

- Procurement Plan Template for Goods, Works and Non-Consulting Services

Name of Entity: VICE PRESIDENT'S OFFICE
PROCUREMENT PLAN (CORE BUDGET - SBA)
 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
	ITEM NO.	BASIC DATA						IMPLEMENTATION DATES											
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	PACKAGE 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 (MOBILIZ.)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS
PLANNED	1	IFB NO. VPO/SBA/RB/001/ 15/16	PETROLEUM PRODUCTS (GAS/DIESEL)	G4661	55,145.18 gls@3.01	165,987.00	RB	06/10/15	06/24/15	07/01/15	07/08/15	08/05/15	08/12/15	08/19/15	09/02/15	N/A	05/31/16	06/30/16	
UPDATE	1	IFB NO. VPO/SBA/RB/001/ 15/16	PETROLEUM PRODUCTS (GAS/DIESEL)	G4661	41,358.14 gls@3.01	124,488.00	RB	06/10/15	06/24/15	07/01/15	07/08/15	08/05/15	08/12/15	08/19/15	09/02/15	N/A	05/31/16	06/30/16	
ACTUAL																			
PLANNED	2	IFB NO. VPO /SBA/NCB/ 001 /15/16	FOREIGN MEANS OF TRAVEL	N7911	47 TICKETS*	235,000.00	NCB	09/08/15	09/22/15	09/29/15	10/01/15	10/29/15	11/05/15	11/12/15	11/26/15	N/A	04/29/16	06/30/16	
UPDATE	2	IFB NO. VPO /SBA/NCB/ 001 /15/16	FOREIGN MEANS OF TRAVEL	N7911	27 TICKETS	135,000.00	NCB	09/08/15	09/22/15	09/29/15	10/01/15	10/29/15	11/05/15	11/12/15	11/26/15	N/A	04/29/16	06/30/16	
ACTUAL																			
PLANNED	3	IFB NO. VPO/ SBA/NCB /002/15/16	REPAIRS & MAINTENANCE CIVIL	F4390	1 BUILDING	12,000.00	NCB	08/18/15	08/27/15	09/01/15	09/02/15	09/30/15	10/07/15	10/09/15	10/15/15	N/A	11/16/15	05/31/16	
UPDATE																			
ACTUAL																			
GRAND TOTAL(PLANNED)						412,987.00													
GRAND TOTAL (UPDATE)						271,488.00													

Prepared by:

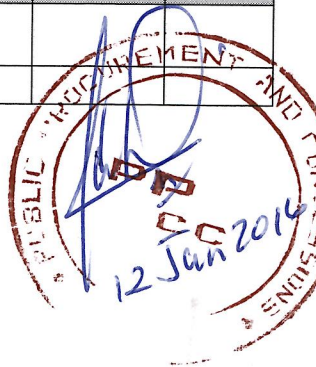
Procurement Director/ Manager

Approved by:

Head of Entity/Chairman Proc. Committee

Date:

January 12, 2016

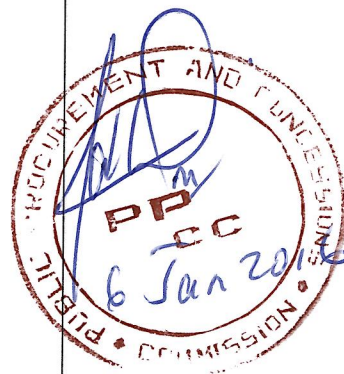
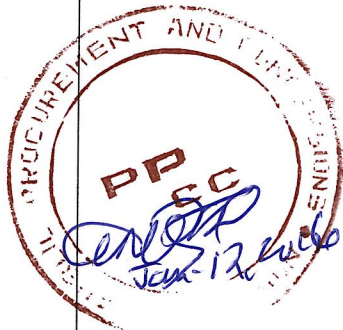


NAME OF ENTITY: **OFFICE OF THE VICE PRESIDENT**

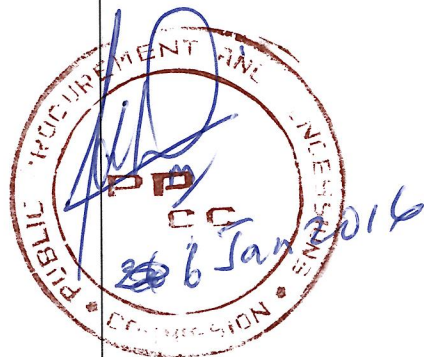
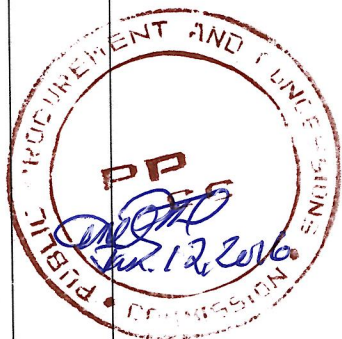
Procurement Plan Explanatory Notes

