



Procurement Plan (Small Business Act)
Source of Funding: Government of Liberia-National Budget
Fiscal Year: 2022

December 30, 2021

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		
			BASIC DATA					IMPLEMENTATION DATES											
	Item No.	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 (Mobilization)	Delivery, Inspection (Substantial completion)		
Planned Update Act.	1	IFB No. LRA/SBA/RB/001/2022	Fuel & Lubricant	G4661	65,090@ US\$4.20	273,379.00	RB	30/11/2021	14/12/2021	28/12/2021	04/01/2022	01/02/2022	15/02/2022	22/02/2022	17/03/2022	N/A	02/06/2021		
Planned Update Act.	2	IFB No. LRA/SBA/SS/001/2022	Janitorial Services	N8121	1 firm	\$79,300.00	SS	30/11/2021	14/12/2021	28/12/2021	04/01/2022	18/01/2022	25/01/2022	01/02/2022	15/02/2022	N/A	30/06/2021		
Planned Update Act.	3	IFB No. LRA/SBA/SS/002/2022	Security Guard Service	N8010	1 firm	\$210,000.00	SS	15/12/2021	22/12/2021	05/01/2022	15/01/2022	22/01/2022	29/01/2022	05/02/2022	12/02/2022	N/A	30/06/2021		
Planned Update Act.	4	IFB No. LRA/SBA/NCB/001/2022	Scratch Cards	J6190	6,000	30,000.00	NCB	05/01/2022	12/01/2022	19/01/2022	23/01/2022	22/02/2022	08/03/2022	15/03/2022	05/04/2022	N/A	02/12/2022		
Planned Update Act.	5	IFB No. LRA/SBA/SS/003/2022	Fiber Optic Internet Connectivity	J6110	1 firm	12,000.00	SS	24/12/2021	07/01/2022	21/01/2022	04/02/2022	18/02/2022	05/03/2022	12/03/2022	02/04/2022	N/A	30/06/2021		
Planned Update Act.	6	IFB No. LRA/SBA/SS/004/2022	Elevators Maintenance	F4329	1 firm	18,000.00	SS	25/11/2021	09/12/2021	23/12/2021	04/01/2022	11/01/2022	18/01/2022	25/01/2022	01/02/2022	N/A	02/12/2022		
			Sub - Total			\$622,679.00													

Prepared By: Lovetta W.J. Williams
Manager/Procurement section

Approved: Thomas Doe Nah
Head of Procurement Committee

Date:

12/30/2022





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	Item No.	Package Number (code)	Contract Package	Business Activity Code	Qty	Estimated Cost (USD)	Procurement Method	Technical Specs/BOQ/ Drawings	Prep. of Bid Document	Approval- Bid Doc./Tech. Specs.	Bid Invitation & Release of Bid Doc.	Submission/ Public Opening	Submission of Bid Evaluation Report	PC Approval- Bid Evaluation Report	Contract Award & Signing	Advance Payment (Mobilization)	Delivery, Inspector (Substantial completion)
Planned	7	No LRA/SBA/SS/005/2022	Refurbishment of Billboards	C1811	1 firm	30,000.00	SS	29/11/2021	13/12/2021	27/12/2021	03/01/2022	17/01/2022	31/01/2022	07/02/2022	28/02/2022	N/A	02/12/2022
Update																	
Act.																	
Planned	8	IFB No. LRA/SBA/NCB/002/2022	Air Tickets	N7911	1 firm	\$30,000.00	NCB	23/11/2021	07/12/2021	11/12/2021	04/01/2022	03/02/2022	17/02/2022	24/02/2022	17/03/2022	N/A	02/06/2022
Update																	
Act.																	
Planned	9	IFB No. LRA/SBA/RB/002/2022	Vehicle Rental	N7710	1 firm	25,000.00	RB	06/01/2022	13/01/2022	20/01/2022	03/02/2022	05/03/2022	12/03/2022	19/03/2022	02/04/2022	N/A	30/06/2022
Update																	
Act.																	
			Repair & Maintenance of Photocopiers, Printers, Scanners, Computers etc														
Planned	10	IFB No. LRA/SBA/RFQ/001/2022		S9511	Assorted	3,000.00	RFQ	27/01/2022	10/02/2022	24/02/2022	03/03/2022	10/03/2022	17/03/2022	24/03/2022	07/04/2022	N/A	30/06/2022
Update																	
Act.																	
Planned	11	IFB No. LRA/SBA/NCB/003/2022	Catering Services	I5621	17 Firms	40,000.00	NCB	25/01/2022	01/02/2022	15/02/2022	01/03/2022	08/03/2022	15/03/2022	22/03/2022	05/04/2022	N/A	30/06/2022
Update																	
Act.																	
Planned	12	IFB No. LRA/SBA/NCB/004/2022	Advertisement Services	G4761	1 Firm	25,000.00	NCB	27/12/2021	10/01/2022	24/01/2022	03/02/2022	10/02/2022	24/02/2022	03/03/2022	24/03/2022	N/A	02/12/2022
Update																	
Act.																	
Sub Total						\$153,000.00											
Grand Total						\$775,679.00											

