LIBERIA INSTITUTE OF PUBLIC ADMINISTRATION (LIPA)

GOODS & WORKS PROCUREMENT PLAN (SBA Core Budget)

Source of Funding: GOL 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
	BASIC DATA							IMPLEMENTATION DATES											
	ITEM NO.	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	IFBNO.LIPA/SBA/RB/001/16/17	Petroleum Products (Diesel & Gasoline)	G4661	23, 170.15 gals @2.68	62, 096	RB	5/2/16	5/16/'16	5/23/'16	5/30/'16	6/27/'16	7/4/'16	7/11/'16	7/28/16	N/A	6/30/'17	6/30/'17	
UPDATE																			
ACTUAL																			
PLANNED	2	IFBNO.LIPA/SBA/NCB/001/16/17	Vehicles Repairs & Maintenance Services	G4520	7 vehicles	16, 792	NCB	5/6/'16	5/20/'16	5/27/'16	6/3/'16	7/1/'16	7/15/'16	7/22/'16	8/12/16	N/A	6/30/'17	6/30/'17	
UPDATE																			
ACTUAL																			
PLANNED	3	IFBNO.LIPA/SBA/RFQ/001/16/17	Generators Repairs & Maintenance Services	C3314	2	5, 267	RFQ	5/9/'16	5/16/'16	5/23/'16	5/30/'16	6/6/'16	6/13/'16	6/20/'16	6/27/'16	N/A	6/30/'17	6/30/'17	
UPDATE																			
ACTUAL																			
PLANNED	4	IFBNO.LIPA/SBA/RFQ/002/16/17	Repairs & Maintenance of Office Machinery & Equipment	S9524	Assorted	1, 525	RFQ	5/12/'16	5/19/'16	5/26/'16	6/2/'16	6/9/'16	6/16/'17	6/23/'17	6/30/'17	N/A	6/30/'17	6/30/'17	
UPDATE																			
ACTUAL																			
SUB-TOTAL						85, 680													

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		BASIC DATA						IMPLIMENTATION DATES												
	ITEM NO	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QUANTITY	ESTIMATED PACKAGE	PROCUREMENT METHOD	TECHNICALSS PECS/BOQ/DRAWINGS	PREP. BID DOCUMENT	PC APPROVAL – BID DOC/TECH SPECS	BID INVITITATION & RELEASE OF BID DOC	BID SUBMISSION/ PUBLIC OPENING	SUBMISSION OF BIDS EVALUATION REPORT	PC APPROVAL OF BID REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS
PLANNED	5	IFBN.LIPA/SBA/RFQ/003/16/17	Cleaning Materials	G4773	Assorted	9, 164	NCB	6/3/'16	6/17/'16	6/24/'16	7/1/'16	7/29/'16	8/12/'16	8/19/'16	9/9/'16	N/A	6/29/'17	6/29/'17	
UPDATE																			
ACTUAL																			
PLANNED	6	IFBN0.LIPA/SBA/NCB/002/16/17	Stationery	G4761	Assorted	13, 975	NCB	5/20/'16	6/3/'16	6/17/'16	6/24/'16	7/22/'16	8/5/'16	8/12/'16	9/2/'16	N/A	6/29/'17	6/29//'17	
UPDATE																			
ACTUAL																			
PLANNED	7	IFBN0.LIPA/SBA/NCB/003/16/17	Security Guard Services	N8010	1 Firm	31,560	NCB	8/2/'16	8/16/'16	8/23/'16	8/30/'16	9/27/'16	10/11/'16	10/18/'16	11/8/'16	N/A	6/30/'17	6/30/'17	
UPDATE																			
ACTUAL																			
PLANNED	8	IFBN0.LIPA/SBA/RFQ/004/16/17	Food Stuff	G4630	Assorted	3, 000	RFQ	10/5/'16	10/12/'16	10/19/'16	10/26/'16	11/2/'16	11/9/'16	11/16/'16	11/30/'16	N/A	6/29/'17	6/29/'17	
UPDATE																			
ACTUAL																			
PLANNED	9	IFBN0.LIPA/SBA/RFQ/005/16/17	Refuse/ Garbage Collection	E3811	1 Firm	1,800	RFQ	9/7/'16	9/14/'16	9/21/'16	9/28/'16	10/5/'16	10/12/'16	10/19/'16	11/8/'16	N/A	6/29/'17	6/29/'17	
UPDATE																			
ACTUAL																			
	SUB –TOTAL					59, 499													

