

LIBERIA RUBBER DEVELOPMENT AUTHORITY -LRDA
SBA Procurement Plan (Core Budget)
Government of Liberia
FY - 2016/2017

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Planned	Item No.	Package Number Code	Contract Package	Vendor's Business Registration Code	Qty	Estimated Cost(USD)	Procurement Method	Technical/Speccs/Bod/Drawings	Prep. Of Bid Document	PC Approval Bid Doc/Tech/Speccs	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. LRDA/SBA/RB/001/16/17	Petroleum Products (Diesel & Gasoline)	G4661	6,166.66 @3.00	18,500	RB	5/4/2016	5/11/2016	7/1/2016	7/4/2016	8/1/2016	8/8/2016	8/15/2016	8/22/2016	N/A	6/20/2017	6/30/2017
Up Date																		
Actual																		
PLANNED	2	IFB No. LRDA/SBA/RFQ/001/16/17	Vehicles (Insurance coverage)	k6512	1 firm	4,000	RFQ	5/3/2016	5/10/2016	6/30/2016	7/1/2016	7/15/2016	7/22/2016	7/29/2016	8/5/2016	N/A	6/19/2017	6/30/2017
UPDATE																		
ACTUAL																		
PLANNED	3	IFB No. LRDA/SBA/RFQ/002/16/17	Repairs & Maint. - Civil	F4100	1 firm	2,000	RFQ	5/3/2016	5/10/2016	6/30/2016	7/1/2016	7/15/2016	7/22/2016	7/29/2016	8/5/2016	N/A	6/20/2017	6/30/2017
UPDATE																		
ACTUAL																		
Planned	4	IFB No. LRDA/SBA/RFQ/003/16/17	Generator/ Repairs & Maint. Services	C3314	1 firm	5,000	RFQ	5/3/2016	5/10/2016	6/30/2016	7/1/2016	7/15/2016	7/22/2016	7/29/2016	8/5/2016	N/A	6/20/2017	6/30/2017
Up Date																		
Actual																		
		Sub total				29,500												

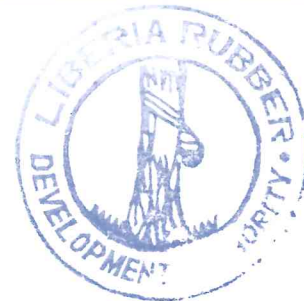
Prepared by: _____

J. D. Doekpa
Procurement Officer

Approved: _____

Lodean C. Teage, Sr.
National Coordinator/LRDA

Date: June 28, 2016



Handwritten signature and date:
July 14, 2016

Handwritten signature and date:
July 14, 2016

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PLANNED	5	IFB No. LRDA/SBA/Rfq /004/16/17	Cars Rental	H4921	1 FIRM	4,500	RFQ	5/3/2016	5/10/2016	6/9/2016	6/29/2016	7/13/2016	7/20/2016	7/27/2016	8/3/2016	N/A	6/20/2017	6/30/2017
UPDATE																		
ACTUAL																		
Planned	6	IFB No. LRDA/SBA/Rfq /005/16/17	Scratch Cards	J6110	1 FIRM	3,000	RFQ	5/3/2016	5/10/2016	6/9/2016	6/29/2016	7/13/2016	7/20/2016	7/27/2016	8/3/2016	N/A	6/19/2017	6/30/2017
Up Date																		
Actual																		
PLANNED	8	IFB No. LRDA/SBA/Rfq /006/16/17	Internet Connectivity	J6110	1 FIRM	6,000	RFQ	5/3/2016	5/10/2016	6/9/2016	6/29/2016	7/13/2016	7/20/2016	7/27/2016	8/3/2016	N/A	6/19/2017	6/30/2017
UPDATE																		
ACTUAL																		
Planned	9	IFB No. LRDA/SBA/Rfq /007/16/17	MOTORBIKES INSURANCE COVERAGE	K6512	1 FIRM	2,000	RFQ	5/3/2016	5/10/2016	6/30/2016	7/1/2016	7/15/2016	7/22/2016	7/29/2016	8/5/2016	N/A	6/19/2017	6/30/2017
Up Date																		
Actual																		
		Sub total				15,500												

