




**FORESTRY DEVELOPMENT AUTHORITY**  
**DRAFT PROCUREMENT PLAN (SBA CORE BUDGET)**  
**Source of Funding: GOVERNMENT OF LIBERIA NATIONAL BUDGET**  
**Fiscal year: 2016/2017**

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	1	IFB No.FDA/SBA/RB/001/16/17	Petroleum Product	G 4661	14866.11gals	\$ 44,301.00	RB	15-Apr-16	22-Apr-16	29-Apr-16	03-May-16	31-May-16	14-Jun-16	21-Jun-16	01-Jul-16	N/A	01-Jun-17	28-Jun-17	
UPDATE																			
ACTUAL																			
PLANNED	2	IFB No.FDA/SBA/RB/002/16/17	Stationery	G 4761	Assorted	\$ 25,000.00	RB	15-Apr-16	22-Apr-16	29-Apr-16	03-May-16	31-May-16	14-Jun-16	21-Jun-16	05-Jul-16	N/A	01-Jun-17	28-Jun-17	
UI																			
ACTUAL																			
PLANNED	3	IFB No.FDA/SBA/RFQ/001/16/17	Printing & Binding Services	C 1811	Assorted	\$ 3,000.00	RFQ	11-Aug-16	18-Aug-16	23-Aug-16	26-Aug-16	06-Sep-16	13-Sep-16	20-Sep-16	29-Sep-16	N/A	28-Feb-17	21-Mar-17	
UPDATE																			
ACTUAL																			
PLANNED	4	IFB No.FDA/SBA/RFQ/002/16/17	Publication Service	J 5813	Assorted	\$ 1,250.00	RFQ	15-Apr-16	22-Apr-16	26-Apr-16	29-Apr-16	06-May-16	13-May-16	20-May-20	14-Jul-16	N/A	31-May-17	27-Jun-17	
UPDATE																			
ACTUAL																			
PLANNED	5	IFB No.FDA/SBA/RFQ/003/16/17	Newspaper	G 4761	Assorted	\$ 1,500.00	RFQ	15-Apr-16	22-Apr-16	26-Apr-16	29-Apr-16	06-May-16	13-May-16	20-May-20	01-Jul-16	N/A	31-May-17	27-Jun-17	
UPDATE																			
ACTUAL																			
Sub Total						75,051.00													

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 Jul 14, 2014

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 14 Jul 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	QTY	ESTIMATED COST (USD)	PROCUREMENT	TECHNICAL SPECS/BOQ/DR	PREP. OF BID DOCUMENT	PC APPROVAL -	BID INVITATION &	BID SUBMISSION	SUBMISSION OF BID	PC APPROVAL -	CONTRACT AWARD &	ADVANCE PAYMENT	DELIVERY, INSPECTION	ACCEPTANCE & FINAL		
PLANNED	6	IFB No.FDA/SBA/RFQ/004/16/17	Food Stuff	G 4630	Assorted	\$ 2,162.00	RFQ	21-Apr-16	28-Apr-16	03-May-16	05-May-16	12-May-16	20-May-16	25-May-16	08-Jul-16	N/A	08-Jun-17	30-Jun-17		
UPDATE																				
ACTUAL																				
PLANNED	7	IFB No. FDA/SBA/SS/001/16/17	Postage	C 5310	Assorted	\$ 1,000.00	SS	02-May-16	12-May-16	17-May-16	20-May-16	31-May-16	07-Jun-16	10-Jun-17	01-Jul-16	N/A	15-Jun-17	30-Jun-17		
UPDATE																				
ACTUAL																				
Grand Total						\$ 78,213.00														


Prepared by:   
Wynn G. Bryant, Jr.  
Manager, Procurement Unit

  
Hon. Kederrick F. Johnson  
Acting Managing Director

Date: 7/4/16

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14 Jul 2016

  
Jul 14, 2014

**Forestry Development Authority**  
**Procurement Plan Explanatory Notes (SBA)**  
**Fiscal Year: 2016/2017**

Item No.	Contract Package Code	Contract Package	Content of Contract Package
1	IFB No.FDA/SBA/RB/001/16/17	Petroleum Product	This package will be procured under the budget line item of Fuel & Lubricants for both Vehicles and Generators. 14,866.11gals @ \$2.98
2	IFB No.FDA/SBA/RB/002/16/17	Stationery	A4 papers 100ctns Cartridges 300 boxes Legal papers 50ctns Manila folders 20boxes
3	IFB No.FDA/SBA/RFQ/001/16/17	Printing & Binding Services	This package will be procured under the budget line item of Printing, Binding & Publication Service Way Bill 200 books Miscellaneous Receipt 500 books Local Purchase Order (LPO) 200 books
4	IFB No.FDA/SBA/RFQ/002/16/17	Publication Service	This package will be procured under the budget line item of Printing, Binding & Publication Service. The publishing of advertisement, birthday greetings, season greetings etc.
5	IFB No.FDA/SBA/RFQ/003/16/17	Newspaper	This package service will be provided under the budget line item Newspapers, Books & Periodicals
6	IFB No.FDA/SBA/RFQ/004/16/17	Food Stuff	This package will be procured under the budget line items of Entertainment, Gifts & Representations and Other Office Material & Consumable due to them being like items such as Soft Drink 30cnts

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Jul 14, 2016

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*[Signature]* 14 Jul 2016



			Bottle Water    30sacks Juices            30cnts Wine              25cnts
7	IFB No.FDA/SS/001/16/17	Postage	This package will be procured under the budget line item of <b>Telecommunication, internet, postage and courier.</b>  <b>Postage</b> (We used the Liberia Poster Service under the Ministry of Post and Telecommunication (MoPT) because they are the only provider of postal services in the country, this is meanly for receiving mails from out country and bills are served the entity for payment.

Note:

1. Representations and Gifts will be implemented by Administration under the budget line item Entertainment, Gifts and Representations. Two hundred fifty United States Dollars (US\$250.00) is allocated for entertainment and two hunderd fifty united sttes dollars (US\$250) goes for representatios and gifts.

2. Office Buildings Rental and Lease (There are on going contract agreements)

3. Due to unlike service providers under the budget line item of Printing, Binding and Publication Service we allocated three thousand United States Dollare (US\$3,000.00) for Printing and Binding Srevices and one thousand two hundred fifty United States Dollars (US\$1,250.00) for Publication Service.

Prepared by: \_\_\_\_\_

Wynn G. Bryant, Jr.

Manager, Procurement Unit

Date: \_\_\_\_\_

July 4, 2016

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14 Jul 2016

July 14, 2016