

MINISTRY OF FOREIGN AFFAIRS
SMALL BUSINESS ACT PROCUREMENT PLAN (SBA-Care Budget)
Source of Funding: GOVERNMENT OF LIBERIA (GOL)
Fiscal Year: 2020-2021

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	17	18	19
ITEM NO	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECIFICATIONS	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	APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY/ INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT
PLANNED	1 IFB No. MFA/SBA/RFQ/001/20/21	Airline tickets	N-7911	Four(4) firms	320,000.00	RB	16-06-20	23-06-20	07-07-20	24-07-20	26-08-20	09-09-20	23-09-20	07-10-20	N/A	29-07-20	30-06-21
UPDATE																	
ACTUAL																	
PLANNED	2 IFB No. MFA/SBA/SS/001/20/21	Internet Connectivity	J-6120	Fifteen(15) meg	11,400.00	SS	18-06-20	23-06-20	09-07-20	16-07-20	15-08-20	22-08-20	29-08-20	12-09-20	N/A	12-10-20	30-06-21
UPDATE																	
ACTUAL																	
PLANNED	3 IFB No. MFA/SBA/RFQ/001/20/21	Scratch Card	J-6190	1400pcs @ 5 US\$	7,000.00	RPQ	25-06-20	02-07-20	09-07-20	16-07-20	21-08-20	28-08-20	04-09-20	18-09-20	N/A	20-07-20	30-06-21
UPDATE																	
ACTUAL																	
PLANNED	4 IFB No. MFA/SBA/RFQ/002/20/21	Vehicle Rental Service	N-7710	One (1) Firms	5,000.00	RPQ	26-06-20	03-07-20	10-07-20	17-07-20	25-07-20	01-08-20	08-08-20	15-08-20	N/A	29-08-20	30-06-21
UPDATE																	
ACTUAL																	
PLANNED	5 IFB No. MFA/SBA/RB/002/20/21	Petroleum Products	G-4661	Gallons (14,833 K@3.80)	56,276.00	RB	18-06-20	25-06-20	09-07-20	19-07-20	19-08-20	02-09-20	16-09-20	30-09-20	N/A	21-10-20	03-06-21
UPDATE																	
ACTUAL																	
PLANNED	6 IFB No. MFA/SBA/RFQ/003/20/21	Publications services	J-5819	One(1) Firms	10,000.00	RPQ	14-06-20	21-06-20	28-06-20	09-07-20	16-07-20	23-07-20	30-07-20	13-08-20	N/A	18-09-20	01-07-21
UPDATE																	
ACTUAL																	
PLANNED	7 IFB No. MFA/SBA/RFQ/004/20/21	News papers	G-4761	Assorted	600.00	RPQ	18-06-20	25-06-20	02-07-20	09-07-20	16-07-20	23-07-20	30-07-20	06-08-20	N/A	20-08-20	30-06-21
UPDATE																	
ACTUAL																	
PLANNED	8 IFB No. MFA/SBA/RFQ/005/20/21	Book and Periodicals	G-4761	Assorted	400.00	RPQ	20-06-20	27-06-20	04-07-20	11-07-20	18-07-20	25-07-20	01-08-20	08-08-20	N/A	22-08-20	30-06-21
UPDATE																	
ACTUAL																	
PLANNED	9 IFB No. MFA/SBA/RFQ/006/20/21	Supply of uniform	C-1410	Assorted	3,000.00	RPQ	21-06-20	28-06-20	05-07-20	12-07-20	19-07-20	26-07-20	02-08-20	09-08-20	N/A	08-09-20	30-06-21
UPDATE																	
ACTUAL																	
TOTAL					\$	413,776.00											

Prepared By:
Cyrus G. Flahn, Sr.
PROCUREMENT DIRECTOR

Approved by:
Gbeizohgar M. Findley
MINISTER

Date: 24/07/20

08/31/20

2020 Aug 18/2020

MFA-2020/2021 SBA PROCUREMENT PLAN EXPLANATORY NOTE

No.	Code	Contract Package	Contents
1	IFB No.MFA/SBA/RB/001/20/21	Airline tickets	This contract package is taken from the Foreign Means of Travel budget line item. It is intended to procure air tickets for senior MFA officials attending the UN, AU, ECOWAS General and other important foreign assignments of the Ministry of Foreign Affairs for the bu year 2020/2021. Hence, since there are six lots in this contract package, due to the variety of routes, the Ministry is intending procuring t service in this content from at most four firms where appropriate.
2	IFB No.MFA/SBA/SS/001/20/21	Internet Connectivity	This Contract package is taken from the budget line Internet Service Provider, and will be used to procure internet service by the use of single source method consistent with section 55(1a) of PPCA. Hence, the sole source service provider is Libtelco.
3	IFB No. MFA/SBA/RFQ/001/20/21	Scratch Cards	This Contract package is taken from the budget line Scratch Cards . And it is intended to procure the total quantity 1400 pcs @ 5.00 u for use by the Ministry.
4	IFB No.MFA/SBA/RFQ/002/20/21	Vehicle Rental Service	This contract package is taken from the budget line Domestic Travel- means of travel, and will be used to procure vehicle rental service : the Ministry to facilitate local travel for foreign guests.
5	IFB No. MFA/SBA/RB/002/20/21	Petroleum Products	This contract package was derived from the budget lines (fuel & Lubricant vehicle and Generator) and is intended to to procure petrole products (Diesel fuel & Gasoline) and lubricants for the Ministry' consumption for the budget year 2020/2021 at the cost of US\$ 3.80
6	IFB No. MFA/SBA/RFQ/003/20/21	Publications services	This contract package is taken from the Printing, Binding and Publications budget line item and will be used to procure services such as t publications of Invitation for bid(IFB) etc
7	IFB No. MFA/SBA/RFQ/004/20/21	Newspaper	This contract packag is taken from the budget line Newspaper and Periodical , and shall be used to procure local dailies for the Ministr senior staff.
8	IFB No. MFA/SBA/RFQ/005/20/21	Books and Periodical	This contract package is taken from the budget line Newspaper and Periodical , and shall be used to procure books and peridical for th Ministry for the fiscal year 2020/2021
9	IFB No. MFA/SBA/RFQ/006/20/21	Supply of Uniform	This contract package is taken from the budget line Uniform ans specialized cloths, and will be used to procure uniforms for certain staff s as protocol, passport staff etc. <i>Gauf</i>

2020/12/20

To the Hon. Secy

08/31/20

2020/12/20
Aug/31/2021