


MINISTRY OF FOREIGN AFFAIRS
DRAFT CORE BUDGET PROCUREMENT PLAN (Core Budget)
Source of Funding: GOVERNMENT OF LIBERIA (GOL)
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	IFB No. MFA/NCB/001/16/17	Stationery	G-4761	Assorted	85,000.00	NCB	4/4/2016	4/11/2016	4/25/2016	5/2/2016	5/30/2016	6/6/2016	6/13/2016	7/11/2016	N/A	6/30/2017	6/30/2017	
UPDATE																			
ACTUAL																			
PLANNED	2	IFB No. MFA/RB/001/16/17	Repairs & Maintenance Services- Vehicles	G-4520	One (1) Firm	40,000.00	RB	4/4/2016	4/11/2016	4/25/2016	5/2/2016	5/30/2016	6/6/2016	6/13/2016	7/11/2016	N/A	6/30/2017	6/30/2017	
UPDATE																			
ACTUAL																			
PLANNED	3	IFB No. MFA/RFQ/001/16/17	Spare parts	G-4530	Assorted	10,000.00	RFQ	4/4/2016	4/11/2016	4/25/2016	5/2/2016	5/16/2016	6/6/2016	6/13/2016	7/11/2016	N/A	6/30/2017	6/30/2017	
UPDATE																			
ACTUAL																			
PLANNED	4	IFB No. MFA/SS/001/16/17	Internet Connectivity	J-6110	five(5) meg	30,000.00	SS	4/4/2016	4/11/2016	4/25/2016	5/2/2016	5/30/2016	6/6/2016	6/13/2016	7/11/2016	N/A	6/30/2017	6/30/2017	
UPDATE																			
ACTUAL																			
PLANNED	5	IFB No. MFA/RB/002/16/17	Scratch Cards	G-4651	18,888 Pieces	85,000.00	RB	4/4/2016	4/11/2016	4/25/2016	5/2/2016	5/30/2016	6/6/2016	6/13/2016	7/11/2016	N/A	6/30/2017	6/30/2017	
UPDATE																			
ACTUAL																			
PLANNED	6	IFB No. MFA/NCB/002/16/17	Computers and Printers	G-4741	10 Sets	12,757.00	NCB	4/4/2016	4/11/2016	4/25/2016	5/2/2016	5/30/2016	6/6/2016	6/13/2016	7/11/2016	N/A	6/30/2017	6/30/2017	
UPDATE																			
ACTUAL																			
PLANNED	7	IFB No. MFA/RFQ/002/16/17	Other electrical appliances	G-4759	Assorted	5,000.00	RFQ	4/4/2016	4/11/2016	4/25/2016	5/2/2016	5/16/2016	6/6/2016	6/13/2016	7/11/2016	N/A	6/30/2017	6/30/2017	
UPDATE																			
ACTUAL																			
					Subtotal	267,757.00													

