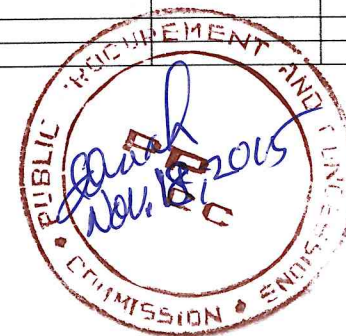


MINISTRY OF FOREIGN AFFAIRS
PROCUREMENT PLAN FOR SMALL BUSINESS ACT BUDGET
Source of Funding: GOVERNMENT OF LIBERIA (GOL)
Fiscal year: 2015-2016

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
BASIC DATA								IMPLEMENTATION DATES											
	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 DOCUMENT	INVITATION & RELEASE OF BID DOC	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	IFB No. MFA/SBA/R FQ/001/15/16	Printing and Binding	J-5819	Assorted	4,800.00	RFQ	9/22/2015	9/29/2015	10/6/2015	10/13/2015	11/3/2015	11/3/2015	11/24/2015	12/8/2015	N/A	6/30/2016	6/30/2016	
UPDATE																			
ACTUAL																			
PLANNED	2	IFB No. MFA/SBA/R FQ/002/15/16	Publications	C-1812	Assorted	3,000.00	RFQ	9/22/2015	9/29/2015	10/6/2015	10/13/2015	11/3/2015	11/3/2015	11/24/2015	12/8/2015	N/A	6/30/2016	6/30/2016	
UPDATE																			
ACTUAL																			
PLANNED	3	IFB No. MFA/SBA/N CB/001/15/16	Domestic Means of travel	G-4510	Assorted	60,000.00	NCB	9/22/2015	9/29/2015	10/6/2015	10/13/2015	11/3/2015	11/17/2015	11/24/2015	12/8/2015	N/A	6/30/2016	6/30/2016	
UPDATE																			
ACTUAL																			
PLANNED	4	IFB No. MFA/SBA/R FQ/003/15/16	Newspapers	E-4761	Assorted	2,750.00	RFQ	9/22/2015	9/29/2015	10/6/2015	10/13/2015	11/13/2015	11/17/2015	11/24/2015	12/8/2015	N/A	12/22/2015	6/30/2016	
UPDATE																			
ACTUAL																			
PLANNED	5	IFB No. MFA/SBA/R FQ/004/15/16	Books and Periodicals	C-1811	Assorted	4,000.00	RFQ	9/22/2015	9/29/2015	10/6/2015	10/13/2015	11/13/2015	11/20/2015	11/24/2015	12/8/2015	N/A	6/30/2016	6/30/2016	
UPDATE																			
ACTUAL																			
PLANNED	6	IFB No. MFA/SBA/R FQ/005/15/16	Uniforms & Specialized Clothing	C-1410	Assorted	10,000.00	RFQ	9/22/2015	9/29/2015	10/6/2015	10/13/2015	11/13/2015	11/20/2015	11/24/2015	12/8/2015	N/A	6/30/2016	6/30/2016	
UPDATE																			
PLANNED	7	IFB No. MFA/SBA/R FQ/006/14/15	Repairs & Maintenance Machinery, Equipment	G-4659	Assorted	9,000.00	RFQ	9/22/2015	9/29/2015	10/6/2015	10/13/2015	11/13/2015	11/20/2015	11/24/2015	12/8/2015	N/A	6/30/2016	6/30/2016	
UPDATE																			
ACTUAL																			
						SUB TOTAL													
						93,550.00													




MINISTRY OF FOREIGN AFFAIRS
PROCUREMENT PLAN FOR SMALL BUSINESS ACT BUDGET
Source of Funding: GOVERNMENT OF LIBERIA (GOL)
Fiscal year: 2015-2016

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
BASIC DATA								IMPLEMENTATION DATES											
	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	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	8	IFB No. MFA/SBA/RB/001/15/16	Petroleum Products	G-4661	Gallons (95,047)@3.41	297,500.00	RB	9/22/2015	9/29/2015	10/6/2015	10/13/2015	11/13/2015	11/20/2015	11/24/2015	12/8/2015	N/A	6/30/2016	6/30/2016	
UPDATE																			
PLANNED	9	IFB No. MFA/SBA/NCB/002/15/16	Repairs and Maintenance Civil Works	F-4390	One (1) Bldg	125,000.00	NCB	9/22/2015	9/29/2015	10/6/2015	10/13/2015	11/3/2015	11/17/2015	11/24/2015	12/8/2015	N/A	6/30/2016	6/30/2016	
UPDATE																			
PLANNED	10	IFB No. MFA/SBA/NCB/003/15/16	Foreign Travels	N-7911	40 trips	504,959.00	NCB	9/22/2015	9/29/2015	10/6/2015	10/13/2015	11/3/2015	11/17/2015	11/24/2015	12/8/2015	N/A	6/30/2016	6/30/2016	
UPDATE																			
ACTUAL																			
PLANNED	11	IFB No. MFA/SBA/NCB/004/15/16	Celebrations, Commemoration & State Visit	M-7410	Assorted	60,000.00	NCB	9/22/2015	9/29/2015	10/6/2015	10/13/2015	11/3/2015	11/17/2015	11/24/2015	12/8/2015	N/A	6/30/2016	6/30/2016	
UPDATE																			
ACTUAL																			
PLANNED	12	IFB No. MFA/SBA/NCB/005/15/16	Food and Catering Services	I-5629	Assorted	75,000.00	NCB	9/22/2015	9/29/2015	10/6/2015	10/13/2015	11/13/2015	11/20/2015	11/24/2015	12/8/2015	N/A	6/30/2016	6/30/2016	
UPDATE																			
ACTUAL																			
					Sub total	1,062,459.00													
					GRAND TOTAL	1,111,009.00													

