

LIBERIA INSTITUTE OF PUBLIC ADMINISTRATION (LIPA)

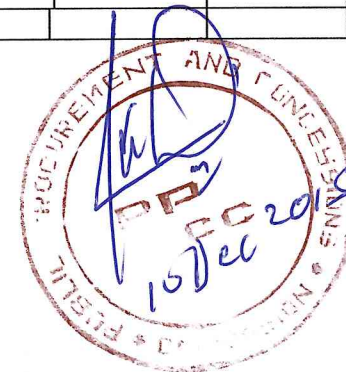
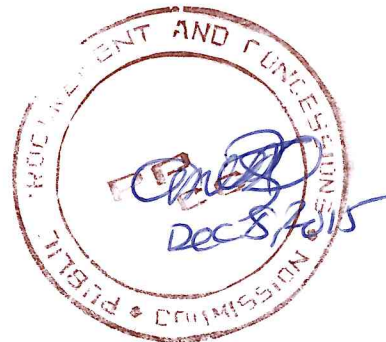
GOODS & WORKS PROCUREMENT PLAN (SBA Core Budget)

Source of Funding: GOL National Budget Fiscal Year 2015 -2016

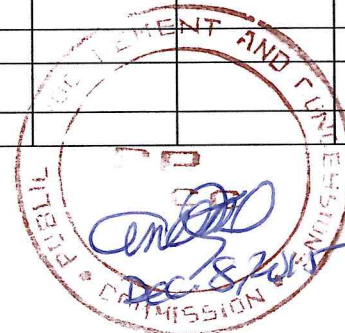
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	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/ 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	REMARKS
PLANNED	1	IFBNO.LIPA/SBA/RB/001/15/16	Petroleum Products	G4661	20918gals	72,080	RB	7/6/'15	7/15/'15	7/24/'15	7/31/'15	8/28/'15	9/4/'15	9/11/'15	10/9/'15	N/A	6/3/'16	6/10/'16	
UPDATE																			
ACTUAL																			
PLANNED	2	IFBNO.LIPA/SBA/NCB/001/15/16	Repairs & Maintenance & Vehicles	G4520	9 vehicles	24,950	NCB	7/8/'15	7/15/'15	7/22/'15	7/29/'15	8/26/'15	8/31/'15	9/4/'15	10/2/'15	N/A	6/30/'16	6/30/'16	
UPDATE																			
ACTUAL																			
PLANNED	3	IFBNO.LIPA/SBA/RFQ/001/15/16	Repairs & Maintenance Generators	C3314	2	9,500	RFQ	8/3/'15	8/10/'15	8/13/'15	8/17/'15	8/26/'15	9/2/'15	9/4/'15	10/2/'15	N/A	6/30/'16	6/30/'16	
UPDATE																			
ACTUAL																			
PLANNED	4	IFBNO.LIPA/SBA/RB/002/15/16	Repairs & Maintenance Mach, Equip & Furniture	S9524	Assorted	11,030	RB	12/7/'15	12/10/'15	12/15/'15	12/18/'15	12/30/'15	1/6/'16	1/8/'16	1/22/'16	N/A	6/30/'16	6/30/'16	
UPDATE																			
ACTUAL																			
SUB-TOTAL						117,560													



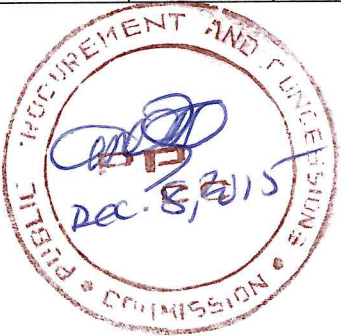
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PLANNED	5	IFBN.LIPA/SB A/NCB/002/15/16	Cleaning Materials & Services	G4773	Assorted	13,364	NCB	7/14/'15	7/21/'15	7/28/'15	7/31/'15	8/28/'15	9/2/'15	9/8/'15	10/6/'15	N/A	5/28/'16	6/4/'16	
UPDATE																			
ACTUAL																			
PLANNED	6	IFBN0.LIPA/SBA/NCB/003/15/16	Stationery	G4761	Assorted	18,325	NCB	7/21/'15	7/28/'15	8/4/'15	8/11/'15	9/8/'15	9/11/'15	9/18/'15	10/16/'15	N/A	5/26/'16	6/2/'16	
UPDATE																			
ACTUAL																			
PLANNED	7	IFBN0.LIPA/SBA/NCB/004/15/16	Guard & Security Services	N8010	1 Firm	31,560	NCB	7/1/'15	7/8/'15	7/15/'15	7/22/'15	8/19/'15	8/26/'15	8/28/'15	9/25/'15	N/A	6/30/'16	6/30/'16	
UPDATE																			
ACTUAL																			
PLANNED	8	IFBN0.LIPA/SBA/RFQ/002/15/16	Entertainment Representation & Gifts	G4630	Assorted	4,750	RFQ	10/5/'15	10/8/'15	10/13/'15	10/16/'15	10/23/'15	10/27/'15	10/30/'15	11/12/'15	N/A	6/15/'16	6/25/'16	
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ACTUAL																			
	SUB –TOTAL					67,999													



