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

Prepared By: (Shipped) Albert L. ( PROCURE		ACTUAL	PLANNED 7 MFA/SBA/NCB/0 02/16/17	UPDATE	PLANNED 6 MFA/SBA/RFQ/0 C5/16/17	ACTUAL	UPDATE	PLANNED 5 MFA/SBA/RFQ/0 04/16/17	ACTUAL	UPDATE	PLANNED 4 MFA/SBA/RFQ/0 03/16/17	AC . CAT	UPDATE	ω	ACTUAL	PLANNED 2 MFA/SB 102/16/11	ACIOAL	UPDATE	PLANNED 1 MFA/SB. 01/16/17	NO. NUMBE		1 2	
Albert L. George PROCUREMENT DIRECTOR			Repairs & Maintenance A/NCB/0 Services Machinery, Equipment		a/RFQ/0 Uniforms			A/RFQ/0 Books and Periodicals			A/RFQ/D Newspapers			IFB No. WFA/SBA/NCB/0 Vehicle rental Services		IFB No. MFA/SBA/RFQ/0 Publications services 02/16/17			MFA/SBA/RFQ/0 Printing and binding 01/16/17 services	PACKAGE CONTRACT PACKAGE		ω	
			y. C-3312		C-1410		-	als 6-4761			G-4761		,	ces N-7710		C-1812			ng J-5819	GE Business Activity	BASIC DATA	4	
	SUB TOTAL		One (1) firm		Assorted			Assorted			Assortea			Assorted		Firm(s)			One (1) Firm	אום	ATA	5	
	61,800.00		12,000.00		7,000.00			2,500.00			2,500.00			30,000.00		3,000.00			4,800.00	ESTIMATED COST (USD)		6 7	
			N.C.B		RFQ			RFO			RFO			NCB		RFQ			RFQ	PROCUREM ENT METHOD		8	
Approved by:			4141216		41412016			4/4/2016			4/4/2016	-	-	41412016		4/4/2016			4/4/2016	SPECS/BOQ/D RAWINGS		9	
ed by:_			4/11/2016		4/11/2016			4/11/2016			4/11/2016			4/4/2016		4/11/2016			4/11/2016	PREP. OF BID DOCUMENT		10	
ING MINI			4/25/2016		4/25/2016			4/25/2016			4/25/2016			4/25/2016		4/25/2016			4/25/2016	PC APPROVAL- BID DOC/TECH			FIS
STERVHE			5/2/2016		5/2/2016			5/2/2016			5/2/2016			5/2/2016		5/2/2016			5/2/2016	BID DOC		12	riscal year
d by:  Edward W. Essay  ACTING MINISTER HEAD OF ENTITY			5/30/2016		5/16/2016			5/16/2016			5/16/2016	-		5/30/2016		5/16/2016			5/16/2016	BID BID BID			. :
VIIIN			6/6/2016		6/6/2016			6/6/2016			6/6/2016			6/6/2016		6/6/2016			6/6/2016	SUBMISSION OF BID EVALUATION REPORT		3 14	2016-2017
Date:			6/13/2016		6/13/2016			6/13/2016			6/13/2016			6/13/2016		6/13/2016			6/13/2016	PC APPROVAL - BID EVALUATION REPORT	IMPLEMENTATION DATES	15	
			7/11/2016		7/11/2016			7/11/2016			7/11/2016			7/11/2016		7/11/2016			7/11/2016	CONTRACT AWARD & SIGNING	DATES	16	
			Ain	,	AIN			N/A			N/A			AIN		N/A			AIN	ADVANCE PAYMENT (MOBILIZATION)		17	
PUR HOUSE	7		6/30/2017		6/30/2017			6/30/2017			6/30/2017			6/30/2017		6/30/2017			6/30/2017	DELIVERY, INSPECTION (SUBSTANTIAL			
TOWN THE NEW THE N			6/30/2017		6/30/2017			6/30/2017			8/30/2017			6/30/2017		6/30/2017			6/30/2017	ACCEPTANCE & FINAL PAYMENT		18 19	
MANNE BOUT																				REMARKS	,		

