

GOVERNANCE COMMISSION
PROCUREMENT PLAN (CORE BUDGET - SBA)
Source of funding: GOVERNMENT OF LIBERIA (GoL)
Budget period: 2015/2016

[illegible]

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	Business Activity 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 (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS
PLANNED	6	IFB No. GC/SBA/RFQ/004/1 5/16	Catering (Workshops)	I5621	1 Firm	\$7,200.00	RFQ	12/21/2015	12/28/2015	1/4/2016	1/11/2016	1/25/2016	2/8/2016	2/15/2016	2/29/2016	N/A	5/18/2016	6/15/2016	
UPDATE	6	IFB No. GC/SBA/RFQ/004/1 5/16	Catering (Workshops)	I5621	1 Firm	\$6,237.00	RFQ	1/8/2016	1/15/2016	1/22/2016	1/29/2016	2/12/2016	2/26/2016	3/4/2016	3/18/2016	N/A	6/1/2016	6/15/2016	
ACTUAL																			
PLANNED	7	IFB No. GC/SBA/RFQ/005/1 5/16	Repairs & Maintenance - Civil	F4390	1 Building	\$5,000.00	RFQ	10/12/2015	10/19/2015	10/26/2015	11/2/2015	11/16/2015	11/30/2015	12/7/2015	12/21/2015	N/A	1/7/2016	1/21/2016	
UPDATE																			
ACTUAL																			
PLANNED	8	IFB No. GC/SBA/RFQ/006/1 5/16	Air Tickets	H5110	5 Tickets	\$7,000.00	RFQ	10/12/2015	10/19/2015	10/26/2015	11/2/2015	11/16/2015	11/30/2015	12/7/2015	12/21/2015	N/A	1/7/2016	1/21/2016	
UPDATE																			
ACTUAL																			
		Planned Subtotal				\$19,200.00													
		Updated Subtotal				\$18,237.00													
		PLANNED GRAND TOTAL				\$139,269.00													
		UPDATED GRAND TOTAL				\$67,602.10													

Prepared by:

Quoquoi Z. Gayflor
PROCUREMENT DIRECTOR

Date:

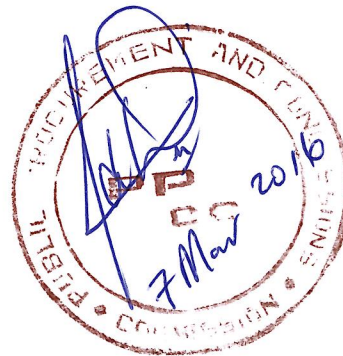
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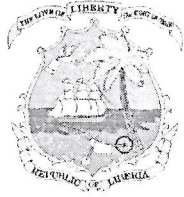
Approved by:

Stephen S. Manley
CHAIRMAN PROC. COMMITTEE

Date:

2/9/16





REPUBLIC OF LIBERIA
GOVERNANCE COMMISSION

P. O. BOX 1757
9th Street, Sinkor, Tubman Boulevard
Monrovia, Liberia

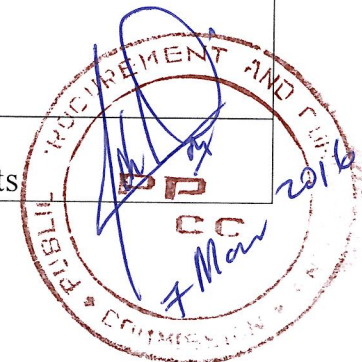
www.governancecommissionlr.org



Core Budget SBA & Regular Procurement Plans Explanatory Note
Fiscal Year: 2015/2016

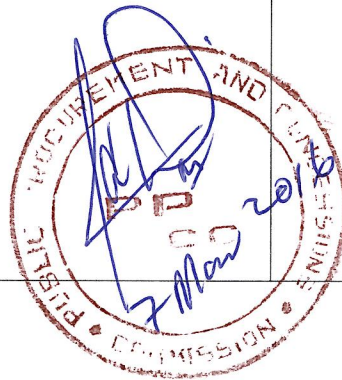
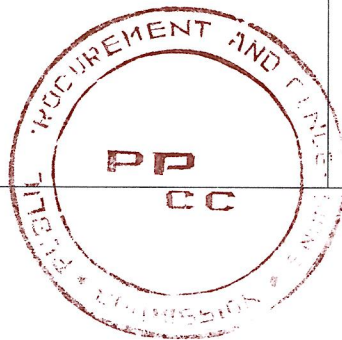
Item No.	Contract Package Code	Contract Package	Content of Contract Package
SBA: Small Business Association Procurement Plan Explanatory Note			
1	IFB No. GC/SBA/RB/001/15/16	Petroleum Products	This Contract Package is intended to Procure 7,600 US Gallons @ US \$4.00
2	IFB No. GC/SBA/NCB/001/15/16	Guard & Security Services	This Contract Package will be used to Procure the Services of one (1) Security Firm to always protect and secure the premises of the Governance Commission
3	IFB No. GC/SBA/RFQ/001/15/16	Stationery	This Contract Package is intended to Procure the following Stationery items: i. A4 Sheet -----25 Cartons ii. Legal Sheet-----5 Cartons iii. A4 Manila Folders-5 packs iv. Stick on Pad-----20 Packs

