


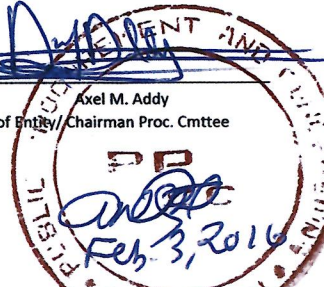
Ministry of Commerce Industry
PROCUREMENT PLAN (SBA CODE BUDGET)
Source of Funding: GOL National Budget
Budget Period/Fiscal year: 2015/16

OK
2/16

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
	ITEM NO.	BASIC DATA					IMPLEMENTATION DATES												
		PACKAGE NUMBER (CODE)	Business Activities Code	CONTRACT PACKAGE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DR AWINGS	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. MCI/SBA/NCB/001/15/16	H5610	Food and Catering	Assorted	21,984.45	NCB	9/7/2015	9/14/15	9/15/2015	10/22/2015	10/20/2015	10/27/2015	11/3/2015	11/10/2015	N/A	5/28/2016	6/7/2016	
UPDATE																			
ACTUAL																			
PLANNED	2	IFB NO. MCI/SBA/RB/001/15/16	G4661	Petroleum Product Vehicle & Generator	39,734.25gal at 41rate	158,937.00	RB	9/7/2015	9/14/15	9/15/2015	10/22/2015	11/19/2015	11/26/2015	12/3/2015	12/17/2015	N/A	6/30/16	6/30/16	
UPDATE	2	IFB NO. MCI/SBA/RB/001/15/16	G4661	Petroleum Product Vehicle & Generator	36,739.94gal at 3.13rate	114,996.03	RB	9/7/2015	9/14/15	9/15/2015	10/22/2015	11/19/2015	11/26/2015	12/3/2015	12/17/2015	N/A	6/30/16	6/30/16	
ACTUAL																			
PLANNED	3	IFB No. MCI/SBA/NCB/002/15/16	N7912	Foreign Travel/Means of Travel	20trips	45,000.00	NCB	8/3/2015	8/10/15	8/17/2015	8/24/2015	9/21/2015	9/28/2015	10/12/2015	11/9/2015	N/A	6/28/2016	6/30/2016	
UPDATE																			
ACTUAL																			
PLANNED	4	IFB NO. MCI/SBA/NCB/003/15/16	C1811	Printing Binding & Publication	Assorted	14,000.00	NCB	9/2/15	9/9/15	9/16/15	9/23/15	10/21/15	10/28/15	11/11/15	3/6/16	N/A	6/3/16	6/10/16	
UPDATE																			
ACTUAL																			
PLANNED	5	IFB No. MCI/SBA/RFQ/002/15/16	J5911	Video Recording & Photographing	Assorted	2,000.00	RFQ	11/4/15	11/11/15	11/18/15	11/25/15	12/2/15	12/9/15	12/16/15	3/2/16	N/A	5/20/16	6/30/16	
UPDATE																			
ACTUAL																			
PLANNED	6	IFB No. MCI/SBA/RFQ/003/15/16	N8292	Production of Conferce Tote Bags	Assorted	3,500.00	RFQ	11/4/15	11/11/15	11/18/15	11/25/15	12/2/15	12/9/15	12/16/15	3/2/16	N/A	5/20/16	6/30/16	
UPDATE																			
ACTUAL																			
Update Grand Total						114,996.03													
Planned Grand Total						245,421.45													

Prepared by: 
 Elijah J. Nyenkan
 Procurement Director / Manager

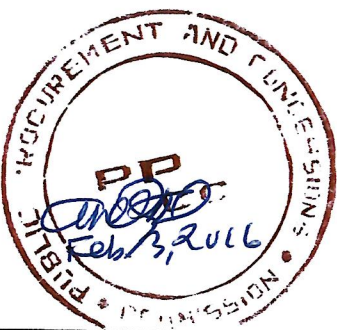
Approved by: 
 Axel M. Addy
 Head of Entity/ Chairman Proc. Cmtee



