

Entity: Liberia Petroleum Refining Company
Annual PROCUREMENT PLAN (SBA Core Budget)
Source of Funding: Internal Revenue
Fiscal Year: 2020/2021

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	Business Acty. 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/PU BLC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL-BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE / FINANCE PAYMENT	
PLANNED	1	IFB No. LPRC/SBA/RB/001/20/21	Petroleum Products (Diesel & Gasoline)	G4661 452.9 12.22 gals.	1,656,584.00	RB	6/8/20	6/15/20	6/29/20	6/30/20	7/14/20	7/21/20	7/28/20	10/30/20	N/A	6/11/21	6/30/21	
UPDATE																		
PLANNED	2	IFB No. LPRC/SBA/RB/002/20/21	Medical Insurance Coverage	K6512 1Firm	US\$285,744.00	RB	6/8/20	6/15/20	6/29/20	6/30/20	7/14/20	7/21/20	7/28/20	10/30/20	N/A	6/11/21	6/30/21	
UPDATE																		
ACTUAL																		
PLANNED	3	IFB No. LPRC/SBA/RB/003/20/21	Vehicle Insurance Coverage	K6512 1 Firm	US\$71,160.00	RB	6/8/20	6/15/20	6/29/20	6/30/20	7/14/20	7/21/20	7/28/20	10/30/20	N/A	6/11/21	6/30/21	
UPDATE																		
SUB-TOTAL					2,013,488.00													

Prepared by: Prince W. Kieh, Sr.
Procurement Manager

Approved by: Marie Urey Coleman
Chairperson - Procurement Committee

Date: Sept-21, 20

Handwritten signature and date: 10/15/20

Handwritten signature and date: 10/15/20

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PLANNED	4	IFB No.LPRC/SBA/N CB/001/20/21	Food Stuff	G4711	Assorted	55,200.00	NCB	6/8/20	6/15/20	6/29/20	6/30/20	7/30/20	8/6/20	8/13/20	10/30/20	N/A	6/11/21	6/30/21
UPDATE																		
ACTUAL																		
PLANNED	5	IFB No.LPRC/SBA/N CB/002/20/21	Printing & Binding Services	C1812	1 Firm	23,600.00	NCB	6/8/20	6/15/20	6/29/20	6/30/20	7/30/20	8/6/20	8/13/20	10/30/20	N/A	6/11/21	6/30/21
UPDATE																		
ACTUAL																		
PLANNED	6	IFB No.LPRC/SBA/N CB/003/20/21	Operations Supplies	G4771	Assorted	US\$16,800.00	NCB	6/8/20	6/15/20	6/29/20	6/30/20	7/30/20	8/6/20	8/13/20	10/30/20	N/A	6/11/21	6/30/21
UPDATE																		
ACTUAL																		
PLANNED	7	IFB No.LPRC/SBA/N CB/004/20/21	Publication Services	J5813	3 Firms	US\$15,600.00	NCB	6/8/20	6/15/20	6/29/20	6/30/20	7/30/20	8/6/20	8/13/20	10/30/20	N/A	6/11/21	6/30/21
UPDATE																		
ACTUAL																		
SUB-TOTAL						111,200.00												

Prepared by: Prince W. Kieh, Sr.
Procurement Manager

Approved by: Marie Urey Coleman
Chairperson - Procurement Committee

Date: Sept. 21, 2021

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Source of Funding: Internal Revenue
Fiscal Year: 2020/2021

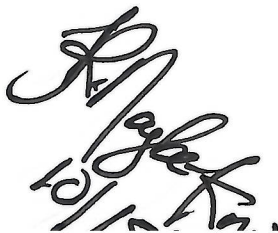
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PLANNED	8	IFB No.LPRC/SBA/NCB/005/20/21	Security Uniforms & Accessories	G4771	Assorted	68,600.00	NCB	6/8/20	6/15/20	6/29/20	6/30/20	7/30/20	8/6/20	8/13/20	10/30/20	N/A	6/11/21	6/30/21
UPDATE																		
ACTUAL																		
PLANNED	9	IFB No.LPRC/SBA/NCB/006/20/21	Welding Materials Supplies	G4663	Assorted	US\$14,300.00	NCB	6/8/20	6/15/20	6/29/20	6/30/20	7/7/20	7/14/20	7/28/20	10/30/20	N/A	6/11/21	6/30/21
UPDATE																		
ACTUAL																		
PLANNED	10	IFB No.LPRC/SBA/RFO/001/20/21	Fargo DTC 550 Printer purchase	G4741	1	US\$8,500.00	RFO	6/3/20	6/10/20	6/24/20	6/25/20	7/2/20	7/9/20	7/13/20	10/30/20	N/A	6/11/21	6/30/21
UPDATE																		
ACTUAL																		
SUB-TOTAL						91,400.00												

