SBA

Liberia Agency for Community Empowerment
Procurement Plan for Goods/Non-Consulting Service
Source of Funding, National Budget 2016/2017

1	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	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)
PLANNED	1	IFB No:/LACE/ SBA/RB/0 01/16/17	Petroleum Product(Diesel & Gasoline)	G-4661	24,891.4gallons@ 3.00	$ 74,674.32	RB	11/22/2016	12/2/2016	12/5/2016	12/8/2016	1/5/2017	1/19/2017	1/26/2017	2/09/2017	N/A	2/23/201
UPDATE																	
ACTUAL																	
PLANNED	2	IFB No:/LACE/ SBA/NCB/ 001/16/17	Spare Parts(Generator &Vehicles)	G-4530	Assorted	$ 28,500.00	NCB	11/24/2016	11/28/2016	12/5/2016	12/8/2016	1/5/2016	1/19/2017	1/26/2017	2/09/2017	N/A	2/23/201
UPDATE																	
ACTUAL																	
PLANNED	3	IFB No;/LACE/ SBA/RFQ/ 001/16/17	Tires	G-4530	Assorted	$ 4,800.00	RFQ	11/25/2016	12/2/2016	12/9/2016	12/20/2016	12/27/2016	1/3/2016	1/10/2016	1/13/2016	N/A	1/18/201
UPDATE																	
ACTUAL																	
SUB- TOTAL						**$ 107,974.32**											

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		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	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)
PLANNED	4	IFB No:/LACE/ SBA/NCB/ 002/16/17	Printing of Bids	J-6120	Assorted	$ 15,000.00	NCB	11/26/2016	12/3/2016	12/10/2016	12/20/2016	12/27/2016	1/3/2016	1/10/2016	1/13/2016	N/A	1/18/2017
UPDATE																	
ACTUAL																	
PLANNED	5	IFB No:/LACE/ SBA/NCB/ 003/16/17	T- Shirt	R-9312	Assorted	$ 15,000.00	NCB	11/26/2016	12/3/2016	12/10/2016	12/20/2016	12/27/2016	1/3/2016	1/10/2016	1/13/2016	N/A	1/18/2017
UPDATE																	
ACTUAL																	
PLANNED	6	IFB No;/LACE/ SBA/NCB/ 004/16/17	Sign Broad	G-4761	Assorted	$ 26,600.00	NCB	11/28/2016	12/4/2016	12/12/2016	12/20/2016	12/27/2016	1/3/2016	1/10/2016	1/13/2016	N/A	1/18/2017
UPDATE																	
ACTUAL																	
SUB- TOTAL						**$ 56,600.00**											

	ITEM NO.	BASIC DATA						IMPLEMENTATION DATES									
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code (s)	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)
PLANNED	7	IFB No:/LACE/ SBA/RFQ/ 002/16/17	Building Maintenance	N-8129	Assorted	$ 6,000.00	RFQ	11/28/2016	12/4/2016	12/12/2016	12/20/2016	12/27/2016	1/3/2016	1/10/2016	1/13/2016	N/A	1/18/20
UPDATE																	
ACTUAL																	
PLANNED	8	IFB No:/LACE/ SBA/RFQ/ 003/16/17	Furniture	G-4759	Assorted	$ 10,000.00	RFQ	11/28/2016	12/4/2016	12/12/2016	12/20/2016	12/27/2016	1/3/2016	1/10/2016	1/13/2016	N/A	1/18/20
UPDATE																	
ACTUAL																	
PLANNED	9	IFB No;/LACE/ SBA/RFQ/ 004/16/17	Computer & Accessories	G-4651	Assorted	$ 4,000.00	RFQ	11/28/2016	12/4/2016	12/12/2016	12/20/2016	12/27/2016	1/3/2016	1/10/2016	1/13/2016	N/A	1/18/20
UPDATE																	
ACTUAL																	
SUB- TOTAL						**$ 20,000.00**											

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		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	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)
PLANNED	10	IFB No:/LACE/SBA/RFQ/005/16/17	Printer	J-1811	1	$ 1,500.00	RFQ	11/28/2016	12/4/2016	12/12/2016	12/20/2016	12/27/2016	1/3/2016	1/10/2016	1/13/2016	N/A	1/18/2017
UPDATE																	
ACTUAL																	
PLANNED	11	IFB No:/LACE/SBA/RFQ/006/16/17	Camera & AutoCAD	G-4773	Assorted	$ 2,000.00	RFQ	11/28/2016	12/4/2016	12/12/2016	12/20/2016	12/27/2016	1/3/2016	1/10/2016	1/13/2016	N/A	1/18/2017
UPDATE																	
ACTUAL																	
PLANNED	12	IFB No:/LACE/SBA/RFQ/007/16/17	Photo Copier	N- 8219	Assorted	$ 1,000.00	RFQ	11/28/2016	12/4/2016	12/12/2016	12/20/2016	12/27/2016	1/3/2016	1/10/2016	1/13/2016	N/A	1/18/2017
Planned	13	IFB No:/LACE/SBA/RFQ/008/16/17	Back –up	C-2790	Assorted	$600.00	RFQ	11/28/2016	12/4/2016	12/12/2016	12/20/2016	12/27/2016	1/3/2016	1/10/2016	1/13/2016	N/A	1/18/2017
Actual																	
Update																	

