



**AGRICULTURAL & INDUSTRIAL TRAINING BUREAU(AITB)**  
**CORE BUDGET - SBA PROCUREMENT PLAN**  
**SOURCE OF FUNDING: GOL BUDGET**

Paynesville City  
Montserado County

FY - July 1, 2015 - June 30, 2016

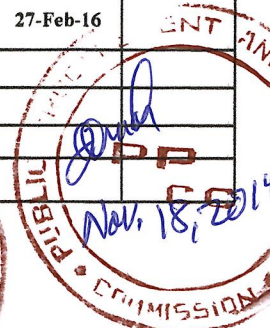
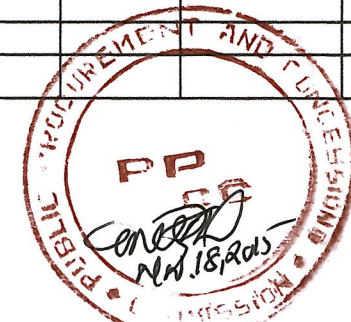
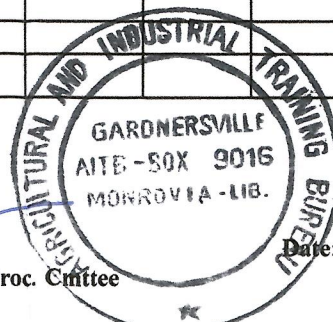
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	Item No.	BASIC DATA						IMPLEMENTATION DATES											
		PACKAGE NUMBER (CODE)	QTY	BUSINESS/ CODE ACTIVITY	CONTRACT PACKAGE	Estimated Cost (USD)	Procurement Method	Technical Specs/BOQ/DRAWINGS	Prep. BID Document	P C Approval - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC.	BID SUBMISSION/PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	P C APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION, (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS
PLANNED	1	IFB NO. AITB/SBA/NCB/001/2015/2016	Assorted*	G - 4761	Stationery	16,000	NCB	14-Jul-15	21-Jul-15	18-Aug-15	10-Sep-15	17-Sep-15	1-Oct-15	22-Oct-15	23-Nov-15	N/A	April/27/2016	30-Jun-16	
UPDATE																			
ACTUAL																			
PLANNED	2	IFB NO. AITB/SBA/RFQ/001/2015/16	Assorted*	C - 1812	Printing & Binding	9,500	RFQ	1-Jul-15	15-Jul-15	22-Jul-15	29-Jul-15	5-Aug-15	12-Aug-15	19-Aug-15	4-Sep-15	N/A	April/27/2016	30-Jun-16	
UPDATE																			
ACTUAL																			
PLANNED	3	IFB NO. AITB/SBA/RFQ/002/2015/16	1	I - 5621	Workshops, Conf. & Seminar	9,000	RFQ	7-Jul-15	21-Jul-15	28-Jul-15	4-Aug-15	11-Aug-15	18-Aug-15	2-Sep-15	16-Sep-15	N/A	14-Dec-15	4-Feb-16	
UPDATE																			
ACTUAL																			
PLANNED	4	IFB NO. AITB/SBA/RFQ/003/2015/16	Assorted*	P - 8550	Educational Materials	3,409	RFQ	1-Jul-15	15-Jul-15	22-Jul-15	29-Jul-15	5-Aug-15	12-Aug-15	19-Aug-15	4-Sep-15	N/A	30-Mar-15	30-Jun-16	
UPDATE																			
ACTUAL																			
PLANNED	5	AITB/SBA/RFQ/004/2015/16	Assorted*	G - 4759	Furniture & Fixtures	5,000	RFQ	5-Jun-15	19-Jun-15	26-Jun-15	3-Jul-15	10-Jul-15	17-Jul-15	31-Jul-15	14-Aug-15	N/A	31-Dec-15	27-Feb-16	
UPDATE																			
ACTUAL																			
Sub-Total (SBA) USD						42,909													
Grand - Total						129,409													