Prepared by: 
Prince W. Kieh, Sr.
Procurement Manager

Approved by: 
Marie Urey Coleman
Chairperson - Procurement Committee

Date: Sept. 21, 20





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Fiscal Year: 2020/2021

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PLANNED	11	IFB No.LPRC/SBA/RF Q/002/20/21	Time ware purchase	C2652	1	US\$2,400.00	RFQ	6/3/20	6/10/20	6/24/20	6/25/20	7/2/20	7/9/20	7/13/20	10/30/20	N/A	6/11/21	6/30/21
UPDATE																		
ACTUAL																		
PLANNED	12	IFB No.LPRC/SBA/RF Q/003/20/21	T6 Camera & Software purchase	G4741	1	US\$1,850.00	RFQ	6/3/20	6/10/20	6/24/20	6/25/20	7/2/20	7/9/20	7/13/20	10/30/20	N/A	6/11/21	6/30/21
UPDATE																		
ACTUAL																		
PLANNED	13	IFB No.LPRC/SBA/RF Q/004/20/21	Assure ID Express Software	G4741	1	US\$2,400.00	RFQ	6/3/20	6/10/20	6/24/20	6/25/20	7/2/20	7/9/20	7/13/20	10/30/20	N/A	6/11/21	6/30/21
UPDATE																		
ACTUAL																		
SUB-TOTAL					6,650.00													

Prepared by: Prince W. Kieh, Sr.
Procurement Manager

Approved by: Marie Urey Coleman
Chairperson - Procurement Committee

Date: Sept. 21, 2021

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Handwritten signature and date 10/15/21

Entity: Liberia Petroleum Refining Company
Annual PROCUREMENT PLAN (SBA Core Budget)
Source of Funding: LPRC 2019/1920 Fiscal Budget Internal Revenue
Fiscal Year: 2020/2021

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BASIC DATA								IMPLEMENTATION DATES										
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Acty. 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, FIN. PAYMENT	
PLANNED	14	IFB No.LPRC/SBA/R FQ/005/20/21	Vehicle Rental	H4922	1 Firm	US\$2,200.00	RFQ	6/3/20	6/10/20	6/24/20	6/25/20	7/2/20	7/9/20	7/13/20	10/30/20	N/A	6/11/21	6/30/21
UPDATE																		
ACTUAL																		
PLANNED	15	IFB No.LPRC/SBA/R FQ/006/20/21	Fumigation	N8121	1 Firm	5,000.00	RFQ	6/3/20	6/10/20	6/24/20	6/25/20	7/2/20	7/9/20	7/13/20	10/30/20	N/A	6/11/21	6/30/21
UPDATE																		
ACTUAL																		
PLANNED	16	IFB No.LPRC/SBA/R FQ/007/20/21	Clinic Supplies	G4772	Assorted	5,400.00	RFQ	6/3/20	6/10/20	6/24/20	6/25/20	7/2/20	7/9/20	7/13/20	10/30/20	N/A	6/11/21	6/30/21
UPDATE																		
ACTUAL																		
SUB-TOTAL						12,600.00												

Prepared by: Prince W. Kieh, Sr.
Procurement Manager

Approved by: Marie Urey Coleman
Chairperson - Procurement Committee

Date: Sept. 21, 2020

W. Kieh

Marie Urey Coleman

Sept 21, 2020

Fiscal Year: 2020/2021

2,325,538.00

Date: Self. 21, 28

Chairperson - Procurement Committee

[Signature]

R. J. B. K. no
10/15/2021

Liberia Petroleum Refining Company
Procurement Plan Explanatory Notes (Core budget SBA) – 2020-2021

