

Liberia Intellectual Property Office (LIPO)

PROCUREMENT PLAN (SBA Core budget)

Source of Funding: GOL  
Fiscal Year: 2019/2020

| 1                   | 2    | 3                                     | 4                                   | 5                      | 6         | 7                     | 8                       | 9                       | 10                       | 11                     | 12                             | 13                          | 14                                 | 15                       | 16                    | 17                 | 18                        |             |
|---------------------|------|---------------------------------------|-------------------------------------|------------------------|-----------|-----------------------|-------------------------|-------------------------|--------------------------|------------------------|--------------------------------|-----------------------------|------------------------------------|--------------------------|-----------------------|--------------------|---------------------------|-------------|
|                     |      | BASIC DATA                            |                                     |                        |           |                       |                         |                         | IMPLEMENTATION DATES     |                        |                                |                             |                                    |                          |                       |                    |                           |             |
|                     | IT E | PACKAGE NUMBER<br>(CODE)              | CONTRACT<br>PACKAGE                 | Busin<br>ess<br>Activi | QTY       | ESTIM<br>ATED<br>COST | PROCU<br>REMEN<br>TMETH | TECHN<br>ICAL<br>SPECS/ | PREP.<br>OF BID<br>DOCUM | PC<br>APPROVA<br>L-BID | BID<br>INVITATION<br>& RELEASE | BID<br>SUBMISSI<br>ON/PUBLI | SUBMISSION<br>OF BID<br>EVALUATION | PC<br>APPROVA<br>L - BID | CONTRA<br>CT<br>AWARD | ADVA<br>NCE<br>PAY | DELIVER<br>Y,<br>INSPECTI | ACCO<br>UNT |
| PLANN<br>ED         | 1    | IFB No.<br>LIPO/SBA/RFQ/001/19<br>/20 | Clearing<br>Materials &<br>Services | G-<br>4773             | 1<br>Firm | 2,100                 | RFQ                     | 6/9/19                  | 21/9/19                  | 30/9/19                | 15/10/19                       | 12/11/19                    | 16/11/19                           | 18/11/19                 | 20/11/19              | N/A                | 25/11/19                  | 25/6/19     |
| UPDAT<br>ACTUA<br>L |      |                                       |                                     |                        |           |                       |                         |                         |                          |                        |                                |                             |                                    |                          |                       |                    |                           |             |
| PLANN               | 2    | IFB No.<br>LIPO/SBA/RFQ/002/19<br>/20 | Stationery                          | G -<br>4761            | 1<br>Firm | 3,100                 | RFQ                     | 6/9/19                  | 21/9/19                  | 30/9/19                | 15/10/19                       | 12/11/19                    | 16/11/19                           | 18/11/19                 | 20/11/19              | N/A                | 25/11/19                  | 25/6/19     |
| UPDAT               |      |                                       |                                     |                        |           |                       |                         |                         |                          |                        |                                |                             |                                    |                          |                       |                    |                           |             |
| ACTUA               |      |                                       |                                     |                        |           |                       |                         |                         |                          |                        |                                |                             |                                    |                          |                       |                    |                           |             |
| PLANN               | 3    | IFB No.<br>LIPO/SBA/RFQ/003/19<br>/20 | Internet<br>Connectivity            | J-<br>6120             | 1<br>Firm | 1,321                 | RFQ                     | 6/9/19                  | 21/9/19                  | 30/9/19                | 15/10/19                       | 12/10/19                    | 16/11/19                           | 18/11/19                 | 20/11/19              | N/A                | 25/11/19                  | 25/6/19     |
| UPDAT               |      |                                       |                                     |                        |           |                       |                         |                         |                          |                        |                                |                             |                                    |                          |                       |                    |                           |             |
| Actual              |      |                                       |                                     |                        |           |                       |                         |                         |                          |                        |                                |                             |                                    |                          |                       |                    |                           |             |
| TOTAL:              |      | 6,521                                 |                                     |                        |           |                       |                         |                         |                          |                        |                                |                             |                                    |                          |                       |                    |                           |             |

