


Procurement Plan Template for Goods, Works and Non-Consulting Services -

LIBERIA PETROLEUM REGULATORY AUTHORITY (LPRA)
PROCUREMENT PLAN (SBA Core Budget)
Source of Funding: National Budget
Budget Period/ Special Budget July 1 - Dec 31 - 2021

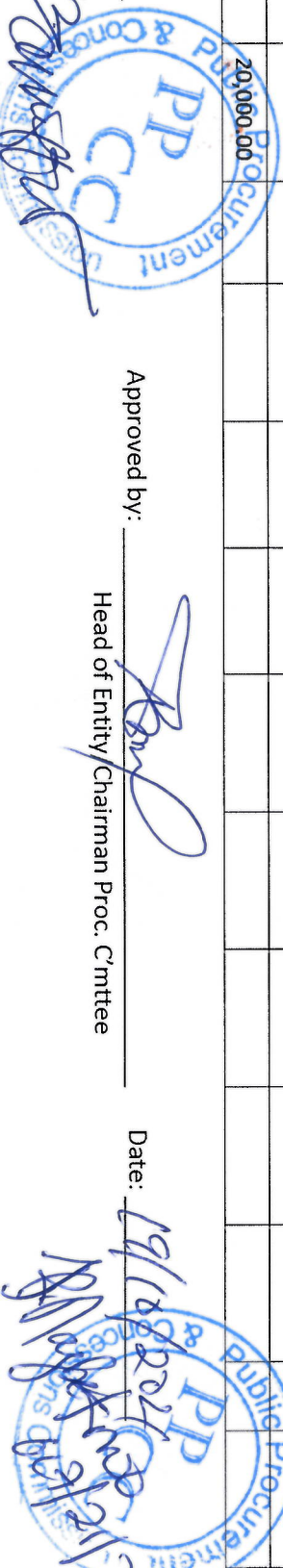
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
ITEM NO.	BASIC DATA						IMPLEMENTATION DATES										
	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/ PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MO BILIZ ATTORNEY)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	
ANNEXED 1	IFB NO. LPRA / SBA/RFQ/ 001 / 2021	Repairs & Maintenance Building	FA200	1 FIRM	5,000.00	RFQ	8/31/2021	9/09/2021	9/22/2021	10/25/2021	10/29/2021	11/04/2021	11/08/2021	11/12/2021	N/ A	11/30/2021	
ANNEXED 2	IFB NO. LPRA /SBA/ RFQ/ 002/ 2021	FOOD STUFFS	G4711	ASSORTED	10,000.00	RFQ	8/30/2021	9/10/2021	9/23/2021	10/26/2021	10/29/2021	11/05/2021	11/09/2021	11/17/2021	N/ A	11/23/2021	
ANNEXED 3	IFB NO. LPRA / RFQ / 003/ 2021	VEHICLE RENTAL	G4520	1 FIRM	5,000.00	RFQ	8/31/2021	9/09/2021	9/22/2021	10/25/2021	10/28/2021	11/04/2021	11/08/2021	11/12/2021	N/ A	11/24/2021	
SUB TOTAL					20,000.00												

Prepared by: 
Procurement Director/ Manager

Approved by: 
Head of Entity/Chairman Proc. Committee

Date:

19/12/2021



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Budget Period/\$Special Budget July 1 – Dec 31 - 2021

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ANNED	4	IFB NO. LPRA / SBA / RFQ/ 004 / 2021	PUBLICATION SERVICE	J5813	1 FIRM	5,000.00	RFQ	8/21/2021	9/10/2021	9/22/2021	10/25/2021	10/29/2021	11/05/2021	11/12/2021	11/15/2021	N/A	11/30/2021
ANNED	5	IFB NO. LPRA / SBA / RB / 001 / 2021	PETROLEUM PRODUCT	G4661	2,750 GALLONS @US\$4	11,000.00	RB	8/30/2021	9/09/2021	9/20/2021	10/26/2021	11/01/2021	11/04/2021	11/16/2021	11/22/2021	N/A	11/26/2021
ANNED	6	IFB NO. LPRA / SBA / RFQ / 005 / 2021	PRINTING & BINDING SERVICE	C1812	1 FIRM	10,000.00	RFQ	8/31/2021	9/10/2021	9/22/2021	10/25/2021	11/01/2021	11/05/2021	11/19/2021	11/23/2021	N/A	11/30/2021
GRAND TOTAL						46,000.00											

Prepared by: 

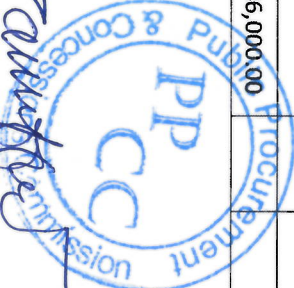
Procurement Director/ Manager

Approved by: 

Head of Entity/Chairman Proc. C'mttee

Date: 19/10/2021

08/21/2021





LIBERIA PETROLEUM REGULATORY AUTHORITY

18th Street, Sinkor Monrovia- Liberia Phone -0886522404/ 0770522404

Procurement plan explanatory Note
CORE BUDGET
Budget Period / Special Budget July 1-Dec 31, 2021

