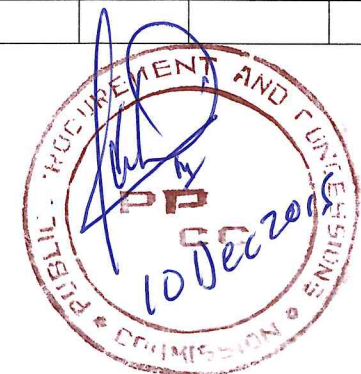
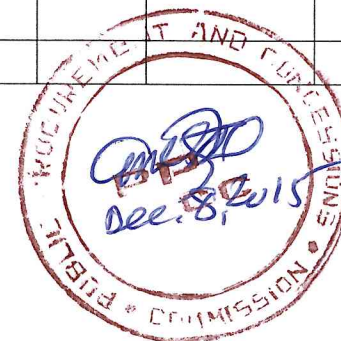
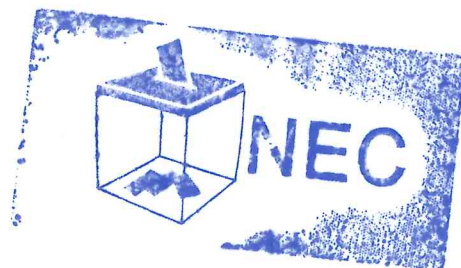


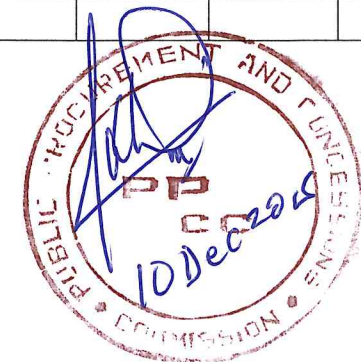
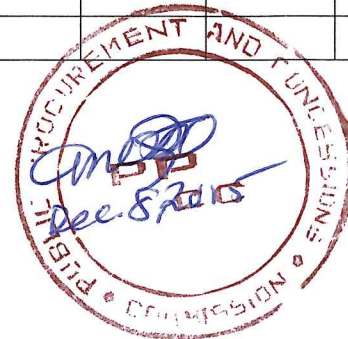
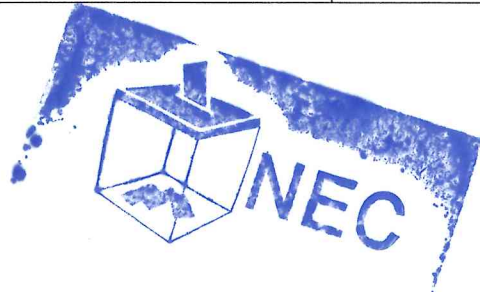
National Elections Commission
Procurement Plan (Core Budget)
Source of Funding: 2015-2016 National Budget
Fiscal year: July 1, 2015 – June 30, 2016

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
	ITEM NO.	BASIC DATA					IMPLEMENTATION DATES													REMARKS
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code (s)	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. NEC/NCB/001/15/16	Repairs and maintenance-vehicles	G4530/G4520	Assorted	25,000.00	NCB	4/30/15	5/21/15	6/4/15	6/11/15	7/9/15	7/23/15	8/6/15	9/3/15	N/A	6/1/16	6/24/16		
UPDATE																				
ACTUAL																				
PLANNED	2	IFB No. NEC/NCB/002/15/16	Repairs and Maintenance-Generators	C3314	Assorted	15,000	NCB	5/25/15	6/1/15	6/8/15	6/15/15	7/13/15	7/27/15	8/3/15	8/31/15	N/A	6/13/16	6/22/16		
UPDATE																				
ACTUAL																				
PLANNED	3	IFB No. NEC/NCB/003/15/16	Stationery	G4761	Assorted	30,000	NCB	4/30/15	5/21/15	6/4/15	6/11/15	7/9/15	7/23/15	8/6/15	9/3/15	N/A	6/14/16	6/24/16		
UPDATE																				
ACTUAL																				
PLANNED	4	IFB No. NEC/RFQ/001/15/16	Cleaning materials & Services	G4773	Assorted	7,000	RFQ	5/27/15	6/3/15	6/10/15	6/17/15	6/24/15	7/8/15	7/15/15	7/29/15	N/A	6/15/16	6/17/16		
UPDATE																				
ACTUAL																				
SUB-TOTAL						US\$77,000.00														



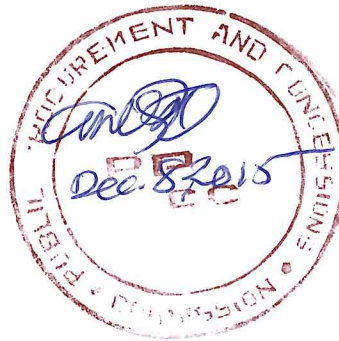
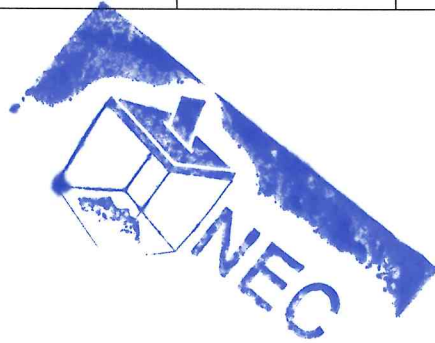
National Elections Commission
Procurement Plan (Core Budget)
Source of Funding: 2015-2016 National Budget
Fiscal year: July 1, 2015 – June 30, 2016