*APR 09 2020*  
*March*  
*03-05-20*

Prepared by: *E. Foster*  
Procurement Director/ Manager

Approved by:   
Head of Entity/Chairman Proc. Cmtee

Date: 03-03-2021

  
03-05-2020

*R. Magbe Ford*  
*March 9/2020*

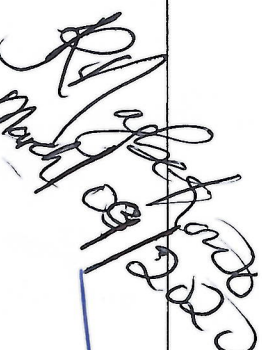
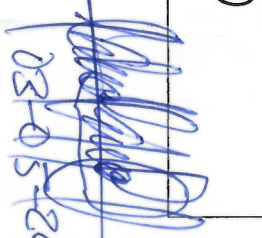
LIBERIA INTELLECTUAL PROPERTY OFFICE (LIPO)  
PROCUREMENT PLAN EXPLANTORY NOTES

Fiscal Year: 2019/2020

| Item No | Contract Package Code          | Contract Package   | Content of Contract Package                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------|--------------------------------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | IFB No. LIPO/SBA/RFO/001/19/20 | Cleaning Material  | <p>This Contract Package is from the budget line item Cleaning material services and it's intended to procure the following items:</p> <p>A. Towels ..... 10 packs<br/>B. Air Freshener ..... 5 Ctn<br/>C. Hand Sanitizer m/s..... 5 Ctn<br/>D. Clorox ..... 3 Ctn<br/>E. Tissue ..... 20 Sks<br/>F. Dettol ..... 3 Doz<br/>G. Bath Soap ..... 3 Doz<br/>H. Tile Soap ..... 3 Ctn<br/>I. Rug Broom ..... 6 pcs<br/>J. Office Broom ..... 6 pcs<br/>K. Yard Broom ..... 6 pcs<br/>L. Floor Mob ..... 6 pcs</p> |
| 2       | IFB No. LIPO/SBA/RFO/002/12/20 | Stationery Package | <p>This contract package is intended to procure the following items:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                      |

*Mad*  
*08/2020*  
*03-05*

|   |                                |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---|--------------------------------|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |                                |                       | A. A4 Sheet ..... 15 Cartoons<br>B. A4 Manila Folder ..... 15 Packs<br>C. A4 Envelope ..... 10 Packs<br>D. Legal Sheet ..... 10 Packs<br>E. White Envelope ..... 10 Packs<br>F. Note Pad ..... 20 Packs<br>G. Ball Pen ..... 5 Packs<br>H. Toner ..... 7 Pieces<br>I. Stick on Pad ..... 10 Packs<br>J. Marker ..... 5 Packs<br>K. Paper Glue ..... 5 Packs<br>L. Box File ..... 25 Pieces<br>M. Cartridge 728 ..... 3 pcs<br>N. Cartridge HP 61 ..... 10 sets |
| 3 | IFB No. LIPO/SBA/RFO/003/19/20 | Internet Connectivity | This Contract Package is from the budget line item Telecommunication & Internet service and is intended to procure internet service for six (6) months.                                                                                                                                                                                                                                                                                                        |

  
March 2020  
  
03-05-20



|  |  |  |                                 |
|--|--|--|---------------------------------|
|  |  |  | One month \$220@6 = 1,320.00USD |
|--|--|--|---------------------------------|

Prepared by: *[Signature]*

Procurement Director/ Manager

Approved by: \_\_\_\_\_



Head of Entity/Chairman Proc. Cmtee

Date: 03-03-2020

*[Signature]*  
Mach 09/2020

*[Signature]*  
03-05-20