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
			BASIC DATA					**IMPLIMENTATION DATES**											
	ITEM NO	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QUANTITY	ESTIMATED PACKAGE	PROCURE MENT METHOD	TECHNICALSS PECS/BOQ/DR AWINGS	PREP. BID DOCUMEN T	PC APPROVAL – BID DOC/TECH SPECS	BID INVITITATION & RELEASE OF BID DOC	BID SUBMISSION /PUBLIC OPENING	SUBMISSION OF BIDS EVALUATION REPORT	PC APPROVAL OF BID REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATI ON)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTAN CE & FINAL PAYMENT	REM ARKS
PLANNE D	10	IFBN0.LIPA /SBA/RFQ/ 006/16/17	Newspap er	G4761	Assorted	1, 500	RFQ	6/20/'16	6/27/'1 6	7/4/'16	7/11/'16	7/18/'16	7/28/'16	8/4/'16	8/18/'16	N/A	6/29/'17	6/29/'1 7	
UPDATE																			
ACTUAL																			
PLANNE D	11	IFBN0.LIPA /SBA/RFQ/ 007/16/17	Books	G4761	Assorted	500	RFQ	9/14/'16	9/21/'1 6	9/28/'16	10/5/'16	10/12/'1 6	10/19/'16	10/26/'16	11/9/'16	N/A	6/29/'17	6/29/'1 7	
UPDATE																			
ACTUAL																			
PLANNE D	**12**	IFBN0.LIPA /SBA/NCB/ 004/16/17	Scratch Cards	G4631	Assorted	11,325	NCB	6/9/'16	6/16/'1 6	6/23/'16	6/30/'16	7/28/'16	8/4/'16	8/11/'16	8/31/'16	N/A	6/29/'17	6/29/'1 7	
UPDATE																			
ACTUAL																			
PLANNE D	**13**	IFBN0.LIPA /SBA/RFQ/ 008/16/17	**Vehicle Rental**	H4921 H4922	1 Firm	1, 000	RFQ	8/8/'16	8/15/'1 6	8/22/'16	8/29/'16	9/5/'16	9/12/'16	9/19/'16	10/3/'16	N/A	6/29/'17	6/29/'1 7	
UPDATE																			
ACTUAL																			
SUB-T0TA						**14, 325**													

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	ITEM NO	BASIC DATA						IMPLIMENTATION DATES											
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QUANTITY	ESTIMATED PACKAGE	PROCUREMENT METHOD	TECHNICALSS PECS/BOQ/DRAWINGS	PREP. BID DOCUMENT	PC APPROVAL – BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION /PUBLIC OPENING	SUBMISSION OF BIDS EVALUATION REPORT	PC APPROVAL OF BID REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS
PLANNED	14	IFBNO.LIPA/SBA/RFQ/009/16/17	Air Tickets	N7911	3 Trips	3, 000	RFQ	9/1/'16	9/8/'16	9/15/'16	9/22/'16	9/29/'16	10/6/'16	10/13/'16	10/27/'16	N/A	6/29/'17	6/29/'17	
UPDATE																			
ACTUAL																			
PLANNED	15	IFBNO.LIPA/SBA/NCB/005/16/17	Catering & Hall Rental	I5621 G4761	Assorted	205, 000	NCB	9/21/'16	9/28/'16	10/5/'16	10/12/'16	11/9/'16	11/16/'16	11/23/'16	12/7/'16	N/A	6/29/'17	6/29/'17	
UPDATE																			
ACTUAL																			
PLANNED	16	IFBNO.LIPA/SBA/RFQ/010/16/17	Vehicle Insurance	K6512	1 Firm	5,000	RFQ	8/12/'16	8/19/'16	8/26/'16	9/2/'16	9/9/'16	9/16/'16	9/23/'16	10/7/'16	N/A	6/29/'17	6/29/17	
UPDATE																			
ACTUAL																			
PLANNED	17	IFBNO.LIPA/SBA/RFQ/011/16/17	Publication Services	C1811	Assorted	450	RFQ	**11/10/'16**	**11/17/'16**	**11/24/'16**	**12/1/'16**	**12/8/'16**	**12/15/'17**	**12/22/'17**	**1/5/'17**	**N/A**	**6/29/'17**	**6/29/17**	
UPDATE																			
ACUTAL																			
GRAND TOTAL						**411, 649**													

Prepared by: ______________________
Sir. Christian T. G. Tabla
Procurement Director/Manager