Planned	**14**	IFB No:/LACE/SBA/RFQ/009/16/17	Desktop & Laptop	C-2620	Assorted	$10,000.00	RFQ	11/28/2016	12/4/2016	12/12/2016	12/20/2016	12/27/2016	1/3/2016	1/10/2016	1/13/2016	N/A	1/18/2017
Actual																	
Update																	
Planned	**15**	IFB No:/LACE/SBA/RFQ/010/16/17	Advertisement(Bids)	J-5819	Assorted	$5,000.00	RFQ	11/28/2016	12/4/2016	12/12/2016	12/20/2016	12/27/2016	1/3/2016	1/10/2016	1/13/2016	N/A	1/18/2017
Actual																	
Update																	
Planned	**16**	IFB No:/LACE/SBA/RFQ/011/16/17	INK & Cartridges	G-4761	Assorted	$6,000.00	RFQ	11/28/2016	12/4/2016	12/12/2016	12/20/2016	12/27/2016	1/3/2016	1/10/2016	1/13/2016	N/A	1/18/2017
Actual																	
Update																	
SUB- TOTAL						**$ 26,100.00**											

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	ITEM NO.	BASIC DATA						IMPLEMENTATION DATES									
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code (s)	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)
PLANNED	17	IFB No:/LACE/ RB/001/16/17	Vehicle	G-4510	1	$ 240,000.00	RB	11/24/2016	11/28/2016	12/5/2016	12/8/2016	1/5/2016	1/19/2017	1/26/2017	2/09/2017	N/A	2/23/2017
UPDATE																	
ACTUAL																	
PLANNED	18	IFB No:/LACE/ /RFQ/001/ 16/17	Vehicle Insurance	K-6512	12	$ 3,000.00	RFQ	11/28/2016	12/4/2016	12/12/2016	12/20/2016	12/27/2016	1/3/2016	1/10/2016	1/13/2016	N/A	1/18/2017
ACTUAL																	
UPDATE																	
PLANNED	19	IFB No:/LACE/ /RFQ/002/ 16/17	Vehicles Registration	K-6512	3	$ 1,000.00	RFQ	11/28/2016	12/4/2016	12/12/2016	12/20/2016	12/27/2016	1/3/2016	1/10/2016	1/13/2016	N/A	1/18/2017
ACTUAL																	
UPDATE																	
PLANNED	20	IFB No:/LACE/ /RFQ/003/ 16/17	Motorbikes	G-4520	2	$ 9,000.00	RFQ	11/28/2016	12/4/2016	12/12/2016	12/20/2016	12/27/2016	1/3/2016	1/10/2016	1/13/2016	N/A	1/18/2017
ACTUAL																	
UPDATE																	
PLANNED	21	IFB No:/LACE/ /RFQ/004/						11/28/2016	12/4/2016	12/12/2016	12/20/2016	12/27/2016	1/3/2016	1/10/2016	1/13/2016	N/A	1/18/2017

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		16/17	Spare Parts(Motorbikes)	G-4540	Assorted	$ 750.00	RFQ										
ACTUAL																	
UPDATE																	
PLANNED	**22**	IFB No:/LACE/ RFQ/005/ 16/17	Public Relation	J-5819	1	$10,000.00	RFQ	11/24/2016	11/28/2016	12/5/2016	12/8/2016	1/5/2016	1/19/2017	1/26/2017	2/09/2017	N/A	2/23/2017
ACTUAL																	
UPDATE																	
PLANNED	**23**	IFB No:/LACE/ RFQ/006/ 16/17	Maintenance (Motorbikes)	4520	Assorted	$500.00	RFQ	11/24/2016	11/28/2016	12/5/2016	12/8/2016	1/5/2016	1/19/2017	1/26/2017	2/09/2017	N/A	2/23/2017
ACTUAL																	
UPDATE																	
PLANNED	**24**	IFB No:/LACE/ RFQ/007/ 16/17	Camara	G-4773	3	$ 1,500.00	RFQ	11/24/2016	11/28/2016	12/5/2016	12/8/2016	1/5/2016	1/19/2017	1/26/2017	2/09/2017	N/A	2/23/2017
ACTUAL																	
UPDATE																	
SUB- TOTAL						**$ 265,750.00**											
GRAND-TOTAL						**$ 476,424.32**											

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Prepared by: _____
Kornema Y. Mulbah
Senior Procurement Officer

Approved by: _____
Marian D. Varfley
Deputy Executive Director/Acting Chairman Procurement Committee

Date: Nov. 30, 2016

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LIBERIA AGENCY FOR COMMUNITY EMPOWERMENT
PROCUREMENT PLAN for Goods/ Non-Consulting Service (Core budget)
Explanatory note Source of Funding: GOL
Fiscal year: 2016-2017