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		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code (s)	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	5	IFB No. NEC/NCB/004/15/16	Printing and Binding	C1811	Assorted	20,000	NCB	4/29/15	5/20/15	6/3/15	6/10/15	7/8/15	7/22/15	8/5/15	9/2/15	N/A	6/16/16	6/10/16		
UPDATE																				
ACTUAL																				
PLANNED	6	IFB No. NEC/RFQ/002/15/16	Computer supplies and ICT service	G4741	Assorted	5,000	RFQ	5/29/15	6/5/15	6/12/15	6/19/15	6/26/15	7/10/15	7/24/15	8/14/15	N/A	6/1/16	6/21/16		
UPDATE																				
ACTUAL																				
PLANNED	7	IFB No. NEC/RFQ/003/15/16	Refreshment materials (Enter. Repre)	G4711	Assorted	5,000	RFQ	6/8/15	6/22/15	6/29/15	7/6/15	7/13/15	7/27/15	8/10/15	9/7/15	N/A	6/8/16	6/24/16		
UPDATE																				
ACTUAL																				
PLANNED	8	IFB No. NEC/RB/001/15/16	Personnel Insurance	K6512	1 policy	75,000	RB	4/27/15	5/18/15	6/1/15	6/8/15	7/6/15	7/27/15	8/10/15	9/7/15	N/A	6/22/16	6/29/16		
UPDATE																				
ACTUAL																				
SUB-TOTAL						US\$105,000.00														



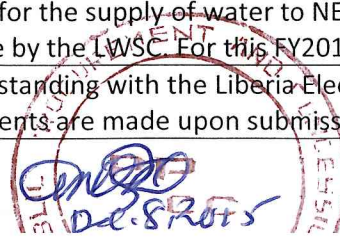
National Elections Commission
Procurement Plan (Core Budget)
Source of Funding: 2015-2016 National Budget
Fiscal year: July 1, 2015 – June 30, 2016

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	ITEM NO.	BASIC DATA					IMPLEMENTATION DATES													REMARKS
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code (s)	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	9	IFB No. NEC/RB/002/15/16	Vehicles Insurance	K6512	1 policy	25,000.00	RB	4/27/15	5/18/15	6/1/15	6/8/15	7/6/15	7/27/15	8/10/15	9/7/15	N/A	6/8/16	6/29/16		
UPDATE																				
ACTUAL																				
PLANNED	10	IFB No. NEC/SS/001/15/16	Internet Connectivity (Telecommunications, Internet & Postage)	J6110	1 firm	50,000.00	SS	4/27/15	5/18/15	6/1/15	6/8/15	7/6/15	7/27/15	8/10/15	9/7/15	N/A	6/22/16	6/29/16		
UPDATE																				
ACTUAL																				
GRAND TOTAL						US\$257,000.00														

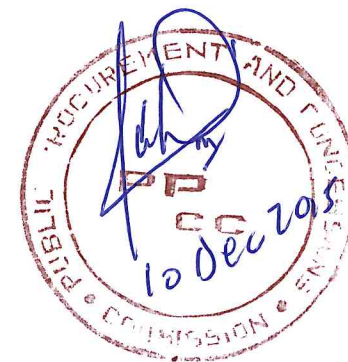
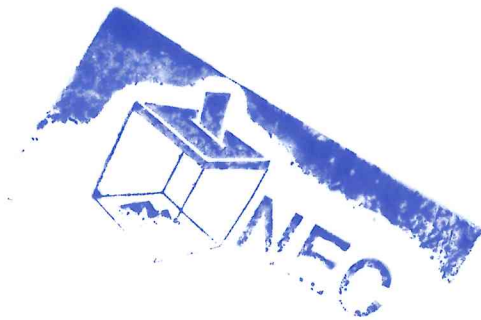