Approved by: ______________________
Hon. Oblayon B. Nyemah, Sr
Head of Entity/Chairman Proc. Committee

Date: 07/29/2016

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NAME OF ENTITY: LIBERIA INSTITUTE OF PUBLIC ADMINISTRATION (LIPA).
SBA PROCUREMENT PLAN EXPLANATORY NOTES
FISCAL YEAR: 2016/2017

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ITEM NO	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	CONTENT (S) OF CONTRACT PACKAGE
1	IFBN0.LIPA/SBA/RB/001/16/17	Petroleum Products (Diesel & Gasoline) **(US$62, 096)**	**This contract package** is from the Budget Line **"Petroleum Products" is intended to procure 23, 170.15 gallons of petroleum products @2.68** **1. Gasoline ....6, 000 gallons** **2. Diesel ....17, 17, 170.15 gallons**
2	IFBN0.LIPA/SBA/NCB/002/16/17	**Scratch Cards (US$11, 325)**	This contract package is from the Budget Line **"Telecommunication & Internet"** and is intended to procure the below listed Re-fill/Re-charge Scratch Cards in total of 2265 pieces @US$5.00 A. Lonestar Cards.................855 pieces B. Cellcom Chards...............855 pieces C. Novafone Cards...............555 pieces
3	**IFBN0.LIPA/SBA/NCB/001/16/17**	**Vehicles Repairs & Maintenance Services (US$16, 792)**	**This contract package is from the Budget Line "Repairs & Maintenance Vehicles" and is intended to procure spare parts, Mechanical & Technical Services for the repairs and Maintenance of Vehicles.........7 vehicles** **A. Mini Buses ....2 units** **B. SUVs Jeeps........................4 units** **C. Double Cabinet Pickup......1 unit** **D.**
4	**IFBN0.LIPA/SBA/RFQ/001/16/17**	**Generators Repairs & Maintenance Services (US$5, 267)**	This contract package is from the Budget Line "Repairs & Maintenance Generator" and is intended to procure Professional Maintenance Services **to** carryout Routine Repairs and procure required spare parts.
5	**IFBN0.LIPA/SBA/RFQ/002/16/17**	**Repairs & Maintenance of Office Machinery and Equipment (US$1, 525)**	This contract package is from the Budget Line **"Repairs & Maintenance, Machinery and Equipment"** and is intended to procure Technical Services for the Repairs & Maintenance of Office Machinery and Equipment below. **A.** Photocopier..........................4 units **B.** Printers ....10 units **C.** Air-conditioners....................16 units **D.** Overhead projectors.............7 units **E.** Computers .... 10 units **F.** Doors......................................6 pieces **G.** Windows.................................8 pieces **H.** Chairs.....................................20 pieces **I.** Desk..10 pieces

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ITEM NO	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	CONTENT (S) OF CONTRACT PACKAGE
6	IFBN0.LIPA/SBA/RFQ/003/16/17	Food Stuff (US$3, 000)	**This contract package is from the Budget Line "Entertainment, Representation and Gifts" and is intended to be used under the budget item to procure food stuff for entertainment.** A. Entertaining guest & employees.......................75 persons. B. End of year party...85 persons
7	IFBN.LIPA/SBA/RFQ/002/16/17	**Cleaning Materials (US$9, 164)**	This contract package is from the Budget Line **"Cleaning Materials and Services"** and is intended to procure Cleaning Materials as listed below. 1. Sack Tissues.............................. 40 sacks 2. Hand soap................................. 40cartons 3. Powder soap............................ 40 cartons 4. Chlorex .... 41 cartons 5. Dettol (disinfectant)................ 12 cartons 6. Air freshener............................ 35 cartons 7. Dust Bin.......................................10 pieces 8. Carpet fresh &Vim.................. ½ cartoon 9. Hand & floor towels................ 80 pieces 10. Vacuum cleaner..........................1 units 11. Soft & hard brooms.....................20 pieces 12. Commode brushes & plunder.......1 ½ boxes 13. Paper Towel.................................80.pieces 14. Mosquito Spry...............................15 cartoons 15. Wood polish..................................120 tins 16. Floor Towel....................................60 pieces 17. Mop ....50 pieces 18. Floor Bruch.......................................25 pieces 19. Garbage Bags...................................10 pieces 20. Plastic Buckets.................................15 pieces 21. Rat Poison..5 pks 22. Camphor Ball......................................20 pks 23. Glass Cleaner.....................................35 bottles 24. Commode Punchers..........................10 pieces 25. Hand Gloves.......................................10 pairs **26.** Water Barrel...4 pieces
8	IFBN0.LIPA/SBA/NCB/003/16/17	**Stationery (US$13, 975)**	This contract package is from the Budget Line **"Stationery"** and is intended to procure stationery and supplies listed below. 1. A-4 papers (80 gram).. 90 boxes 2. A-3 papers (80 gram).. 2 boxes 3. A-4 yellow pads...4 boxes 4. Steno pads.. ....3 boxes 5. Flip Chart pads..10 Pks

