



Ministry of Finance and Development Planning  
Draft Annual Procurement Plan [Small Business Act (SBA)]  
Government of Liberia National Budget  
Fiscal Year: 2022

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 BLC 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. M/FDP/SBA/NCB/ 01/2022	Printing & Binding Services	C - 1811	1 Firm	21,929.00	NCB	1/3/2022	1/6/2022	1/13/2022	1/17/2022	2/14/2022	2/21/2022	2/28/2022	3/7/2022	N/A	12/28/2022	12/30/2022
UPDATE																		
ACTUAL																		
PLANNED	2	IFB No. M/FDP/SBA/NCB/ 02/2022	Air Tickets	N - 7911	1 Firm	95,239.00	NCB	1/11/2022	1/14/2022	1/21/2022	1/25/2022	2/22/2022	3/1/2022	3/8/2022	3/15/2022	N/A	12/28/2022	12/30/2022
UPDATE																		
ACTUAL																		
PLANNED	3	IFB No. M/FDP/SBA/NCB/ 03/2022	Vehicle Rental	N - 7710	1 Firm	20,855.00	NCB	2/7/2022	2/10/2022	2/17/2022	2/21/2022	3/21/2022	3/28/2022	4/4/2022	4/11/2022	N/A	12/28/2022	12/30/2022
UPDATE																		
ACTUAL																		
PLANNED	4	IFB No. M/FDP/SBA/RFO/ 01/2022	Refurbishment of Offices	F - 4100 F - 4330	2 Offices	20,000.00	RFO	1/20/2022	1/27/2022	2/3/2022	2/5/2022	2/12/2022	2/19/2022	2/26/2022	3/5/2022	N/A	12/28/2022	12/30/2022
UPDATE																		
ACTUAL																		
PLANNED	5	IFB No. M/FDP/SBA/RFO/ 02/2022	Catering Services	I - 5621	Assorted	12,685.00	RFO	1/20/2022	1/27/2022	2/3/2022	2/5/2022	2/12/2022	2/19/2022	2/26/2022	3/5/2022	N/A	12/28/2022	12/30/2022
UPDATE																		
ACTUAL																		
TOTAL						170,708.00												

Signed:  Date: 01/12/2022  
DIRECTOR OF PROCUREMENT  
Approved:  01/25/2022  
HEAD OF ENTITY





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PLANNED	6	IFB No. MFDP/SBA/RFQ/03/2022	Fumigation Services	N - 8121	1 Firm	8,000.00	RFQ	1/31/2022	2/7/2022	2/14/2022	2/16/2022	2/23/2022	3/2/2022	3/9/2022	3/16/2022	N/A	12/28/2022	12/30/2022
UPDATE																		
ACTUAL																		
PLANNED	7	IFB No. MFDP/SBA/RFQ/04/2022	Repair and Maintenance (laptops, desktops, etc)	S - 9511	1 Firm	6,000.00	RFQ	2/7/2022	2/14/2022	2/21/2022	2/23/2022	3/2/2022	3/9/2022	3/16/2022	3/23/2022	N/A	12/28/2022	12/30/2022
UPDATE																		
ACTUAL																		
PLANNED	8	IFB No. MFDP/SBA/RB/O 1/2022	Petroleum Products (Diesel & Gasoline)	G - 4661	128,474.3 gallons	610,253.00	RB	1/3/2022	1/6/2022	1/13/2022	1/17/2022	2/14/2022	2/21/2022	2/28/2022	3/7/2022	N/A	12/28/2022	12/30/2022
UPDATE																		
ACTUAL																		
PLANNED	9	IFB No. MFDP/NCB/SBA/04/2022	Cleaning Materials	G - 4773	Assorted	19,000.00	NCB	1/17/2022	1/20/2022	1/27/2022	1/31/2022	2/28/2022	3/7/2022	3/14/2022	3/21/2022	N/A	12/28/2022	12/30/2022
UPDATE																		
ACTUAL																		
Total						643,253.00												

Signed:

