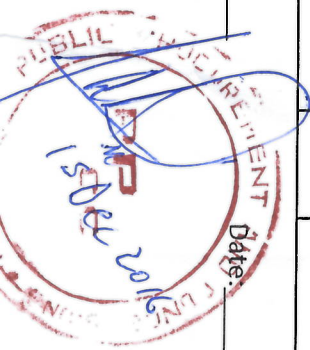


GABRIEL L. DENNIS FOREIGN SERVICE INSTITUTE
MINISTRY OF FOREIGN AFFAIRS
DRAFT SMALL BUSINESS ACT PROCUREMENT PLAN (Core Budget)
Source of Funding: GOVERNMENT OF LIBERIA (GOL)
Fiscal year: 2016-2017

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
	BASIC DATA				IMPLEMENTATION DATES														
	ITEM No.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PRE-OF BID DOCUMENT	PC APPROVAL BID DOC/TECH	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/PUBLIC OPENING	OF BID EVALUATION REPORT	BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION(SUBS TANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	
PLANNED UPDATE	1	FSI/SBA/RFQ/ 001/16/17	STATIONERY	G.4761	ASSORTED	7,200	RFQ	4/4/2016	4/11/2016	4/25/2016	5/2/2016	5/16/2016	6/6/2016	6/13/2016	11/30/2016	N/A	6/30/2017	6/30/2017	
ACTUAL																			
PLANNED UPDATE	2	FSI/SBA/RFQ/ 0 02/16/17	FURNITURE	G.4759	ASSORTED	2,800	RFQ	4/4/2016	4/11/2016	4/25/2016	5/2/2016	5/16/2016	6/6/2016	6/13/2016	11/30/2016	N/A	6/30/2017	6/30/2017	
ACTUAL																			
PLANNED UPDATE	3	FSI/SBA/RFQ/ 0 03/16/17	AIR TICKET	H. 5110	1 Firm	5,600	RFQ	4/4/2017	4/11/2016	4/25/2016	5/2/2016	5/16/2016	6/6/2016	6/13/2016	11/30/2016	N/A	6/30/2017	6/30/2017	
ACTUAL																			
PLANNED UPDATE	4	FSI/SBA/RFQ/ 0 04/16/17	EVENTS CATERING	L. 5621	FIRM	5,000	RFQ	4/4/2017	4/11/2016	4/25/2016	5/2/2016	5/16/2016	6/6/2016	6/13/2016	11/30/2016	N/A	6/30/2017	6/30/2017	
ACTUAL																			
		GRAND TOTAL																20,600	

Prepared By: Lydia Johnson Nathan
Procurement Officer/ FSI

Approved By: Dr. Augustine Konneh
Director General/FSI



Gabriel L. Dennis Foreign Service Institute (FSI)
Ministry of Foreign Affairs
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Item No.	Contract Package Code	Contract Package	Content of Contract Package
1.	IFB No. FSI/SBA/RFQ/001/16/17	Stationery	This contract package will be used to procure the following: A. 728-cartridge B. 35A-cartridge C. Permanent markers D. Ledgers E. A4 paper Etc.
2	IF No. FSI/SBA/RFQ/0 02/16/17	Furniture	This contract package will be used to procure the following: A. Tables and chairs for the lecture hall, B. Curtains.
3	IFB No. FSI/SBA/RFQ/0 03/16/17	Air tickets	This contract package will be used to procure air tickets for foreign travel for the Director General and staff. This cannot be quantified because travel times and locations are not fixed. Moreover, the RFQ Method is being used in keeping with the fiscal rules approved by Cabinet for 2016/2017 FY
4	IFB No FSI/SBA/RFQ/0 04/16/17	Events Catering	This contract package will be used to procure the following services: A. Catering for Ambassadorial Lecture series B. Receptions

Prepared by: Lydia Johnson Nathan Approved by: Dr. Augustine Konneh Date 6/12/16
Lydia Johnson Nathan
Procurement Officer/FSI
Dr. Augustine Konneh
Director General/FSI