Prepared by: J. D. Doeika
J. D. Doeika
Procurement Officer

Approved: Lodean C. Teage, Sr.
Lodean C. Teage, Sr.
National Coordinator/LRDA

14 Jul 2016
Date: June 28, 2016



July 14, 2016

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	Item No.	Package Number Code	Contract	Vendor's Business Registration Code	Qty	Estimated Cost(USD)	Procurement Method	Technical/Specs/Bod /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	Approval Bid Evaluation Report	Contract Award & Signing	Advance Payment Mobilization	Delivery, Inspection (Substantial Completion)	Acceptance & Final payment
Planned	10	IFB No. LRDA/SBA/NCB /001/16/17	Agriculture Supplies (Tools, seeds, fertilizers, rock phosphate etc.	G4653/G4772/C2593	Assorted	225,935	NCB	5/4/2016	5/11/2016	7/1/2016	7/4/2016	8/1/2016	8/8/2016	8/15/2016	8/22/2016	N/A	6/20/2017	6/22/2017
Up Date																		
Actual																		
Planned	10	IFB No. LRDA/SBA/RFQ /008/16/17	Newspapers	G4761	Assorted	1,500	RFQ	5/6/2016	5/13/2016	7/4/2016	7/5/2016	7/19/2016	7/22/2016	7/26/2016	8/2/2016	N/A	6/19/2017	6/30/2017
Up Date																		
Actual																		
Planned	11	IFB No. LRDA/SBA/RFQ /009/16/17	Cleaning Materials	G4773	Assorted	4,000	RFQ	5/6/2016	5/13/2016	7/4/2016	7/5/2016	7/19/2016	7/22/2016	7/26/2016	8/2/2016	N/A	6/19/2017	6/30/2017
Up Date																		
Actual																		
Planned	12	IFB No. LRDA/SBA/RFQ /010/16/17	Repair & Maintenance - Vehicles	G4520	1 Firm/Garage	9,600	RFQ	5/3/2016	5/10/2016	6/30/2016	7/1/2016	7/15/2016	7/22/2016	7/29/2016	8/5/2016	N/A	6/19/2017	6/30/2017
Up Date																		
Actual																		
		Sub total				241,035												

Prepared by: J. D. Doekepa
J. D. Doekepa
Procurement Officer

Approved: Lodean C. Teage, Sr.
Lodean C. Teage, Sr.
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Date: June 28, 2016



5/14/2016

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	Item No.	Package Number Code	Contract	Vendor's Business Registration Code	Qty	Estimated Cost(USD)	Procurement Method	Technical/Specs/Bod /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	Approval Bid Evaluation Report	Contract Award & Signing	Advance Payment Mobilization	Delivery, Inspection (Substantial Completion)	Acceptance & Final payment
Planned	13	IFB NO. LRDA/SBA/Rfq /011/16/17	Repair & Maint. - Motorbikes	G4540	1 Firm/Garage	5,000	RFQ	5/3/2016	5/10/2016	6/30/2016	7/1/2016	7/15/2016	7/22/2016	7/29/2016	8/5/2016	N/A	6/21/2017	6/30/2017
Up Date																		
Actual																		
Planned	14	IFB No. LRDA/SBA/Rfq /012/16/17	Security Guard Services	N8010	1 firm	4,500	RFQ	5/3/2016	5/10/2016	6/9/2016	6/29/2016	7/13/2016	7/20/2016	7/27/2016	8/3/2016	N/A	6/21/2017	6/30/2017
Up Date																		
Actual																		
Planned	15	IFB No. LRDA/SBA/Rfq /013/16/17	Stationery	G4761	Assorted	7,300	RFQ	5/6/2016	5/13/2016	6/27/2016	6/28/2016	7/12/2016	7/19/2016	7/26/2016	8/2/2016	N/A	6/21/2017	6/30/2017
UPDATE																		
ACTUAL																		
Planned	16	IFB No. LRDA/SBA/Rfq /014/16/17	Computers & ICT Supplies	G4741	Assorted	6,500	RFQ	5/6/2016	5/13/2016	6/27/2016	6/28/2016	7/12/2016	7/19/2016	7/26/2016	8/2/2016	N/A	6/18/2017	6/30/2017
Up Date																		
Actual																		
		Sub total				23,300												