Number	PACKAGE CODE	CONTRACT PACKAGE	PACKAGE DESCRIPTION
1.	IFB No: LACE/RB/SBA/001/16/17	Petroleum Product(Diesel & Gasoline)	This contract package is funded from the budget line fuel and lubricant, which is intended to procure the amount of $24,891.4 gallons of fuel at the cost of $3.00USD for the entity.
2.	IFB No: LACE/NCB/SBA/001/16/17	Spare parts(Vehicles& Generators)	This contract package is funded from the budget line spare parts which is intended to purchase spare parts for vehicles and generators for use by the entity.
3.	IFBNo:LACE/RFQ/SBA/001/16/17	Tires	This contract package is funded from the budget line vehicle tires, which is intended to purchase tires for use by the Entity's vehicles.
4.	IFB No: LACE/RFQ/SBA/002/16/17	Printing of bids	This contract package is funded from the budget line printing of bid LSPwhich is intended to underwrite the cost of printing the entity bidding document for use by the entity.
5.	IFB No: LACE/RFQ/SBA/003/16/17	T-Shirt	This contract package is funded from the budget line deducatuib t-shirt which is intended to print t-shirt for use by the entity.
	IFB No: LACE/RFQ/SBA/004/16/17		This contract package is funded from the budget line project visibility which

6.		Sign boards	is intended to print sign boards for the entity the project in the counties.
7.	IFB No: LACE/RFQ/SBA/005/16/17	Building Maintenance	This contract package is funded from the budget line central office maintenance, which is intended to purchase materials for two offices in entity building to be use by the Entity, such as: spoil doors, locks, light bulbs, sockets. Etc.
8.	IFB No: LACE/RFQ/SBA/006/16/17	Furniture	This contract package is funded from the budget line furniture for field offices, which isintended to purchase several furniture for use by the Entity.
9.	IFB No: LACE/RFQ/SBA/007/16/17	Computer & Accessories	This contract package is funded from the budget line computers and accessories for offices' use, which is intended to purchase two computer and others accessories for use by the Entity.
10.	IFB No: LACE/RFQ/SBA/008/16/17	Printer	This contract package is funded from the budget line printer for offices, which is intended to purchase printer for use by the Entity.
11.	IFB No: LACE/RFQ/SBA/009/16/17	Camera & AutoCAD	This contract package is funded from the budget line Main Office Computer Accessories whichis intended to purchase camera and AutoCAD for use by the Entity.
12.	IFB No: LACE/NCB/002/16/17	Photocopier	This contract package is funded from the budget line photo copier for field offices, which is intended to purchase photocopier for use by the Entity.
			This contract package is funded from

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13	**IFB No: LACE/NCB/003/16/17**	Back-up	**the budget line back-ups for field offices which is intended to purchase back-ups for use by the entity.**
14.	**IFB No: LACE/RFQ/010/16/17**	Desktop & Laptop	**This contract package is funded from the budget line computer for main office which is intended to purchase desktop and laptop for use by the Entity's.**
15.	**IFB No: LACE/RFQ/011/16/17**	Advertisement(Bids)	**This contract package is funded from the budget line bid advertisement which is intended tounderwrite the cost of the entity bids advertisement in local dailies around the country.**
16.	**IFB No: LACE/RFQ/012/16/17**	Ink & Cartridges	**This contract package is funded from the budget line Ink and Cartridges which is intended to purchase ink and cartridges for use by the entity.**
17.	**IFB No: LACE/RB/001/16/17**	Vehicles	**This contract package is funded from the budget line vehicles(New) which is intended to purchase brand new vehicles for the south east project in the county.**
18.	**IFB No: LACE/RFQ/001/16/17**	Vehicles insurance	**This contract package is funded from the budget line vehicles insurance which is intended to insure twelve vehicles for use by the entity.**
19.	**IFB No:LACE/RFQ/002/16/17**	Vehicles registration	**This contract package is funded from the budget line vehicles registration which is intended to underwrite the cost to have the entity vehicles register with the Government of Liberia.**
20.	**IFB No: LACE/RFQ/003/16/17**	Motorbikes	**This contract package is funded from the budget line brand new motor bikes**

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			which is intended to purchase two brand new motorbikes for use by the entity.
21.	**IFB No: LACE/RFQ/004/16/17**	Spare parts(Motorbikes)	**This contract package is funded from the budget line spare parts for motorbikes which isintended to purchase spare parts for the entity motorbikes.**
22.	**IFB No: LACE/RFQ/005/16/17**	Publication& Public relation(Annual Report)	**This contract package is funded from the budget line publication and public relation which is intended to underwrite the cost of publication and public relation which include the printing the entity annual report and others public announcement as its relate the entity.**
23.	**IFB No: LACE/RFQ/006/16/17**	Maintenance(Motorbikes)	**This contract package is funded from the budget line maintenance of motorbikes which is intended to underwrite the cost of maintaining the entity motorbikes.**
24	**IFB No: LACE/RFQ/007/16/17**	camara	**This contract package is funded from the budget line field digital camara which is intended to purchase three digital field camara for use by the entity.**

Prepared by: _____ Approved by: _____ Date: _____

Kornema Y. Mulbah
Senior Procurement Officer

Marian D. Varfley
Deputy Executive Director/Acting Chairman Procurement Committee