



LIBERIA AIRPORT AUTHORITY/JAMES SPRIGGS PAYNE AIRPORT
ADDENDUM PROCUREMENT PLAN (CONSULTANCY)
SOURCE OF FUNDING: JAMES SPRIGGS PAYNE AIRPORT
FISCAL YEAR: 2016/2017

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
1	2	3	4	5	6	7	IMPLEMENTATION DATES											
							BASIC DATA						REQUEST FOR PROPOSALS AND APPROVAL OF AWARD					
							REQUEST FOR EXPRESSION OF INTEREST						REQUEST FOR PROPOSALS AND APPROVAL OF AWARD					
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	No. of FIRMS/PE RSONS	ESTIMATED COST (USD)	SELECTION METHOD	Business Activity Code	PREP. OF TOR & PC APPROVAL	PUBLICATI ON OF REOI	REOI CLOSING/ OPENING	SUBMISSION OF EVALUATION REPORT	PC APPROVAL- EVALUATION REPORT/SHO RTLIST	PREPARATIO N & SUBMISSION OF RFP DOCUMENT	PC APPROVAL- FINAL TOR/RFP DOCUMENT	INVITATION OF PROPOSALS	PROPOSAL SUBMISSION & OPENING	SUBMISSION OF TECHNICAL & FINANCIAL EVALUATION REPORT	PC APPROVAL- COMBINED EVALUATION REPORT	CONTRACT AWARD & SIGNING
PLANNED	1	RFP No.: LAA/JSPA/LC S/00/16/17	Accounting & Adm. Procedures Manual	1 firm	3,500	LCS	M7020	2/7/2017	N/A	N/A	N/A	2/14/2017	2/21/2017	2/28/2017	3/13/2017	3/20/2017	3/27/2017	4/3/2017
UPDATE																		
ACTUAL																		
PLANNED	2	RFP No.: LAA/JSPA/LC S/002/16/17	Quick Book Installation & Training	1 firm	4,700	LCS	J6201	2/9/2017	N/A	N/A	N/A	2/16/2017	2/23/2017	3/3/2017	3/17/2017	3/23/2017	3/31/2017	4/5/2017
UPDATE																		
ACTUAL																		
PLANNED	3	RFP No.: LAA/JSPA/LC S/003/16/17	Airport fix Asset Appraisal	1 firm	2,300	LCS	L6810	2/7/2017	N/A	N/A	N/A	2/17/2017	2/24/2017	3/6/2017	3/20/2017	3/27/2017	4/3/2017	4/10/2017
UPDATE																		
ACTUAL																		
GRAND TOTAL					10,500													


Prepared by: 
Shadrach S. Momolu
Acting Procurement Director

Approved by: 
Emmanuel T. Taplah
Head of Entity/Chairman Procurement Committee

Date: 27 Feb 2017



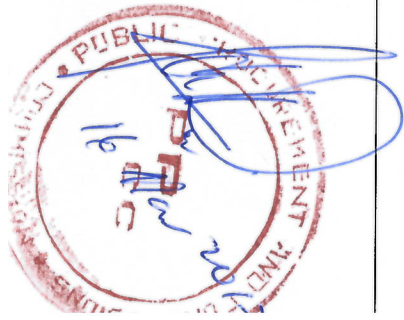
Contract Package Code	Contract Package	Content of Contract Package
1 RFP No. LAA/JSPA/LCS/001/16/17	Accounting & Administrative Procedure Manual	This contract package is taken from the budget line item Professional services . It is intended to hire consulting firm for the preparation of Accounting policies and procedures and Administrative policies and procedure manuals. This Accounting policies and procedures and Administrative policies and procedure manuals will enable the employees of the entity: Understand key functions within the Finance and Administrative departments of JSPA; Identify the detailed processes, policies and procedures to ensure comprehensive coverage of all financial activities and/or transactions and administrative activities of the entity.
2 RFP No. LAA/JSPA/LCS/002/16/17	Quick Book Installation and Training	This contract package is taken from the budget line item Professional services . It is intended to hire consulting firm for the installation of Quick Books software on five (5) of the computers in the Accounting department and to acquaint the staff or users with the software to keep the department effective and efficient when it comes to accounting record keeping for current and future purposes.
3 RFP No. LAA/JSPA/LCS/003/16/17	Airport Fix Asset Appraisal	This contract package is taken from the budget line item Professional services . It is intended to hire for the Appraisal of all the Airport Fix Assets including: Buildings; Land; Furniture and fixtures; Machinery; Vehicles; Computer, etc

Prepared by: 

Shadrach Momolu

Actg. Procurement Officer

Date: 27/Feb/2017



PROCURABLE INPUTS

PROFESSIONAL SERVICES.....	\$ 10,500.00
a) Quick Books Installation and Training.....	\$4,700.00
b) Accounting and Administrative Procedure Manual.....	\$3,500.00 ✓
c) Airport Fix Asset Appraisal.....	\$2,300.00