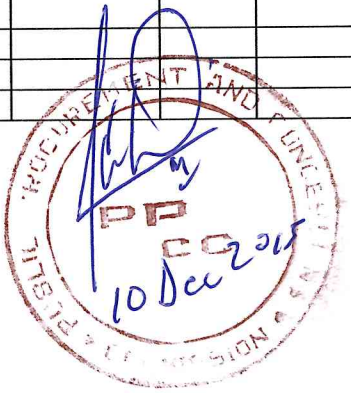
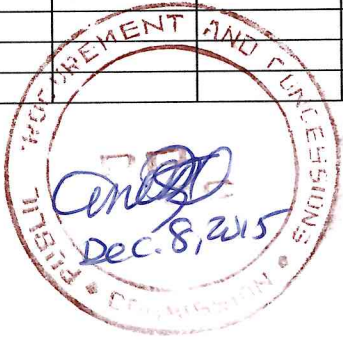
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		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QUANTITY	ESTIMATED PACKAGE	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. BID DOCUMENT	PC APPROVAL – BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/PUBLIC OPENING	SUBMISSION OF BIDS EVALUATION REPORT	PC APPROVAL OF BID REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	
PLANNED	10	IFBN0.LIPA /SBA/Rfq/003/15/16	Refuse Collection	E3811	1 Firm	1,800	RFQ	9/7/'15	9/10/'15	9/15/'15	9/18/'15	9/25/'15	9/28/'15	9/30/'15	10/28/'15	N/A	6/4/'16	6/11/'16	
UPDATE																			
ACTUAL																			
PLANNED	11	IFBN0.LIPA /SBA/Rfq/004/15/16	Newspaper, Books, Periodical	G4761	Assorted	6,936	RFQ	9/14/'15	9/17/'15	9/22/'15	9/25/'15	10/1/'15	10/6/'15	10/9/'15	11/6/'15	N/A	6/10/'16	6/25/'16	
UPDATE																			
ACTUAL																			
PLANNED	12	IFBN0.LIPA /SBA/RB/003/15/16	Telecommunication & Internet	J6190 J6110	Assorted	13,200	RB	7/20/'15	7/29/'15	8/3/'15	8/6/'15	9/3/'15	9/8/'15	9/11/'15	10/16/'15	N/A	6/2/'16	6/9/'16	
UPDATE																			
ACTUAL																			
	13	IFBN0.LIPA /SBA/RB/004/15/16	Postage	H5310	Assorted	75.00	RB	7/20/'15	7/29/'15	8/3/'15	8/6/'15	9/3/'15	9/8/'15	9/11/'15	10/16/'15	N/A	6/2/'16	6/9/'16	
UPDATE																			
ACTUAL																			
SUB-TOTAL						22,011													



