

Ministry of Commerce & Industry
PROCUREMENT PLAN (Core Budget)
Source of Funding: GOL
Budget Period/Fiscal Year: 2016/2017

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Item No.	Package Number (Code)	Contract Package	Business Activities Code	QTY	Estimated Cost	Procurement Method	Technical Specs/BOQ/Drawing	Prep. Of Bid Document	PC Approval- Bid Doc/Tech Spec	Bid Invitation & Release of Bid Doc	Bid Submission/ Opening	Bid Submission of Bid Evaluation Report	PC Approval Bid Evaluation Report	Contract Award & Signing	Advance Payment (Mobilization)	Delivery, Inspection (Substantial Completion)	Acceptance & Final payment		Remarks
Plan	1	IFB NO. MCI/RFQ/001/16/17	Vehicle Rental & Lease	N7912	6trips	9,445	RFQ	12/1/2016	12/8/2016	12/15/2016	12/22/2016	12/29/2016	1/5/2017	1/12/2017	1/19/2017	N/A	6/30/2017	6/30/2017	
Update																			
Actual																			
Plan	2	IFB NO. MCI/RB/001/16/17	Personnel Life Insurance Coverage	K6511	One (1) Firm	23,721	RB	1/3/2017	1/10/2017	1/17/2017	1/24/2017	2/21/2017	2/28/2017	3/7/2017	4/4/2017	N/A	6/30/2017	6/30/2017	
Update																			
Actual																			
Plan	3	IFB/NO. MCI/NCB/001/16/17	Vehicle Repair & Maintenance Services	G4520	23 vehicles	50,678	NCB	10/18/2016	10/25/2016	11/1/2016	11/8/2016	12/6/2016	12/13/2016	12/20/2016	1/17/2017	N/A	6/30/2017	6/30/2017	
Update																			
Actual																			
Plan	4	IFB/NO. MCI/NCB/002/16/17	Repair & Maintenance of Non-Residential Building	F4290	3 bldg	66,095	NCB	11/1/2016	11/8/2016	11/15/2016	11/22/2016	12/20/2016	12/27/2016	1/3/2017	1/31/2017	N/A	6/30/2017	6/30/2017	
Update																			
Actual																			
Plan	5	IFB NO. MCI/NCB/003/16/17	Cleaning materials	N8121	Assorted	16,900	NCB	10/5/2016	10/12/2016	10/19/2016	10/26/2016	11/23/2016	11/30/2016	12/7/2016	1/4/2017	N/A	6/30/2017	6/30/2017	
Update																			
Actual																			
Planned Sub Total						\$166,839													

Prepared By: Elijah J. Nyenkan
Procurement Director/Manager

Approved By: Frantz C. Sawyer
Acting Minister/ Chairman Proc. Cmtee

Date:

3-21-17

PROCUREMENT PLAN (Core Budget)
Source of Funding: GOL
Budget Period/Fiscal Year: 2016/2017

Item No.	Package Number(Code)	Contract Package	Business Activities Code	QTY	Estimated Cost	Procurement Method	Technical Specs/BOQ/Drawing	Prep. Of Bid Document	PC Approval- Bid Doc/Tech Spec	Bid Invitation & Release of Bid Doc	Bid Submission/ Opening	Bid 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	6 MCI/NCB/004/16/17	Stationery Materials	G4761	Assorted	59,870	NCB	7/5/2016	7/12/2016	7/19/2016	7/26/2016	8/23/2016	8/30/2016	9/6/2016	10/4/2016	N/A	6/30/2017	6/30/2017	
Actual																		
Planned	IFB NO. MCI/RFQ/002/7 16/17	Newspaper	JS813	Assorted	5,937	RFQ	11/25/2016	12/2/2016	12/9/2016	12/16/2016	12/23/2016	12/30/2016	1/6/2017	1/13/2017	N/A	6/30/2017	6/30/2017	
Update																		
Actual																		
Planned	IFB NO. MCI/RFQ/003/8 16/17	Publication of General Announcem ents	JS819 & M7310	Assorted	6,450	RFQ	12/9/2016	12/16/2016	12/23/2016	12/30/2016		1/7/1900	1/14/1900	1/21/1900	N/A	6/30/2017	6/30/2017	
Update																		
Actual																		
Planned	IFB NO. MCI/RF/002/16 9 17	Laboratory Chemicals	M7490	Assorted	42,585	RB	7/1/2016	7/8/2016	7/15/2016	7/22/2016	8/19/2016	8/26/2016	9/2/2016	9/30/2016	N/A	6/30/2017	6/30/2017	
Update																		
Actual																		
Planned	MCI/RF/003/16 10 17	Vehicle	G4510	3Veh.	134,322	RB	11/8/2016	11/15/2016	11/22/2016	11/29/2016	12/27/2016	1/3/2017	1/10/2017	2/7/2017	N/A	6/30/2017	6/30/2017	
Update																		
Actual																		
Planned	IFB NO. MCI/RF/004/16 11 17	Vehicle Insurance Coverage	K6621	One (1) Firm	12,000	RB	11/7/2016	11/14/2016	11/21/2016	11/28/2016	12/26/2016	1/2/2017	1/9/2017	2/6/2017	N/A	6/30/2017	6/30/2017	
Update																		
Actual																		
Planned	IFB NO. MCI/RF/005/16 12 17	Scratch Cards	G4741	7511.2pcs @5USD	37,556	RB	9/6/2016	9/13/2016	9/20/2016	9/27/2016	10/25/2016	11/1/2016	11/8/2016	12/6/2016	N/A	6/30/2017	6/30/2017	
Update																		
Actual																		
Planned Sub Total					\$298,720													

