

MINISTRY OF MINES AND ENERGY
PROCUREMENT PLAN (SBA Core Budget)
Source of Funding: Government of Liberia
Calendar Year: January – December 2022

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE (S)	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)	ACCEPTANCE & FINAL PAYMENT
PLANNED	1	IFB NO. MME/SBA/RB/001/2022	Petroleum Products	G4661	28,730.24 Gallons. @ \$4.20	120,667.00	RB	10/01/21	10/15/21	10/22/21	03/08/22	04/05/22	04/19/22	04/26/22	05/10/22	N/A	05/24/22	12/30/22
UP DATE																		
ACTUAL																		
PLANNED	2	IFB NO. MME/SBA/RFO/001/2022	Vehicle Repair and Maintenance Services	G4520	1firm	7,000.00	RFO	10/01/21	10/15/21	10/22/21	03/07/22	03/21/22	03/28/22	04/04/22	04/18/22	N/A	05/02/22	12/30/22
UPDATE																		
ACTUAL																		
PLANNED	3	IFB NO. MME/SBA/RFO/002/2022	Printing & Binding Services	C1812	1 Firm	6,000.00	RFO	10/01/21	10/15/21	10/22/21	03/07/22	03/21/22	03/28/22	04/04/22	04/18/22	N/A	05/02/22	12/30/22
SUB-TOTAL						133,667.00												

Prepared by: James I. Snowea

Procurement Director/ Manager



Approved by: Gesher E. Murray

Head of Entity/ Chairman Proc. Cmtee.



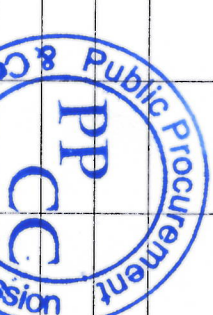

Date: 2-28-2022



March 11, 2022

MINISTRY OF MINES AND ENERGY
PROCUREMENT PLAN (SBA Core Budget)
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							SPECS/BOQ/DRAWINGS	DOCUMENT										
4	IFB NO. MME/SBA/R FQ/003/202	Publication of IFB/REOI/RFQ	J5813	1 Firm	6,500.00	RFQ	10/01/21	10/15/21	10/22/21	03/07/22	03/21/22	03/28/22	04/04/22	04/18/22	N/A	05/02/22	12/30/22	
5	IFB NO. MME/SBA/R FQ/004/202	Vehicle Insurance	K6512	1 Firm	6,000.00	RFQ	10/01/21	10/15/21	10/22/21	03/07/22	03/21/22	03/28/22	04/04/22	04/18/22	N/A	05/02/22	12/30/22	
6	IFB NO. MME/SBA/R FQ/005/202	Lubricant	G4661	1 firm	1,000.00	RFQ	10/01/21	10/15/21	10/22/21	03/07/22	03/21/22	03/28/22	04/04/22	04/18/22	N/A	05/02/22	12/30/22	
UPD																		
ACT																		
UAL																		
SUB-TOTAL: 13,500.00																		



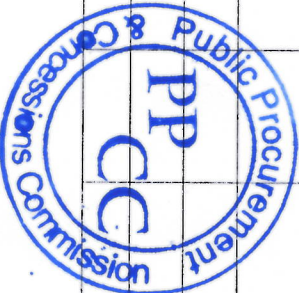
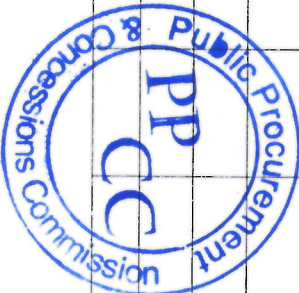
Prepared by: _____

James T. Snowea
Procurement Director/ Manager

Approved by: _____

Gesler E. Murray
Head of Entity/Chairman Proc. Cmtee.

