

Ministry of Finance and Development Planning
Draft Annual Procurement Plan [Small Business Act (SBA)]
Government of Liberia National Budget
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 Activities Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/TOR/BOD/ DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/PU BID 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/NCB/ 001/20-21	Printing & Binding Services	C - 1811	1 Firm	17,429.00	NCB	6/15/2020	6/18/2020	6/25/2020	6/30/2020	7/28/2020	8/4/2020	8/11/2020	8/18/2020	N/A	6/28/2021	6/30/2021
UPDATE																		
ACTUAL																		
PLANNED	2	IFB No. MFDP/SBA/NCB/ 002/20-21	Air Tickets	N - 7911	1 Firm	95,239.00	NCB	6/15/2020	6/18/2020	6/25/2020	6/30/2020	7/28/2020	8/4/2020	8/11/2020	8/18/2020	N/A	6/28/2021	6/30/2021
UPDATE																		
ACTUAL																		
PLANNED	3	IFB No. MFDP/SBA/NCB/ 003/20-21	Vehicle Rental	N - 7710	1 Firm	20,855.00	NCB	6/15/2020	6/18/2020	6/25/2020	6/30/2020	7/28/2020	8/4/2020	8/11/2020	8/18/2020	N/A	6/28/2021	6/30/2021
UPDATE																		
ACTUAL																		
PLANNED	4	IFB No. MFDP/SBA/NCB/ 004/20-21	Cleaning Materials	G - 4773	Assorted	17,000.00	NCB	6/15/2020	6/18/2020	6/25/2020	6/30/2020	7/28/2020	8/4/2020	8/11/2020	8/18/2020	N/A	6/28/2021	6/30/2021
UPDATE																		
ACTUAL																		
PLANNED	5	IFB No. MFDP/SBA/RFQ/ 001/20-21	Catering Services	I - 5621	Assorted	10,210.00	RFQ	7/20/2020	7/27/2020	8/3/2020	8/5/2020	8/12/2020	8/19/2020	8/26/2020	9/2/2020	N/A	6/28/2021	6/30/2021
UPDATE																		
ACTUAL																		
						TOTAL	160,733.00											

Signed:

[Signature]

DIRECTOR OF PROCUREMENT

Date:

8/10/2020

Approved:

[Signature]

HEAD OF ENTITY

T. L. [Signature]

10/2/20

[Signature]

10/2/20

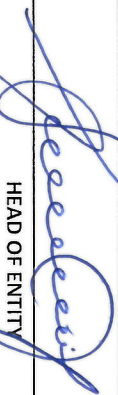
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PLANNED	6	IFB No. MFDP/SBA/RFQ/ 002/20-21	Furnigation Services	N - 8121	1 Firm	10,000.00	RFQ	7/20/2020	7/27/2020	8/3/2020	8/5/2020	8/12/2020	8/19/2020	8/26/2020	9/2/2020	N/A	6/28/2021	6/30/2021
UPDATE																		
ACTUAL																		
PLANNED	7	IFB No. MFDP/SBA/NCB/ 005/20-21	Maintenance & Repair of Motor Vehicles	G - 4520	Firms	43,200.00	NCB	6/15/2020	6/18/2020	6/25/2020	6/30/2020	7/28/2020	8/4/2020	8/11/2020	8/18/2020	N/A	6/28/2021	6/30/2021
UPDATE																		
ACTUAL																		
PLANNED	8	IFB No. MFDP/SBA/RFQ/ 003/20-21	Painting of MFDP's Building	F - 4100 F - 4330	1 Building	20,000.00	RFQ	7/20/2020	7/27/2020	8/3/2020	8/5/2020	8/12/2020	8/19/2020	8/26/2020	9/2/2020	N/A	6/28/2021	6/30/2021
UPDATE																		
ACTUAL																		
GRAND TOTAL - SBA						233,933.00												

Signed: 
DIRECTOR OF PROCUREMENT

Date: 8/10/2020

Approved: 
HEAD OF ENTITY


10/7/20


10/7/20


08/17/20


Ministry of Finance and Development Planning

Annual Procurement Plan [Small Business Act (SBA)]

Government of Liberia National Budget

Fiscal Period: 2020 - 2021

No	Contract Package	Description	Explanatory note
1	IFB No. MFDP/SBA/NCB/001/20-21	Printing & Binding Services	refers to the cost for printing the National Budget, Fiscal Outline, Revenue fore cast, 2% & 4% Withholding Forms, Letter Heads etc. to be funded from the budgetary line item Printing, Binding, Publication 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.
2	IFB No. MFDP/SBA/NCB/002/20-21	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 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.
3	IFB No. MFDP/SBA/NCB/006/20-21	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 Domestic Travel - Means of Travel in the cash plan
4	IFB No. MFDP/SBA/NCB/004/20-21	Cleaning Materials	Cost of purchasing assorted household cleaning materials such as chlorax, soaps, detols, brooms, to clean MFDP bathrooms and offices etc. to be funded from the budget line Cleaning Materials and Services in the cash plan
5	IFB No. MFDP/SBA/RFO/001/20-21	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. The MFDP also intend to use the RFO method though the amount is above the threshold due to the fact that the cost of advertisement will be high.
6	IFB No. MFDP/SBA/RFO/003/20-21	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
7	IFB No. MFDP/SBA/NCB/005/20-21	Maintenance & Repair of Motor Vehicles	refers to cost of hiring garages to conduct preventive and corrective maintenance services on all MFDP's Vehicles. This is to be funded from the Budgetary line item Repair and Maintenance - Vehicle in the cash plan
8	IFB No. MFDP/SBA/RFO/003/20-21	Painting of MFDP's Building	refers to cost for hiring a contractor to paint the exterior and hallways of the MFDP's Building to be funded from the Budgetary Line item Repairs and Maintenance Civil in the cash plan

Signed: 

Director of Procurement


12/12/2020


10/7/20

Date: 8/10/2020