01/25/22

1/25/22

01/12/2022

01/25/2022

Public Procurement Commission

PPCC

Public Procurement Commission

Approved:

01/25/2022

Director of Procurement

Head of Entity



Ministry of Finance and Development Planning  
Draft Annual Procurement Plan [Small Business Act (SBA)]  
Government of Liberia National Budget

Fiscal Year: 2022


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PLANNED	10	IFB No. MEDP/SBA/NCB/ 05/2022	Stationery & Supplies	G - 4761	Assorted	91,974.00	NCB	1/3/2022	1/6/2022	1/13/2022	1/18/2022	2/15/2022	2/22/2022	3/1/2022	3/8/2022	N/A	12/28/2022	12/30/2022
UPDATE																		
ACTUAL																		
PLANNED																		
UPDATE	11	IFB No. MEDP/SBA/SS/01 /2022	Repair and Maintenance (Elevators)	S - 3312	1 Firm	169,025.00	SS	1/3/2022	N/A	N/A	N/A	N/A	N/A	1/10/2022	1/31/2022	N/A	12/28/2022	12/30/2022
UPDATE																		
ACTUAL																		
GRAND TOTAL - SBA								1,074,960.00										

Signed:   
DIRECTOR OF PROCUREMENT

Date: 01/18/2022

Approved:   
HEAD OF ENTITY



  
01/25/22

  
1/25/22

  
Jan 25 / 2022



# Ministry of Finance and Development Planning

Annual Procurement Plan [Small Business Act (SBA)]  
 Government of Liberia National Budget  
 Fiscal Period: 2022

No	Contract Package	Description	Explanatory note
1	IFB No. MFDP/SBA/NCB/01/2022	Printing & Binding Services	refers to the cost for printing the National Budget, Fiscal Outturn, Revenue forecast, 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/02/2022	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/03/2022	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/RFQ/01/2022	Refurbishment of Offices	Cost of hiring a contractor to refurbish some offices at the Ministry to be funded from the budget line Repairs and Maintenance Civil in the cash plan
5	IFB No. MFDP/SBA/RFQ/02/2022	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 RFQ 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/RFQ/03/2022	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/RFQ/04/2022	Repair and Maintenance (Laptops, desktops, etc)	Refers to the cost of Hiring ICT repairs and maintenance company to conduct routine maintenance and/or repairs on MFDP's ICT Equipment to be funded from the budgetary line item Repairs and Maintenance-ICT in the cash plan
8	IFB No. MFDP/SBA/RB/01/2022	Petroleum Products (Diesel & Gasoline)	Cost of purchasing 128,474.3 gallons @ \$4.75 based on the approved LPRC and MOC price for vehicles and generators to be funded from the budgetary line items, Fuel and Lubricants - Vehicle and Fuel and Lubricants - Generator in the cash plan

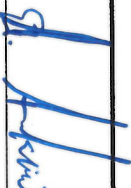
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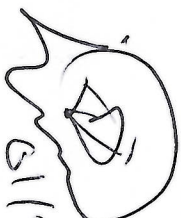
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9	IFB No. MFDP/SBA/NCB/04/2022	Cleaning Materials	Cost of purchasing assorted household cleaning materials such as chlorax, soaps, detols, brooms, to clean MFDP bathrooms and offices etc. to be funded from the budget line Cleaning Materials and Services in the cash plan
10	IFB No. MFDP/SBA/NCB/05/2022	Stationery & Supplies	Refers to the purchase of assorted stationery and supplies including Bond Paper, printer cartridges, notepads, ball point pens, etc. to be funded from the budgetary line item Stationery in the cash plan
11	IFB No. MFDP/SBA/SS/01/2022	Repair and Maintenance (Elevators)	Refers to the cost of sole sourcing CFAO/CAGEM to carry out preventive and corrective maintenance Services for MFDP's two (2) Elevators, overhauling of one of the elevators and provision of spare parts for the two elevators. This will be funded from the budget line Repairs and Maintenance machinery, equipment and furniture 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.

Signed: 

Director of Procurement

  
61/25/22

Date: 01/12/2022



  
Jan 25/2022