Item No.	Contract Package	IFB Reference Numbers	Detailed Notes
1	Petroleum Products (Diesel & Gasoline)	IFB No.LPRC/SBA/RB/001/20/21	This Contract package is intended for the supply of petroleum products to LPRC and its employees.
2	Personal Life Insurance Coverage	IFB No.LPRC/SBA/RB/002/20/21	This Contract package is intended to provide medical insurance coverage for employees. This contract package is taken from Medical Insurance budget line item (Expense Detail).
3	Vehicle Insurance Coverage	IFB No.LPRC/SBA/RB/003/20/21	This Contract package is intended to provide insurance coverage for all LPRC vehicles. This contract package is taken from Vehicle Insurance budget line item (Expense Detail).
4	Food stuffs	IFB No.LPRC/SBA/NCB/001/20/21	This Contract package is intended to provide refreshments (Tea, water, milk, sugar etc.) for LPRC employees. This contract package is taken from Refreshment budget line item (Expense Detail).
5	Printing & Binding Services	IFB No.LPRC/SBA/NCB/002/20/21	This Contract package is intended for the printing and binding of all documents for the company. Such as printing of annual reports, Request for Purchase forms, Local Purchase Orders etc. This contract package is taken from Printing Expense budget line item (Expense Detail).
6	Operations Supplies	IFB No.LPRC/SBA/NCB/003/20/21	This Contract package is intended to procure basic materials for the operation staff during vessel discharge. (Ex. Life Jacket, vest, flashlights etc). This contract package is taken from Operations Supplies budget line item (Expense Detail).
7	Publication Services	IFB No.LPRC/SBA/NCB/004/20/21	This Contract package is intended to provide media coverage for management. This contract package is taken from Media and Advertisement budget line item (Expense Detail).
8	Security Uniforms & Accessories	IFB No.LPRC/SBA/NCB/005/20/21	This Contract package is intended to provide uniforms and its accessories for the Security personnel. This contract package is taken from Uniforms & Accessories budget line item (Expense Detail).
9	Welding Materials Supplies	IFB No.LPRC/SBA/NCB/006/20/21	This Contract package is intended to procure materials such as steel grid, welding materials etc. to maintain the Jetty pier and the entire PST.

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10	Fargo DTC 550 Printer Purchase	IFB No.LPRC/SBA/RFQ/001/20/21	This Contract package is intended to procure Printer for the ID Card Machine.
11	Time Ware purchase	IFB No.LPRC/SBA/RFQ/002/20/21	This Contract package is intended to procure time ware machine for the purpose of taking attendance of employees.
12	T6 Camera & Software purchase	IFB No.LPRC/SBA/RFQ/003/20/21	This Contract package is intended to procure camera and software for the taking of ID Cards of employees.
13	Assure ID Express Software	IFB No.LPRC/SBA/RFQ/004/20/21	This Contract package is intended to procure necessary software for the ID Card Machine.
14	Vehicle Rental	IFB No.LPRC/SBA/RFQ/005/20/21	This Contract package is intended to rent vehicles for travel in and out of the capital city (Monrovia) in time of emergencies.
15	Fumigation	IFB No.LPRC/SBA/RFQ/006/20/21	This Contract package is intended for the raiding and expelling of harmful insects within the PST compound.
16	Clinic Supplies	IFB No.LPRC/SBA/RFQ/007/20/21	This Contract package is intended to procure cleaning materials and other PPEs for the Nurses at the clinic.
17	Books & Periodical	IFB No.LPRC/SBA/RFQ/008/20/21	This Contract package is intended to procure periodicals and books for the Drafting section.
18	Internet Fiber Optic Subscription	IFB No.LPRC/SBA/SS/001/20/21	This Contract package is intended to sole source a firm(LIBTELCO) to provide internet connectivity to the company.

❖ **Electricity** - a component of the line item in the approved budget for fiscal year 2020-2021 could not be included in the Procurement Plan as advised by the Commission to be not procurable.

❖ **Water & Sewer** -a component of the line item in the approved budget for fiscal year 2020-2021 could not be included in the Procurement Plan as advised by the Commission to be not procurable.