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	ITEM NO	BASIC DATA						IMPLIMENTATION DATES											
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QUANTITY	ESTIMATED PACKAGE	PROCUREMENT METHOD	TECHNICALS PECS/BOQ/DRAWINGS	PREP. BID DOCUMENT	PC APPROVAL – BID DOC/TECH SPECS	BID INVITITATION & RELEASE OF BID DOC	BID SUBMISSION/PUBLIC OPENING	SUBMISSION OF BIDS EVALUATION REPORT	PC APPROVAL OF BID REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS
PLANNED	14	IFBN0.LIPA /SBA/RB/0 05/15/16	Courier	H5320	Assorted	300.00	RB	7/20/'15	7/29/'15	8/3/'15	8/6/'15	9/3/'15	9/8/'15	9/11/'15	10/16/'15	N/A	6/2/'16	6/9/'16	
UPDATE																			
ACTUAL																			
UPDATE																			
ACTUAL																			
PLANNED	15	IFBN0.LIPA/ SBA/RFQ/0 05/15/16	Domestic Travel-Means of Travel	H4921 H4922	4 Trips	3,200	RFQ	7/13/'15	7/20/'15	7/23/'15	7/30/'15	8/6/'15	8/11/'15	8/13/'15	10/15/'15	N/A	1/15/'16	1/22/'16	
UPDATE																			
ACUTAL																			
PLANNED	16	IFBN0.LIPA/ SBA/RFQ/0 06/15/16	Foreign Travel-Means of Travel	N7911	3 Trips	4,600	RFQ	9/1/'15	9/8/'15	9/15/'15	9/18/'15	9/25/'15	19/30/'15	10/7/'15	11/4/'15	N/A	2/24/'16	3/3/'16	
UPDATE																			
ACTUAL																			
SUB-TOTAL						8,100													



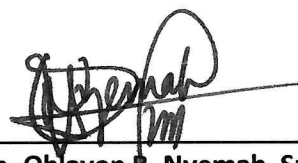
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		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QUANTITY	ESTIMATED PACKAGE	PROCUREMENT METHOD	TECHNICALS PECS/BOQ/DRAWINGS	PREP. BID DOCUMENT	PC APPROVAL – BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/PUBLIC OPENING	SUBMISSION OF BIDS EVALUATION REPORT	PC APPROVAL OF BID REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	
PLANNED	17	IFBN0.LIPA/SBA/RFQ/007/15/16	Water	E3600	Assorted	2,352	RFQ	8/4/'15	8/7/'15	8/12/'15	8/19/'15	8/26/'15	8/31/'15	9/3/'15	10/1/'15	N/A	5/13/'16	5/20/'16	
UPDATE																			
ACTUAL																			
PLANNED	18	IFBN0.LIPA/SBA/RFQ/008/15/16	Repair & Maintenance-Civil	G4100	2 Buildings	1,200	RFQ	8/10/'15	8/13/'15	8/18/'15	8/26/'15	9/2/'15	9/8/'15	9/11/'15	10/9/'15	N/A	6/30/'16	6/30/'16	
UPDATE																			
ACTUAL																			
PLANNED	19	IFBN0.LIPA/SBA/RFQ/009/15/16	Other Office Materials & Consumables	G4711	Assorted	1,600	RFQ	10/12/'15	10/15/'15	10/20/'15	10/23/'15	10/30/'15	11/6/'15	11/11/'15	11/25/'15	N/A	6/3/'16	6/10/'16	
UPDATE																			
ACTUAL																			
PLANNED	20	IFBN0.LIPA/SBA/RFQ/010/15/16	Uniform & Special Clothing	G4711	Assorted	1,275	RFQ	8/18/'15	8/21/'15	8/27/'15	9/1/'15	9/8/'15	9/11/'15	9/16/'15	10/14/'15	N/A	3/12/'16	3/19/'16	
UPDATE																			
ACTUAL																			
PLANNED	21	IFBN0.LIPA/SBA/RFQ/011/15/16	Workshop, Conferences, Symposia & Seminars	I5621 G4761	Assorted	10,000	RFQ	9/21/'15	9/24/'15	9/29/'15	10/2/'15	10/9/'15	10/14/'15	10/19/'15	11/9/'15	N/A	11/23/'15	12/7/'15	
UPDATE																			
ACTUAL																			
SUB-TOTAL						16,427													



