

## GOVERNANCE COMMISSION PROCUREMENT PLAN (CORE BUDGET - SBA) Source of funding: GOVERNMENT OF LIBERIA (GoL)

				Con	Maria	2,2016		Source	of funding: G Budg	et period: 201		KIA (GUL)		A COLOR					
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			BASIC DATA					IMPLEMENTATION DATES											
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code	QTY	ESTIMATED COST (USD)	PROCUREM ENT METHOD	TECHNICA L SPECS/BOQ /DRAWING S	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATIO N & RELEASE OF BID DOC	BID SUBMISSION/ PUBLIC OPENING	SUBMISSIO N OF BID EVALUATI ON REPORT	PC APPROVA L- BID EVALUAT ION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZAT ION)	DELIVERY, INSPECTIO N (SUBSTANT IAL COMPLETI ON)	ANCE & FINAL PAYMEN	REMARKS
PLANNED	1	IFB No. GC/SBA/RB/001/15/ 16	Petroleum Products	G4661	22,588 US Gallons @4.00	\$85,869.00	RB	7/6/2015	7/13/2015	7/20/2015	7/27/2015	8/24/2015	9/7/2015	9/14/2015	9/28/2015	N/A	6/6/2016	6/20/2016	
UPDATE	1	IFB No. GC/SBA/RB/001/15/ 16	Petroleum Products	G4661	7,599.90 US Gallons @4.00	\$30,399.60	RB	1/4/2016	1/11/2016	1/18/2016	1/25/2016	2/22/2016	3/7/2016	3/14/2016	3/28/2016	N/A	6/6/2016	6/20/2016	
ACTUAL																			
PLANNED	2	IFB No. GC/SBA/NCB/001/1	Guard & Security Services	N8010	1 Firm	\$21,000.00	NCB	7/7/2015	7/14/2015	7/21/2015	7/28/2015	8/25/2015	9/8/2015	9/15/2015	9/29/2015	N/A	6/30/2010	6/30/2016	
UPDATE		IFB No. GC/SBA/NCB/001/1 5/16		N8010	1 Firm	\$10,500.00	NCB	1/5/2016	1/12/2016	1/19/2016	1/26/2016	2/23/2016	3/8/2016	3/15/2016	3/29/2016	N/A	6/6/2016	6/20/2016	
ACTUAL																			
PLANNED	3	IFB No. GC/SBA/RFQ/001/1 5/16	Stationery	G4761	Assorted	\$2,700.00	RFQ	7/27/2015	8/3/2015	8/10/2015	8/17/2015	8/31/2015	9/14/2015	9/21/2015	10/5/2015	N/A	6/1/2010	6/15/2016	\
UPDATE	3	IFB No. GC/SBA/RFQ/001/1 5/16	Stationery	G4761	Assorted	\$1,545.50	RFQ	1/6/2016	1/13/2016	1/20/2016	1/27/2016	2/10/2016	2/24/2016	3/2/2016	3/16/2016	N/A	6/1/2016	6/15/2016	
ACTUAL																			
PLANNED	4	IFB No. GC/SBA/RFQ/002/1 5/16	Repair & Maintenance - Machinery, Equipment & Furniture	C3312	Assorted	\$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	6/3/2016	6/17/2016	
UPDATE	4	IFB No. GC/SBA/RFQ/002/1 5/16	Repair & Maintenance - Machinery, Equipment & Furniture	C3312	Assorted	\$2,640.00	RFQ	1/7/2016	1/14/2016	1/21/2016		2/11/2016	2/25/2016	3/3/2016	3/17/2016		6/1/2016		
ACTUAL ACTUAL																			
PLANNED		5/16	Repairs & Maintenance -	S9511	Assorted	\$5,500.00	RFQ	7/29/2015	8/5/2015	8/12/2015	8/19/2015	9/2/2015	9/16/2015	9/23/2015	10/7/2015	N/A	6/3/2016	6/17/2016	
UPDATE	5	GC/SBA/RFQ/003/1	Repairs & Maintenance -	S9511	Assorted	\$4,280.00	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 Su	htotal			\$120,069.00							Linguista Internation						
		Updated Su				\$49,365.10							274-117 X.E.	3X 11-035		7 3 HE 12 3 A			
		T Cpuarcu Su	L			347,505.10										<del></del>			