Notes to Procurement Plan

NO.	CODE/CONTRACT PACKAGES	EXPLANATION/BREAKDOWN
1.	IFB No. NEC/NCB/001/15/16-Repairs and Maintenance - Vehicles	To procure various spare parts for the Commission's fleet of 35 vehicles based on needs and to obtain those parts that are needed on a routine basis such as fuel filters, air filters, hydraulic arm seal, hydraulic oil, brake fluid, battery, pressure plate, clutch disc, tires, release bearing, universal joint brake pad, differential oil, horns, gear oil, spark plugs, water separate filter, master cylinder, priming pump, etc. Also, the procurement of lubricants for the vehicles will be done from this contract package. Note: our mechanics are available to install the parts and do the repairs unless there are major faults and the need for an external garage/technical expertise arises.
2.	IFB No. NEC/NCB/002/15/16-Repairs and Maintenance - Generators	The Commission has three (3) generators and intends to procure various spare parts on a routine and need basis such as fuel filters, air filters, spark plug, changeover switch, slide wire, water filter, fuel filter, gas filter engine oil, battery, water pump, terminal, cable, fuel element, power thrust, dry cell battery, etc. Also, the procurement of lubricants for the generators will be done from this contract package. Note: our mechanics are available to install the parts and do the repairs unless there are major faults and the need for an external garage/technical expertise arises.
3.	IFB No. NEC/NCB/003/15/16-Stationery	Purchase of assorted stationery materials for the NEC. Items to be procured include: A4 sheets-300 cartons, Legal paper-50 cartons, Royal Executive Bond-10 ream, A3 sheets-10 ream, Executive Ball Pens-20 boxes, Manila folder-50 boxes, Staple pins-15 boxes, Calculator-10 pieces, Stick on pads -5 boxes, Highlighter -3 boxes, Brown envelope-10 cartons, Stapler -10 pieces, Marker-20 boxes, Box file-10 cartons, Perforators-20 pieces, Handling folder-20 boxes, 05A Ink- 20 pieces, 35A Ink-15, Computer cartridges, note pads-20 Boxes, etc.
4.	IFB No. NEC/RFQ/001/15/16-Cleaning Materials and services	This line item include the procurement of soaps, Dettol, Clorox, mops, tissue, Tide soap, commode brush Garbage Bags-black, Broom, spray gone, Mask (Nose) Wiper, Hand Sanitizer, Wood Polish, Kitchen Towel and other materials used for cleaning purposes.
5.	IFB No. NEC/NCB/004/15/16-Printing and Binding	Printing & binding of magazines, Bulletins, Brochures, Annual Reports, Alerts, call cards, etc.
6.	IFB No. NEC/RFQ/002/15/16-Computer supplies and ICT service	Funds will be used for the procurement of computers; printers and other ICT related infrastructure to enable the NEC effectively perform its duties.
7.	IFB No. NEC/RFQ/003/15/16-Refreshment Materials (Entertainment Representation)	This will include the purchase of refreshment items for Commissioners and other senior staffs of the Commission such as snacks, mineral water, soft drinks, tea materials, Sm. Volvic water, Assorted soda, Table napkins, Aqualife water, Desk napkins Sanka decaffe coffee Brown sugar, Toilet paper, Nido powder milk, Green tea, Salad dressing, etc.
8.	IFB No. NEC/RB/001/15/16-Personnel Insurance	To select a certified insurance company to provide medical insurance coverage for the three hundred (300) employees of the NEC.
9.	IFB No. NEC/RB/002/15/16-Vehicle Insurance	To select a certified insurance company to provide both comprehensive and third party insurance coverage for the 35 fleet of vehicles owned and operated by the NEC.
10.	IFB No. NEC/SS/001/15/16 - Telecommunications, internet, postage and Courier (Fiber Internet Connectivity)	This line item will be used to procure only internet services through a mutual understanding with the Liberia Telecommunication Corporation (the sole provider of Fiber Cable Subscription in the country) for the supply of internet service to NEC. Payments are made upon submission of an invoice by the Libtelco. For this FY2015/2016, the NEC has a budget of US\$50,000.00 to cater for this.
11.	Water and Sewage	There is a mutual understanding with the Liberia Water and Sewage Corporation (the sole provider of water and provision of sewage services in the country) for the supply of water to NEC and the cleaning of the sewage system of the NEC. Payments are made upon submission of an invoice by the LWSC. For this FY2015/2016, the NEC has a budget of US\$5,625.00 to cater for this.
12.	Electricity	There is a mutual understanding with the Liberia Electricity Corporation (the sole provider of Electricity in the country) for the supply of Electricity to NEC. Payments are made upon submission of an invoice by the LEC. For this FY2015/2016, the NEC has a budget of



		US\$20,000.00 to cater for this.
13.	Elections	The line item Elections on the national budget with the amount of U.S. \$60,137.00, which is not indicated on the procurement plans, is to be used when the need arises. The amount will be used initially to start early procurement processes with a supporting procurement plan, when there is a need for any elections related activities such as By-Elections, Special Elections, Etc. The amount is to be used to start the procurement processes for any future elections or elections related events, while the NEC initiate discussion with the MFDP for additional budgetary support if the need be.
14.	Civic Education and Legislation	Ongoing and sustained civic voter education on Electoral content and legislation on proposed elections laws for the upcoming election events. The NEC will make available to the PPCC procurement plan for any procurable item(s) under this line if the need arises.



Prepared by:

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Atty. J. Roseline Nagbe-Koro
Director of Procurement

Date

08/10/2015

Approved by:

J. Korkoya
Jerome George Korkoya, JD

Date:

10-08-15

Chairman-BOC/Chairman-Procurement Committee

