

Ministry of Finance and Development Planning
Draft Annual Procurement Plan [Small Business Act (SBA)]
Government of Liberia Special National Budget
Fiscal Year: 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 Activities Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/TOR/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/Tech SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/PU BULC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT
PLANNED	1	IFB No. MFDP/SBA/SS/001/2021	Printing & Binding Services	C - 1811	1 Firm	35,678.00	SS	6/25/2021	N/A	N/A	N/A	N/A	N/A	8/5/2021	8/12/2021	N/A	12/28/2021	12/28/2021
UPDATE																		
ACTUAL																		
PLANNED	2	IFB No. MFDP/SBA/NCB/01/2021	Air Tickets	N - 7911	1 Firm	49,739.00	NCB	7/26/2021	7/29/2021	8/5/2021	8/10/2021	9/7/2021	9/14/2021	9/21/2021	9/28/2021	N/A	12/28/2021	12/28/2021
UPDATE																		
ACTUAL																		
PLANNED	3	IFB No. MFDP/SBA/RFQ/01/2021	Vehicle Rental	N - 7710	1 Firm	6,600.00	RFQ	7/20/2021	7/27/2021	8/3/2021	8/5/2021	8/12/2021	8/19/2021	8/26/2021	9/2/2021	N/A	9/30/2021	10/15/2021
UPDATE																		
ACTUAL																		
PLANNED	4	IFB No. MFDP/SBA/SS/002/2021	Cleaning Materials	G - 4773	Assorted	21,500.00	SS	6/25/2021	N/A	N/A	N/A	N/A	N/A	8/5/2021	8/12/2021	N/A	12/28/2021	12/28/2021
UPDATE																		
ACTUAL																		
PLANNED	5	IFB No. MFDP/SBA/NCB/02/2021	Catering Services	I - 5621	Firms	55,091.00	NCB	7/26/2021	8/2/2021	8/9/2021	8/11/2021	8/18/2021	8/25/2021	9/1/2021	9/8/2021	N/A	9/30/2021	10/15/2021
UPDATE																		
ACTUAL																		
TOTAL						168,608.00												

Signed: _____

DIRECTOR OF PROCUREMENT

Date: _____

Approved: _____

DESIGNATED CHAIRPERSON - PROCUREMENT COMMITTEE

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PLANNED	6	IFB No. M/FDP/SBA/RFQ/02 /2021	Fumigation Services	N - 8121	1 Firm	8,000.00	RFQ	7/16/2021	7/23/2021	7/30/2021	8/1/2021	8/8/2021	8/15/2021	8/22/2021	8/29/2021	N/A	12/28/2021	12/28/2021
UPDATE																		
ACTUAL																		
PLANNED	7	IFB No. M/FDP/SBA/RB/01/2 021	Repairs & Maintenance - Civil	F - 4100 F - 4330	1 Building	77,000.00	RB	7/26/2021	8/2/2021	8/9/2021	8/11/2021	8/18/2021	8/25/2021	9/1/2021	9/8/2021	N/A	12/28/2021	12/28/2021
UPDATE																		
ACTUAL																		
GRAND TOTAL - SBA							253,608.00											

Signed: 
DIRECTOR OF PROCUREMENT

Date: 8/2/2021

Approved: 
DESIGNATED CHAIRPERSON - PROCUREMENT COMMITTEE



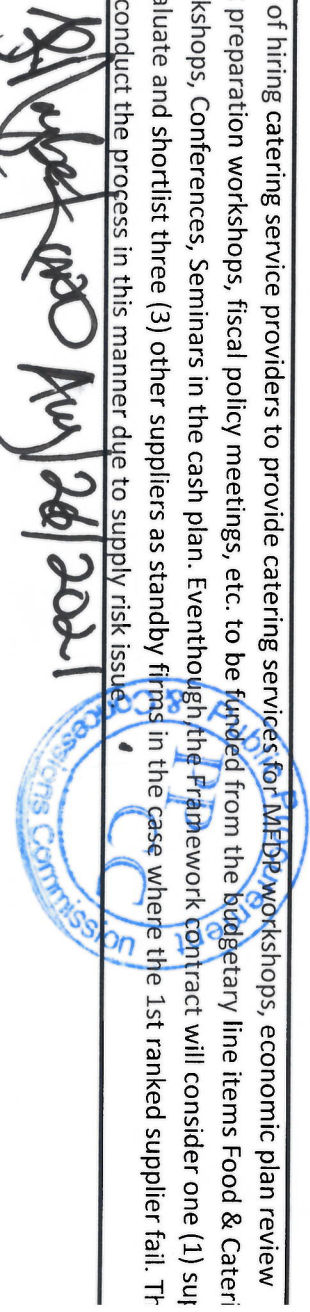
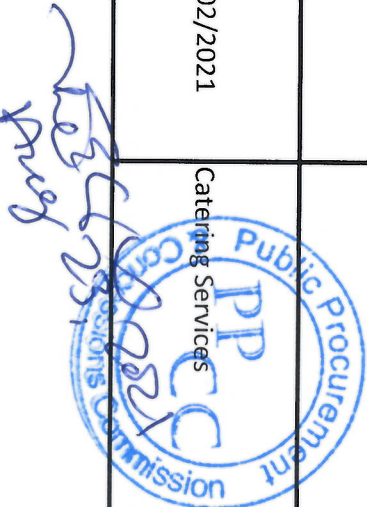
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Fiscal Period: 2021