1	2	3	4	5		7	8	9	10	11	12	13	14	15	16	17	18	19	2
		BASIC DATA					IMPLEMENTATION DATES												
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code	QTY	ESTIMATED COST (USD)		TECHNICA L SPECS/BOQ /DRAWING S	PREP. OF BID DOCUMENT	PC APPROVAL- BID DOC/TECH SPECS	BID INVITATIO N & RELEASE OF BID DOC	BID SUBMISSIONA PUBLIC OPENING	SUBMISSIO N OF BID EVALUATI ON REPORT	PC APPROVA L- BID EVALUAT ION REPORT		ADVANCE PAYMENT (MOBILIZAT ION)	DELIVERY, INSPECTIO N (SUBSTANT IAL COMPLETI ON)	ACCEPT ANCE & FINAL PAYMEN	REMARKS
PLANNED		IFB No. GC/SBA/RFQ/004/1 5/16	Catering (Workshops)	15621	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	5
UPDATE		IFB No. GC/SBA/RFQ/004/1 5/16	Catering (Workshops)	15621	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												<b>†</b>					<del>                                     </del>		
PLANNED	7		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	5
ACTUAL												ļ					-		-
ACTOAL	1			718 SERVICE					1000				2014-20-00-00			25651			
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	5
UPDATE																	<del>                                     </del>		<del> </del>
ACTUAL	91-11-11																		
			Planned Subtotal			\$19,200,00		4,622.0				-0.5-21 # 3-45-54			75500 8 000000	A CONTRACTOR			
Tak diki yak			Updated Subtotal			\$18,237.00	451.81					50 00 00		73 Car 10 E					12.033
		PL	ANNED GRAND T	OTAL		\$139,269.00													
		UP	PDATED GRAND T	OTAL		\$67,602.10											5-4-3-73-		

Prepared by: Da
Quoquoi Z. Gayflor
PROCUREMENT DIRECTOR

Approved by: \_\_\_\_\_Stephen S. Manley
CHAIRMAN PROC. COMMITTEE

Date: 2/9/16







## REPUBLIC OF LIBERIA

## **GOVERNANCE COMMISSION**

OMMISSION
7
Tuhman Raulauard

P. O. BOX 1757 9<sup>th</sup> Street, Sinkor, Tubman Boulevard Monrovia, Liberia

## www.governancecommissionlr.org

Core Budget SBA & Regular Procurement Plans Explanatory Note:

Fiscal Year: 2015/2016

Item	Contract Package Code	Contract Package	Content of Contract Package
No.			Content of Contract Lackage
	SBA: Small Business A	ssociation Procureme	nt 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 Sheet25 Cartons  ii. Legal Sheet5 Cartons  iii. A4 Manila Folders-5 packs  iv. Stick on Pad20 Packs

			v. Note Pad 6 Dozen
			vi. Ball Pens10 Packs
			vii. Staple Machine L/S6 Pieces
			viii. Staple Machine S/S6 Pieces
	8	9	ix. Staple Pin L/S10 Packs
			x. Staple Pin S/S15 Packs
4	IFB No.	Repairs & Maintenance	This Contract Package will be used to Procure the
	GC/SBA/RFQ/002/15/16	- Machinery, Equipment	Services of one (1) Firm or Entity to Repair &
		& Furniture	Maintain the followings:
			i. Air Conditioners
			ii. Filing Cabinets
5	IFB No.	Repairs & Maintenance	This Contract Package is intended to Procure the
	GC/SBA/RFQ/003/15/16	- ICT	Services of one (1) Firm or Entity to Repair &
			Maintain the followings:
			i. Computers
			ii. Printers
			iii. UPS
			iv. D Links
6	IFB No.	Catering (Workshops)	This Contract Package comes from the budget line
	GC/SBA/RFQ/004/15/16	Catering (Workshops)	Workshops Saminars and Symmosium and will be
	3 37 3 27 11 Q 30 17 137 10		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
			138
7	IFB No.	D	iii. Bottles of Water
'		Repairs & Maintonance	1 Building:
	GC/SBA/RFQ/005/15/16	- CIVILO	i. Oil Paint10 Buckets
		(*/	To Man
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	Englant 2 246	That I wanted	ii. Water Paint15 Buckets iii. White Wash6 Bags iv. Rollers10 Pieces v. Brushes6 Pieces vi. Ceiling Tiles6 Pieces
8	IFB No. GC/SBA/RFQ/006/15/16	Air Tickets	vii. Doors6 Pcs  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 F	Procurement Plan Exp	lanatory Note
12	IFB No. GC/SS/001/15/16	Internet	This contract package is intended to procure internet services from <b>LIBTELCO</b> through a single source method, @ 8,660.00 USD for 12 Months subscription

