



**FORESTRY DEVELOPMENT AUTHORITY**  
**CONSULTANCY PROCUREMENT PLAN (SBA CORE BUDGET)**  
 Source of Funding: **GOVERNMENT OF LIBERIA NATIONAL BUDGET**  
 Fiscal year: **2015/2016**

|         | 2                     | 3                         | 4                      | 5                    | 6                    | 7                | 8                          | 9   | 10                     | 11                              | 12                                      | 13  | 14                                   | 15                      | 16                            | 17  | 18                                     | 19                       | 20                                    | 21         |  |
|---------|-----------------------|---------------------------|------------------------|----------------------|----------------------|------------------|----------------------------|---|------------------------|---------------------------------|---|---|--------------------------------------|-------------------------|-------------------------------|---|--|--------------------------|---------------------------------------|------------|--|
| TEM NO. | BASIC DATA            |                           |                        |                      |                      |                  |                            | IMPLEMENTATION DATES                              |                        |                                 |   |   |                                      |                         |                               |   |  |                          |                                       |            |  |
|         | PACKAGE NUMBER (CODE) | CONTRACT PACKAGE          | Business Activity Code | No. of FIRMS/PERSONS | ESTIMATED COST (USD) | SELECTION METHOD | PREP. OF TOR & PC APPROVAL | REQUEST FOR EXPRESSION OF INTEREST, if applicable |                        |                                 |   | REQUEST FOR PROPOSALS AND APPROVAL OF AWARD |                                      |                         |                               |   |  |                          |                                       |            |  |
|         |                       |                           |                        |                      |                      |                  |                            | PUBLICATION OF REOI                               | REOI CLOSING / OPENING | SUBMISSION OF EVALUATION REPORT | PC APPROVAL-EVALUATION REPORT/SHORTLIST | PREPARATION & SUBMISSION OF RFP DOCUMENT    | PC APPROVAL - FINAL TOR/RFP DOCUMENT | INVITATION OF PROPOSALS | PROPOSAL SUBMISSION & OPENING | SUBMISSION OF TECHNICAL & FINANCIAL EVALUATION REPORT | PC APPROVAL-COMBINED EVALUATION REPORT | CONTRACT AWARD & SIGNING | COMPLETION (FINAL REPORT) AND PAYMENT |            |  |
| PLANNED | 1                     | RFP No./FDA/LCS/001/15/16 | Legal Services         | M 6910               | 1                    | \$ 10,417.00     | LCS                        | 2-Nov-15  | 16-Nov-15              | 27-Nov-15                       | 17-Dec-15                               | 29-Dec-15                                   | 19-Jan-16                            | 3-Feb-16                | 10-Feb-16                     | 1-Mar-16  | 16-Mar-16                              | 28-Mar-16                | 13-April-16                           | 23-June-16 |  |
| UPDATE  |                       |                           |                        |                      |                      |                  |                            |   |                        |                                 |   |   |                                      |                         |                               |   |  |                          |                                       |            |  |
| ACTUAL  |                       |                           |                        |                      |                      |                  |                            |   |                        |                                 |   |   |                                      |                         |                               |   |  |                          |                                       |            |  |
|         | <b>GRAND TOTAL</b>    |                           |                        |                      |                      | \$ 10,417.00     |                            |   |                        |                                 |   |   |                                      |                         |                               |   |  |                          |                                       |            |  |

Prepared by:   
 Wynn G. Bryant, Jr.  
 Manager, Procurement Unit

Approved by:   
 Hon. Kenedick P. Johnson  
 Chairman Proc. Committee

Date: 10/13/15

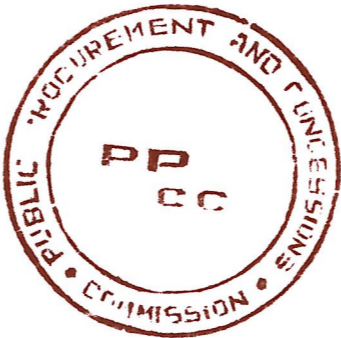


**Forestry Development Authority  
Consultancy Procurement Plan Explanatory Notes  
Fiscal Year: 2015/2016**

| Item No. | Contract Package Code   | Contract Package | Content of Contract Package    |
|----------|-------------------------|------------------|--------------------------------|
| 1        | RFPNo.FDA/LCS/001/15/16 | Legal Services   | One legal professional service |

