

WILLIAM V.S. TUBMAN UNIVERSITY
PROCUREMENT PLAN (SBA)
SOURCE OF FUNDING: GOL 2016/2017 BUDGET
FICAL YEAR: 2016/2017

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	CONTRACT	Bus. Act. Code	QTY	ESTTMATED	PROCURE	TECHNICAL	PREP. OF	PC	BID	BID	SUBMISSION	PC APPROVAL	CONTRACT	ADVANCE	DELIVERY,	ACCEPTANCE	RE- MARKS	
		NUMBER CODE	PACKAGE			COST USD	MENT METHOD	SPEC/BOQ/ DRAWINGS	BID DOCUMENT	APPROVAL BID DOC/ TECH SPECS	INVITATION & RELEASE OF BID DOC	SUBMISSION /PUBLIC OPENING	OF BID EVALUATION REPORT	BID EVALUATION REPORT	AWARD & SIGNING	PAYMENT (MOBILIZA TION)	INSPECTION SUBSTANTIAL COMPLETION	& FINAL PAYMENT		
PLANNED	1	IFB NO WVSTU SBA/NCB 001/ 16/17	Cleaning Materials	G4773	Assor- ted	16,000	NCB	4/26/2016	5/16/16	5/23/16	5/30/16	6/30/16	7/7/16	7/14/16	7/21/16	7/28/16	6/15/17	6/30/17		
UPDATE																				
ACTUAL																				
PLANNED	2	IFB NO WVSTU SBA/RFQ 001/ 16/17	Perssonnnel Insurance	K6511	1 Firm	3,300	RFQ	4/26/2016	5/16/2016	5/23/2016	5/30/2016	6/30/2016	7/7/2016	7/14/2016	7/21/2016	7/28/2016	6/30/2017	8/20/2016		
UPDATE																				
ACTUAL																				
PLANNED	3	IFB NO WVSTU SBA/RFQ 002/ 16/17	Scratch Cards	J6190	1200 pcs	6,000	RFQ	4/26/2016	5/16/2016	5/23/2016	5/30/2016	6/30/2016	7/7/2016	7/14/2016	7/21/2016	7/28/2016	6/30/2017	6/30/2017		
UPDATE																				
ACTUAL																				
	4	IFB NO	Printing & Binding	C1811	1 Firm	21,000	NCB	4/26/2016	5/16/2016	5/23/2016	5/30/2016	6/30/2016	7/7/2016	7/14/2016	7/21/2016	7/28/2016	5/30/2017	6/30/2017		
		WVSTU																		
		SBA/NCB																		
		002/ 16/17																		
Sub Total:			\$46,300.00																	

Prepared by: Theodore K. Fahnbulleh
 OIC Procurement Department

Date: Aug 30, 2016

Approved by: Dr. Edward Lama Wonkeryor
 President

Date: 08/31/16

Handwritten signature and date:
 13 Sept 2016

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FICAL YEAR: 2016/2017

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		PACKAGE NUMBER	CONTRACT PACKAGE	Bus. Act. Code	QTY	ESTTIMATED COST USD	PROCURE MENT METHOD	TECHNICAL SPEC/BOQ/ DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL	BID INVITATION	BID SUBMISSION	SUBMISSION OF BID	PC APPROVAL BID	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZA TION)	DELIVERY, INSPECTION SUBSTANTIAL COMPLETION	ACCEPTANCE & FINAL PAYMENT	REMARKS
		CODE								BID DOC/ TECH SPECS	& RELEASE OF BID DOC	/PUBLIC OPENING	EVALUATION REPORT	EVALUATION REPORT					
PLANNED	5	IFB NO WVSTU	Renovation of School Buildings and Residence	F4100	21 Buildings	\$ 30,000.00	NCB	4/26/2016	5/16/2016	5/23/2016	5/30/2016	6/30/2016	7/7/2016	7/14/2016	7/21/2016	7/28/2016	6/15/2017	6/30/2017	
UPDATE		SBA/NCB																	
ACTUAL		003/ 16/17																	
PLANNED	6	IFB NO WVSTU SBA/NCB 005/ 16/17	Vehicle Rental	H4922	Assor- ted	\$ 8,200.00	NCB	4/26/2016	5/16/2016	5/23/2016	5/30/2016	6/30/2016	7/7/2016	7/14/2016	7/21/2016	7/28/2016	6/15/2017	6/30/2017	
UPDATE																			
ACTUAL																			
PLANNED	7	IFB NO WVSTU SBA/RFQ 004/ 16/17	Plumbing Materials	C4663	Assor- ted	\$ 8,596.00	RFQ	4/26/2016	5/16/2016	5/23/2016	5/30/2016	6/30/2016	7/7/2016	7/14/2016	7/21/2016	7/28/2016	9/27/2016	6/30/2017	
UPDATE																			
ACTUAL																			
PLANNED	8	IFB NO WVSTU SBA/RFQ 005/ 16/17	Shipping, Storage and Handling	H5320	1 Firm	\$ 1,644.00	RFQ	4/26/2016	5/16/2016	5/23/2016	5/30/2016	6/30/2016	7/7/2016	7/14/2016	7/21/2016	7/28/2016	6/15/2017	6/30/2017	
		Sub Total:		\$48,440.00															