Prepared by Madam Rhoda C. Sayee  
Acting Procurement Director

Date: 27/08/2015

Approved by: Joseph K. Duwor  
Head of Entity/Chairman Proc. Committee

Date: 27/08/2015

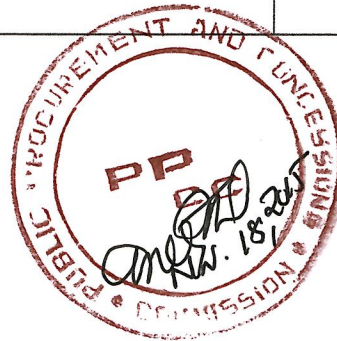


Monrovia, Liberia  
2015/2016 Budget



**AGRICULTURAL & INDUSTRIAL TRAINING BUREAU (AITB)**  
**PROCUREMENT PLAN EXPLANATION NOTE**  
**FY - 2015/2016**

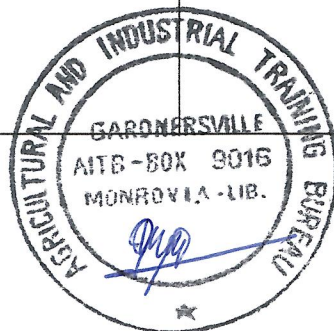
Item No	Contract Package Code	Contract Package	Business Code	Contract of Contract Package																																																																
1	IFB NO. AITB/RFQ/001/2015/2016	Telecommunication & internet services	J - 6110	Budgeted amount shall be applied to obtain internet modems and pay for services charges to GSM service provider of internet facility that serves AITB communication links.																																																																
2	IFB NO. AITB/RB/001/2015/2016	Petroleum Products for vehicle & generator	C - 1920	The petroleum product is a package intended for the smooth operation of the Bureau's vehicles as well as generating electricity for the office complex.																																																																
3	IFB NO. AITB/NCB/001/2015/2016	Repairs and maintenance – civil	F - 4330	<div>This contract package is intended for repair and maintenance of the Bureau's office building – civil work: \$24,000</div> <table><tr><th>No</th><th>Item Description</th><th>Unit</th><th>Qty.</th></tr><tr><td>1</td><td>Specialized Alumni Zinc (30') L/S</td><td>Pcs</td><td>30</td></tr><tr><td>2</td><td>Receptacle (assorted)</td><td>Pcs</td><td>21</td></tr><tr><td>3</td><td>4' Single Fluorescent light bulbs</td><td>Pcs</td><td>12</td></tr><tr><td>4</td><td>Plumbing fittings</td><td>Pcs</td><td>18</td></tr><tr><td>5</td><td>Planks (2"x 6"x14')</td><td>Pcs</td><td>16</td></tr><tr><td>6</td><td>Water Paint (assorted)</td><td>Gallons</td><td>23</td></tr><tr><td>7</td><td>Oil Paint (assorted)</td><td>Gallons</td><td>16</td></tr><tr><td>8</td><td>Cylindar locks</td><td>Gallons</td><td>12</td></tr><tr><td>9</td><td>Commodes</td><td>Pcs</td><td>5</td></tr><tr><td>10</td><td>Plywood (1/8")</td><td>Pcs</td><td>24</td></tr><tr><td>11</td><td>Ceiling Light (complete)</td><td>Pcs</td><td>35</td></tr><tr><td>12</td><td>Electrical fittings (complete)</td><td>Pcs</td><td>27</td></tr><tr><td>13</td><td>Wire nails (assorted @ 80/pk.)</td><td>Cartoons</td><td>36</td></tr><tr><td>14</td><td>Window frames w glass</td><td>Pcs</td><td>30</td></tr><tr><td></td><td></td><td></td><td></td></tr></table>	No	Item Description	Unit	Qty.	1	Specialized Alumni Zinc (30') L/S	Pcs	30	2	Receptacle (assorted)	Pcs	21	3	4' Single Fluorescent light bulbs	Pcs	12	4	Plumbing fittings	Pcs	18	5	Planks (2"x 6"x14')	Pcs	16	6	Water Paint (assorted)	Gallons	23	7	Oil Paint (assorted)	Gallons	16	8	Cylindar locks	Gallons	12	9	Commodes	Pcs	5	10	Plywood (1/8")	Pcs	24	11	Ceiling Light (complete)	Pcs	35	12	Electrical fittings (complete)	Pcs	27	13	Wire nails (assorted @ 80/pk.)	Cartoons	36	14	Window frames w glass	Pcs	30				