Prepared by: J. D. Doekpa
J. D. Doekpa
Procurement Officer

Approved: Lodean C. Teage, Sr.
Lodean C. Teage, Sr.
National Coordinator/LRDA

Handwritten signature and date: June 28, 2016

Date: June 28, 2016



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	Item No.	Package Number Code	Contract	Vendor's Business Registrati on Code	Qty	Estimated Cost(USD)	Procurem ent Method	Technical/ Specs/Bod /Drawings	Prep. Of Bid Document	PC Approval Bid Doc/Tech/Sp ecs	Bid Invitation & Release of Bid Doc.	Bid Submission /Public Opening	Submission of Bid Evaluation Report	Approval Bid Evaluation Report	Contract Award & Signing	Advance Payment Mobilizati on	Delivery, Inspection (Substantial Completion)	Acceptance & Final payment
Planned	17	IFB No. LRDA/SBA/RFQ /015/16/17	Production of Employees I. D. Cards	C1811	1 Firm	1,100	RFQ	5/6/2016	5/13/2016	7/4/2016	7/5/2016	7/19/2016	7/22/2016	7/26/2016	8/2/2016	N/A	6/18/2017	6/30/2017
Up Date																		
Actual																		
Planned	18	IFB No. LRDA/SBA/RFQ /016/16/17	Event Cartering Services	I5629	1 FIRM	5,500	RFQ	5/6/2016	5/13/2016	6/27/2016	6/28/2016	7/12/2016	7/19/2016	7/26/2016	8/2/2016	N/A	6/18/2017	6/30/2017
Up Date																		
Actual																		
Planned	19	IFB No. LRDA/SBA/RFQ /17/16/17	HALL RENTAL	L6810	1	2,200	RFQ	5/6/2016	5/13/2016	7/4/2016	7/5/2016	7/19/2016	7/22/2016	7/26/2016	8/2/2016	N/A	6/18/2017	6/30/2017
Up Date																		
Actual																		
		Sub total				8,800												

Prepared by: _____

J. D. Doekpa
Procurement Officer

Approved: _____

Lodean C. Teage, Sr.
National Coordinator/LRDA

Date: June 28, 2016



[Signature]
 July 14, 2016

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Planned	20	IFB No. LRDA/SBA/RFQ /018/16/17	Advertising & Publications Services	M 7020	1 FIRM	6,500	RFQ	5/20/2016	5/27/2016	6/30/2016	7/3/2016	7/18/2016	7/25/2016	8/1/2016	8/15/2016	N/A	6/18/2017	6/30/2017
Up Date																		
Actual																		
PLANNED	21	IFB No. LRDA/SBA/RFQ /019/16/17	REPAIRS & MAINT. - ICT EQUIPMENT	S9511	1 FIRM	6,000	RFQ	5/6/2016	5/13/2016	7/4/2016	7/5/2016	7/19/2016	7/22/2016	7/26/2016	8/2/2016	N/A	6/18/2017	6/30/2017
Update																		
Actual	22	IFB No. LRDA/SBA/RFQ /020/16/17	REPAIRS & MAINT. - EQUIPMENT	S9524	1 Firm	2,000	RFQ	5/20/2016	5/27/2016	6/30/2016	7/3/2016	7/18/2016	7/25/2016	8/1/2016	8/15/2016	N/A	6/18/2017	6/30/2017
		Sub total				14,500												
		Grand Total				332,635												