No.	Package Number (code)	Description	Explanatory Note
1	IFB NO. LPRA / RFQ / 001 / 2021	INTERNET SUBSCRIPTION	REFER TO THE COST OF INTERNET SERVICE AT THE COST OF \$1,500.00. IT IS FROM THE BUDGET LINE INTERNET.
2	IFB NO. LPRA / RFQ / 002	COMPUTER & ICT EQUIPMENT	REFER TO THE PURCHASING OF COMPUTERS AND ICT EQUIPMENT AT THE COST O \$ 5,000.00. IT IS FROM THE BODGET LINE IT EQUIPMENT.
3	IFB NO. LPRA / RFQ / 003 /2021	OFFICE FURNITURE / FITTING	COST OF PROCURING FURNITURE SUCH AS EXECUTIVE CHAIRS, WORK STATIONS, OFFICE DESK AT THE ESTIMENT COST OF \$5,000.00 USD
4	IFB NO. LPRA / RFQ / 004 / 2021	STATIONARY SUPPLIES	REFER TO THE PURCHASE OF STATIONARY INCLUDING AASHEETS, LEGAL SHEET, STAPLES, PINS, NOTEPAD, PRINTERS, CARTRIDGES, AIR CONDITIONALS AND OTHERER ASSORTED STATIONARY MATERIALS AT THE ESTIMENT AMOUNT \$ 3,000.00 USD. IT IS FROM THE BUDGET LINE STATIONARY & SUPPLIES
5	IFB NO. LPRA / RFQ / 005/ 2021	SMART ACCOUNT SOFTWARE	COST OF PROCURING ACCOUNTING SOFTWARE FOR LPRA AT THE ESTIMATED AMOUNT \$ 7,500.00 USD
6	IFQ NO. LPRA / RFQ / 006 / 2021	AIR TICKET	REFER TO THE COST OF AIR TICKET FOR INTERNATIONAL TRAVEL AT THE COST OF 10,000.00. IT IS FROM THE BUDGET LINE INTERNATIONAL TRAVEL: AIR TICKET

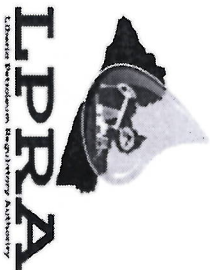
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LIBERIA PETROLEUM REGULATORY AUTHORITY

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Procurement plan explanatory Note
CORE BUDGET
Fiscal Period: 2020/2021

7	IFB NO. LPRA / RFQ / 007 / 2021	REPAIRS & MAINTENANCE OF VEHICLE	THE COST OF HIRING A QUALIFIED FIRM TO REPAIR OFFICE VEHICLES AT THE COST OF \$ 2,500.00. IT IS FROM THE BUDGET LINE MAINTENANCE OF VEHICLE
8	IFB NO. LPRA / SBA / RFQ / 001 / 2021	REPAIRS & MAINTENANCE BUILDING	THE COST OF HIRING A QUALIFIED FIRM FOR REPAIR & MAINTENANCE OF BUILDING AT THE COST OF \$5,000.00. IT IS FROM TWO BUDGET LINES: MAINTENANCE OF BUILDING & MAINTENANCE OF EQUIPMENT
9	IFB NO. LPRA / SBA / RFQ / 002 / 2021	FOOD STUFFS	IT IS INTENDED FOR GROCERY FOR EXECUTIVE STAFFS, MEAL FOR BOTH SENIOR AND JUNIOR STAFF CONFERENCES, INTERNATIONAL, AND OTHER LOCAL MEETINGS AT THE COST OF \$10,000.00. IT IS FROM THE BUDGET LINE FOOD AND ENTERTAINMENT
10	IFB NO. LPRA / SBA / RFQ / 003 / 2021	VEHICLE RENTAL	THE COST OF HIRING A QUALIFIED FIRM FOR VEHICLE SERVICES AT THE COST OF \$5,000.00
11	IFB NO. LPRA / SBA / RFQ / 004 / 2021	PUBLICATION SERVICE	COST PRESENTING MARKETING AND PROMOTING OF DIRECT NEGOTIATION THROUGH RADIO SHOWS, NEWS PAPER, WEBSITE, AND SOCIAL MEDIA AT THE ESTIMATE COST OF \$5,000.00. IT IS FROM THE BUDGET LINE ADVERTISEMENT
12	IFB / NO. LPRA / SBA / RB / 001 / 2021	PETROLEUM PRODUCT	THE COST OF FUEL FOR BOTH GENERATOR / VEHICLES AT THE ESTIMATE AMOUNT \$ 11,000.00

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13	IRB NO. LPRA / SBA / RFQ / 001 /2021	PRINTING & BINDING SERVICE	THE COST OF HIRING A QUALIFIED FIRM FOR PRINTED AND BINDING MATERIALS & THE COST OF \$ 10,000.00. IT IS FROM THE BUDGET LINE PRINTING & DOCUMENTATION.
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Prepared by: [Signature]
RUFUS F. MCCARTHY
PROCUREMENT OFFICER

Date: Oct 19 2021
Approved by: [Signature]
ARCHIE N. DONMO
HEAD OF ENTITY/ CHAIRMAN PROC. COMMITTEE