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4	IFB NO. AITB/RFQ/002/2015/2016	Repair and maintenance – vehicle	G - 4530	<div>This contract package is intended for the repair and maintenance of AITB’s aging vehicles that required essential spare parts, supplies tires, etc.</div> <table><tr><th>No</th><th>Item Description</th><th>Unit</th><th>Qty</th></tr><tr><td>1</td><td>Types -185170r-13</td><td>Pcs</td><td>4</td></tr><tr><td>2</td><td>Types 265/70R-16</td><td>Pcs</td><td>4</td></tr><tr><td>3</td><td>Batteries -70amps</td><td>Pcs</td><td>6</td></tr><tr><td>4</td><td>Oil filters</td><td>Rolls</td><td>8</td></tr><tr><td>5</td><td>Fuel filters</td><td>Pcs</td><td>8</td></tr><tr><td>6</td><td>Air cleaners</td><td>Pcs</td><td>4</td></tr><tr><td>7</td><td>Engine oil -15w/40</td><td>Gallons</td><td>20</td></tr><tr><td>8</td><td>Alternator Assy.</td><td>Pcs.</td><td>1</td></tr><tr><td>9</td><td>Wheel bearing</td><td>Pcs.</td><td>20</td></tr><tr><td>10</td><td>Boy joints</td><td>Pcs.</td><td>20</td></tr><tr><td>11</td><td>Stabilizers</td><td>Pcs</td><td>16</td></tr></table>	No	Item Description	Unit	Qty	1	Types -185170r-13	Pcs	4	2	Types 265/70R-16	Pcs	4	3	Batteries -70amps	Pcs	6	4	Oil filters	Rolls	8	5	Fuel filters	Pcs	8	6	Air cleaners	Pcs	4	7	Engine oil -15w/40	Gallons	20	8	Alternator Assy.	Pcs.	1	9	Wheel bearing	Pcs.	20	10	Boy joints	Pcs.	20	11	Stabilizers	Pcs	16
No	Item Description	Unit	Qty																																																	
1	Types -185170r-13	Pcs	4																																																	
2	Types 265/70R-16	Pcs	4																																																	
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4	Oil filters	Rolls	8																																																	
5	Fuel filters	Pcs	8																																																	
6	Air cleaners	Pcs	4																																																	
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9	Wheel bearing	Pcs.	20																																																	
10	Boy joints	Pcs.	20																																																	
11	Stabilizers	Pcs	16																																																	
