MINISTRY OF FOREIGN AFFAIRS

PROCUREMENT PLAN FOR SMALL BUSINESS ACT BUDGET

Source of Funding: GOVERNMENT OF LIBERIA (GOL)

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		BASIC DATA							IMPLEMENTATION DATES										
	ITEM NO.	PACKAGE NUMBER	CONTRACT PACKAGE	Business Activity Code	QTY	ESTIMATED COST (USD)	PROCUREME NT METHOD	TECHNICAL SPECS/BOQ/ DRAWINGS	PREP. OF BID DOCUMENT	APPROVAL - BID	INVITATION & RELEASE OF	PUBLIC	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	(SUBSTANTIAL	ACCEPTANCE & FINAL PAYMENT	REMARKS
CHUNAL	1	(CODE) IFB No. MFA/SBA/R FQ/001/15/1	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	
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PLANNED	2	IFB No. MFA/SBA/R FQ/002/15/1	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	
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PLANNED	3	IFB No. MFA/SBA/N CB/001/15/1	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	
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PLANNED	4	MFA/SBA/R FQ/003/15/1	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	
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PLANNED	5	IFB No. MFA/SBA/R FQ/004/15/1	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	
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PLANNED	6	IFB No. MFA/SBA/R FQ/005/15/1	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													-				-		
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PLANNED	7	IFB No. MFA/SBA/R FQ/006/14/1 5	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	NIA	6/30/2016	6/30/2016	
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1					SUB TOTAL	93,550.00			1	AFF. CALLED	and the same				1	7	1	.1	-

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MINISTRY OF FOREIGN AFFAIRS

PROCUREMENT PLAN FOR SMALL BUSINESS ACT BUDGET

Source of Funding: GOVERNMENT OF LIBERIA (GOL)

Fiscal year: 2015-2016

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						IMPLEMENTATION DATES								6				
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code	QTY	ESTIMATED COST (USD)	PROCUREME NT METHOD	TECHNICAL SPECS/BOQ/ DRAWINGS	BID	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
8	MFA/SBA/R	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	
	MFA/SBA/N	Reparis 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	
		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	12/8/20105	N/A	6/30/2016	6/30/2016	
						-												
		Celebrations. Commemoration & State Vist	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	12/8/20105	N/A	6/30/2016	6/30/2016	
						1												
12	IFB No. MFA/SBA/N CB/005/15/1	Food and Catering Services	1-5629	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	
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	9 10 11	IFE No. IFB No. IFB No. MAINCE/1003/15/16 IFB No. MFA/SBA/N CB/002/15/1 IFB No. IFB No.	ITEM NO. PACKAGE NUMBER (CODE) 8 IFB No. FAISBAIR BROOTH 5/16 10 AFAISBAIR ANCE/903/15/16 11 ANCE/903/15/16 12 IFB No. FAISBAIN Foreign Travels ANCE/903/15/16 13 IFB No. FAISBAIN Celebrations. Commemoration & State Vist 14 ANCE/904/15/16 15 IFB No. MFAISBAIN Commemoration & State Vist 16 FOOd and Catering Services	ITEM NO.	ITEM PACKAGE NUMBER (CODE) CONTRACT PACKAGE Business Activity Code QTY	ITEM PACKAGE NUMBER (CODE) CONTRACT PACKAGE Business Activity QTY ESTIMATED COST (USD)	ITEM PACKAGE NUMBER (CODE) CONTRACT PACKAGE Business Activity QTY COST (USD) PROCUREME (CODE) NUMBER (CODE) Percentage Procurement (CODE) Procurement (CO	ITEM PACKAGE NUMBER (CODE) CONTRACT PACKAGE Business Activity Code QTY ESTIMATED PROCUREME SPECISION/DRAWINGS FA390 CONTRACT PACKAGE Gallons (95,047)@3.41 297.500.00 RB 9/22/2015 Gallons (95,047)@3.41 297.500.00 NCB 9/22/2015 Gallons (95,047)@3.41 29	TITEM PACKAGE CONTRACT PACKAGE Business Activity Code COST (USD) PROCURENT TECHNICAL SPECS/BOO' BID DOCUMENT COST (USD) PROCURENT TECHNICAL SPECS/BOO' BRAWINGS DOCUMENT COST (USD) PROCURENT TECHNICAL SPECS/BOO' BRAWINGS DOCUMENT COST (USD) PROCURENT TECHNICAL SPECS/BOO' BRAWINGS DOCUMENT TECHNICAL SPECS/BOO' BRAWINGS TECHNI	TEM PACKAGE CONTRACT PACKAGE Business Activity Code Cost (usb) PROCUREME SPECIFICAL PROVIDENCE COST (usb) PROCUREME PROVIDENCE COST (usb) PROCUREME PROVIDEN	TEM PACKAGE CONTRACT PACKAGE Business Activity Code COST (USD) PROCUREME SPECIFICODY PROCUREME PROCUREME SPECIFICODY PROCUREME SPECIFICODY PROCUREME PROCUREME SPECIFICODY PROCUREME SPECIFICODY PROCUREME PROCUREME	PACKAGE PACK	TEN PACKAGE CONTRACT PACKAGE Business Activity Code COST (USD) PROCUREME SPECISHOOF COST (USD) PROCUREME COS	Tiem Package Petroleum Products Page Page	Marie Mari	Time	The color of the	Part Part

Prepared By:_

Stanley M. Beain

ACTING PROCUREMENT DIRECTOR

Approved by:_

B. Elias Shoniyin
ACTING MINISTER

Date: #//6//5



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 Custodain)

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

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Item	Contract Package Code	Contract Package	Content of Contract Package Maissint
No			
1.	IFB No.	Printing, Binding &	This contract package will be used to procure the following items
	MFA/SBA/NCB/001/15/16	Publications	A. Invitation for Bids
Total Control of the	96		B. Proclamations
			C. Letter heads
			D. Gazettes
2.	IFB No.	Domestic Means of	This contract package will be used to procure car rental service for the
	MFA/SBA/NCB/002/15/16	Travel	Ministry:
			A. SUVs @ 250.00 per day
			B. Sedans@ 125.00 per day
			C. Buses @500.00 per day
3.	IFB No.	Newspapers, Books and	The contract package will be used to procure the followings items:
	MFA/SBA/RFQ/001/15/16	Periodicals	A. Newspapers
			B. Books
			C. Periodicals
4.	IFB No.	Uniforms and	This contract package will be used to procure the below listed items
	MFA/SBA/RFQ/002/15/16	Specialized Clothing	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	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)	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. 1. Workshop 2. Symposium
		3. Honoring programs 4. Training Programs

Prepared by:

Stanley M. Beain
Acting Procurement Director