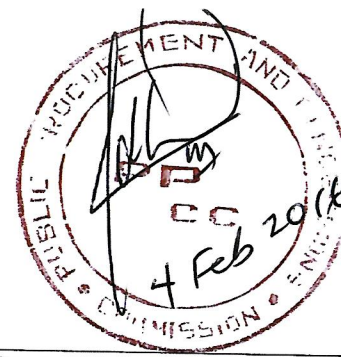
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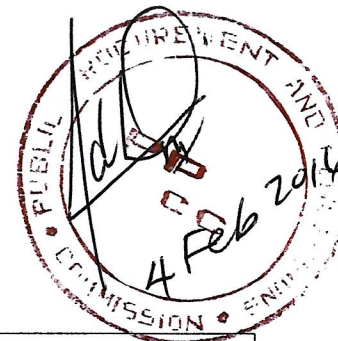
Ministry of Commerce and Industry
SBA Procurement Plan Explanatory Notes
Fiscal Year: 2015/2016



Item No.	Contract Package Code	Contract Package	Content of Contract Package
1.	IFB NO. MCI/SBA/RFQ/001/15/16	Food and Catering	This contract package is intended to be used for Seminars for the fisheries industries, water industries, Cocoa industries, etc. Note: 6,144.45 has been transferred to Food and Catering from workshop and Symposium to conduct catering services for workshop and symposium.
2.	IFB No. N/A	Workshop and Symposium	This contract package is intended to be used for the following: <ul style="list-style-type: none"> a. Industrial workshop b. Small Business Administration National Conference c. The Liquor regulation workshop, Goods manufacturing workshop, Brown bag presentations. d. Stationery NOTE: The total amount of this contract package is 9,453. 35% of this total amount which is 3308.55 will be used for (stationery), note pads, flyers, pens, name tag etc. during workshops, conferences, etc. while the balance (6144.45) which is 65% will be transfer to food and catering.
3.	IFB NO. MCI/SBA/RB/001/15/16	Petroleum Product Vehicle & Generator	This contract package is intended to procure fuel and gasoline for vehicles assigned to the Ministry of Commerce and Industry and to provide fuels for the generator that supply the Ministry in the absence of LEC.
4.	IFB No. MCI/SBA/NCB/002/15/16	Foreign Travel/Mean of Travel	This contract package is intended to procure plane tickets for approximately (20 trips) to various countries for bilateral and multilateral agreement as its relates to Liberia Commerce.
	IFB No. MCI/SBA/NCB/003/15/16	Printing ,Blinding & Publication	This contract package is intended to print the Ministry Quarterly and Annual report which will be presented to the National Legislature, Printing Cards for official of the Ministry etc.
	IFB No. MCI/SBA/RFQ/002/15/16	Video Recording & Photographing	This contract package is intended to invite eligible Video Recording entities to bid for the MSME Conference. To record the program and video tape the conference.
	IFB No. MCI/SBA/RFQ/003/15/16	Production of Conference Tote Bags	This contract package is intended provide tote bags to all participate doing the MSME Conference, (This bags has been design with a special design logos.



Ministry of Commerce and Industry/Liberia Business Registry (LBR)
SBA Procurement Plan Explanatory Notes
Fiscal Year: 2015/2016



Item No.	Contract Package Code	Contract Package	Content of Contract Package
1.	IFB NO. MCI/LBR/SBA/SS/001/15/16	Telecommunication Internet Postage	This contract package is intended to provide reliable Internet Connectivity to the Liberia Business Registry. Ranking Liberia Internationally in doing Business Survey, depends on the provision of reliable Internet connectivity to enable registration on a 24/7 basis and to remain integrated in to the Global Economy.
2.	IFB No. MCI/LBR/SBA/RFQ/001/15/16	Professional Services	This contract package is intended to hire the services of six (6) guard men to protect properties at the Business Registry; 3 guard men will serve at night and 3 during the day.
3.	IFB NO. MCI/LBR/SBA/RB/001/15/16	Petroleum Product Vehicle & Generator	This contract package is intended to procure petroleum product for vehicle assigned at Liberia Business Registry and to provide fuel for the generator that supply the LBR in the absence of LEC.
4.	IFB NO. MCI/LBR/SBA/SS/002/15/16	ICT Infrastructure Servicing	This contract package is intended to manage the ICT infrastructures system that has been designed by the Norwegian company. Most of the equipment at the Liberia Business Registry was brought by the Norwegian company. So in order to manage and repair technological glitches that may occur we need people that trained and equipped in managing these ICT equipment.
5	IFB No. MCI/SBA/RFQ/002/15/16	Printing ,Blinding & Publication	This contract package is intended to print Business Registration Certificate for Businesses in Liberia.