
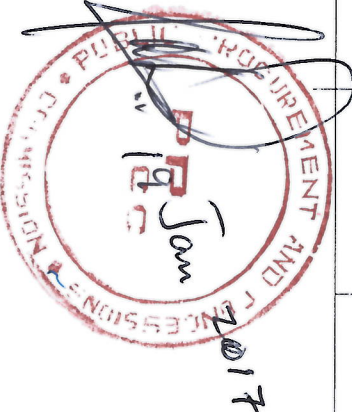


MINISTRY OF FOREIGN AFFAIRS  
SMALL BUSINESS ACT PROCUREMENT PLAN (Core Budget)  
Source of Funding: GOVERNMENT OF LIBERIA (GOL)  
Fiscal year: 2016-2017

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 SPECIFICATIONS DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOCTECH	BID INVTATION & 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 MFA/SBAR/FOI 02/16/17	Printing and binding services	J-5819	One (1) Firm	4,800.00	RFO	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 MFA/SBAR/FOI 02/16/17	Publications services	C-1812	Firm(s)	3,000.00	RFO	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 MFA/SBAR/FOI 02/16/17	Vehicle rental Services	N-7710	Assorted	30,000.00	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	4 MFA/SBAR/FOI 02/16/17	Newspapers	G-4761	Assorted	2,500.00	RFO	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 MFA/SBAR/FOI 02/16/17	Books and Periodicals	G-4761	Assorted	2,500.00	RFO	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 MFA/SBAR/FOI 02/16/17	Uniforms	C-1410	Assorted	7,000.00	RFO	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	7 MFA/SBAR/FOI 02/16/17	Repairs & Maintenance Services Machinery, Equipment	C-3312	One (1) Firm	12,000.00	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	61,800.00													

Prepared By:   
Albert L. George  
PROCUREMENT DIRECTOR

Approved by:   
Edward W. Ezzah  
ACTING MINISTER/ HEAD OF ENTITY  
Date: 1/9/17



## Fiscal year: 2016-2017

[illegible]