Prepared by:   
Manager, Procurement Unit

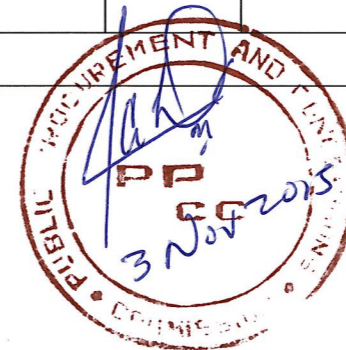
Date: Oct. 13, 2015



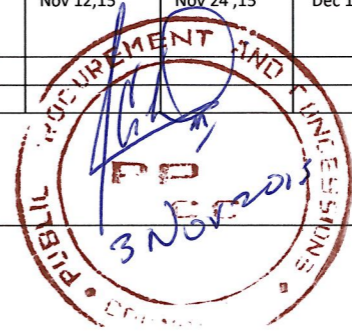
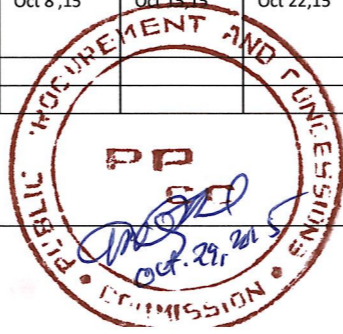


**FORESTRY DEVELOPMENT AUTHORITY  
PROCUREMENT PLAN (\$BA CORE BUDGET)  
Source of Funding: GOVERNMENT OF LIBERIA NATIONAL BUDGET  
Fiscal year: 2015/2016**