No	Contract Package	Description	Explanatory note
1	IFB No. MFDP/SBA/SS/001/2021	Printing & Binding Services	refers to the cost sole sourcing the same vendors (Graceland International, Inc., Victor Printing Service and Alley Printing Press were competitively selected for fiscal year 2020/2021 to continue the printing the National Budget, Fiscal Outturn, Revenue for 2% & 4% Withholding Forms, Letter Heads etc. to be funded from the budgetary line item Printing, Binding, Publication in the plan. The request to use Sole Source is in consonance with Section 55 (1b) of the PPC Act of 2010 which states: For additional deliveries of goods by the original supplier which are intended either as replacement parts for existing goods, services or installation or as the extension of existing goods, services or installations where a change of supplier would compel the Procuring Entity to procure equipment or services not meeting requirements of interchangeability with already existing equipment or services. The a competitive process conducted last fiscal year but due to limited funding, the Ministry could not implement the contract in
2	IFB No. MFDP/SBA/NCB/01/2021	Air Tickets	refers to the budgetary line that facilitates payments for Air tickets for travels out of Liberia. This amount is taken from the budgetary line item Foreign Means of Travel in the Cash Plan. Eventhough, the Framework contract will consider one (1) supplier, the MFI evaluate and shortlist three (3) other suppliers as standby firms in the case where the 1st ranked supplier fail. The MFDP intends to conduct the process in this manner due to supply risk issue.
3	IFB No. MFDP/SBA/RFQ/01/2021	Vehicle Rental	Cost of hiring the services of car rental companies to provide rental services for the MFDP to be funded from the budgetary line item Vehicle Rental and lease in the cash plan
4	IFB No. MFDP/SBA/SS/02/2021	Cleaning Materials	refers to the cost of sole sourcing National Toiletries that was selected competitively for fiscal year 2020/2021 to continue the of assorted household cleaning materials such as chlorax, soaps, detols, brooms, to clean MFDP bathrooms and offices etc. to be funded from the budgetary line Cleaning Materials and Services in the cash plan. The request to use Sole Source is in consonance with Section 55 (1b) of the PPC Act of 2010 which states: For additional deliveries of goods by the original supplier which are intended either as replacement parts for existing goods, services or installations or as the extension of existing goods, services or installations where a change of supplier would compel the Procuring Entity to procure equipment or services not meeting requirements of interchangeability with already existing equipment or services. There was a competitive process conducted last fiscal year but limited funding, the Ministry could not implement the contract.
5	IFB No. MFDP/SBA/NCB/02/2021	Catering Services	refers to the cost of hiring catering service providers to provide catering services for MFDP workshops, economic plan review meetings, budget preparation workshops, fiscal policy meetings, etc. to be funded from the budgetary line items Food & Catering Services and Workshops, Conferences, Seminars in the cash plan. Eventhough the Framework contract will consider one (1) supplier, the MFDP will evaluate and shortlist three (3) other suppliers as standby firms in the case where the 1st ranked supplier fail. The MFDP intends to conduct the process in this manner due to supply risk issue.



6	IFB No. MFDP/SBA/RFQ/03/2021	Fumigation Services	refers to cost for the spraying of the entire building for insects, flies, cockroaches, etc. to be funded from the Budgetary Line item Cleaning Materials and Services in the cash plan
8	IFB No. MFDP/SBA/RB/01/2021	Repairs & Maintenance - Civil	refers to cost for hiring contractors to carry out renovation works at the main MFDP Building and other buildings used by MFDP funded from the Budgetary Line item Repairs and Maintenance Civil in the cash plan. The MFDP intends to use the Restricted Method due to the scatter nature of the renovation works.

Signed: 

Director of Procurement

Date: 8/19/2021






2021