			v. Note Pad----- 6 Dozen vi. Ball Pens-----10 Packs vii. Staple Machine L/S----6 Pieces viii. Staple Machine S/S----6 Pieces ix. Staple Pin L/S-----10 Packs x. Staple Pin S/S-----15 Packs
4	IFB No. GC/SBA/RFQ/002/15/16	Repairs & Maintenance - Machinery, Equipment & Furniture	This Contract Package will be used to Procure the Services of one (1) Firm or Entity to Repair & Maintain the followings: i. Air Conditioners ii. Filing Cabinets
5	IFB No. GC/SBA/RFQ/003/15/16	Repairs & Maintenance - ICT	This Contract Package is intended to Procure the Services of one (1) Firm or Entity to Repair & Maintain the followings: i. Computers ii. Printers iii. UPS iv. D Links
6	IFB No. GC/SBA/RFQ/004/15/16	Catering (Workshops)	This Contract Package comes from the budget line Workshops, Seminars and Symposium and will be used to Procure the Services of one (1) Catering Company or Entity to provide the followings, for two expected workshops: i. Food ii. Soft Drinks iii. Bottles of Water
7	IFB No. GC/SBA/RFQ/005/15/16	Repairs & Maintenance - Civil	1 Building: i. Oil Paint-----10 Buckets

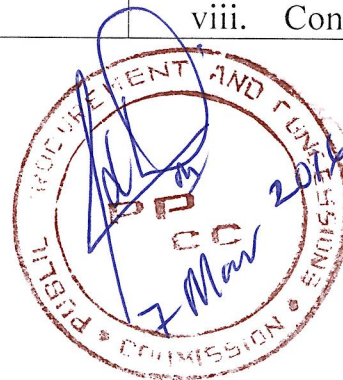


			ii. Water Paint-----15 Buckets iii. White Wash-----6 Bags iv. Rollers-----10 Pieces v. Brushes-----6 Pieces vi. Ceiling Tiles-----6 Pieces vii. Doors-----6 Pcs
8	IFB No. GC/SBA/RFQ/006/15/16	Air Tickets	This Contract Package will be used to Procure Five (5) Tickets from a Travel Agency or Airline to facilitate the training and scholarship of Five (5) Staff
9	N/A	Staff Training - Local	This Contract Package will be used to Procure the Services of LIPA to train ten (10) GC Staff
10	N/A	Office Lease/Rental	This Contract Package will be used to pay the yearly Rent/Lease for GC's Office Building: (Cost: US \$45,000.00)
11	N/A	Advertising & Publication Relations	This Contract Package will be used to Procure the Services of Print Media or News Papers and Radio Stations to provide the followings: (Cost: US \$9,600.00). Ministry of Information is responsible to send GC's advertisements in the print media. i. Center Spreads ii. Half Pages iii. Talk Shows iv. Press Releases
Regular: Core Budget Procurement Plan Explanatory Note			
12	IFB No. GC/SS/001/15/16	Internet	This contract package is intended to procure internet services from LIBTELCO through a single source method,@ 8,660.00 USD for 12 Months subscription

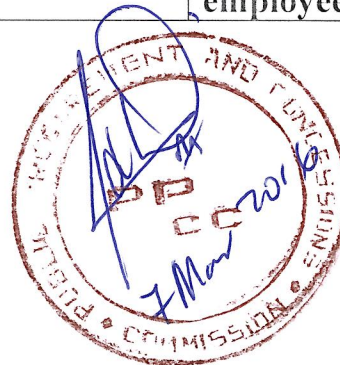
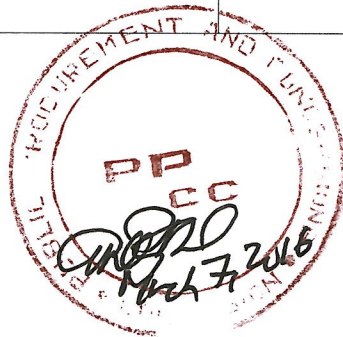
13	IFB No. GC /NCB/001/15/16	Repairs & Maintenance - Vehicles	<p>This Contract Package will be used to Procure the Services of one (1) Vehicle Repairs & Maintenance Company or Firm to provide the followings, and to do routine maintenance services for GC's twelve (12) vehicles as well as changing in case of ware & tear or damage:</p> <ol style="list-style-type: none"> Tyres Oil Filters Fuel Filters Fuel Filaments Jacks Wipers Seat Covers Priming Pump Batteries CD/Radios, etc.
14	IFB No. GC/RB/001/15/16	Scratch Cards	<p>This contract package is intended to procure 149 packs of Scratch cards @ US \$50.00 for a total of USD \$7,448.00 from the below short listed vendors or suppliers:</p> <ol style="list-style-type: none"> RAJ Enterprise, Randall Street, Monrovia Harbel Supermarket Corporation, Randall Street, Monrovia LR & Sons, Randall Street, Monrovia The Young Shall Business, Mamba Point, Monrovia Diamond Enterprise Inc., 12th Street, Sinkor, Monrovia; and Favor Marketing, 24th Street, Sinkor, Monrovia