| 1                | 2        | 3                               | 4                                 | 5                      | 6          | 7                    | 8                  | 9                            | 10                    | 11                               | 12                                  | 13                            | 14                                  | 15                                  | 16                       | 17                             | 18  | 19                         | 20 |         |
|------------------|----------|---------------------------------|-----------------------------------|------------------------|------------|----------------------|--------------------|------------------------------|-----------------------|----------------------------------|-------------------------------------|-------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------------|---|----------------------------|----|---------|
|                  | ITEM NO. | PACKAGE NUMBER (CODE)           | BASIC DATA                        |                        |            |                      |                    | IMPLEMENTATION DATES         |                       |                                  |                                     |                               |                                     |                                     |                          |                                |   |                            |    | REMARKS |
|                  |          |                                 | CONTRACT PACKAGE                  | Business Activity Code | 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.FDA/S BA/RB/00 1/15/16   | Petroleum Products                | G 4661                 | 26,668gals | \$ 98,388.00         | RB                 | Sept 22, 15                  | Sept. 29, 15          | Oct. 9, 15                       | Oct.14, 15                          | Nov. 11, 15                   | Dec. 2, 15                          | Dec. 8, 15                          | Dec. 30, 15              | N/A                            | June 9, 16                                    | June 30, 16                |    |         |
| UPDATE           |          |                                 |                                   |                        |            |                      |                    |                              |                       |                                  |                                     |                               |                                     |                                     |                          |                                |   |                            |    |         |
| ACTUAL           |          |                                 |                                   |                        |            |                      |                    |                              |                       |                                  |                                     |                               |                                     |                                     |                          |                                |   |                            |    |         |
| PLANNED          | 2        | IFB No.FDA/S BA/RFQ/0 01/15/16  | Repair and Maintenance - Civil    | G 4663                 | Assorted   | \$ 9,750.00          | RFQ                | Oct.22,15                    | Nov. 6,15             | Nov. 12,15                       | Nov. 17,15                          | Nov. 24,15                    | Dec. 1,15                           | Dec.8,15                            | Dec 29,15                | N/A                            | June 16,16                                    | June 30,16                 |    |         |
| UPDATE           |          |                                 |                                   |                        |            |                      |                    |                              |                       |                                  |                                     |                               |                                     |                                     |                          |                                |   |                            |    |         |
| ACTUAL           |          |                                 |                                   |                        |            |                      |                    |                              |                       |                                  |                                     |                               |                                     |                                     |                          |                                |   |                            |    |         |
| PLANNED          | 3        | IFB No.FDA/S BA/NCB/ 001/15/1 6 | Repair and Maintenance - Vehicles | G 4530                 | Assorted   | \$ 35,375.00         | NCB                | Oct. 7,15                    | Oct. 21,15            | Oct.30,15                        | Nov. 4,15                           | Dec. 2,15                     | Dec. 18,15                          | Dec.30,15                           | Jan. 21,15               | N/A                            | May 31,16                                     | June 30,16                 |    |         |
| UPDATE           |          |                                 |                                   |                        |            |                      |                    |                              |                       |                                  |                                     |                               |                                     |                                     |                          |                                |   |                            |    |         |
| ACTUAL           |          |                                 |                                   |                        |            |                      |                    |                              |                       |                                  |                                     |                               |                                     |                                     |                          |                                |   |                            |    |         |
| PLANNED          | 4        | IFB No.FDA/S BA/RFQ/0 02/15/16  | Medical Insurance                 | K 6511                 | 1 Firm     | \$3,750.00           | RFQ                | Sept. 29,15                  | Oct.9,15              | Oct. 16,15                       | Oct. 21,15                          | Oct. 28,15                    | Nov.4,15                            | Nov.13,15                           | Nov 27,15                | N/A                            | June 10,16                                    | June 30,16                 |    |         |
| UPDATE           |          |                                 |                                   |                        |            |                      |                    |                              |                       |                                  |                                     |                               |                                     |                                     |                          |                                |   |                            |    |         |
| ACTUAL           |          |                                 |                                   |                        |            |                      |                    |                              |                       |                                  |                                     |                               |                                     |                                     |                          |                                |   |                            |    |         |
| <b>Sub Total</b> |          |                                 |                                   |                        |            | <b>\$147,263.00</b>  |                    |                              |                       |                                  |                                     |                               |                                     |                                     |                          |                                |   |                            |    |         |