Prepared by: Theodore K. Fahnbulleh

OIC Procurement Department

Date: Aug 30, 2016

MOGTO
Sept 13, 2016

13 Sept 2016
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 President
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	ITEM NO	BASIC DATA						IMPLEMENTATION DATES												RMKS
		PACKAGE	CONTRACT	Bus. Act. Code	QTY	ESTTMATED	PROCURE	SPEC/BOQ/ DRAWINGS	PREP. OF	PC	BID	BID	SUBMISSION	PC APPROVAL	CONTRACT	ADVANCE	DELIVERY,	ACCEPTANCE		
		NUMBER CODE	PACKAGE			COST USD	MENT METHOD		BID DOCUMENT	APPROVAL BID DOC/ TECH SPECS	INVITATION & RELEASE OF BID DOC	SUBMISSION /PUBLIC OPENING	OF BID EVALUATION REPORT	BID EVALUATION REPORT	AWARD & SIGNING	PAYMENT (MOBILIZA TION)	INSPECTION SUBSTANTIAL COMPLETION	& FINAL PAYMENT		
PLANNED	9	IFB NO WVSTU SBA/RFQ 006/ 16/17	Vehicle Insurance	K6512	1 Firm	\$ 6,680.00	RFQ	4/26/2016	5/16/2016	5/23/2016	5/30/2016	6/30/2016	7/7/2016	7/14/2016	7/21/2016	7/28/2016	6/30/2017	9/30/2016		
UPDATE																				
ACTUAL																				
PLANNED	10	IFB NO WVSTU SBA/NCB 004/ 16/17	Security Unifrom		Assorted	\$ 15,000.00	NCB	4/26/2016	5/16/2016	5/23/2016	5/30/2016	6/30/2016	7/7/2016	7/14/2016	7/21/2016	7/28/2016	7/27/2016	6/30/2017		
UPDATE																				
ACTUAL																				
PLANNED	11	IFB NO WVSTU SBA/SS 001/ 16/17	Food and Cetering	I5629	1 Firm	\$ 17,641.00	SS	4/26/2016	5/16/2016	5/23/2016	5/30/2016	6/30/2016	7/7/2016	7/14/2016	7/21/2016	7/28/2016	6/10/2017	6/30/2017		

Prepared by: Theodore K. Fahnbulleh
 Theodore K. Fahnbulleh
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Date: Aug 30, 2016

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	ITEM NO	BASIC DATA						IMPLEMENTATION DATES												RMKS
		PACKAGE	CONTRACT	Bus. Act. Code	QTY	ESTTMATED	PROCURE		PREP. OF	PC	BID	BID	SUBMISSION	PC APPROVAL	CONTRACT	ADVANCE	DELIVERY,	ACCEPTANCE		
		NUMBER CODE	PACKAGE			COST USD	MENT METHOD	SPEC/BOQ/ DRAWINGS	BID DOCUMENT	APPROVAL BID DOC/ TECH SPECS	INVITATION & RELEASE OF BID DOC	SUBMISSION /PUBLIC OPENING	OF BID EVALUATION REPORT	BID EVALUATION REPORT	AWARD & SIGNING	PAYMENT (MOBILIZA TION)	INSPECTION SUBSTANTIAL COMPLETION	& FINAL PAYMENT		
UPDATE																				
ACTUAL																				
PLANNED	15	IFB NO WVSTU SBA/RFQ 010/16/17	Refuse Collection	E3811 / E3812	Assorted	\$ 840.00	RFQ	4/26/2016	5/16/2016	5/23/2016	5/30/2016	6/30/2016	7/7/2016	7/14/2016	7/21/2016	7/28/2016	7/27/2016	6/30/2017		
UPDATE		IFB NO	Office		Assorted	\$ 5,098.00	RFQ	4/26/2016	5/16/2016	5/23/2016	5/30/2016	6/30/2016	7/7/2016	7/14/2016	7/21/2016	7/28/2016	7/27/2016	6/30/2017		
ACTUAL		WVSTU	Furniture	G4759																
PLANNED		SBA/RFQ																		
UPDATE	16	011/16/17																		
ACTUAL																				
PLANNED	17	IFB NO WVSTU SBA/RFQ 011/16/17																		
SUB TOTAL			\$ 5,938.00																	

Prepared by: Theodore K. Fahnbulleh
 Theodore K. Fahnbulleh
 OIC Procurement Department

Date: Aug 30, 2016

SEP 13, 2016

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 Dr. Edward Lama Wonkeryor
 President