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	ITEM NO		BASIC DATA					IMPLIMENTATION DATES											
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QUANTITY	ESTIMATED PACKAGE	PROCUREMENT METHOD	TECHNICALSS PECS/BOQ/DRAWINGS	PREP. BID DOCUMENT	PC APPROVAL – BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/PUBLIC OPENING	SUBMISSION OF BIDS EVALUATION REPORT	PC APPROVAL OF BID REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS
PLANNED	22	IFBN0.LIPA /SBA/RFQ/ 012/15/16	Vehicle Insurance	K6512	1 Firm	5,000	RFQ	8/10/'15	8/13/'15	8/18/'15	8/21/'15	8/28/'15	9/1/'15	9/4/'15	10/2/'15	N/A	10/16/'15	10/30/15	
UPDATE																			
ACTUAL																			
PLANNED	23	IFBN0.LIPA /SBA/RFQ/ 013 /15/16	Printing, Binding, Publication & Services	C1811	Assorted	4,550	RFQ	12/8/'15	12/11/'15	12/16/'15	12/18/'15	12/31/'15	1/5/'16	1/8/'16	1/22/'16	N/A	6/7/'16	6/30/16	
UPDATE																			
ACTUAL																			
GRAND TOTAL						241,647													

Prepared by: 

Sir. Christian T. G. Tabla
Procurement Director/ Manager

Approved by: 

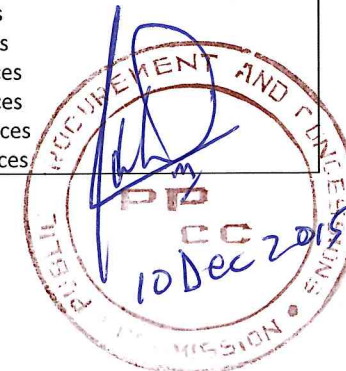
Hon. Oblayon B. Nyemah, Sr
Head of Entity/Chairman Proc. Committee

Date: 11/06/15

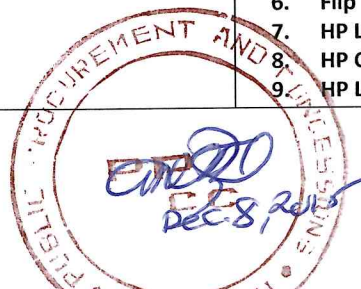


NAME OF ENTITY: LIBERIA INSTITUTE OF PUBLIC ADMINISTRATION (LIPA).
SBA PROCUREMENT PLAN EXPLANATORY NOTES
FISCAL YEAR: 2015/2016

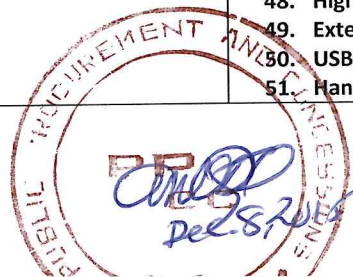
ITEM NO	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	CONTENT (S) OF CONTRACT PACKAGE
1	IFBN0.LIPA/SBA/RB/002/15/16	Telecommunication & Internet	This contract package is intended to procure the below listed Re-fill/Re-charge Scratch Cards in total of 1,320 pieces. A. Lonestar Cards.....880 pieces B. Cellcom Chards.....880 pieces C. Novafone Cards.....880 pieces
2	IFBN0.LIPA/SBA/RB/003/15/16	Postage	This contract package is intended to procure the below listed postage stamps. A. Postage stamps.....50 pieces
3	IFBN0.LIPA/SBA/RB/004/15/16	Courier	This contract package is intended to procure Courier Services/freight. A. Courier Services/freight.....4 times
4	IFBN0.LIPA/SBA/NCB/001/15/16	Repairs & Maintenance of Vehicles	This contract package is intended to procure Mechanical & Technical Services for the repairs & Maintenance of Vehicles.....10 vehicles. A. Mini Buses2 units B. SUVs Jeeps.....6 units C. Sedan Car1 units D. Double Cabinet Pickup.....1 unit
5	IFBN0.LIPA/SBA/RFQ/002/15/16	Repairs & Maintenance Mach, Equip & Furniture	This contract package is intended to procure Technical Services for the repairs & Maintenance of Machinery, Equipment & Furniture below. A. Photocopier.....4 units B. Printers10 units C. Air-conditioners.....16 units D. Overhead projectors.....7 units E. Computers 10 units F. Doors.....6 pieces G. Windows.....8 pieces H. Chairs.....20 pieces I. Desk.....10 pieces