❖ **Consultancy fees**- this component of the line item in the approved budget for fiscal year 2020-2021 could not be included in the Procurement Plan as it is intended to compensate ex-employees of the company who have been retired but are being retained because their expertise are invaluable to the day to day running of the institution.

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Handwritten signature and date: 10/13/2020

**Budget Notes of what constitutes the amount on the Procurement
Plan 2020- 2021 (SBA CORE BUDGET)**

NO	REFERENCE #	CONTRACT PACKAGE	AMOUNT	WHAT CONSTITUTE THE AMOUNT
1	IFB No.LPRC/SBA/RB/001/20/21	Petroleum Products (Diesel & Gasoline)	1,656,584.00	\$1,149,084.00 (Fuel Allowance) \$223,100.00 (Goodwill Fuel) \$126,000.00 (Vehicle Fuel) \$158,400.00 (Generator Fuel) All taken from Expense Detail budget line item.
2	IFB No.LPRC/SBA/RB/002/20/21	Medical Insurance Coverage	US\$285,744.00	This amount \$285,744.00 is taken from Expense Detail budget line item (Medical Insurance)
3	IFB No.LPRC/SBA/RB/003/20/21	Vehicle Insurance Coverage	US\$71,160.00	This amount \$71,160.00 is taken from Expense Detail budget line item (Vehicle Insurance)
4	IFB No.LPRC/SBA/NCB/001/20/21	Food Stuff	55,200.00	This amount \$55,200.00 is taken from Expense Detail budget line item (Refreshment)
5	IFB No.LPRC/SBA/NCB/002/20/21	Printing & Binding Services	23,600.00	This amount \$23,600.00 is taken from Expense Detail budget line item (Printing Expense)
6	IFB No.LPRC/SBA/NCB/003/20/21	Operations Supplies	US\$16,800.00	This amount \$16,800.00 is taken from Expense Detail budget line item (Operations supplies)
7	IFB No.LPRC/SBA/NCB/004/20/21	Publication Services	US\$15,600.00	This amount \$15,600.00 is taken from Expense Detail budget line item (Media Expense & Advertising)
8	IFB No.LPRC/SBA/NCB/005/20/21	Security Uniforms & Accessories	US\$68,600.00	This amount \$68,600.00 is taken from Expense Detail budget line item (Uniforms &



				Accessories)
9	IFB No.LPRC/SBA/NCB/006/20/21	Welding Materials Supplies	US\$14,300.00	This amount \$14,300.00 is taken from Expense Detail budget line item (Health Safety & Environmental, Jetty Maintenance & Pipe Fitting/ Welding Supplies)
10	IFB No.LPRC/SBA/RFQ/001/19/20	Fargo DTC 550 Printer purchase	US\$8,500.00	\$8,500.00 taken from Capital Expenditure
11	IFB No.LPRC/SBA/RFQ/002/20/21	Time Ware Purchase	US\$2,400.00	\$2,400.00 taken from Capital Expenditure budget line item (Time Ware)
12	IFB No.LPRC/SBA/RFQ/003/20/21	T6 Camera & Software purchase	US\$1,850.00	\$1,850.00 taken from Capital Expenditure budget line item (T6 Camera & Software)
13	IFB No.LPRC/SBA/RFQ/004/20/21	Assure ID Express Software	US\$2,400.00	\$2,400.00 taken from Capital Expenditure budget line item (Assure ID Express Software)
14	IFB No.LPRC/SBA/RFQ/005/20/21	Vehicle Rental	US\$2,200.00	\$2,200.00 taken from Expense Detail budget line item (Vehicle Rental)
15	IFB No.LPRC/SBA/RFQ/006/20/21	Fumigation	5,000.00	\$5,000.00 taken from Expense Detail budget line item (Fumigation)
16	IFB No.LPRC/SBA/RFQ/007/20/21	Clinic Supplies	5,400.00	\$5,400.00 taken from Expense Detail budget line item (Clinic Supplies)
17	IFB No.LPRC/SBA/RFQ/008/19/20	Books & Periodical	US\$7,200.00	\$7,200.00 taken from Expense Detail budget line item (Books & Periodical)
18	IFB No.LPRC/SBA/SS/001/19/20	Internet Connectivity	US\$83,000.00	\$83,000.00 taken from Expense Detail line item (Fees & Subscription)