Prepared By: Lovetta W.J. Williams
Manager/Procurement Section

Approved: Thomas Doe Nah
Head of Procurement Committee

Date:



Notes to Procurement Plan		
Item	Contract Package	Description
1	Fuel & Lubricant	Fuel and Gasoline for Generator at HQ, Urban and rural offices, vehicles and Bikes for LRA operation. Total of 48 bikes and 84 vehicles. There is a total of 12 Gensets with an increase of one (1) 1000 Kva Genset.65,090 gals @ US\$ 4.20
2	Janitorial Services	Janitorial services which include Fumigation services for HQ, Freeport, RIA, LPRC, Red Light Duala, other urban offices and Cleaners for Rural offices, funded under the budget line Cleaning Materials and Services. Make Things Happen have been rendering janitorial services for the LRA for the past three years therefore, we are requesting Sole Source
3	Security Guard Service	Guard Services at HQ, Freeport, LPRC, RIA, Duala, Paynesville, LBS Office and Training Center. Watchman will be provided for all rural offices and shall be funded under the line Guard and Security Services and on an individual contract basis. JAC Group of Companies will provide specialized security services to the homes of the Commissioner General and Deputies and will be conducted through a Sole Source Method and in accordance with the Section 55 1(d) & (e) of the PPC Act 2010
4	Scratch Cards	Scratch cards for LRA Operations to be procured through a competitive process under a National Competitive Method and funded under the budget line Scratch
5	Fiber Optic Internet Connectivity	HQ internet connection from LIBTELCO. At least 25Mbps per month. This is funded under budget line Telecommunication
6	Elevators Maintenance	To provide maintenance services including parts for two elevators at HQ. The services will be a preventive and corrective maintenance service which will be sole sourced to Liberia Elevator Company, Based on PPCA Section 55 1(b) 2010, the firm was contacted based on satisfactory past performance and will be funded under Repair & Maintenance of ICT Equipment Budget Line.
7	Refurbishment of Billboards	Refurbishment, Redesign and Erecting of new Billboards for LRA HQ, CBOs, TBOs and other locations funded under Budget line Tax Education using Morakie Prints that previously installed billboards and performed refurbishment of billboards in the Past. As per Section 55 1(b) of the PPC Act 2010, the LRA will used Sole Source Method @ 30,000 for the contract package.
8	Air Tickets	Airline tickets to facilitate foreign Travel and taken form the budget line item Foreign Means of Travel .
9	Vehicle Rental	Vehicle rental services for Domestic means of travel, monthly travel by LRA staff at HQ and rural offices. The rental of vehicles to facilitate travel at \$25,000.00 per annum. Funded from the budget line items Domestic Means of Travel .



Handwritten signature and date: Jan 10, 2022



10	Repair & Maintenance of Photocopiers, Printers, Scanners, Computers etc	The LRA will service 30 Photocopiers, 40 Printers, 100 Computers and Scanners at R/A @ \$3,000 including servicing of IT and related equipment for preventive and corrective maintenance. RFQ method will be used for parts to effect the above which shall be funded from line Repair and Maintenance of ICT Equipment. The servicing will involve changing of spare parts (external hard drives, mouse adaptors etc....)
11	Catering Services	Catering Servicing for Workshops, Conferences and Training funded under budgetlines: Workshop, Conferences, Seminars, Symposia. Based on the various locations of custom and tax business offices and the timing of events to be held by LRA in various county. RFQ will be used as per location of events. To this end, at least 3 quotations will be collected within the exact geographical location of each event..
12	Advertisement Services	Lot 1: Electronic Media (this involves electronic advertisements , electronic announcements , electronic regulation publications, Promotion, media relation etc.) Lot 2: Print Media (this involves advertisements , press releases, newsletter, newspapers publication,etc.) This package of US\$25,000 is funded from budget line Newspapers, Books & Periodical. Due to the different locations of event, RFQ Method will be used.


 10, 2022



 11/11/2022