Fiscal Year: 2015/2016

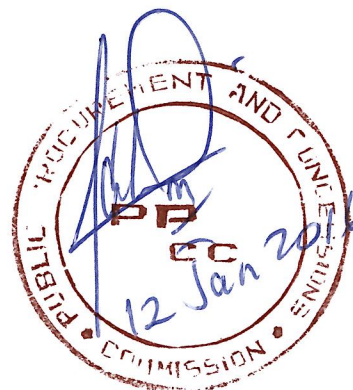
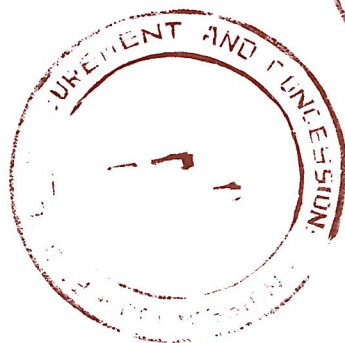
Item No.	Contract Package Code	Contract Package	Content of Contract Package
1	IFB NO. VPO/RB/001/15/16	Scratch Cards	<p>Portion of this contract package is intended to procure the following items:</p> <p>A. Lonestar Scratch Cards ----- 1,855 pcs</p> <p>B. Cellcom Scratch Cards ----- 795 pcs</p>
2	IFB NO. VPO/RB/002/15/16	Internet Subscription	<p>Portion of this contract package is intended to procure the following services:</p> <p>A. Internet Subscriptions ----- 12,288 Kbs</p>
3	IFB NO. VPO/NCB/001/15/16	Repairs & Maintenance Vehicles	<p>This contract package is intended to procure the following items and services:</p> <p><u>PARTS - \$47,005.00</u></p> <p>A. Engine Oil ----- 240 gals</p> <p>B. Transmission Oil ----- 132 gals</p> <p>C. Gear Oil ----- 132 gals</p> <p>D. Air Filter ----- 156 pcs</p> <p>E. Fuel Filter ----- 168 pcs</p> <p>F. Gas Filter ----- 72 pcs</p> <p>G. Spark Plugs ----- 288 pcs</p> <p>H. Tyres ----- 44 pcs</p> <p>I. Brakes ----- 88 pcs</p> <p>J. Brake Fluid ----- 44 cans</p> <p><u>SERVICES (Alliance Motor & Cactus Motors) - \$26,440.00</u></p> <p>A. Official Mercedes Benz (1) ----- 12 times</p> <p>B. Official Bullet proof Tahoe (1) ----- 12 times</p> <p>C. Official Chevrolet Suburban (1) ----- 12 times</p>



4	IFB NO.VPO/NCB/002/15/16	Stationery	<p>This contract package is intended to procure the following items:</p> <ul style="list-style-type: none"> A. A4 Papers ----- 50 boxes B. Legal Papers ----- 20 boxes C. Greetings Cards Papers ----- 20 packs D. Executive Papers ----- 5 boxes E. A4 Envelopes ----- 10 boxes F. Large Brown Envelopes ----- 15 boxes G. White Envelope (peal & seal) ----- 10 boxes H. Manila Folders ----- 15 boxes I. Box file ----- 5 boxes J. Fastener ----- 5 boxes K. Staple machine ----- 5 pcs L. Staple pins ----- 10 boxes M. Markers ----- 5 packs N. Highlighter ----- 4 packs O. Note pads ----- 5 dozens P. Stick-on-pad ----- 3 dozens Q. Correction Fluids ----- 3 boxes R. Paper Glue ----- 3 dozens S. Hp LaserJet ink ----- 50 pcs T. Hp Deskjet Ink ----- 10 sets U. Ball Point Pens ----- 4 packs V. Pencil ----- 2 boxes W. Scissor ----- 5 pcs
5	IFB NO.VPO/NCB/003/15/16	Entertainment, Representation & Gifts	<p>This contract package is intended to procure the following items:</p> <ul style="list-style-type: none"> A. Mineral water ----- 100 sacs B. Juices X 24 ----- 50 carts C. Soft Drinks ----- 100 carts D. Wine ----- 20 cartoons E. Beer ----- 100 cartoons F. Stout ----- 100 cartoons G. Biscuit ----- 15 cartoons H. Candies ----- 50 packs I. Pringles ----- 25 cups J. Napkins ----- 50 bags K. Paper Towel ----- 50 bags L. Tissues ----- 100 bags M. Hand Liquid Soap ----- 5 cartoons N. Butter ----- 10 jars



			O. Mayonnaise ----- 10 jars P. Peanut Butter ----- 10 jars Q. Crackers ----- 5 cartoons R. Coffee ----- 15 jars S. Tea ----- 10 packs T. Coffee mate ----- 15 jars U. Sugar ----- 2 cartoons V. Powder Milk ----- 15 cups
6	IFB NO. VPO/SBA/RB/001/15/16	Petroleum Products (Diesel/Gasoline)	This contract package is intended to procure Diesel/Gasoline Coupons and bulk product for use by VPO official vehicles and Generators at the Honorable Vice President's Residence respectively.
7	IFB NO. VPO/SBA/NCB/001/15/16	Foreign Means of Travel	This contract package is intended to procure Travel Tickets for the Honorable Vice President and Delegations whenever there is a foreign travel.
8	IFB NO. VPO/SBA/NCB/002/15/16	Repairs & Maintenance - Civil	This contract package is intended for Repairs and Maintenance Services for one building. The building is the resident of the Honorable Vice President, Joseph N. Boakai.



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