Albert L. George  
PROCUREMENT

Edward M. Lesiah  
ACTING MINISTER/ HEAD OF ENTITY

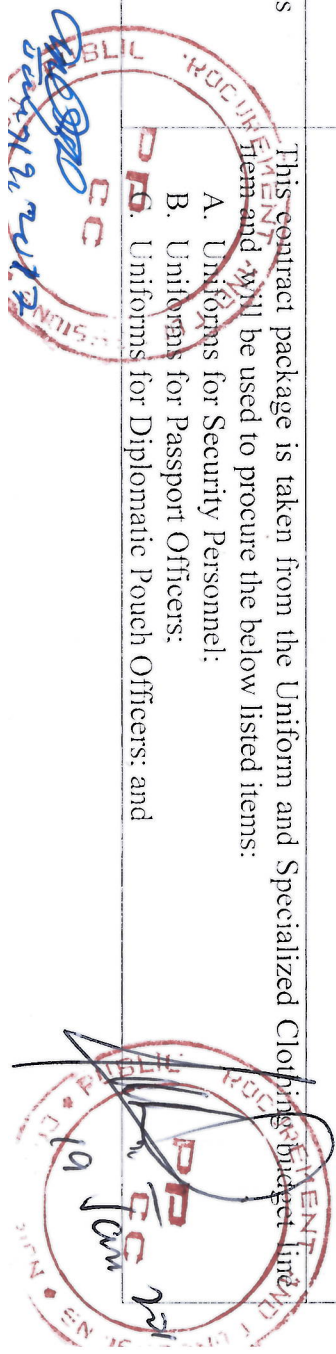
Date: 7/11/17





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 is taken from the Printing, Binding and Publications budget line item and will be used for printing, binding documents such as: A. Proclamations B. Letter heads C. Gazettes
2	IFB No.MFA/SBA/RFQ/002/16/17	Publications Services	This contract package is taken from the Printing, Binding and Publications budget line item and will be used to procure services such as the publications of: A. Invitation for Bids; B. New laws; and C. Regulations
3	IFB No.MFA/SBA/NCB/001/16/17	Vehicle rental	This contract package is taken from the Domestic Means of travel budget line item and will be used to procure vehicle rental services for the Ministry: A. SUVs @ USD\$ 250.00 per day B. Sedans@ USD\$ 125.00 per day C. Buses @ USD\$500.00 per day
4	IFB No.MFA/SBA/RFQ/003/16/17	Newspapers	The contract package is taken from the newspaper, books and periodicals budget line item and will be used to procure the following 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 is taken from the newspaper, books and periodicals budget line item and will be used to procure the following items: A. Books B. Periodicals
6	IFB No.MFA/SBA/RFQ/005/16/17	Uniforms	This contract package is taken from the Uniform and Specialized Clothing budget line item and 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; and



			D. Special Service Staff
7	IFB No.MFA/SBA/NCB/002/16/17	Repairs & Maintenance services – machinery and equipment	<p>This contract package is taken from the Repairs and Maintenance Services, Machinery and Equipment budget line item and will be used to procure the following services :</p> <p>A. Repairs &amp; maintenance of equipment such as</p> <p>Air conditioners;</p> <p>B. Refrigerators;</p> <p>C. Peculators; and</p> <p>D. Microwaves</p>
8	IFB No.MFA/SBA/RB/001/16/17	Petroleum Products	<p>This contract package is taken from the Fuel and Lubricants (vehicles &amp; generators) budget line item and is intended to procure Petroleum products (Diesel fuel &amp; Gasoline) and lubricants for the Ministry's vehicles and generators:</p> <p>A. Gasoline Coupons @ US(\$3.41) Three Dollars and Forty One Cent</p> <p>B. Diesel Coupons @ US(\$3.41) Three Dollars and Forty One Cent</p>
9	IFB No.MFA/SBA/NCB/003/16/17	Repairs and Maintenance Services - (Civil works)	<p>This contract package is taken from the Repairs and Maintenance Service- civil works budget line item. It is intended to procure the following services:</p> <p>A. Interior and Exterior painting of the of the Ministry building</p> <p>B. Repairs of damaged floors</p> <p>C. Replacement of damaged tiles and others</p>
10.	IFB No.MFA/SBA/RB/002/16/17	Air tickets	<p>This contract package is taken from the Foreign Means of Travel budget line item. It is intended to procure air tickets for senior MFA officials attending the UN, AU, ECOWAS General Assemblies and other important foreign assignment. This cannot be quantify because the travels times and locations are not fixed.</p>
11.	IFB No.MFA/SBA/NCB/004/16/17	Souvenirs (Gifts)	<p>This contract package is taken from the Celebrations, Commemorations and State visit budget line item. It is intended to procure the following items.</p> <p>A. Souvenirs for Christmas and Independence Celebrations.</p> <p>B. Souvenirs for honoring programs.</p> <p>C. Art &amp; Craft Materials to be given as a gift items</p> <p>D. Purchase of Gowns used for honoring programs and other materials and services as may be necessary.</p>
12.	IFB No.MFA/SBA/RB/003/16/17	Liberian Rice	<p>This contract package is taken from the Celebrations, Commemorations and State visit budget line item. It is intended to procure:</p> <p>A. 1,000Kgs bags of Liberian rice at a unit cost of Twenty United States Dollars (US\$ 20.00) as Christmas and Independence Day gifts to the Ministry Staff.</p>





13.	IFB No.MF/A/SBA/NCB/005/16/17	Event catering Services	This contract package is taken from the Food and Catering Services budget line item. It will be used to procure the following services: A. Catering services for workshop B. Catering for symposiums C. Catering for honoring programs D. Catering for training workshop
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Prepared by: *George*  
Albert L. George  
Procurement Director/Manager

Approved by: *[Signature]*  
Edward M. Esiiah  
Acting Minister/ Head of Entity

Date: *1/9/17*