5	IFB NO. AITB/RFQ/003/2015/2016	Cleaning materials & services	G - 4773	<div>This contract package is intended to be used to procure cleaning materials for the bureau.</div> <table><tr><th>No</th><th>Item Description</th><th>Unit</th><th>Qty</th></tr><tr><td>1</td><td>Dettol</td><td>Cartoons</td><td>5</td></tr><tr><td>2</td><td>Chlorax</td><td>Cartoons</td><td>5</td></tr><tr><td>3</td><td>Glass cleaners</td><td>Cartoons</td><td>4</td></tr><tr><td>4</td><td>Klim Soap</td><td>Cartoons</td><td>15</td></tr><tr><td>5</td><td>Liquid Soap</td><td>Cartoons</td><td>6</td></tr><tr><td>6</td><td>Air refresher</td><td>Cartoons</td><td>6</td></tr><tr><td>7</td><td>Toilet Soap</td><td>Cartoons</td><td>6</td></tr><tr><td>8</td><td>Tissues</td><td>Bags</td><td>20</td></tr><tr><td>9</td><td>Floor mop</td><td>Pcs</td><td>10</td></tr><tr><td>10</td><td>Brushes (scrubbing)</td><td>Pcs</td><td>20</td></tr></table>	No	Item Description	Unit	Qty	1	Dettol	Cartoons	5	2	Chlorax	Cartoons	5	3	Glass cleaners	Cartoons	4	4	Klim Soap	Cartoons	15	5	Liquid Soap	Cartoons	6	6	Air refresher	Cartoons	6	7	Toilet Soap	Cartoons	6	8	Tissues	Bags	20	9	Floor mop	Pcs	10	10	Brushes (scrubbing)	Pcs	20				
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1	Dettol	Cartoons	5																																																	
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8	Tissues	Bags	20																																																	
9	Floor mop	Pcs	10																																																	
10	Brushes (scrubbing)	Pcs	20																																																	
6	IFB NO. AITB/RFQ/004/2015/2016	ICT Infrastructure, computer equipment (hardware/software materials), etc.	G - 4741	<div>This contract package is intended to be used to procure the following ITC Infrastructural items:</div> <table><tr><th>No</th><th>Item Description</th><th>Unit</th><th>Qty</th></tr><tr><td>1</td><td>Laptop computers</td><td>Pcs</td><td>3</td></tr><tr><td>2</td><td>Desktop Computers</td><td>Sets</td><td>3</td></tr><tr><td>3</td><td>Backups (IT usage)</td><td>Pcs</td><td>2</td></tr><tr><td>4</td><td>USB hubs (IT usage)</td><td>Sets</td><td>4</td></tr><tr><td>5</td><td>Flash devices (memory sticks)</td><td>Pcs</td><td>10</td></tr><tr><td>6</td><td>HDDs (Hard Drive Disks)</td><td>Sets</td><td>4</td></tr><tr><td>7</td><td>RAMS (both laptops &amp; desktops)</td><td>Sets</td><td>10</td></tr><tr><td>8</td><td>Printers (LaserJet)</td><td>Sets</td><td>4</td></tr></table>	No	Item Description	Unit	Qty	1	Laptop computers	Pcs	3	2	Desktop Computers	Sets	3	3	Backups (IT usage)	Pcs	2	4	USB hubs (IT usage)	Sets	4	5	Flash devices (memory sticks)	Pcs	10	6	HDDs (Hard Drive Disks)	Sets	4	7	RAMS (both laptops & desktops)	Sets	10	8	Printers (LaserJet)	Sets	4												
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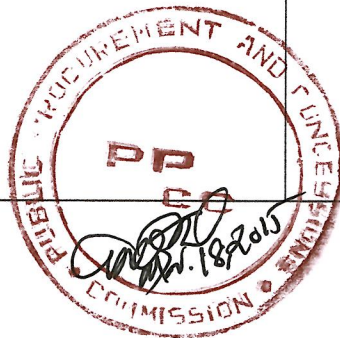
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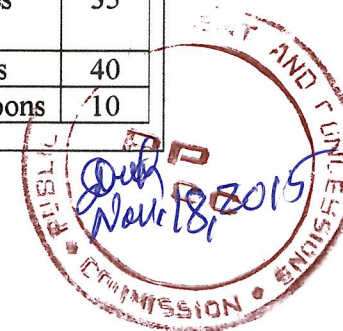