Prepared By:

Elijah J. Nyenkan
Procurement Director/Manager

Approved By:

Frantz C. Sawyer
Acting Minister/ Chairman Proc. Cmtee

Date:

3-21-17

Ministry of Commerce & Industry
PROCUREMENT PLAN (Core Budget)
Source of Funding: GOL

Budget Period/Fiscal Year: 2016/2017

Item No.	Package Number(Code)	Contract Package	Business Activities Code	QTY	Estimated Cost	Procurement Method	Technical Specs/BOQ/Drawing	Prep. Of Bid Document	PC Approval- Bid Doc/Tech Spec	Bid Invitation & Release of Bid Doc	Bid Submission/ Public Opening	Bid 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	13	IFB NO. MCI/NCB/005/ (Servicing)	Infrastructure, Hardware, Software Networks	Assorted	30,888	NCB	12/2/2016	12/9/2016	12/16/2016	12/23/2016	12/30/2016	1/6/2017	1/13/2017	1/20/2017	N/A	6/30/2017	6/30/2017	
Update																		
Actual																		
Planned	14	IFB NO. MCI/RB/006/16	Internet Connectivity	1Firm 12Month Band Wave	90,891	RB	9/12/2016	9/19/2016	9/26/2016	10/3/2016	10/31/2016	11/7/2016	11/14/2016	12/12/2016	N/A	6/30/2017	6/30/2017	
Update																		
Actual																		
Planned	15	IFB NO. MCI/RfQ/004/	FOOD STUFFS	R9000	Assorted	6,205	RfQ	2/3/2017	2/10/2017	2/17/2017	2/24/2017	3/3/2017	3/10/2017	3/17/2017	3/24/2017	N/A	6/30/2017	6/30/2017
Update																		
Actual																		
Planned	16	IFB NO. MCI/RfQ/005/	Generator- Repair & Maintenance Services	C3319	2Generators	5,000	RfQ	8/12/2016	8/19/2016	8/26/2016	8/26/2016	9/9/2016	9/16/2016	9/23/2016	N/A	6/30/2017	6/30/2017	
Update																		
Actual																		
Planned	17	IFB NO. MCI/RfQ/006/	Computers Repair & Maintenance Services	S9511	Assorted	9,000	RfQ	10/25/2016	11/1/2016	11/8/2016	11/15/2016	11/22/2016	11/29/2016	12/6/2016	12/13/2016	N/A	6/30/2017	6/30/2017
Update																		
Actual																		
Planned	18	IFB NO. MCI/NCB/006/	Machinery and Equipment	G4659	Assorted	39,613	NCB	10/3/2016	10/10/2016	10/17/2016	10/24/2016	10/31/2016	11/7/2016	11/14/2016	11/21/2016	N/A	6/30/2017	6/30/2017
Update																		
Actual																		
Planned	19	IFB NO. MCI/NCB/007/	Office Furniture & Fixture	S9524	Assorted	24,779	NCB	12/2/2016	12/9/2016	12/16/2016	12/23/2016	12/30/2016	1/6/2017	1/13/2017	1/20/2017	N/A	6/30/2017	6/30/2017
Update																		
Actual																		



 2016/2017

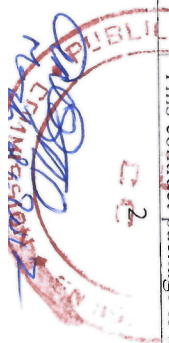
Ministry of Commerce and Industry
Procurement Plan Explanatory Notes
Code Budget
Fiscal Year: 2016/2017