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

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		2 3	4	55	6	7	8	9	10	11	12	13	14	15	16	17		18 19	
				BASIC DATA	TA									IMPLEMENTATION DATES	DATES				
	NO.	M PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code	מזי	ESTIMATED P	PROCUREM : ENT :	TECHNICAL SPECS/BOQ/D RAWINGS	PREP. OF BID	PC APPROVAL BID	BID NOC	RELEASE OF PUBLIC	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL	ACCEPTANCE & FINAL PAYMENT	REMARKS
PLANNED	80	MFA/SBA/RB/00	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	NIA	6/30/2017	6/30/2017	
UPDATE																			
ACTUAL																			
	-																		
PLANNED	9	MFA/SBA/NCB/0 C3/16/17	Reparis and maintenance services(Civil Works), (Non-residential building)	F-4390	Firm(s)	42,492.00	NCB	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/RB /002/16/17	Air tickets	N-7911	40 tickets	200,500.00	R B	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	7	IFB No.MFA/SBA/NC B/004/16/17	Souvenirs (Gifts)	G-4773	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	AIN	6/30/2017	6/30/2017	
UPDATE																			
ACTUAL																			
PLANNED	12	IFB No.MFA/SBA/RB 1/003/16/17	Liberian Rice	G-4721	1000 Bags	20,000.00	RB BB	41412018	4/11/2016	4/25/2016	5/2/2016	5/30/2016	6/6/2016	6/13/2016	7/11/2016	NIA	6/30/2017	6/30/2016	
UPDATE																			
ACTUAL																			
PLANNED	13	MFA/SBA/NCB/0 C5/16/17	Events catering	1-5621	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	NIA	6/30/2017	6/30/2017	
UPDATE																			
ACTUAL																			
					Sub total	602,992.00													
					GRAND TOTAL	664,792.00													
																		)	-

Prepared BANNS

Albert L. George

PROCUREMENT DIRECTOR

Approved by: ACTING MINISTER/ HEAD OF ENTITY

MH25110



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
:-	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	<b>5</b> 0
ယ	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
S	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.  Them 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
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IFB No.MFA/SBA/RB/003/16/17	IFB No.MFA/SBA/NCB/004/16/17	IFB No.MFA/SBA/RB/002/16/17	IFB No.MFA/SBA/NCB/003/16/17	IFB No.MFA/SBA/RB/001/16/17	IFB No.MFA/SBA/NCB/002/16/17	
Liberian Rice	Souvenirs (Gifts)	Air tickets	Repairs and Maintenance Services - (Civil works)	Petroleum Products	Repairs & Maintenance services – machinery and equipment	
This contract package is taken from the Celebrations, Commemorations and State visit budget line item. It is intended to procure:  A. 1,000Kgs bags of Liberian rice at a unit cost of Twenty United States Dellars (USS 20:00) as Christmas and Independence Day gifts to the Ministry's Staff.	This contract package is taken from the Celebrations. Commemorations and State visit budget line item. It is intended to procure the following items.  A. Souvenirs for Christmas and Independence Celebrations.  B. Souvenirs for honoring programs.  C. Art & Craft Materials to be given as a gift items  D. Purchase of Gowns used for honoring programs and other materials and services as may be necessary.	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.	This contract package is taken from the Repairs and Maintenance Service- civil works budget line item. It is intended to procure the following services:  A. Interior and Exterior painting of the of the Ministry building  B. Repairs of damaged floors  C. Replacement of damaged tiles and others	This contract package is taken from the Fuel and Lubricants (vehicles & generators) budget line item and is intended to procure Petroleum products (Diesel fuel & Gasoline) and lubricants for the Ministry's vehicles and generators:  A. Gasoline Coupons @ US(\$3.41) Three Dollars and Forty One Cent  B. Diesel Coupons @ US(\$3.41) Three Dollars and Forty One Cent	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:  A. Repairs & maintenance of equipment such as  Air conditioners;  B. Refrigerators;  C. Peculators; and  D. Microwaves	D. Special Service Staff

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Prepared by: Albert L. George Procurement Director/Manager

Approved by:

Acting Minister/ Head of Entity