Prepared by: 
Albert L. George
Procurement Director

Approved by: 
B. Elias Shoniya
ACTING MINISTER/ HEAD OF ENTITY

Date: 29/08/16

 16 Sept 2016


Sept. 12, 2016


MINISTRY OF FOREIGN AFFAIRS
DRAFT CORE BUDGET PROCUREMENT PLAN (Core Budget)
Source of Funding: GOVERNMENT OF LIBERIA (GOL)
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												REMARKS
	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)	6/30/2017	
PLANNED	8	IFB No. MFA/NCB/003/16/17	Office furniture and fixtures	G-4759	Assorted	20,000.00	NCB	4/4/2016	4/11/2016	4/25/2016	5/2/2016	5/30/2016	6/6/2016	6/13/2016	7/11/2016	N/A	6/30/2017	6/30/2017	
UPDATE																			
ACTUAL																			
PLANNED	9	IFB No. MFA/NCB/004/16/17	Cleaning Materials	G-4773	Assorted	10,500.00	NCB	4/4/2016	4/11/2016	4/25/2016	5/2/2016	5/30/2016	6/6/2016	6/13/2016	7/11/2016	N/A	6/30/2017	6/30/2017	
UPDATE																			
ACTUAL																			
PLANNED	10	IFB No. MFA/NCB/005/16/17	Food stuff	G-4721	Assorted	25,000.00	NCB	4/4/2016	4/11/2016	4/25/2016	5/2/2016	5/30/2016	6/6/2016	6/13/2016	7/11/2016	N/A	6/30/2017	6/30/2017	
UPDATE																			
ACTUAL																			
PLANNED	11	IFB No. MFA/RFQ/003/16/17	Medical Drugs	G-4772	Assorted	7,000.00	RFQ	4/4/2016	4/11/2016	4/25/2016	5/2/2016	5/16/2016	6/6/2016	6/13/2016	7/11/2016	N/A	6/30/2017	6/30/2017	
UPDATE																			
ACTUAL																			
PLANNED	12	IFB No. MFA/RB/003/16/17	Vehicles	G-4510	Four (4)	125,000.00	RB	4/4/2016	4/11/2016	4/25/2016	5/2/2016	5/30/2016	6/6/2016	6/13/2016	7/11/2016	N/A	6/30/2017	6/30/2017	
UPDATE																			
ACTUAL																			
PLANNED	13	IFB No. MFA/NCB/006/16/17	Building Materials	G-4603	Assorted	50,000.00	NCB	4/4/2016	4/11/2016	4/25/2016	5/2/2016	5/30/2016	6/6/2016	6/13/2016	7/11/2016	N/A	6/30/2017	6/30/2017	
UPDATE																			
ACTUAL																			
					Sub total	237,500.00													
					Total	505,257.00													

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Albert L. George
PROCUREMENT DIRECTOR

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B. Elias Shoniya
ACTING MINISTER/ HEAD OF ENTITY

Date: 29/08/16

 16 Sept 2016


Sept. 17, 2016

Ministry of Foreign Affairs
Core Budget Explanatory Notes
Fiscal Year: 2016/2017

Item No	Contract Package Code	Contract Package	Content of Contract Package
1.	IFB No. MFA/NCB/001/16/17	Stationery	<p>This contract package is intended to procure the following stationery materials such as the following.</p> <p>A. A-4 Sheets.....30 Ctns B. Legal Sheets.....25 Ctns C. Note Pad.....25 Pks D. Stick on Pad.....10 Pks E. Ball Point Pen.....30 Pack F. Staple Pins.....4 Dozens G. Staple Pins (small size).....12 Pks H. Box Files.....12 Ctns and others</p>
2.	IFB No. MFA/RB/001/16/17	Repairs and Maintenance Services - Vehicles	<p>This contract package is intended for the procurement of the following services:</p> <p>A. Routine and corrective maintenance of the Ministry's fleet of vehicles.</p>
3.	IFB No. MFA/RFQ/001/16/17	Spare Parts	<p>This contract package is taken from the budget line item Repairs and Services-Vehicles. It is intended to procure items such as:</p> <p>A. Engine oil B. Transmission oil C. Oil filter D. Gas filter E. Spark plugs and others</p>
4.	IFB No. MFA/SS/001/16/17	Internet connectivity	<p>This contract package is taken from the budget line item telecommunications, Internet, postage and courier. It will be used to pay for broad band internet service from LIBTELCO for the smooth operation of the Ministry, relative to sharing information with home office, embassies and others. The sole-source method of</p>