Prepared by: _____

J. D. Doekpa
Procurement Officer

Approved: _____

Lodean C. Teage, Sr.
National Coordinator/LRDA

Date: June 28, 2016



Handwritten signature and date:
July 14, 2016

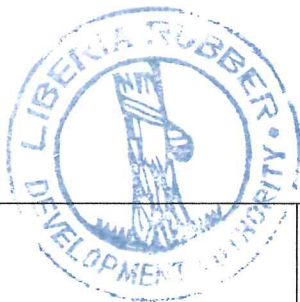
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July 14, 2016



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SBA PROCUREMENT PLAN Explanatory Notes (Core Budget)
GOVERNMENT OF LIBERIA
F/Y 2016-17

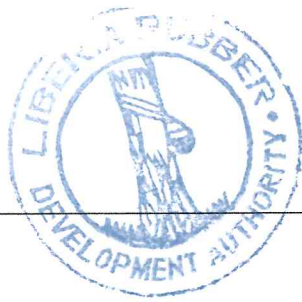
Handwritten signature and date: 14 Jul 2016

ITEM NO.	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	CONTRACT PACKAGE DESCRIPTION
1	IFB No. LRDA/SBA/RB/001/16/17	Petroleum Products	<p>This Line of Activity is drawn from the Budget Lines Fuel & Lubricants for Generator, Vehicles & Motorbikes. This Package will be used to procure petroleum from a reputable vendor that has met the PPCC Vendors' Register through a competitive bidding process. The quantity of 6,166.667 gallons at the rate of \$3.00 of petroleum may be acquired for the use of the entity given the amount provided. Gasoline – 2,166.667gals; Diesel – 4,000gals.</p> <p>*Fuel & Lubricants, Vehicles - \$11,500.00 *Fuel & Lubricants, Generator – 3,000.00 *Fuel & Lubricants, Motorbikes - 4,000.00</p>
2	IFB No. LRDA/SBA/RFQ/001/16/17	Vehicle Insurance Coverage	<p>This contract package will be used to select a legit firm that will insure the institution Transport Equipment (5 Vehicles) for the fiscal period under review. It is drawn from the Budget Line, Insurance/Vehicles & Motorbikes \$6,000</p> <p><u>Insurance/Vehicles & Motorbikes</u></p> <ul style="list-style-type: none"> Vehicles Insurance Coverage- \$4,000.00
3	IFB No. LRDA/SBA/RFQ/002/16/17	Repairs & Maintenance – Civil	<p>This contract package is intended to be used to repair the LRDA Office (1 apartment) by selecting a legit firm through a competitive process and should be certified by the PPCC Vendors' Register.</p>
4	IFB No. LRDA/SBA/RFQ/003/16/17	Repairs & Maintenance – Generator	<p>This contract package will be used to select a firm/garage to repair the LRD generator (1 piece) whenever the need arises. The RFQ method of procurement as provided for by the PPCA will be followed in selecting a legit garage and also the firm must meet the PPCC Vendors' Register.</p>
5	IFB No. LRDA/SBA/RFQ/004/16/17	Car Rentals	<p>This contract package is drawn from the budget line Domestic Travel. The intent of this package is to hire the services of a legit firm that will provide LRDA vehicles by using the RFQ Method of Procurement whenever the need arises.</p> <p><u>Domestic Means of Travel</u></p> <ul style="list-style-type: none"> Cars Rentals – \$4,500.00
6	IFB No. LRDA/SBA/RFQ/005/16/17	SCRATCH CARDS	<p>This contract package is drawn from the budget line Telecommunications,</p>



