project Title: SFFA/Secretariat of the Convention on Biological Diversity  
Project number: 01-09-19EPA/SCBD  
Project Executing Partner: Environmental Protection Agency of Liberia (EPA)

SFFA/PBD/CBD PROJECT CASH PLAN 2020																		
Code	Object of Expenditure	Budget 2020	Quarter 1				Quarter 2				Quarter 3				Quarter 4			
			Jan	Feb	March	Total	April	May	June	Total	July	Aug.	Sept.	Total	Oct.	Nov	Dec	Total
211101	Basic Salary - Civil Service	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
211110	General Allowance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Total Personnel Expenditure																	
221102	Foreign Travel-Daily Subsistances Allowance					-												
221105	Domestic daily subsis. Allowance	2,500.00	800.00	800.00	800.00	2,400.00												
222109	Operational Expenses	3,700.00		2,000.00		2,000.00	1,700.00											
221303	Honorarium for Staff	4,500.00	500.00	500.00	500.00	1,500.00	500.00	500.00	500.00	1,500.00	500.00	500.00	500.00	1,500.00				
221401	Fuel and Lubricant for Vehicles	3,500.00	800.00	800.00	800.00	2,400.00	600.00		500.00	1,100.00								
221602	Stationery	1,500.00		800.00		800.00		700.00		700.00								
221504	Routine Repairs & Maintenance Equipment Office	1,800.00		950.00		950.00	950.00			950.00								
221208	Internet Provider Services																	
232221	Office Equipment & Furniture					-												
222102	Workshops, Conferences, Symposia & Seminars	2,500.00		1,250.00		1,250.00	1,250.00			1,250.00								
221903	Staff Training -Local																	
221702	Consultancy Service	5,000.00				-		5,000.00		5,000.00								
	Subtotal	25,000.00	2,100.00	7,100.00	2,100.00	11,300.00	5,000.00	6,200.00	1,000.00	12,200.00	500.00	500.00	500.00	1,500.00				
	Grand Total	25,000.00	2,100.00	7,100.00	2,100.00	11,300.00	5,000.00	6,200.00	1,000.00	12,200.00	500.00	500.00	500.00	1,500.00				
Project Finance Officer																		
Comptroller																		
Project Manager/Coord																		
Executive Director																		