**AGRICULTURAL & INDUSTRIAL TRAINING BUREAU**  
**SBA PROCUREMENT PLAN EXPLANATION NOTE**  
**FY - 2015/2016**

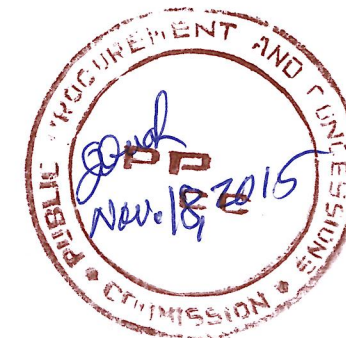
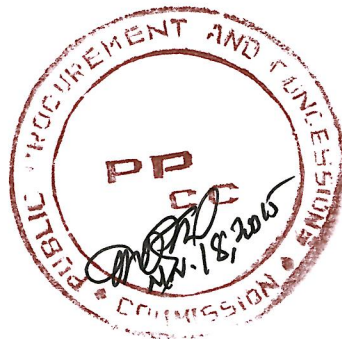
Item No.	Contract Package Code	Contract Package	Business Code	Contract of Contract Package																																								
1	IFB NO. AITB/ SBA/NCB/001/015/016	Stationary	G - 4761	<div>This contract package is intended to procure office supplies for the Bureau.</div> <table><tr><th>No</th><th>Item Description</th><th>Unit</th><th>Qty</th></tr><tr><td>1</td><td>A4 paper bond/sheets</td><td>Cartoons</td><td>10</td></tr><tr><td>2</td><td>Note-pad</td><td>Packs</td><td>20</td></tr><tr><td>3</td><td>Steno pads</td><td>Cartoons</td><td>25</td></tr><tr><td>4</td><td>Legal paper bond/sheets</td><td>Cartoons</td><td>10</td></tr><tr><td>5</td><td>Ball pens</td><td>Packs</td><td>15</td></tr><tr><td>6</td><td>Hp Inks</td><td>Pcs</td><td>40</td></tr><tr><td>7</td><td>Computer cartridges</td><td>Pcs</td><td>34</td></tr><tr><td>8</td><td>A4 Manila folders</td><td>Packs</td><td>5</td></tr><tr><td>9</td><td>Hanging folders</td><td>Cartoons</td><td>5</td></tr></table>	No	Item Description	Unit	Qty	1	A4 paper bond/sheets	Cartoons	10	2	Note-pad	Packs	20	3	Steno pads	Cartoons	25	4	Legal paper bond/sheets	Cartoons	10	5	Ball pens	Packs	15	6	Hp Inks	Pcs	40	7	Computer cartridges	Pcs	34	8	A4 Manila folders	Packs	5	9	Hanging folders	Cartoons	5
No	Item Description	Unit	Qty																																									
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9	Hanging folders	Cartoons	5																																									
2	IFB NO. AITB/SBA/RFQ/001/2015/2016	Printing and binding	C - 1812	<div>This contract package is intended to procure the following printing, binding and publications:</div> <table><tr><th>No</th><th>Item Description</th><th>Unit</th><th>Qty.</th></tr><tr><td>1</td><td>Letter Heads (DG)</td><td>Reams</td><td>20</td></tr><tr><td>2</td><td>Letter Heads (DDG/Administration)</td><td>Reams</td><td>15</td></tr><tr><td>3</td><td>Letter Heads (DDG/Technical Services)</td><td>Reams</td><td>15</td></tr><tr><td>4</td><td>White official Envelopes (6"x 9")</td><td>Boxes</td><td>35</td></tr><tr><td>5</td><td>Transmitter slips</td><td>Packs</td><td>40</td></tr><tr><td>6</td><td>Memo Pads, etc.</td><td>Cartoons</td><td>10</td></tr></table>	No	Item Description	Unit	Qty.	1	Letter Heads (DG)	Reams	20	2	Letter Heads (DDG/Administration)	Reams	15	3	Letter Heads (DDG/Technical Services)	Reams	15	4	White official Envelopes (6"x 9")	Boxes	35	5	Transmitter slips	Packs	40	6	Memo Pads, etc.	Cartoons	10												
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6	Memo Pads, etc.	Cartoons	10																																									



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3	IFB NO. AITB/SBA/RFQ/002/2015/2016	Workshop, conference and seminars	I - 8522	This contract package is intended to facilitate AITB's in-house training workshop and a technical and vocational trainers' workshop, per-diems catering services, transportation, etc.			
4	IFB NO. AITB/SBA/RFQ/003/2015/2016	Educational materials	P - 8550	This contract package is intended to procure educational support activities and materials that facilitate training of staff, trainees, etc.			
				No	Item Description	Unit	Qty.
				1	Projector	Pcs	3
				2	Flip-charts	Sets	6
				3.	Flip chart stands	Pcs.	6
				3	Backups (IT usage)	Pcs	2
				4	USB hubs (IT usage)	Sets	2
				5.	Memory sticks (4GB)	Pcs	9
				6.	Binding spirals	Pks.	10
5	IFB NO. AITB/SBA/RFQ/004/2015/2016	Furniture & fixtures	G - 4759	This contract package is intended to procure the following office items:			
				No	Item Description	Unit	Qty.
				1	Executive desks	Sets	3
				2	Executive chairs	Sets	3
				3	Plastic chairs	Pcs	20
				4	Conference room tables	Sets	3
				5	Filing cabinets	Pcs	12



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