Date: 2-28-22



March

MINISTRY OF MINES AND ENERGY
PROCUREMENT PLAN (SBA Core Budget)
Source of Funding: Government of Liberia
Calendar Year: January – December 2022

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BASIC DATA								IMPLEMENTATION DATES										
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	7	IFB NO. MME/SBA/ RFQ/006/2 022	Event Catering	15621	1 Firm	4,200.00	RFQ	10/01/21	10/15/21	10/22/21	03/07/22	03/21/22	03/28/22	04/04/22	04/18/22	N/A	05/02/22	12/30/22
	8	IFB No. MME/SBA/ RFQ/007/2 022	Fumigation Services	M8129	1 firm	8,400.00	RFQ	10/01/21	10/15/21	10/22/21	03/07/22	03/21/22	03/28/22	04/04/22	04/18/22	N/A	05/02/22	12/30/22
	9	IFB No. MME/SBA/ RFQ/008/2 022	Building Materials	G4663	Assorted	6,000.00	RFQ	10/01/21	10/15/21	10/22/21	03/07/22	03/21/22	03/28/22	04/04/22	04/18/22	N/A	05/02/22	12/30/22
SUB-TOTAL:						18,600.00												

Prepared by: _____

James T. Snowea
Procurement Director/ Manager

Approved by: _____

Gesler E. Murray
Head of Entity/Chairman, Proc. Cmtee.

Date: 2-26-22

MINISTRY OF MINES AND ENERGY
PROCUREMENT PLAN (SBA Core Budget)
Source of Funding: Government of Liberia
Calendar Year: January – December 2022

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PLANNED	10	IFB NO. MME/SBA/ RFQ/009/ 2022	Repair & Maint. Non-residential Building	FA100	1 Firm	9,000.00	RFQ	10/01/21	10/15/21	10/22/21	03/07/22	03/21/22	03/28/22	04/04/22	04/18/22	N/A	05/02/22	12/30/22
UPDATE																		
ACTUAL																		
PLANNED	11	IFB NO. MME/SBA/ NCB/001/2 022	Air Tickets	N7911	1 Firm	20,000.00	NCB	10/01/21	10/15/21	10/22/21	03/08/22	04/05/22	04/19/22	04/26/22	05/10/22	N/A	05/24/22	12/30/22
UPDATE																		
ACTUAL																		
PLANNED	12	IFB NO. MME/SBA/ RFQ/010/2 022	Hall Rental	L6810	1 Firm	1,800.00	RFQ	10/01/21	10/15/21	10/22/21	03/07/22	03/21/22	03/28/22	04/04/22	04/18/22	N/A	05/02/22	12/30/22
UPDATE																		
ACTUAL																		
SUB-TOTAL:						30,800.00												

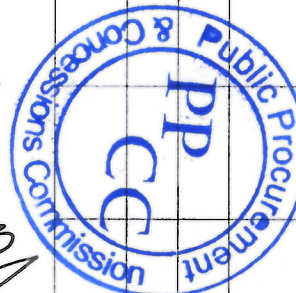
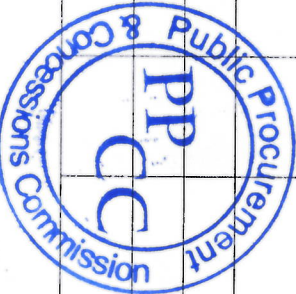
Prepared by: _____

James T. Snowea
Procurement Director/ Manager

Approved by: _____

Gester E. Murray
Head of Entity/Chairman Proc. Cmtee.

Date: 2-28-22



2022/11/11
M. Snowea

MINISTRY OF MINES AND ENERGY
PROCUREMENT PLAN (SBA Core Budget)
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Calendar Year: January – December 2022