| 1                | 2  | 3                                       | 4  | 5      | 6        | 7                 | 8   | 9          | 10         | 11        | 12        | 13         | 14        | 15         | 16         | 17  | 18         | 19         | 20 |  |
|------------------|----|---|--|--------|----------|-------------------|-----|------------|------------|-----------|-----------|------------|-----------|------------|------------|-----|------------|------------|----|--|
| PLANNED          | 5  | IFB<br>No.FDA/SBA/<br>RFQ/003/15/<br>16 | Agriculture<br>Supplies and<br>Inputs      | G 4653 | Assorted | \$ 4,125.00       | RFQ | Dec. 3,15  | Dec.17,15  | Dec.22,15 | Dec.29,15 | Jan.5,15   | Jan.19,15 | Jan. 29,15 | Feb. 10,15 | N/A | Feb.17,15  | Feb.29,16  |    |  |
| UPDATE           |    |   |  |        |          |                   |     |            |            |           |           |            |           |            |            |     |            |            |    |  |
| ACTUAL           |    |   |  |        |          |                   |     |            |            |           |           |            |           |            |            |     |            |            |    |  |
| PLANNED          | 6  | IFB<br>No.FDA/SBA/<br>RFQ/004/15/<br>16 | Hall Rental                                | L 6810 | Assorted | \$ 2,318.00       | RFQ | Oct.13,15  | Oct.27,15  | Nov.3,15  | Nov.6,15  | Nov.13,15  | Nov.25,15 | Dec. 2,15  | Dec. 16,15 | N/A | May 28,16  | June 28,16 |    |  |
| UPDATE           |    |   |  |        |          |                   |     |            |            |           |           |            |           |            |            |     |            |            |    |  |
| ACTUAL           |    |   |  |        |          |                   |     |            |            |           |           |            |           |            |            |     |            |            |    |  |
| PLANNED          | 7  | IFB<br>No.FDA/SBA/<br>RFQ/005/15/<br>16 | Catering<br>Services                       | I 5621 | Assorted | \$ 6,000.00       | RFQ | Oct.13,15  | Oct.27,15  | Nov.3,15  | Nov.6,15  | Nov.13,15  | Nov.25,15 | Dec. 2,15  | Dec. 16,15 | N/A | May 28,16  | June 28,16 |    |  |
| UPDATE           |    |   |  |        |          |                   |     |            |            |           |           |            |           |            |            |     |            |            |    |  |
| ACTUAL           |    |   |  |        |          |                   |     |            |            |           |           |            |           |            |            |     |            |            |    |  |
| PLANNED          | 8  | IFB<br>No.FDA/SBA/<br>RFQ/006/15/<br>16 | Assorted<br>Food Items                     | G 4721 | Assorted | \$7,500.00        | RFQ | Oct.13,15  | Oct.27,15  | Nov.3,15  | Nov.6,15  | Nov.13,15  | Nov.25,15 | Dec. 2,15  | Dec. 16,15 | N/A | May 28, 16 | June 28,16 |    |  |
| UPDATE           |    |   |  |        |          |                   |     |            |            |           |           |            |           |            |            |     |            |            |    |  |
| ACTUAL           |    |   |  |        |          |                   |     |            |            |           |           |            |           |            |            |     |            |            |    |  |
| PLANNED          | 9  | IFB<br>No.FDA/SBA/<br>RFQ/007/15/<br>16 | Printing and<br>Binding<br>Services        | C 1811 | Assorted | \$ 7,000.00       | RFQ | Cot. 8,15  | Oct. 15,15 | Oct 20,15 | Oct 22,15 | Oct. 29,15 | Nov. 5,15 | Nov. 12,15 | Nov. 26,15 | N/A | May 27,16  | June 10,16 |    |  |
| UPDATE           |    |   |  |        |          |                   |     |            |            |           |           |            |           |            |            |     |            |            |    |  |
| ACTUAL           |    |   |  |        |          |                   |     |            |            |           |           |            |           |            |            |     |            |            |    |  |
| PLANNED          | 10 | IFB<br>No.FDA/SBA/<br>RFQ/008/15/<br>16 | Publication<br>Services                    | J 5813 | Assorted | \$ 1,187.00       | RFQ | Cot. 8,15  | Oct. 15,15 | Oct 20,15 | Oct 22,15 | Oct. 29,15 | Nov. 5,15 | Nov. 12,15 | Nov. 26,15 | N/A | May 27,16  | June 10,16 |    |  |
| UPDATE           |    |   |  |        |          |                   |     |            |            |           |           |            |           |            |            |     |            |            |    |  |
| ACTUAL           |    |   |  |        |          |                   |     |            |            |           |           |            |           |            |            |     |            |            |    |  |
| PLANNED          | 11 | IFB<br>No.FDA/SBA/<br>RFQ/009/15/<br>16 | Equipment<br>and<br>Household<br>Materials | G 4759 | Assorted | \$7,800.00        | RFQ | Sept 29,15 | Oct 8, 15  | Oct 15,15 | Oct 22,15 | Oct 29,15  | Nov 12,15 | Nov 24, 15 | Dec 15,14  | N/A | Jan 18,16  | Feb 17,16  |    |  |
| UPDATE           |    |   |  |        |          |                   |     |            |            |           |           |            |           |            |            |     |            |            |    |  |
| ACTUAL           |    |   |  |        |          |                   |     |            |            |           |           |            |           |            |            |     |            |            |    |  |
| <b>Sub Total</b> |    |   |  |        |          | <b>\$35930.00</b> |     |            |            |           |           |            |           |            |            |     |            |            |    |  |