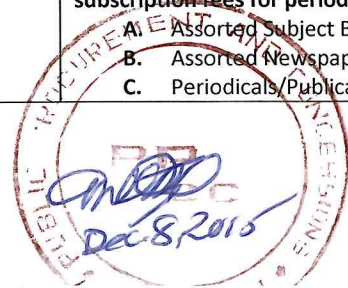
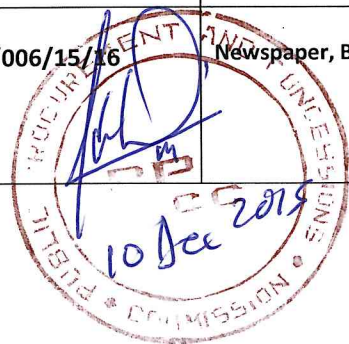
ITEM NO	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	CONTENT (S) OF CONTRACT PACKAGE
6	IFBN.LIPA/SBA/NCB/002/15/16	Cleaning Materials & Services	This contract package is intended to procure cleaning materials as listed below. 1. Sack Tissues..... 50 sacks 2. Hand soap..... 50 cartons 3. Powder soap..... 50 cartons 4. Chlorex 41 cartons 5. Dettol (disinfectant)..... 15 cartons 6. Air freshener..... 50 cartons 7. Dust Bin.....20 pieces 8. Carpet fresh & Vim..... 1 cartoons 9. Hand & floor towels..... 100 pieces 10. Vacuum cleaner.....2 units 11. Soft & hard brooms.....25 pieces 12. Commode brushes & plunder.....2 boxes 13. Paper Towel.....100.pieces 14. Mosquito Spry.....15 cartoons 15. Wood polish.....120 tins 16. Floor Towel.....100 pieces 17. Mop 50 pieces 18. Floor Bruch.....25 pieces 19. Garbage Bags.....10 pieces 20. Plastic Buckets.....20 pieces 21. Rat Poison.....5 pks 22. Camphor Ball.....20 pks 23. Glass Cleaner.....35 bottles 24. Commode Punchers.....10 pieces 25. Hand Gloves.....10 pairs 26. Water Barrel.....4 pieces
7	IFBN0.LIPA/SBA/NCB/003/15/16	Stationery	This contract package is intended to procure stationery and supplies listed below. 1. A-4 papers (80 gram)..... 75 boxes 2. A-3 papers (80 gram)..... 2 boxes 3. A-4 yellow pads.....3 boxes 4. Steno pads.....2 boxes 5. Flip Chart pads.....8 Pks 6. Flip chart stand.....3 pieces 7. HP Laserject Printer M1132 MFP Cartridges #85A.....12 pieces 8. HP Officer Jett 7000 Printer Cartridges 920 Ink 8 pieces 9. HP Laserject Printer 2035 Cartridges #05A.....12 pieces