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BASIC DATA																		
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE(S)	QTY	ESTIMATED COST (USD)	PROC URE MEN T MET HOD	TECHNICAL SPECS/BOQ /DRAWING S	PREP. OF BID DOCUMENT T	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION /PUBLIC OPENING	SUBMISSIO N OF BID EVALUATIO N REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZA TION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	
PLAN NED	13	IFB NO. MME/SBA/ RFQ/011/2 022	Computer Repair & Maintenance Services	P9511	1 Firm	9,600.00	RFQ	10/01/21	10/15/21	10/22/21	03/07/22	03/21/22	03/28/22	04/04/22	04/18/22	N/A	05/02/22	12/30/22
UPDA TE																		
ACTU AL																		
PLAN NED	14	IFB NO. MME/SBA/ NCB/002/2 022	Food Stuff	G4711	Assorted	19,200.00	NCB	10/01/21	10/15/21	10/22/21	03/08/22	04/05/22	04/19/22	04/26/22	05/10/22	N/A	05/24/22	12/30/22
UPDA TE																		
ACTU AL																		
PLAN NED	15	IFB NO. MME/SBA/ RFQ/012/2 022	Refuse Collection	E3811	1 Firm	4,000.00	RFQ	10/01/21	10/15/21	10/22/21	03/07/22	03/21/22	03/28/22	04/04/22	04/18/22	N/A	05/02/22	12/30/22
UPDA TE																		
ACTU AL																		
GRAND TOTAL:						229,367.00												

1202

Prepared by: _____

James T. Snowea

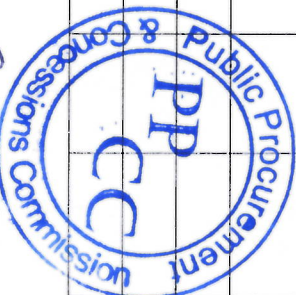
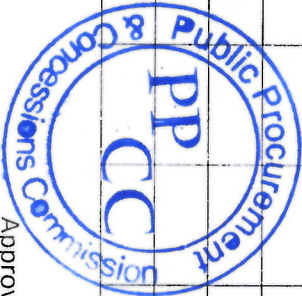
Procurement Director/ Manager

Approved by: _____

Gesler E. Murray

Head of Entity/Chairman Proc. Cmtee.

Date: 2-28-22

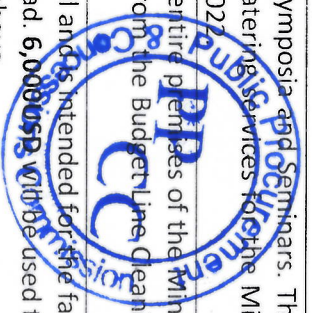
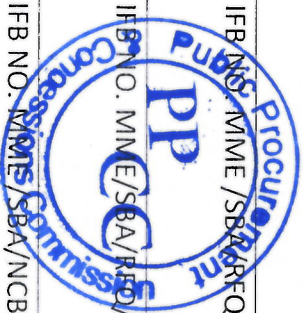


March 11, 2022
R. J. [Signature]