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		Stationery Cont'd	6. Flip chart stand……………………………………………………3 pieces 7. HP Laserject Printer M1132 MFP Cartridges #85A……17 pieces 8. HP Officer Jett 7000 Printer Cartridges 920 Ink ……… 8 pieces 9. HP Laserject Printer 2035 Cartridges #05A………………12 pieces 10. HP Officer Jett860 Printer Cartridges 950 & 951 Ink ……6 pieces 11. HP – CP540 Cartridge Ink……………………………………3 pieces 12. HP – 60 & 61 cartridge Ink…………………………………6 pieces 13. Canon GPR-18 Toners……………………………………10 pieces 14. Canon Copier Drum unit 3218……………………………4 pieces 15. Box files……………………………………………………5 cartoons 16. Manila folders (A-4 Size) ……………………………5 cartoons 17. Manila folders (Large size)………………………………3 cartoons 18. Paper fasteners……………………………………………6 pks 19. Brown Envelopes A-4 size…………………… ………………26 pks 20. Brown Envelopes A-3 size………………………………15 pks 21. Brown Envelopes A-5 size………………………………20 pks 22. Certificate papers.A-4 size………………………………20 pks 23. Regular Plain White Envelopes (Peal & seal)………………11 boxes 24. Permanent Markers (Assorted)……………………………5 pks 25. White Board Markers (Assorted)…………………………15 pks 26. Wall Clocks (Large Size)…………………………………10 pieces 27. Paper Clips (Small)………………………………………20 pks 28. Paper Clips (Large)………………………………………10 pks 29. Staple Machines (Large size)……………………………12 pieces 30. Staple Pins…………………………………………………20 pks 31. Heavy Duty Staple Machines……………………………2 pieces 32. Heavy Duty Staple Pins…………………………………10 pks 33. Stick –on- Pads (Small size)……………………………10 pks 34. Stick –on- Pads (Large size)……………………………20 pks 35. Desk Tray (Assorted 3 & 4 Trays)…………………………20 pieces 36. Type Writer Prima 18" (Manual Machine)…………………1 unit 37. Type Writer Ribbon (Red & Black Combined)……………6 pieces 38. Correction Fluid……………………………………………10 pks 39. Binding Films ……………………………………………… 5 reams 40. Binding Cover ………………………………………………5 reams 41. Executive Paper A-4 –size…………………………………5 boxes 42. Desk Calculators (Large size)……………………………… 6 pieces 43. Heavy Paper Perforators……………………………………2 pieces 44. Ledger/Journal Books (Large Size) …………………………2 pieces 45. Paper Perforators (Medium Size)…………………………10 pieces 46. HP Color Laserjet CE260A K(Black)………………………1 piece 47. Dry Stick- on – Glue (Assorted – Small & Large)…………8 pks