		Stationery Cont'd	10. HP Officer Jett860 Printer Cartridges 950 & 951 Ink6 pieces 11. HP – CP540 Cartridge Ink.....3 pieces 12. HP – 60 & 61 cartridge Ink.....6 pieces 13. Canon GPR-18 Toners.....10 pieces 14. Canon Copier Drum unit 3218.....4 pieces 15. Box files.....5 cartoons 16. Manila folders (A-4 Size)5 cartoons 17. Manila folders (Large size).....3 cartoons 18. Paper fasteners.....6 pks 19. Brown Envelopes A-4 size.....26 pks 20. Brown Envelopes A-3 size.....15 pks 21. Brown Envelopes A-5 size.....20 pks 22. Certificate papers.A-4 size.....20 pks 23. Regular Plain White Envelopes (Peal & seal).....11 boxes 24. Permanent Markers (Assorted).....5 pks 25. White Board Markers (Assorted).....15 pks 26. Wall Clocks (Large Size).....10 pieces 27. Paper Clips (Small).....20 pks 28. Paper Clips (Large).....10 pks 29. Staple Machines (Large size).....12 pieces 30. Staple Pins.....20 pks 31. Heavy Duty Staple Machines.....2 pieces 32. Heavy Duty Staple Pins.....10 pks 33. Stick –on- Pads (Small size).....10 pks 34. Stick –on- Pads (Large size).....20 pks 35. Desk Tray (Assorted 3 & 4 Trays).....20 pieces 36. Type Writer Prima 18” (Manual Machine).....1 unit 37. Type Writer Ribbon (Red & Black Combined).....6 pieces 38. Correction Fluid.....10 pks 39. Binding Films 5 reams 40. Binding Cover5 reams 41. Executive Paper A-4 –size.....5 boxes 42. Desk Calculators (Large size)..... 6 pieces 43. Heavy Paper Perforators.....2 pieces 44. Ledger/Journal Books (Large Size)2 pieces 45. Paper Perforators (Medium Size).....10 pieces 46. HP Color Laserjet CE260A K(Black).....1 piece 47. Dry Stick- on – Glue (Assorted – Small & Large).....8 pks 48. Highlighter.....10 pks 49. External Hard Drive.....2 pieces 50. USB/Pen Drive (16 or 32 GB).....3 pieces 51. Hanging Folders (Large Size).....4 boxes
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ITEM NO	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	CONTENT OF CONTRACT PACKAGE
		Stationery Cont'd	52. Book Binder (Large Size).....1 unit 53. Paper Cutter (Large Size).....2 units 54. Scotch Tape (Medium Size).....30 rolls 55. Masking Tape (Medium Size).....40 rolls 56. Staple Pins Remover.....11 pieces 57. Poster Sheets (Assorted Colors).....5 reams 58. Pencils6 pks 59. Name Tags.....5 pks 60. Dry Cell Battery (AAA -Size).....10 pks
8	IFBN0.LIPA/SBA/RFQ/015/15/16	Printing, Binding, Publication & Services	This contract package is intended to procure Printing and Binding services listed below. A. Call cards..... 100 pks B. Information Brochures.....1000 copies C. Printing & Binding of Training Modules.....1500 copiec
9	IFBN0.LIPA/SBA/RFQ/015/15/16	Publication Services	This contract package is intended to procure Publications services listed below. A. Advertisement (Print & Electronic) 10 times B. Press Conference..... 6 times
10	IFBN0.LIPA/SBA/RFQ/003/15/16	Food & Catering Services	This contract package is intended to procure catering services listed below. A. Hiring Food & Catering Services.....4 times
11	IFBN0.LIPA/SBA/RFQ/004/15/16	Entertainment Items	This contract package is intended to be used under the budget item to procure gifts, entertainment and make representations. A. Entertaining guest & employees.....90 persons. B. End of year party.....85 persons C. Donations.....3
12	IFBN0.LIPA/SBA/RFQ/010/15/16	Repair & Maintenance-Civil	This contract package is intended to procure technical services, parts, materials and supplies in the repairs, minor rehabilitation and restoration in respect of buildings leased. A. Buildings2 units
13	IFBN0.LIPA/SBA/RFQ/006/15/16	Newspaper, Books, Periodical	This contract package is intended to procure Books, Newspapers and subscription fees for periodicals. A. Assorted Subject Books.....40 pcs B. Assorted Newspapers.....100 copies C. Periodicals/Publications.....20 copies



ITEM NO	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	CONTENT OF CONTRACT PACKAGE
14	IFBN0.LIPA/SBA/RFQ/012/15/16	Uniform & Special Clothing	This contract package is intended to procure uniforms and specialized clothing listed below. A. Drivers Uniforms21 suits B. Specialized Clothing18 suits C. Rain Booths13 pairs D. Rain Coats.....13 pieces
15	IFBN0.LIPA/SBA/RFQ/011/15/16	Other Office Materials & Consumables	This contract package is intended to procure other materials and consumables to be used generally in facilitating operations at LIPA.
16			
17	IFBN0.LIPA/SBA/RFQ/009/15/16	Water	This contract package is intended to procure water as stated below. A. Service Water..... gallons B. Drinking Water..... gallons
18	IFBN0.LIPA/SBA/RFQ/002/15/16	Repairs & Maintenance Mach, Equip & Furniture	This contract package is intended to procure
19	IFBN0.LIPA/SBA/RFQ/013/15/16	Workshop, Conferences, Symposia & Seminars	This contract package is intended to procure assorted Materials, supplies, technical Services and Catering Services to facilitate the hosting of the below listed. A. Annual Public Administration Conference.....1 B. Symposia.....1 C. Workshop.....1 D. Seminars.....2

PREPARED BY: _____

Christian T. G. Tabla
Acting Procurement Director



DATE: 11/06/15