14 Jul 2016

			<p>Internet, Postage, Courier. The intent of this package is to procure assorted scratch cards, LoneStar, Novafone, Cell-Com through the Request for Quotation Method of Procurement from legal vendor that have met the PPC Vendors' Register.</p> <p><u>Telecommunications, Internet, Postage, Courier</u></p> <ul style="list-style-type: none"> Scratch Cards - \$3,000.00; Lonestar – 300pcs; Cellcom – 200pcs; Novafone – 100pcs
7	IFB No. LRDA/SBA/RFQ/006/16/17	INTERNET Connectivity	<p>LRDA Intent to hire the services of a firm through a competitive process to provide her with Internet Service coverage for the period under review. And the contract package is drawn from the budget line, Telecommunications, Internet, and Postage.</p> <p><u>Telecommunications, Internet, Postage, Courier</u></p> <ul style="list-style-type: none"> Internet Connectivity - \$6,000.00
8	IFB No. LRDA/SBA/RFQ/007/16/17	MOTORBIKES INSURANCE COVERAGE	<p>This contract package will be used to select a legit firm that will insure the institution Transport Equipment (3 Motorbikes) for the fiscal period under review. It is drawn from the Budget Line, Insurance/Vehicles & Motorbikes \$6,000</p> <p><u>Insurance/Vehicles & Motorbikes</u></p> <ul style="list-style-type: none"> Motorbikes Insurance Coverage - \$2,000.00
9	IFB No. LRDA/SBA/NCB/001/16/17	AGRICULTURE SUPPLIES	<p>This contract package is intended to procure Agriculture Supplies such as: Tools – Cutlasses, hoes, diggers wheel borrows, pingalis files, water pump, sprayers, water cans, budding tapes etc. & Chemicals – fertilizers, pesticides, insecticides, herbicides, fungicides etc.</p> <p>From a legal vendor who has met the PPCC Vendors' Register by means of the National Competitive Bidding Method of Procurement.</p>
10	IFB No. LRDA/SBA/RFQ/008/16/17	NEWSPAPERS	<p>This contract package is drawn from the budget line Newspapers, Books & Periodicals. The intent of this package is to procure assorted local dailies from vendors as and when needed for use by the entity management.</p> <p><u>Newspapers, Books & Periodicals</u></p> <ul style="list-style-type: none"> Newspapers - \$1,500.00
11	IFB No. LRDA/SBA/RFQ/009/16/17	CLEANING MATERIALS	<p>This contract package is drawn from the budget line cleaning materials and services. The entity intent to procure assorted cleaning materials such as: Detergent, Soaps, Chlorax, Paper Towels, Cleaning Mug, etc. as and when needed through the Request of Quotation Method of Procurement from a</p>



Handwritten signature and date: 14 Jul 2016

			<p>legit vendor that has met the PPCC Vendors' Register.</p> <p><u>Cleaning Materials & Services</u></p> <ul style="list-style-type: none"> Cleaning Materials - \$4,000.00
12	IFB No. LRDA/SBA/RFQ/010/16/17	REPAIR & MAINT. – VEHICLES	LRDA intent to use this package to select a firm/garage that will be responsible to repair its vehicles (5) when needed by means of the RFQ Method of Procurement. It is required that that the firm to which must be selected must meet the PPCC Vendors' Register.
13	IFB No. LRDA/SBA/RFQ/011/16/17	REPAIR & MAINT. MOTORBIKES	LRDA intent to use this package to select a firm/garage that will be responsible to repair its motorbikes (4) when needed by means of the RFQ Method of Procurement. It is required that that the firm to which must be selected must meet the PPCC Vendors' Register.
14	IFB No. LRDA/SBA/RFQ/012/16/17	GUARD & SECURITY SERVICES	LRDA intent to procure a firm through the RFQ Method of Procurement for the Services of security guards for the entity offices.
15	IFB No. LRDA/SBA/RFQ/013/16/17	STATIONERY	<p>This contract package is drawn from the Budget Line Stationery - \$5,000, Newspapers, Books & Periodicals - \$1,500 and Workshop, Conference & Seminars - \$800. Stationery comprises of Pens, Reams of Sheet, Correction Fluids, Staple Pins, Hanging Files, Folders, Staples, Clip Pins, Paper Glues, etc.</p> <p><u>Stationery- \$7,300</u></p> <ul style="list-style-type: none"> Stationery \$5,000.00 Newspapers, Books & Periodicals 1,500.00 Workshop, Conf. & Seminars 800.00
16	IFB No. LRDA/SBA/RFQ/014/16/17	COMPUTERS & ICT SUPPLIES	<p>LRDA Intends to use the RFQ method of procurement to acquire computer supplies which include: Computers (Laptops& Desktops), Hard Drives, Modems, Scanners, etc. This contract package is drawn from the Budget Line Computer Supplies & ICT Services.</p> <p><u>Computers Supplies & ICT Services</u></p> <ul style="list-style-type: none"> Computers & ICT Supplies - \$6,500.00
17	IFB No. LRDA/SBA/RFQ/015/16/17	PRODUCTION OF EMPLOYEES I.D CARDS	This contract package will be used to produce I.D Cards for all LRDA Personnel. It is drawn from the Budget Line Employees I.D Cards.
18	IFB No. LRDA/SBA/RFQ/016/16/17	EVENT CATERING SERVICES	This contract package is drawn from the Budget Line Food & Catering Services. LRDA intends to outsource its food & catering services to a firm for even catering for participants. It is drawn from the Budget Line Food & Catering Services.
			This contract package is drawn from the Budget Line Workshop,