Sep 12 2016


			procurement will be used because LIBTELCO is the only provider of fiber optic service in Liberia
5.	IFB No. MFA/RB/002/16/17	Scratch Cards	This contract package is taken from the budget line item telecommunications, Internet, postage and courier. It is intended to purchase 18,888 pieces of recharge cards at the unit cost of four united states dollars and fifty cents (US\$4.50) and will be used by senior staff and other employees of the Ministry to adequately share information
6.	IFB No. MFA/NCB/002/16/17	Computer and Printers	This contract package is taken from the Machinery and other equipment budget line. It is intended to purchase office equipment and machineries to enhance efficiency on the job. A. Computers desktops B. Laptops C. Printers
7.	IFB No. MFA/RFQ/002/16/17	Machinery and other electrical appliances	This contract package is taken from the Machinery and other equipment budget line item and will be used to purchase items such as the following: A. Air conditioners B. Stabilizers C. Extension coils D. Refrigerator
8.	IFB No. MFA/NCB/003/16/17	Office Furniture and Fixtures	This contract package is intended to procure office furniture and fixtures for the Ministry of Foreign Affairs. A. Executive chairs B. Semi executive chairs C. Executive Desks D. Visitor chairs and others as may be necessary.
9.	IFB No. MFA/NCB/004/16/17	Cleaning materials	This contract package is intended to procure the following items: A. Liquid soap B. Tie soap C. Small and Medium size Clorox D. Small and Medium size Dettol E. Dust pan and etc. F. Soft and hard brooms G. Commode brushes H. Commode detergent

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10.	IFB No. MFA/NCB/005/16/17	Food Stuff	<p>This contract package is taken from the Entertainment, Representation and Gifts budget line item. It is intended to procure the following items for senior staff meetings and others items as may be necessary.</p> <p>A. Juices, crackers, biscuits B. Creamers, Lipton tea, coffee, powder milk and others.</p>
11.	IFB No. MFA/RFQ/003/16/17	Medical drugs	<p>This contract package is intended to procure the following medical items for the Ministry's Clinic and it is taken from the budget line item drugs and medical consumables.</p> <p>A. Paracetamol tablets.....15 Ctns B. B-Complex Injection.....20 Boxes C. Menthol syrups.....25 Boxes D. Amoxicillin30 Boxes E. Ampicillin.....20 Boxes F. Lonart DS35 Boxes and others drugs as may be necessary.</p>
12.	IFB No. MFA/RB/003/16/17	Vehicles	<p>This contract package is taken from the Transport Equipment budget line item and is intended to purchase four (4) vehicles to be used by the Ministry of Foreign Affairs</p>
13.	IFB No. MFA/NCB/006/16/17	Building Materials	<p>This contract package is taken from the repairs and maintenance service- Civil Works budget line item. It will be used to purchase the following items:</p> <p>A. Plumbing materials B. Electrical materials C. Finishing materials D. Gardening materials</p>

Prepared by: 
Albert L. George
Procurement Director

Approved by: 
B. Elias Shoniya
Acting Minister/ Head of Entity

Date: 29/08/16

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Sept 12 2016

Ministry of Foreign Affairs
Core Budget Explanatory Notes
Fiscal Year: 2016/2017

16 Sept 2016

Item No	Contract Package Code	Contract Package	Content of Contract Package
1.	N/A	Carriage, Haulage, Freight	This budget line item is used to cover the cost of shipping the personal belongings of our Foreign Service Officers and their dependants when they go on new assignments or when they are recalled. The items include: A. Furniture B. Luggages
2.	N/A	Electricity	This budget line item is used to pay LEC for ; A. Electricity
3.	N/A	Water and Sewage	This budget line item is used to pay LWSC for: A. Water B. Sewage disposal
4.	N/A	Residential Property Rental and Leases	This budget line item is used to pay the costs for : A. residential property rental and leases for our foreign service officers housing
5.	N/A	Office Building Rental and Leases	This budget line item is used to pay the costs for: A. office building rental and leases for our Foreign Embassy buildings

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Prepared by: Amge
Albert L. George
Procurement Director

Approved by: BJ
B. Elias Shortiyin
Acting Minister/ Head of Entity

Date 06/09/16

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Sept. 12, 2016