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		PACKAGE	CONTRACT	Bus. Act. Code	QTY	ESTTMATED COST USD	PROCURE MENT METHOD	SPEC/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 (MOBILIZA TION)	DELIVERY, SUBSTANTIAL COMPLETION	ACCEPTANCE & FINAL PAYMENT		
		NUMBER CODE	PACKAGE																	
UPDATE																				
ACTUAL																				
PLANNED	18	IFB NO WVSTU SBA/RFQ 012/ 16/17	Agricultural Tools	G4663	Assorted	\$ 6,000.00	RFQ	4/26/2016	5/16/2016	5/23/2016	5/30/2016	6/30/2016	7/7/2016	7/14/2016	7/21/2016	7/28/2016	7/27/2016	6/30/2017		
UPDATE		IFB NO WVSTU SBA/RFQ 013/ 16/17	PA SYSTEM Rental				RFQ	4/26/2016	5/16/2016	5/23/2016	5/30/2016	6/30/2016	7/7/2016	7/14/2016	7/21/2016	7/28/2016	7/27/2016	6/30/2017		
ACTUAL																				
PLANNED						\$ 1,000.00														
UPDATE	19			G4742	Assorted															
ACTUAL																				
Grand Total:					\$	159,613.00														

Prepared by: Theodore K. Fahnbulleh
 Theodore K. Fahnbulleh
 OIC Procurement Department

Approved by: Dr. Edward Lama Wonkeryor
 Dr. Edward Lama Wonkeryor
 President

Date: Aug 30, 2016

Aug 13, 2016

Date: 08/31/16

Name of Entity: Williams V. S. Tubman University

Procurement Plan: (SBA)

Explanatory Notes

Fiscal Year: 2016/2017

No.	IFB/RFP Reference Number	Contract Package	Detailed Content
1	RFP NO. WVSTU SBA/RFQ 001	Cleaning Materials	For the purchase of air freshener, soap, tissue, vim etc. for janitorial services for the University.
2	RFP NO. WVSTU SBA/RFQ 002	Personnel Insurance	For the payment of premiums for Personnel Insurance
3	RFP NO. WVSTU SBA/RFQ 003	Telecommunication Scratch Cards	For external communication on University related issues.
4	IFB NO. WVSTU SBA/NCB 004	Printing, Binding & Publication	For the printing of student control cards, Call Cards, Students Hand Book, Curriculum/Brochures and News Papers Publications, letterheads, etc.
5	RFP. NO. WVSTU SBA/RFQ 005	Repairs and Maintenance Civil	Purchase of need materials and small tools for maintenance of our buildings-residences and offices
6	RFP NO. WVSTU/RFQ 010	Domestic Travel	For vehicles rental and stipend for staff transportation on official duty.
7	RFP NO. WVSTU/RFQ 011	Water and Sewage	This funding is intended to purchase plumbing materials for the University facilities.
8	RFP NO. WVSTU/RFQ 011	Shipping, Storage and Handing	This funding is intended to pay for shipping, brokerage fees and handing services.
9	RFP NO. WVSTU/RFQ 004	Repairs and Maintenance Generators	Purchase of Generator Spare Parts.
10	RFP NO. WVSTU/RFQ 003	Repairs and Maintenance Vehicles	For the purchase of spare parts for your vehicles.
11	RFP NO. WVSTU/RFQ 006	Food & Catering	This will be used for preparing food for workshops and symposium by the AES department of the University.
12	RFP NO. WVSTU/RFQ 002	Postage Service	For postage Services, dispatch of international communications using DHL/FedEX/UPS
13	RFP NO. WVSTU/RFQ 005	Vehicles insurance	Insurance coverage for 10 vehicles

Prepared by: _____

Theodore K. Fahnbulleh
OIC PROCUREMENT DEPARTMENT

Approved by: _____

Dr. Edward Lama Wonkeryor
PRESIDENT

Name of Entity: Williams V. S. Tubman University

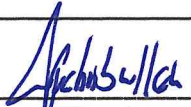
Procurement Plan: (SBA)

Explanatory Notes

Fiscal Year: 2016/2017

No.	IFB/RFP Reference Number	Contract Package	Detailed Content
14	RFP NO. WVSTU SBA/NCB 004	Uniform	For the sewing 150 sets of security uniform
15	RFP NO. WVSTU SBA/RFQ 008	Publication	For newspaper publication
16	RFP NO. WVSTU SBA/RFQ 009	Small tools equipment and Household Materials	For the purchase of refrigerators and cooking stove.
17	IFB NO. WVSTU SBA/RFQ 010	Refuse Collection	For disposable garbage materials (garbage bags)
18	RFP. NO. WVSTU SBA/RFQ 011	Other office consumable	Purchase of executive desk and chairs for Monrovia Office
19	RFP NO. WVSTU/RFQ 012	Agricultural Tools	Purchase of shove, wheelbarrows, e.c.t
20	RFP NO. WVSTU/RFQ 013	PA System Rental	Rental of PA System and Facilitators.


Prepared by:


Theodore K. Fahnbulleh
OIC PROCUREMENT DEPARTMENT

Approved by:


Dr. Edward Lama Wonkeryor
PRESIDENT

08/31/16


13 Sept 2016


Sept. 13, 2016