14 Jul 2016

19	IFB No. LRDA/SBA/RFQ/017/16/17	HALL RENTAL	<p>Conferences & Seminars (\$2,200). The intent of this package is to hire Hall for event.</p> <p>Hall Rental</p> <ul style="list-style-type: none"> • Workshop, Conf., Seminars- \$2,200
20	IFB No. LRDA/SBA/RFQ/018/16/17	ADVERTISING & PUBLIC RELATIONS	<p>This contract package is drawn from the Budget Line Advertising and Publication (\$5,000.00) and Workshop, Conferences & Seminars (\$1,500). The intent of this package is to hire a firm to enable the entity carry on advertisement for IFBs, public relations (Media), P.A Systems, etc.</p> <p>Advertising & Public Relations - \$6,500.00</p> <ul style="list-style-type: none"> • Advertising & Public Relations - \$5,000.00 • Workshop, Conf., Seminars - 1,500.00
21	IFB No. LRDA/SBA/RFQ/019/16/17	REPAIRS & MAINT. ICT Equipment	<p>The entity intends to procure the services of a contractor to repairs its ICT Equipment (computers –laptops & desktops, printers, routers, modems, scanners, etc.) whenever the need arises. This process will be conducted through the Request For Quotations Method of Procurement. This activity will be finance from the Budget Line Repairs & Maint., ICT Equipment.</p>
22	IFB No. LRDA/SBA/RFQ/020/16/17	Repairs & Maint. – Equipment	<p>This contract package is intended to be used to select a firm to conduct repairs work on LRDA Equipment (Assorted), Air conditioners, Iceboxes, etc. whenever the need arises.</p>

- **Office Building, Rental & Lease & Other Rental Lease** – The Liberia Rubber Development Authority (LRDA) currently has an ongoing lease in the tune of US\$7,500 with the runs up to of 2017.
- **Electricity** – Liberia Rubber Development Authority (LRDA) finances its payment for this Object of Procurement through the Finance Section of the Entity. And the Procurement of this object of Procurement is procured from the Liberia Electricity Corporation (LEC).
- **Water & Sewage** - Liberia Rubber Development Authority (LRDA) finances its payment for this Object of Procurement through the Finance Section of the Entity. And the Procurement of this object of Procurement is procured from the Liberia Water & Sewage Corporation (LWSC)

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GOVERNMENT OF LIBERIA
F/Y 2016-17



- Please note that for the Budget Line, Workshops, Conferences & Seminars, the balance of \$5,500 from its initial appropriation (\$10,000) after consummating some expenses as procurement activities, the balance of that Budget Line will be used as Stipends for Participants (Farmers, Stakeholder & Invitees) that will be invited to attend workshops, Conferences & Seminars that will be organized by LRDA.

PREPARED: J. Sarkor Moore
PP. J.D. DOEKPA
PROCUREMENT MANAGER/LRDA

APPROVED: Lodean C. Teage, Sr.
LODEAN C. TEAGE, SR.
NATIONAL COORDINATOR/LRDA

DATE: _____

14 Jul 2016