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ITEM NO	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	CONTENT OF CONTRACT PACKAGE
		Stationery Cont'd	**48. External Hard Drive.................2 pieces** **49. USB/Pen Drive (16 or 32 GB)..............3 pieces** **50. Hanging Folders (Large Size)..............4 boxes** **51. Book Binder (Large Size)..............1 unit** **52. Paper Cutter (Large Size)..............2 units** **53. Scotch Tape (Medium Size)..............30 rolls** **54. Masking Tape (Medium Size)..............40 rolls** **55. Staple Pins Remover..............11 pieces** **56. Poster Sheets (Assorted Colors)..............5 reams** **57. Pencils ....6 pks** **58. Name Tags..............5 pks** **59. Dry Cell Battery (AAA –Size)..............10 pks** **60. Highlighters..............10pks**
9	**IFBN0.LIPA/SBA/RFQ/011/16/17**	**Publication Services (US$**450)	**This contract package is from the Budget Line "Printing, Binding and Publication Services" and is intended to procure Publications services listed below.** **A. Advertisement (Print & Electronic) .... 20 times**
10	**IFBN0.LIPA/SBA/RFQ/005/16/17**	**Newspapers (US$1, 500)**	This contract package is from the Budget Line **"Newspapers, Books and Periodicals"** and is **intended to procure Newspapers and publication services** **A.** Assorted Newspapers..............2000 copies
11	**IFBN0.LIPA/SBA/RFQ/006/16/17**	Books (US$500)	This contract package is from the Budget Line **"Newspapers, Books and Periodicals"** and is intended to procure Books and Periodicals. A. Assorted Subject Books..............40 copies B. Periodicals..............20 copies
12	**IFBN0.LIPA/SBA/NCB/009/16/17**	Catering & Hall Rental (US$205, 000)	This contract package is from the Budget Line **"Workshop, Conference and Symposium"** and is intended to procure assorted Materials, supplies, technical Services and Catering Services to facilitate the hosting of the below listed. A. Annual Public Administration Conference...........1 B. Symposia..............1 C. Workshop..............1 D. Seminars..............2
13	**IFBN0.LIPA/SBA/RFQ/004/16/17**	**Refuse/Garbage Collection (US$1, 800)**	**This contract package is from the Budget Line "Refuse Collection" and is intended to procure Refuse/Garbage Disposal Services**
14	IFBN0.LIPA/SBA/NCB/004/16/17	Security Guard Services (US$31, 560)	This contract package is from the Budget Line **"Security Guard Services"** and is intended to procure Security Guard Services 24 hours, Seven Days a Week coverage for LIPA's protection.

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ITEM NO	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	CONTENT OF CONTRACT PACKAGE
15	RFPN0.LIPA/CQS/001/16/17	Training Services (US$36, 185)	This contract package if from the Budget Line "**Consultancy Services**" is intended to procure Professional Expertise/Services, to serve as facilitators on LIPA's Training Program. (17 persons)
16	IFBN0.LIPA/SBA/RFQ/007/16/17	**Vehicle Rental (US$1**, 000)	This contract package is from the Budget Line "**Domestic Travel**" intended to procure Vehicle Rental services to facilitate domestic travels – 1 Firm.
17	IFBNÓ.LIPA/SBA/RFQ/008/16/17	**Air Tickets (US$3, 000)**	This contract package is if from the Budget Line "**Foreign Travel**" intended to procure air tickets to facilitate foreign travels – 1 Firm
18	IFBN0.LIPA/SBA/RFQ/010/16/17	**Vehicle Insurance Coverage (US$5, 000)**	This contract package is from the Budget Line "**Vehicle Insurance**" intended to procure Insurance Coverage from 1 Firm for the below: **A. Mini Buses ……………………2 units** **B. SUVs Jeeps……………………4 units** **C. Double Cabinet Pickup……1 unit** **D. Motor Cycles …………………4 units**

PREPARED BY: ________________________

Christian T. G. Tabla
Director Procurement

DATE: July 29, 2016

PROCUREMENT UNIT 1969 LIPA

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Sept. 8, 2016

NAME OF ENTITY: LIBERIA INSTITUTE OF PUBLIC ADMINISTRATION (LIPA).
REGULAR BUDGET PROCUREMENT PLAN EXPLANATORY NOTES
FISCAL YEAR: 2016/2017

ITEM NO	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	CONTENT (S) OF CONTRACT PACKAGE
1	IFBN0.LIPA/S/S/001/16/17	Office Buildings Rental and Lease (US$90, 000)	This contract package is from the Budget Line "Office Buildings Rental" intended to procure accommodation services through annual lease for two Buildings. A One Story Building..............................12 months A. One Single Building............................12 months
2	IFBN0.LIPA/RFQ/013/16/17	Network Equipment, Software & Licenses (US$2, 500)	This contract package is from the Budget Line " ICT Infrastructure, Hardware, Software and Networks" and is intended to procure ICT hardware, Network facilities and technical services. A. Cables......................................5 boxes B. Cables channels......................5 bundles C. Cables adopters (assorted).....6 pks D. Licensed HP Server ....1 unit E. CISCO 3560 Router..................1 unit F. Cyberoam Firewall..................1 unit G. Lysis Router............................. 2 units H. Access Points.............................1 unit I. Local Switches ....2 units

PREPARED BY: G. Jr.

Christian T. G. Tabla
Director Procurement

PROCUREMENT UNIT 1969 LIPA

DATE: July 29, 2016

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