Item No.	Contract Package Code	Contract Package	Business Activities Code	Content of Contract Package
1.	IFB No. MCI/RFQ/001/16/17	Domestic travel	N7912	This contract package is intended to be used for(6 trips)to various counties on assessment and to discuss the Liberian Commerce
2.	IFB NO. MCI/RB/001/16/17	Personnel Insurance	K4520	This contract package is intended to be used for Life Medical Insurance for the Ministry of Commerce employees.
3.	IFB/NO. MCI/NCB/001/16/17	Repairs Maintenance Vehicle	G4520	This contract package is intended to be used for repair ,servicing and purchasing of spare parts such as a. Brake fluid b. Engine oil c. Oil filter d. Spark plugs e. Air filter f. Gas filter g. Break pad h. Tires i. Batteries
4.	IFB/NO. MCI/NCB/002/16/17	Repairs & Maintenance- Civil	F4290	This contract package is intended to a. Repair roof b. Doors c. Door locks d. Changing of ceilings e. Changing of tiles etc;
5.	IFB NO. MCI/RFQ/002/16/17	Repairs & Maintenance Machinery/Equip & Furniture	C3312&C3319	This contract package is intended to be used for repair of the following items: a. Air Conditioner b. Computers

1

2

				c. Printers e. Chairs & Tables f. Photocopiers
6.	IFB NO. MCI/NCB/003/16/17	Cleaning material & Services	N8121	This contract package is intended to procure the below listed items: a. Tie soap.....20cins b. Tissue.....20dzns c. Floor mop.....20pcs d. Dettol.....10cins e. Air fresheners.....24Cins f. 7Clora.....12 Cins g. Broom.....10dzns h. Napkins.....200pks i. Floor towel.....200pcs
7.	IFB NO. MCI/NCB/004/16/17	Stationery	G4761	This contract package is intended to procure the below listed items: a. Computer Cartridges.....105pcs b. A4 paper.....100cins c. Legal paper.....20cins d. Staple pins.....20pks e. Manila Folders.....50cins f. Brown Envelops...20cins g. Ball Pens.....50pks h. Box files.....5cins i. Ledger book.....2cins j. Stick on pad.....10pks k. Correction fluid.....20pks l. Steno pad.....2cins m. Hanging folder.....10cins n. Paper clip.....20pks Note: 8,750.4 were transferred to stationery from workshop and Symposium to purchase, note pads, flyers, pens, name tag etc. during workshops, conferences.
8.	IFB NO. MCI/RFQ/003/16/17	Newspaper, Books Periodical	J5813	This contract package is intended to procure newspapers for the Ministry. Monthly and yearly journals on major commodities etc.
9.	IFB NO. MCI/RFQ/004/16/17	Advertising & Public Relations		This contract package is intended to be used for the following: a. Advertising of public notices b. Press releases on commodity prices c. Jingles on Consumers right etc.
10	IFB NO. MCI/NCB/005/16/17	Laboratory Consumable		This contract package is intended to procure chemicals such as.



2

				a. Ammonium chloride b. Boric acid solution c. Hydrogen peroxide d. Kkajeldahl table e. Sulfuric acid 98% f. Sodium hydrodium pallet g. Methylene blue h. Methyl red indicator Potassium sulphate/ sodium sulphate to conduct tast for the National Standards Lab. testing of goods, water, and conducting surveillance.
11.	IFB NO. MCI/NCB/006/16/17	Transport Equipment	G4510	This contract package is to purchase 3vehicles to replace some of the damage vehicles in the Ministry
12.	IFB NO. MCI/RFQ/007/16/17	Vehicle Insurance	K6621	This package is to insure the 3 new vehicles that will be bought by the Ministry (Third party insurance)
14.	N/A	Water and Sewer (7,310.00)		This contract package is intended to provide swage service for the Ministry
15.	N/A	Building Rental (40,000)		This contract package is used to paid rental fee for the building, the Ministry of Commerce and Industry is currently occupying.
16.	N/A	Electricity (65,269.00)		This contract package is used to procure electricity for the day to day operations of the Ministry.
17.	N/A	Scholarship (1,900.00)		This is intended for capacity building, money from the local scholarship is used to train employees of the ministry.
18.	IFB NO. MCI/RB/002/16/17	Telecommunication (Scratch Cards)		The total contract package is (US\$ 101,891.00). US\$11,000 out of the total contract package is intended to procure scratch cards for the Ministry and the LBR (55,000 pieces of cards) a. Cellcom.....27,50.00 b. Lone star.....27,50.00
	IFB NO. MCI/RB/003/16/17	Internet		This contract package is intended to procure Internet Connectivity's for the Ministry of Commerce and the Liberia Business Registry. US\$ 90,891 out of the total contract package will be used for scratch cards.
19.	IFB NO. MCI/NCB/008/16/17	ICT Infrastructure , Hardware, Software Networks (Servicing)	J6209	This contract package is intended to manage the ICT infrastructures system that has been designed by the Norwegian company. Most of the equipment at the Liberia Business Registry was brought by the Norwegian company. So in order to manage and repair technological glitches that may occur we need people that trained and equipped in managing these ICT equipment



2