

**MINISTRY OF INFORMATION, CULTURAL AFFAIRS & TOURISM  
PROCUREMENT PLAN (SBA Core budget)  
Source of Funding: GOL National Budget  
For Fiscal year 2015-2016**

2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	18	19	20
ITEM NO.	BASIC DATA						IMPLEMENTATION DATES												
	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code	No. of FIRMS/PERSONS	ESTIMATED COST (USD)	SELECTION METHOD	REQUEST FOR EXPRESSION OF INTEREST, if applicable					REQUEST FOR PROPOSALS AND APPROVAL OF AWARD							
							PREP. OF TOR & PC APPROVAL	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 RECEIPT AND PAYMENT)
D 1	RFP No: MOI/SBA/LCS/001/15/16	Legal Services	M6910	1 Person	27,000.00	Least Cost Selection(LCS)	7/1/2015	7/8/2015	8/12/2015	9/9/2015	10/7/2015	11/4/2015	12/2/2015	1/4/2016	2/1/2016	2/8/2016	2/15/2016	2/22/2016	6/30/2016
<b>GRAND TOTAL</b>					US\$ 27,000.00														

Prepared by: Hawa Kutu-Akoi  
Hawa Kutu-Akoi  
Procurement Director

Approved by: [Signature]  
Hon. Andrew G. Tehmeh  
Chairperson / Procurement Committee

Date: September 22, 2015



**MINISTRY OF INFORMATION, CULTURAL AFFAIRS & TOURISM**  
**SBA Procurement Plan Explanatory Notes**  
**Fiscal Year 2015/2016**

Item NO.	Contract Package Code	Contract Package	Content of Contract Package
1	RFP NO.MOI/SBA/LCS/001/15/16	Legal Services	<p>This contract package is intended to procure the following Consultancy Service:</p> <p>A. Legal &amp; Advisory Services..... As and When Necessary</p> <p>B. Review of Contracts.....Based on need</p> <p>C. Draft of Contracts.....Based on need</p> <p>D. Represent the Ministry on Legal matters.....As and When Necessary</p> <p>* The Least Cost Selection method is employed for this package due to the cost( US\$ 27,000.00) of service and that the Ministry has established the service can be provided by an individual Liberian lawyer.</p>

Prepared By: Hawa Kutu-Akoi  
 Procurement Director

*Hawa Kutu-Akoi*

Date: Sept 22, 2015

