



FORESTRY DEVELOPMENT AUTHORITY
CHAIN OF CUSTODY SPECIAL PROCUREMENT PLAN (SBA Budget)
Source of Funding: GOVERNMENT OF LIBERIA TRANSITORY ACCOUNT
Calendar Year: 2022

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		BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCURE- MENT 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	1	IFB No. FDA-COC/SBA/NCB/001/2022	Repair & Maintenance (Vehicle)		G 4520	1 Firm	\$ 50,000.00	NCB	10-Jun-22	17-Jun-22	24-Jun-22	28-Jun-22	27-Jul-22	3-Aug-22	9-Aug-22	23-Aug-22	N/A	6-Sep-22	15-Dec-22		
UPDATE																					
ACTUAL																					
PLANNED	2	IFB No. FDA-COC/SBA/NCB/002/2022	Non Life Insurance		K 6512	1 Firm	20,000.00	NCB	1-Jun-22	3-Jun-22	7-Jun-22	15-Jun-22	12-Jul-22	18-Jul-22	21-Jul-22	4-Aug-22	N/A	18-Aug-22	28-Dec-22		
UPDATE																					
ACTUAL																					
PLANNED	3	IFB No. FDA-COC/SBA/NCB/003/2022	Stationery		G 4761	Assorted	\$ 20,000.00	NCB	30-May-22	6-Jun-22	13-Jun-22	15-Jun-22	13-Jul-22	21-Jul-22	28-Jul-22	11-Aug-22	N/A	25-Aug-22	23-Dec-22		
UPDATE																					
ACTUAL																					
PLANNED	4	IFB No. FDA-COC/SBA/RFQ/001/2022	Lubricant		G 4661	Assorted	\$ 10,000.00	RFQ	7-Jun-22	14-Jun-22	21-Jun-22	24-Jun-22	11-Jul-22	14-Jul-22	21-Jul-22	28-Jul-22	N/A	8-Aug-22	16-Dec-22		
UPDATE																					
ACTUAL																					
PLANNED	5	IFB No. FDA-COC/SBA/NCB/004/2022	Life Insurance		K 6511	Assorted	\$ 75,000.00	NCB	1-Jun-22	3-Jun-22	7-Jun-22	15-Jun-22	12-Jul-22	18-Jul-22	21-Jul-22	4-Aug-22	N/A	18-Aug-22	28-Dec-22		
UPDATE																					
ACTUAL																					
PLANNED	6	IFB No. FDA-COC/RFQ/002/2022	Office Furniture		G 4759	Assorted	\$ 10,000.00	RFQ	10-Aug-22	15-Aug-22	22-Aug-22	25-Aug-22	8-Sep-22	13-Sep-22	20-Sep-22	27-Sep-22	N/A	8-Oct-22	22-Oct-22		
UPDATE																					
ACTUAL																					
Sub Total							\$ 185,000.00														

Prepared by:

Dace S. Baar
Manager, Projects Procurement

Hon. A Mike Doyen
Managing Director

Date:

May 27, 2022

May 27, 2022

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			BASIC DATA								IMPLEMENTATION DATES										
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCURE- MENT 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 (MOBILIZATI ON)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REM		
PLANNED	7	IFB No. FDA- COC/SBA/NCB/005/2022	Cleaning Materials	G-4773	1 Firm	\$ 12,000.00	NCB	2-Jun-22	7-Jun-22	13-Jun-22	14-Jun-22	12-Jul-22	21-Jul-22	25-Jul-22	1-Aug-22	N/A	9-Aug-22	16-Aug-22			
UPDATE																					
ACTUAL																					
PLANNED	8	IFB No. FDA- COC/SBA/NCB/006/2022	Catering Service	I-5621	1 Firm	\$ 24,000.00	NCB	7-Jun-22	9-Jun-22	13-Jun-22	16-Jun-22	14-Jul-22	18-Jul-22	20-Jul-22	25-Jul-22	N/A	1-Aug-22	11-Aug-22			
UPDATE																					
ACTUAL																					
PLANNED	9	IFB No. FDA- COC/SBA/NCB/007/2022	Advertising & Publication	G-4659	Assorted	\$ 17,000.00	NCB	8-Jun-22	13-Jun-22	20-Jun-22	22-Jun-22	20-Jul-22	25-Jul-22	1-Aug-22	11-Aug-22	N/A	18-Aug-22	30-Aug-22			
UPDATE																					
ACTUAL																					
		Grand Total				\$ 238,000.00															

Prepared by *Dr. Mike S. Boryen*
Drace S. Baar
Manager, Projects procurement



Hon. C. Mike Boryen
Managing Director



Approved
12/7/2022

PP
May 27, 2022



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CHAIN OF CUSTODY SPECIAL PROCUREMENT PLAN (SBA BUDGET)
SOURCE OF FUNDING: GOVERNMENT OF LIBERIA TRANSITORY ACCOUNT
CALENDAR YEAR: 2022

Item	Contract Package Code	Contract Package	Content of Contract Package
1	IFB NO. FDA-COC/SBA/NCB/001/2022	Repair & Maintenance Vehicle	This contract packaged will be procure under the budget line item of Repair & Maintenance Transport Equipment (eleven cars)
2	IFB No. FDA-COC/SBA/NCB/002/2022	Non - Life Insurance	This package will be procured under the budget line item of Vehicle Insurance (13 vehicles)
3	IFB NO. FDA-COC/SBA/NCB/003/2022	Stationery	This contract package will be procurement under the budget line item of Stationery such as cartridges, folders, files, staple pins, envelops, A4 papers, Legal Sheet, and staple machines
4	IFB NO. FDA-COC/SBA/RFQ/001/2022	Lubricant	This package will be procured under the budget line item Fuel & Lubricant Vehicle and Generator(Engine Oil, two stroke oil, and oil 50)
5	IFB NO. FDA-COC/SBA/NCB/004/2022	Life Insurance	This package will be procured under the budget line items of Personnel Insurance (67 person)
6	IFB NO. FDA-COC/SBA/RFQ/001/2022	Office Furniture	This contract package will be procured under the budget line item of furniture & fixture (executive desks, chairs, and cabinet.....)
7	IFB No. FDA-COC/SBA/NCB/005/2022	Cleaning Materials	This package will be procured under the budget line item of cleaning materials & services (liquid soap, tile soap)
8	IFB NO. FDA-COC/SBA/NCB/006/2022	Catering Service	This contract package will be procured under the budget line item of workshop, conferences, symposia, and seminars
9	IFB No. FDA-COC/SBA/NCB/007/2022	Advertising & Publication	This package will be procured under the budget line item Printing, Binding, and Publication

Prepared by:

Drace S. Baar

Manager, Projects Procurement

Hon. C. Mike Dotyen
Managing Director

May 27, 2022

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