3	IFB No. GC	Repairs & Maintenance	This Contract Package will be used to Procure the
	/NCB/001/15/16	- Vehicles	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:
	-		i. Tyres
			ii. Oil Filters
			iii. Fuel Filters
			iv. Fuel Filaments
			v. Jacks
			vi. Wipers vii. Seat Covers
			viii. Priming Pump
			ix. Batteries
1	JED N CC/DD/001/15/16	C 1 . C 1	x. CD/Radios, etc.
4	IFB No. GC/RB/001/15/16	Scratch Cards	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
	ž.		suppliers:
			1. RAJ Enterprise, Randall Street, Monrovia
			2. Harbel Supermarket Corporation, Randall Street, Monrovia
			3. LR & Sons, Randall Street, Monrovia
		HENT	4. The Young Shall Business, Mamba Point,
	MENT	The state of the s	Monrovia
	WENENT MO	\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	5. Diamond Enterprise Inc., 12th Street, Sinkor,
	(\$'/		Monrovia; and
		12/1/ 69	6. Favor Marketing, 24 <sup>th</sup> Street, Sinkor,
	PP C	Tol Man	Monrovia
	111		

15	IFB No.	Repairs & Maintenance	This Contract Package is intended to Procure the
	GC/RFQ/001/15/16	- Generators	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:
			i. Fuel Filters
			ii. Oil Filters
			iii. Double Throws
			iv. Wires
			v. Bulbs
			vi. Electrical tapes
16	100.71		vii. Batteries
16	IFB No.	Cleaning Materials &	This Contract Package is intended to Procure the
	GC/RFQ/002/15/16	Services	followings:
			i. Dettol5 cartons
			ii. Tide Soap 5cartons
			iii. Liquid Soap6 cartons
			iv. Chloride5 cartons
			v. Tissues15 sacs
			vi. Hand Sanitizers—5 cartons
			vii. Air Fresheners3 cartons
			viii. Containers ( 3 gallons)-5 pcs





17	IFB No.	Computer Supplies &	This Contract Package will be used to Procure the
	GC/RFQ/003/15/16	ICT Service	followings:
			i. Cat 55 boxes
			ii. RJ 452 cartons
			iii. Cartridges 5310 pcs
			iv. Ink 61/6115 sets
			v. Ink 60/6010 sets
			vi. Cartridges Hp 505A10 pcs
			vii. Ink 56415 sets
			viii. Cartridges 1785 pcs
			ix. Cartridges 230 -2344 sets
			x. Cartridges 1606dn8 pcs
			xi. IR 2202 Ink10pcs
			xii. UPS5 pcs
- 3			xiii. HP Cartridge 9015 pcs
18	IFB No.	Vehicle Insurance	This Contract Package is intended to Procure the
-	GC/RFQ/004/15/16		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	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
	CNT		employee
	EMENT	Wo .	A

20	IFB No.	Entertainment &	This Contract Package will be used to Procure the
	GC/RFQ/005/15/16	Representations or Gifts	followings:
			i. Soft Drinks
-			ii. Bottles of Water
			iii. Sandwiches
			iv. Birth Day Cards
			v. Christmas Cards
21		F	
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
	6		contract package.
			i. Hard Back Executive Chair PUL 024 (024HP)
			10 pcs
1			ii. Folding Chair (PLTK/MTL) - (YCD58)
å.			12 pcs
1 3			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.	ICT Infrastructure,	This Contract Package is anticipated to Procure the
	GC/RFQ/006/15/16	Hardware	followings:
	GC/RT Q/000/13/10	NT AVE	1. Desktop Computers4 pcs
	187	(3)	ENTI. Wo Printer1 pc
	[ <del>3</del> ]	181	
		P III /S/N	Vm Jito

23	IFB No. GC/RFQ/007/15/16	Machinery & Other Equipment	This Contract Package is expected to Procure the followings:
			<ul><li>i. Air Conditioners6 pcs</li><li>ii. Water Pump Machine –1 pc</li></ul>

Prepared by:

Date: 2/9/16 Approved by:

Date: 2/9/16

Quoquoi Z. Gayflor

PROCUREMENT DIRECTOR

CHAIRMAN PC