

National Elections Commission
Civic and Voter Education Procurement Plan (SBA Project Budget)
Source of Funding: GOL National Budget 2016/2017
Fiscal Year: 2016/2017

	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	BASIC DATA							IMPLEMENTATION DATES									
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code(s)	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	P.C. APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/PU BLC OPENING	SUBMISSION OF BID EVALUATION REPORT	P.C. APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	
ANNED 1	IFB No. NEC/SBA/CV E/SS/001/16/17	Petroleum Products	G4661	5,260.49 gals.	15,045.00	SS	8/16/16	N/A	8/23/16	N/A	N/A	N/A	N/A	9/6/16	N/A	9/20/16	
PDATE																	
CTUAL																	
ANNED 2	IFBNo. NEC/SBA/CV E/FA/001/16 /17	Electronic Bill Board (Advertising & Public Relations)	C2610	1	160,400.00	FA	01/15/16	N/A	01/29/16	N/A	N/A	N/A	N/A	08/29/16	N/A	09/12/16	
PDATE																	
CTUAL																	
ANNED 3	IFBNo. NEC/SBA/CV E/RFO/001/16 /17	Video Production (Advertising & Public Relations)	J5911	2	900.00	RFO	8/16/16	8/23/16	8/30/16	9/6/16	9/13/16	9/20/16	9/27/16	10/11/16	N/A	10/18/16	
PDATE																	
CTUAL																	
Sub Total					176,345.00												

Prepared by: Phapbe Kono
Atty. J. Roseline Nagbe-Kowo
Director/Procurement Unit

Date: 08/29/16

Approved by:

Jerome George Korhoya, JD

Chairman-BOC/Chairman-Procurement Committee

Date:

08/29/16



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PLANNED	4	IFBNo. NEC/SBA/C VE/RFO/00 2/16/17	Dramas Production (Advertising & Public Relations)	J5911	2	2,000.00	RFO	8/8/16	8/15/16	8/22/16	8/29/16	9/5/16	9/12/16	9/19/16	10/3/16	N/A	10/10/16
UPDATE																	
ACTUAL																	
PLANNED	5	IFBNo. NEC/SBA/C VE/RFO/00 3/16/17	Translation (Advertising & Public Relations)	J5912	2	1,000.00	RFO	8/16/16	8/23/16	8/30/16	9/6/16	9/13/16	9/20/16	9/27/16	10/11/16	N/A	10/18/16
UPDATE																	
ACTUAL																	
PLANNED	6	IFBNo. NEC/SBA/C VE/RFO/00 4/16/17	Catering Services (Workshops, Conferences, Seminars)	I5621	3	10,000.00	RFO	8/15/16	8/22/16	8/29/16	9/5/16	9/12/16	9/19/16	9/26/16	10/10/16	N/A	10/17/16
UPDATE																	
ACTUAL																	
Sub Total						13,000.00											
GRAND TOTAL						189,345.00											

Prepared by: Atty. J. Roseline Nagbe-Kowo
 Director/Procurement Unit

Date: 08/29/16

Approved by: Jerome George Korboya, JD
 Chairman-BOC/Chairman-Procurement Committee

Date: 08/29/16



Notes to Procurement Plan (SBA)

NO.	CONTRACT PACKAGES	EXPLANATION/BREAKDOWN
1.	IFB No. NEC/SBA/CVE/SS/001/16/17- Petroleum products	This line item will be used for the procurement of fuel for all NEC vehicles and generators for its operations during the Civic and Voter Edu Project. A unit cost of US\$2.86 was used to derive at the quantity indicated in the plan. The NEC wishes to use the Sole Source Method of procurement in sole sourcing Aminata and Sons for this procurement. Aminata and Sons was selected through a competitive Restricted Bi process under the NEC Recurrent Budget 2016/2017 SBA Procurement Plan. In order for the NEC to meet up with the Civic and Voter Edu Project time line the NEC request the Commission approval for the use of the above method.
2.	IFBNo. NEC/SBA/CVE/FA/001/16/17- Electronic Bill Board	This line item will be used for the procurement of Electronic Bill Board which will be used to advertised Elections time line, count down o date, NEC related activities, regulation and procedures, publication of voting precincts, publication of provisional list, announcement, etc. wishes to use the Force Account Method which is in consonance with section 46 subsection 6 and 7(d) and (e) of the PPCA in awarding cor LIBTELCO for this procurement. This contract package will be funded from the budget line Advertising and Public Relations.
3.	IFBNo. NEC/SBA/CVE/RFQ/001/16/17- Video Production	This line item will be used for Civic and Voter Education messages through Video Production. This video will be used to send out CVE me will be developed. NEC intends to hire a professional video recording firm to produce video recorded dramas to be played on all television This contract package will be funded from the budget line Advertising and Public Relations.
4.	IFBNo. NEC/SBA/CVE/RFQ/002/16/17- Dramas Production	This line item will be used for Civic and Voter Education messages through Drama Production. The dramas will be used to developed CVE that will be performed by various drama groups. This contract package will be funded from the budget line Advertising and Public Relation
5.	IFBNo. NEC/SBA/CVE/RFQ/003/16/17- Translation	This line item will be used to translate information/messages developed from the video and drama in a language that is understood easily by majority of Liberians (Liberians English) and in the local vernacular (dialects). This contract package will be funded from the budget line A and Public Relations.
6.	IFBNo. NEC/SBA/CVE/RFQ/003/16/17- Catering Services (Workshops, Conferences, Seminars)	This will be for the hiring of catering services for workshops, conferences and seminars that will be conducted during the Civic and Voter E process, which includes meal for Civic Educators training, breakfast and lunch for CVE staff, feeding for CSOs, and campuses training/brie
7.	Airing of Dramas	This item will be used for the airing of drama developed through the local radio stations. The Commission asks for no object to use the follc radio stations: ELWA, Trust FM, Fabric FM, Power FM and 15 other radio stations in the fifteen counties because of the important and the dissemination of the CVE messages. The Procurement Committee asks for your approval owing to the fact that the drama to be developed v be done in a language that is understood easily by the majority of Liberians (Liberians English) and in the local vernacular (dialects). This it funded from the budget line Advertising and Public Relations with the cost of U.S.\$2,000.00.
8.	Television Services	This item will be used to hire Television Stations with in the country, owing to the fact that TV Stations have courage for different area of ti The Commission asks for no object to use the services of the following local Television stations for the airing of the CVE messages develop through video and dramas: Real TV, LNTV, Power TV and Sky TV, because of the significant and the essential broadcasting of the CVE m This item will be funded from the budget line Advertising and Public Relations with the cost of U.S.\$2,000.00.

Prepared by:

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Date: *08/29/16*

Approved by:

Jerome George Korkoya
Jerome George Korkoya, JD
Chairman-BOC/Chairman-Procurement Committee

Date:

08/29/16



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