MINISTRY OF MINES AND ENERGY
NOTES TO THE SBA PROCUREMENT PLAN

Calendar Year: January – December 2022


ITEM NO.	CONTRACT PACKAGE	CONTRACT CODE	PACKAGE DESCRIPTION
1.	Petroleum Products	IFB NO. MME /SBA/RB/001/2022	This contract package comes from the budget lines, Fuel and Lubricants- Vehicle in the amount of 50,000USD and Lubricants-Generators in an amount of 10,667USD , and from the budget line Domestic Travel-Mean: Travel in an amount of 60,000USD . The summation of all the three amount is 120,667USD and will be used hire a firm to supply the MME with Gasoline and Diesel coupons.
2.	Vehicle Repair and Maintenance Services	IFB NO. MME /SBA/RFO/001/2022	This Contract Package comes from the Budget Line Repair and Maintenance-Vehicles. A firm will be contracted to provide repair and maintenance services to the Ministry's fleet of vehicles in an amount of 7,000USD .
3.	Printing & Binding Services	IFB NO. MME /SBA/RFO/002/2022	This package Printing & Binding comes from the budget line Printing, Binding & Publications. It is intended printing of Letter Heads, Headed Envelopes, Call Cards and Binding of the Ministry's Annual Reports. The Amount is 6,000USD .
4.	Publication of IFB/REOI/RFO	IFB NO. MME /SBA/RFO/003/2022	This package comes from the budget line Advertising and Public Relations and has an estimated amount of 6,500USD . It will be used for publication of Invitation for Bid (IFB), Request for the Expression of Interest (REI) Request for Quotations (RFQ) and other procurement related notices.
5.	Vehicle Insurance	IFB NO. MME /SBA/RFO/004/2022	The MME choose to apply the amount of 6,000USD for the insurance of its Vehicles.
6.	Lubricant	IFB NO. MME/SBA/RFO/005/2022	This Contract Package comes from the Budget Line, Fuel and Lubricant- Generator in an amount of 1,000USD . Said amount will be used to procure Lubricant for the Ministry Generators.
7.	Event Catering	IFB NO. MME/SBA/RFO/006/2022	Event Catering comes from the Budget Line, Workshop, Conferences, Symposia and Seminars. The amount of 4,200USD will be utilized to hire the services of a Caterer to provide catering services for the Ministry during Workshop, Conferences, Symposia and Seminars during the Fiscal Year 2022.
8.	Fumigation Services	IFB NO: MME/SBA/RFO/007/2022	The Ministry will utilize the amount of 8,400USD to decontaminate the entire premises of the Ministry and its offices in Monrovia. The contract package, Fumigation Services comes from the Budget Line, Cleaning Material and Services.
9.	Building Materials	IFB NO. MME /SBA/RFO/008/2022	This package comes from the budget line Repairs and Maintenance – Civil and is intended for the facilitation of MME Buildings – Central Office at Capitol Hill and Two (2) on the Old Road. 6,000USD will be used to procure assorted building Materials for repair works at the Ministry as indicated above.
10	Repair & Maint. Non – Residential Building	IFB NO. MME/SBA/RFO/009/ 2022	This package comes from the budget line, Repairs and Maintenance – Civil in the amount of 9,000USD . This amount will be used for civil works at MME Six (6) Buildings – Three (3) Central Office at Capitol Hill and Two (2) on the Old Road.
11.	Air Tickets	IFB NO. MME/SBA/NCB/001/2022	This contract package comes from the budget line Foreign Travel-Means of Travel. It is intended to procure Air Tickets for foreign travels for personnel of the Ministry. The NCB Method will be applied.

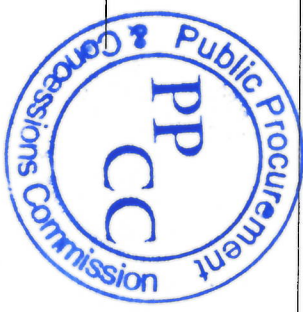


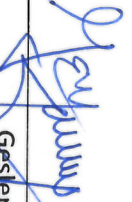
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March 31 2022
[Signature]

12.	Hall Rental	IFB NO. MME/SBA/RFQ/010/2022	The Ministry will use the amount of 1,800USD for Hall Rental Services during Workshops, Conferences, Symposia and Seminars. The contract Package comes from the Budget Line, Workshops, Conferences, Symposia and Seminars.
13.	Computer Repair and Maintenance Services	IFB NO. MME/SBA/RFQ/011/2022	This contract Package in an amount of 9,600USD will be used to carryout repair work and maintenance of computers in various offices the Ministry. This Package comes from the budget line Computer Supplies and Services.
14	Food Stuff	IFB NO. MME/SBA/NCB/002/2022	The Contract Package Food Stuff comes from the Budget Line Food and Catering Services in an amount of 12,200.00USD and the Budge Line, Entertainment Representation and Gift, in an amount of 7,000.00USD . The Ministry intends to utilize this contract package to procure food stuffs, rice, and other food items for the employees during the Festive season in the amount of 19,200USD .
15	Refuse Collection	IFB NO. MME/SBA/RFQ/012/2022	The amount of 4,000.00USD is charged towards Garbage Collection and Disposal and it comes from the bud line Refuse Collection.
16.	Office Building Rental & Lease	-	Due to insufficient office space, the Ministry over the years signed contracts with individuals for office building & lease and planned to maintain such contracts for Fiscal year 2022. The cost of office building & lease for the Ministry's two sub offices, the Liberia Hydrological Services (LHS) and the Liberia Geological Survey located on the Old Road in the amount of 42,500USD .

Prepared by: 
James T. Snowea
Procurement Director/ Manager




Approved by: 
Gesler E. Murray
Head of Entity/Chairman Proc. Cmtee.



Date: 2-28-22




March 11/2022


Mar. 3, 2022