Prepared By: 
Stanley M. Beain
ACTING PROCUREMENT DIRECTOR



Approved by: 
B. Elias Shoniya
ACTING MINISTER

Date: 11/16/15



MINISTRY OF FOREIGN AFFAIRS
MEMBERS OF THE PROCUREMENT COMMITTEE AND UNIT
Fiscal year: 2015-2016

Procurement Committee Members:

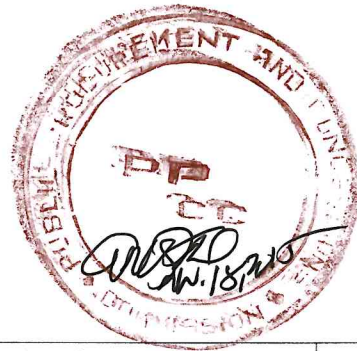
Hon. B. Elias Shoniyin (Acting Minister/ Acting Chairman)
Hon. Wede Elliott Brownell, PhD (Co-Chairman)
Hon. Boakai N. Kanneh (PC Member)
Hon. Albertha P. Doe (PC Member)
Mr. James G. Quiqui (Comptroller) (PC Member)
Mr. Stanley M. Beain (Secretary/ Non-Voting Member)



Procurement Unit Members

Albert L. George (Procurement Director)
Stanley Beain (Deputy Director)
Eric Garway (Supervisor)
Whetee Embree Tugbe (Warehouse Custodian)
Pauline Blake Outland (Procurement Officer)
Konah Sherman (Secretary)
Zinnah Varney (Office Assistant)
Sunday T. Sipply, Jr (Procurement Specialist)



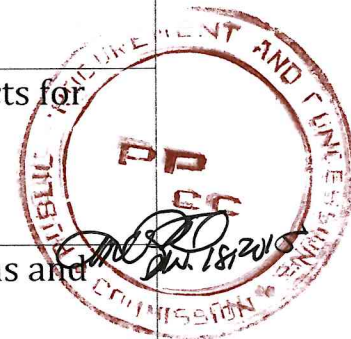


Name of Entity: Ministry of Foreign Affairs
Procurement Plan Explanatory Notes (SBA)
Fiscal Year: 2015/2016

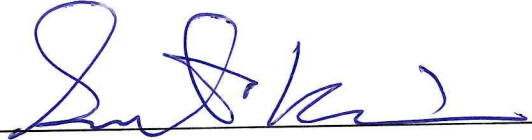


Item No	Contract Package Code	Contract Package	Content of Contract Package
1.	IFB No. MFA/SBA/NCB/001/15/16	Printing, Binding & Publications	This contract package will be used to procure the following items A. Invitation for Bids B. Proclamations C. Letter heads D. Gazettes
2.	IFB No. MFA/SBA/NCB/002/15/16	Domestic Means of Travel	This contract package will be used to procure car rental service for the Ministry: A. SUVs @ 250.00 per day B. Sedans@ 125.00 per day C. Buses @500.00 per day
3.	IFB No. MFA/SBA/RFQ/001/15/16	Newspapers, Books and Periodicals	The contract package will be used to procure the followings items: A. Newspapers B. Books C. Periodicals
4.	IFB No. MFA/SBA/RFQ/002/15/16	Uniforms and Specialized Clothing	This contract package will be used to procure the below listed items A. Uniforms for Security Personnel B. Uniforms for Passport Officers

6.	IFB No. MFA/SBA/NCB/002/15/16	Food and Catering Services	This contract package will be used to procure the following services: A. Catering services for workshop B. Symposium C. Honoring programs D. Training
7.	IFB No. MFA/SBA/NCB/15/16	Repairs & Maintenance, Machinery & Equipment	This contract package is intended to procure the following services : A. Repairs & Maintenance on cooling equipment such as Air conditions, refrigerators B. Furniture such as Chairs, Desk, Tables, Stood etc
8.	IFB No. MFA/SBA/RB/001/15/16	Petroleum Products	This contract package is intended to procure Petroleum products for the Ministry's vehicles and generators: A. Gasoline Coupons @ 3.41 B. Diesel Coupons @ 3.41
9	IFB No. MFA/SBA/NCB/004/15/16	Repairs & Maintenance, Civil Works	This contract package is intended to procure the following items and services A. Plumbing materials B. Electrical materials C. Finishing materials D. Gardening materials
10.	IFB No .MFA/NCB/003/15/16	Foreign Means of Travel (Air Tickets)	This contract package is intended to purchase air tickets for senior staff and other employees from the Ministry travelling abroad on official duty. A. The purchase of air tickets for senior ministers and other official of the Ministry.
11.	IFB No .MFA/NCB/006/15/16	Celebrations, Commemorations and State Visit	This contract package is intended to procure the following items: A. Souvenirs for Christmas and independence celebrations B. Souvenirs for honoring programs C. Art & Craft Materials and etc.



12.		Food and Catering Services	This contract is intended to procure various kinds of catering services for the following programs and activities. <ol style="list-style-type: none"> 1. Workshop 2. Symposium 3. Honoring programs 4. Training Programs
-----	--	----------------------------	--

Prepared by: 
 Stanley M. Beain
 Acting Procurement Director

Date: 11/10/15