| 1                  | 2  | 3                                       | 4  | 5      | 6        | 7                   | 8   | 9         | 10         | 11         | 12         | 13        | 14         | 15         | 16         | 17  | 18          | 19         | 20 |
|--------------------|----|---|--|--------|----------|---------------------|-----|-----------|------------|------------|------------|-----------|------------|------------|------------|-----|-------------|------------|----|
| PLANNED            | 12 | IFB<br>No.FDA/SBA/<br>RFQ/010/15/<br>16 | Newspapers   | G 4761 | Assorted | \$ 5,693.00         | RFQ | Oct 6, 15 | Oct 16, 15 | Oct 23, 15 | Oct 28, 15 | Nov 4, 15 | Nov 18, 15 | Nov 25, 15 | Dec 16, 15 | N/A | June 22, 16 | June 30,15 |    |
| UPDATE             |    |   |  |        |          |                     |     |           |            |            |            |           |            |            |            |     |             |            |    |
| ACTUAL             |    |   |  |        |          |                     |     |           |            |            |            |           |            |            |            |     |             |            |    |
| PLANNED            | 13 | IFB<br>No.FDA/SBA/<br>RFQ/011/15/<br>16 | Entertainme<br>nt, Other<br>Office<br>Materials<br>and<br>Consumable | G 4630 | Assorted | \$9,090.00          | RFQ | Oct 20,15 | Oct 30,15  | Nov 6,15   | Nov 13,15  | Nov20,15  | Dec 4,15   | Dec 16,15  | Dec 30,14  | N/A | Dec 15,15   | Dec 31,15  |    |
| UPDATE             |    |   |  |        |          |                     |     |           |            |            |            |           |            |            |            |     |             |            |    |
| ACTUAL             |    |   |  |        |          |                     |     |           |            |            |            |           |            |            |            |     |             |            |    |
| PLANNED            | 14 | IFB<br>No.FDA/SBA/<br>RFQ/012/15/<br>16 | Gifts (African<br>Wear)  | G 4771 | Assorted | \$3,000.00          | RFQ | Oct 1,15  | Oct 15,15  | Oct 20,15  | Oct 27,15  | Nov 3,15  | Nov 17,15  | Nov 26,15  | Dec 17,14  | N/A | May 20,16   | June 21,16 |    |
| UPDATE             |    |   |  |        |          |                     |     |           |            |            |            |           |            |            |            |     |             |            |    |
| ACTUAL             |    |   |  |        |          |                     |     |           |            |            |            |           |            |            |            |     |             |            |    |
| <b>GRAND TOTAL</b> |    |   |  |        |          | <b>\$200,976.00</b> |     |           |            |            |            |           |            |            |            |     |             |            |    |

Prepared by: Wynn G. Bryant, Jr.  
**Wynn G. Bryant, Jr.**  
**Manager, Procurement Unit**

Approved by: Hon. Kederick F. Johnson  
**Hon. Kederick F. Johnson**  
**Co-Chairman Proc. Committee**

