

MINISTRY OF FOREIGN AFFAIRS
DRAFT SMALL BUSINESS ACT 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	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/SBA/RFQ/01/16/17	Printing and binding services	J-5819	One (1) Firm	4,800.00	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	2	IFB No MFA/SBA/RFQ/02/16/17	Publications services	C-1812	Firm(s)	3,000.00	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	3	IFB No MFA/SBA/RB/001/16/17	Vehicle rental Services	N-7710	Assorted	30,000.00	RB	4/4/2016	4/4/2016	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	4	IFB No MFA/SBA/RFQ/03/16/17	Newspapers	G-4761	Assorted	2,500.00	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	5	IFB No MFA/SBA/RFQ/04/16/17	Books and Periodicals	G-4761	Assorted	2,500.00	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	6	IFB No MFA/SBA/RFQ/05/16/17	Uniforms	C-1410	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																			
PLANNED	7	IFB No MFA/SBA/RFQ/06/16/17	Repairs & Maintenance Services Machinery, Equipment	C-3312	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																			
					SUB TOTAL	54,800.00													

Prepared By: Albert L. George
ALBERT L. GEORGE
PROCUREMENT DIRECTOR

Approved by: B. Elias Shoniye
B. ELIAS SHONIYE
ACTING MINISTER/ HEAD OF ENTITY

Date: 29/08/16

16 Sept 2016

Subt. 12. 2016

MINISTRY OF FOREIGN AFFAIRS
DRAFT SMALL BUSINESS ACT 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 DOG/TECH	BID INVITATION & RELEASE OF BID DOG	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	8	IFB No MFA/SBA/RB/002/16/17	Petroleum Products	G-4661	Gallons (79,178.88)@3.41	270,000.00	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	9	IFB No MFA/SBA/RB/003/16/17	Reparis and maintenance services(Civil Works)	F-4390	Firm(s)	42,492.00	RB	4/4/216	4/11/2016	4/25/2016	5/2/2016	5/30/2016	6/6/216	6/13/2016	7/11/2016	N/A	6/30/2017	6/30/2017	
UPDATE																			
ACTUAL																			
PLANNED	10	IFB No MFA/SBA/RF Q/007/16/17	Air tickets	N-7911	40 tickets	200,000.00	RFQ	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/SBA/R B/004/16/17	Souvenirs (Gifts)	G-4773	Assorted	30,000.00	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	12	IFB No MFA/SBA/R B/005/16/17	Liberian Rice	G-4721	1000 Bags	20,000.00	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	6/30/2016	
UPDATE																			
ACTUAL																			
PLANNED	13	IFB No MFA/SBA/NCB/001/16/17	Events catering	I-5621	Firm(s)	40,000.00	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	602,492.00													
					GRAND TOTAL	657,292.00													

Prepared By: Albert L. George
Albert L. George
PROCUREMENT DIRECTOR

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

Date: 29/08/16

16 Sept 2016

5th 12.2016

Ministry of Foreign Affairs
Small Business Act Explanatory Notes (SBA)
Fiscal Year: 2016/2017

Item No	Contract Package Code	Contract Package	Content of Contract Package
1.	IFB No.MFA/SBA/RFQ/001/16/17	Printing & Binding Services	This contract package will be used to carry on printing and binding services. A. Proclamations B. Letter heads C. Gazettes
2.	IFB No.MFA/SBA/RFQ/002/16/17	Publications Services	This contract package will be used to procure the services of items such as the followings. A. Invitation for Bids B. New laws C. Regulations
3.	IFB No.MFA/SBA/RB/001/16/17	Vehicle rental Services	This contract package will be used to procure car rental service for the Ministry of Foreign Affairs: A. SUVs @ 250.00 per day B. Sedans@ 125.00 per day C. Buses @500.00 per day
4.	IFB No.MFA/SBA/RFQ/003/16/17	Newspapers	The contract package will be used to procure newspapers for the Minister and other senior officials. A. Assorted Newspapers
5.	IFB No.MFA/SBA/RFQ/004/16/17	Books and Periodicals	The contract package will be used to procure periodical such as the followings. A. Books B. Periodicals

MFA
Sept 17, 2016


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6.	IFB No.MFA/SBA/RFQ/005/16/17	Uniforms	This contract package will be used to procure the below listed items A. Uniforms for Security Personnel B. Uniforms for Passport Officers C. Uniforms for Diplomatic Pouch Officers D. Special Service Staff
7.	IFB No.MFA/SBA/RFQ/006/16/17	Repairs & Maintenance Services - Machinery and Equipment	This contract package is intended to procure repairs and maintenance services for the following items: A. Computers, Printers B. Air conditions, C. Refrigerators. D. Peculators. E. Microwaves,
8.	IFB No.MFA/SBA/RB/002/16/17	Petroleum Products	This contract package is intended to procure Petroleum products for the Ministry's vehicles and generators: A. Gasoline Coupons @ 3.41 B. Diesel Coupons @ 3.41
9	IFB No.MFA/SBA/RB/003/16/17	Repairs and Maintenance Services- (Civil Works)	This contract package is intended to procure services such as the following: A. Interior and Exterior painting of the Ministry building B. Repairs of damaged floors C. Repairs of damaged bathrooms D. Replacement of damaged tiles and others as may be necessary.
10.	IFB No.MFA/SBA/RFQ/007/16/17	Air tickets	This contract package is taken from the Foreign Means of Travel budget line item. It is intended to procure air tickets for senior MFA official attending the UN, AU General Assemblies and other important foreign assignment. This cannot be quantify because travel times and locations are not fixed. Furthermore, the RFQ Method is being used in keeping with the fiscal rules approved by Cabinet for 2016/2017 FY
11.	IFB No.MFA/SBA/RB/004/16/17	Souvenirs (Gifts)	This contract package is intended to procure the following items and services and is divided into two lots. This contract package is taken from the celebrations, commemorations and state visit budget line item. Lot 1. African Attires Lot 2. African Arts

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Sept. 12, 2016


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12.	IFB No.MFA/SBA/RB/005/16/17	Liberian Rice	This contract package is taken from the Celebrations, Commemorations and State visit budget line item. It is intended to procure Liberian rice for the Ministry' employees as Independence and Christmas gifts.
13.	IFB No.MFA/SBA/NCB/001/16/17	Event catering	<p>This contract package will be used to procure the following services: It is taken from the entertainment, representation and gift budget line item.</p> <ul style="list-style-type: none"> A. Catering services for workshop B. Catering for symposiums C. Catering for honoring programs D. Catering for training workshop E. Receptions

Prepared by: 
 Albert L. George
 Procurement Director

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

Date: 29/08/16

 16 Sept 2016


 12. 2016