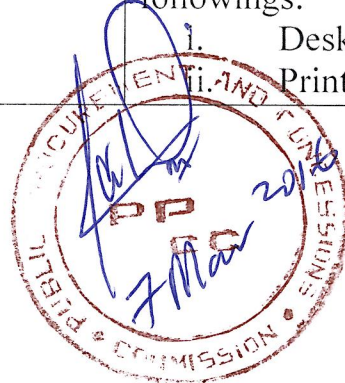
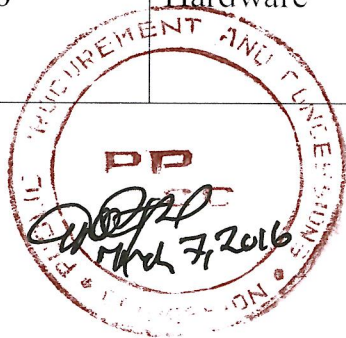
15	IFB No. GC/RFQ/001/15/16	Repairs & Maintenance - Generators	<p>This Contract Package is intended to Procure the Services of one (1) Generator Repairs & Maintenance Company or Firm to provide the followings, and GC will utilize her own employees to service or repair the two (2) Generators. The Company or Firm will only supply Generator Spare Parts to the Governance Commission:</p> <ul style="list-style-type: none"> i. Fuel Filters ii. Oil Filters iii. Double Throws iv. Wires v. Bulbs vi. Electrical tapes vii. Batteries
16	IFB No. GC/RFQ/002/15/16	Cleaning Materials & Services	<p>This Contract Package is intended to Procure the followings:</p> <ul style="list-style-type: none"> i. Dettol -----5 cartons ii. Tide Soap----- 5cartons iii. Liquid Soap----6 cartons iv. Chloride-----5 cartons v. Tissues-----15 sacs vi. Hand Sanitizers—5 cartons vii. Air Fresheners -----3 cartons viii. Containers (3 gallons)-5 pcs




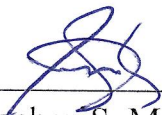
17	IFB No. GC/RFQ/003/15/16	Computer Supplies & ICT Service	<p>This Contract Package will be used to Procure the followings:</p> <ul style="list-style-type: none"> i. Cat 5-----5 boxes ii. RJ 45-----2 cartons iii. Cartridges 53-----10 pcs iv. Ink 61/61-----15 sets v. Ink 60/60-----10 sets vi. Cartridges Hp 505A -----10 pcs vii. Ink 564-----15 sets viii. Cartridges 178-----5 pcs ix. Cartridges 230 -234-----4 sets x. Cartridges 1606dn-----8 pcs xi. IR 2202 Ink-----10pcs xii. UPS-----5 pcs xiii. HP Cartridge 901-----5 pcs
18	IFB No. GC/RFQ/004/15/16	Vehicle Insurance	This Contract Package is intended to Procure the Services of one (1) Insurance Company to provide Insurance Services for GC's twelve (12) Vehicles
19	IFB No. GC/RB/002/15/16	Personnel Insurance	<p>This Contract Package will be used to Procure the Services of one (1) Insurance Company to provide Health or Medical Insurance Services for Sixty (60) GC's Employees along with three (3) Dependents per employee</p>



20	IFB No. GC/RFQ/005/15/16	Entertainment & Representations or Gifts	This Contract Package will be used to Procure the followings: i. Soft Drinks ii. Bottles of Water iii. Sandwiches iv. Birth Day Cards v. Christmas Cards
21		Furniture & Fixture	This Contract Package was used to Procure the below listed items. There was an additional amount of US \$1,425.10 from the operational fund added to this contract package. i. Hard Back Executive Chair PUL 024 (024HP)--- 10 pcs ii. Folding Chair (PLTK/MTL) - (YCD58) ----- 12 pcs iii. Office Desk 1600 W/2D (MEL1600L+F2 ----- 6 pcs iv. Arm Chairs-Chrome---- 12 pcs v. Visitor Chairs PVC, Chrome (CV-33B)----- 10 pcs vi. Hard Back Executive Chair 15HL BLK (15HL BLK) --- 1pc
22	IFB No. GC/RFQ/006/15/16	ICT Infrastructure, Hardware	This Contract Package is anticipated to Procure the followings: i. Desktop Computers-----4 pcs Printer-----1 pc



23	IFB No. GC/RFQ/007/15/16	Machinery & Other Equipment	This Contract Package is expected to Procure the followings: i. Air Conditioners-----6 pcs ii. Water Pump Machine –1 pc
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Prepared by:  Date: 2/9/16 Approved by:  Date: 2/9/16
 Quoquoi Z. Gayflor
 PROCUREMENT DIRECTOR
 Stephen S. Manley
 CHAIRMAN PC