Date: 10/13/15




**Forestry Development Authority  
Procurement Plan Explanatory Notes (SBA)  
Fiscal Year: 2015/2016**

| Item No. | Contract Package Code        | Contract Package                         | Content of Contract Package   |
|----------|------------------------------|--|---|
| 1        | IFB No.FDA/SBA/RB/001/15/16  | Fuel and Lubricant (Vehicles/Generators) | Fuel 20,000gals<br>Gasoline 6,008gals<br>Lubricant 660gals  |
| 2        | IFB No.FDA/SBA/RFQ/001/15/16 | Repair and Maintenance-Civil             | Assorted materials will be procured for the repair or maintenance of eleven (11) buildings around the country.  |
| 3        | IFB No.FDA/SBA/NCB/001/15/16 | Repair and Maintenance-Vehicle           | Spare parts will be procured for assorted twenty-eight vehicles and work is done at our own workshop.   |
| 4        | IFB No.FDA/SBA/RFQ/002/15/16 | Medical Insurance                        | This package service will be provided under the budget line item of <b>Personnel Insurance</b> for 480 employees.   |
| 5        | IFB No.FDA/SBA/RFQ/003/15/16 | Agriculture Supplies and Inputs          | Hoes 22<br>Cutlasses 50<br>Seeds assorted<br>Polythene Bags assorted<br>Fertilizers 10bags<br>Insecticides 15gals   |
| 6        | IFB No.FDA/SBA/RFQ/004/15/16 | Hall rental                              | This package service will be provided under the budget line item of <b>Workshop, Conferences, Symposia &amp; Seminars.</b>  |
| 7        | IFB No.FDA/SBA/RFQ/005/15/16 | Catering Services                        | This package service will be provided under the budget line item of <b>Workshop, Conferences, Symposia &amp; Seminars.</b> The services will be provided occasionally.  |
| 8        | IFB No.FDA/SBA/RFQ/006/15/16 | Assorted Food Items                      | This package will be procured under the budget line item of <b>Food &amp; Catering Service (Rations for the Park).</b> Assorted food items will be procured under this budget line for park staff.  |
| 9        | IFB No.FDA/SBA/RFQ/007/15/16 | Printing & Binding Services              | This package service will be provided under the budget line item of <b>Printing, Binding &amp; Publication Service.</b><br>Assorted items such as:<br>Way Bill 500 books<br>Tally Books 500 books<br>Log Data Books 500 books<br>Miscellaneous Receipt 250 books<br>News Paper Publication 50<br>Local Purchase Order (LPO) 100 books |



|    |                              |  |  |
|----|------------------------------|--|--|
| 10 | IFB No.FDA/SBA/RFQ/008/15/16 | Publication Services                                 | This package service will be provided under the budget line item of <b>Printing, Binding &amp; Publication Service</b> . The publishing of advertisement, Birthday Greetings, Season Greetings etc.  |
| 11 | IFB No.FDA/SBA/RFQ/009/15/16 | Equipment and Household Materials                    | Furniture<br>Lighting Equipment<br>Utensils, cutlery, crockery, glassware, china and pottery<br>Wooden and cork<br>Household appliances<br>Musical instruments<br>Security systems, such as locking devices and safes,   |
| 12 | IFB No.FDA/SBA/RFQ/010/15/16 | Newspapers   | This package service will be provided under the budget line item of <b>Newspapers, Books &amp; Periodicals</b> .   |
| 13 | IFB No.FDA/SBA/RFQ/011/15/16 | Entertainment, Other Office Materials and Consumable | This package will be procured under the budget line items of <b>Entertainment, Gifts and Representation and Other Office Material and Consumable</b> due to them being like items, such as<br>Soft Drink           20cnt<br>Blotter Water       25sacks<br>Peanut               10cans<br>Wine                 3cnt<br>Nuts                 15cans<br>Juices               15cnt |
| 14 | IFB No.FDA/SBA/RFQ/012/15/16 | Gifts  | This package will be procured under the budget line item of <b>Entertainment, Gifts and Representation</b> .<br>African Wear (Shirt or Dress)   10pcs  |

- Note: 1. Water and Sewage - the entity gets it water from the nearby community wells and sometime compensations are given to the owners and will be handled by the General Services Section and Finance Office.  
2. 1Officer Buildings Rental and Lease – There are ongoing contract agreements.  
3. Representation is a non-procurable item and will be implemented by Administration.

Prepared by:   
Wynn G. Bryant, Jr.  
Manager, Procurement Unit

Date: Oct. 13, 2015

