

Ministry of Finance and Development Planning

Procurement Plan {National Capacities for Development Effectiveness (C4DE) Project} [Small Business Act (SBA)]


UNDP-DCT Fund

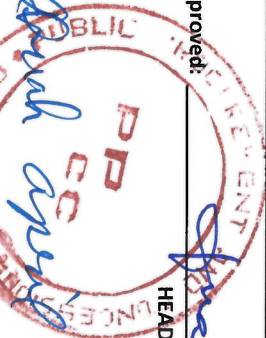
Fiscal Year: January - December, 2017

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 Activities Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/TOR/BOQ /DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/PU BLC 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	IFB No. MFDP/C4DE/SBA/R FO/001/16-17	Food & Catering Services	F - 5621	1 Firm	8,000.00	RFQ	1/30/2017	2/6/2017	2/13/2017	2/15/2017	2/22/2017	3/1/2017	3/8/2017	3/15/2017	N/A	6/10/2017	6/30/2017	
UPDATE																			
ACTUAL																			
PLANNED	2	IFB No. MFDP/C4DE/SBA/R FO/002/16-17	Hall Rental	L - 6810	Assorted	5,000.00	RFQ	1/23/2017	1/30/2017	2/6/2017	2/8/2017	2/15/2017	2/22/2017	3/1/2017	3/9/2017	N/A	6/10/2017	6/30/2017	
UPDATE																			
ACTUAL																			
PLANNED	3	IFB No. MFDP/C4DE/SBA/R FO/003/16-17	Vehicle Repair & Maintenance Services	G - 4520	Assorted	6,000.00	RFQ	3/21/2017	3/28/2017	4/4/2017	4/11/2017	5/9/2017	5/23/2017	5/30/2017	6/20/2017	N/A	6/10/2017	6/30/2017	
UPDATE																			
ACTUAL																			
PLANNED	4	IFB No. MFDP/C4DE/SBA/N CB/001/16-17	Printing & Binding	C - 1811	Assorted	20,000.00	NCB	3/21/2017	3/28/2017	4/4/2017	4/11/2017	5/9/2017	5/23/2017	5/30/2017	6/20/2017	N/A	6/10/2017	6/30/2017	
UPDATE																			
ACTUAL																			
Sub Total						39,000.00													

Signed:   
DIRECTOR OF PROCUREMENT

Date:  23 2017

Approved:   
HEAD OF ENTITY



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Procurement Plan {National Capacities for Development Effectiveness (C4DE) Project} [Small Business Act (SBA)]

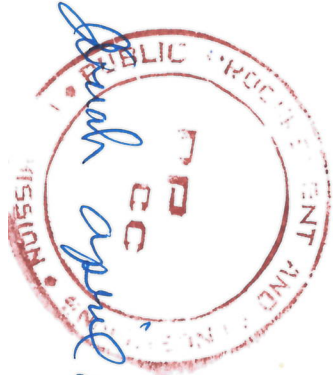
UNDP-DCT Fund / GOL National Budget

Fiscal Year: 2016 - 2017

PLANNED	5	IFB No. MFDP/C4DE/SBA/N CB/002/16-17	Air Tickets	N - 7911	Assorted	14,946.00	NCB	3/17/2017	3/24/2017	3/31/2017	4/7/2017	5/5/2017	5/19/2017	5/26/2017	6/16/2017	N/A	6/10/2017	6/30/2017	
UPDATE																			
ACTUAL																			
PLANNED	6	IFB No. MFDP/C4DE/SBA/R FO/004/16-17	Food Stuff	G - 4630	Assorted	500.00	RFQ	3/23/2017	3/30/2017	4/6/2017	4/8/2017	4/15/2017	4/22/2017	4/29/2017	5/7/2017	N/A	6/10/2017	6/30/2017	
UPDATE																			
ACTUAL																			
PLANNED																			
UPDATE																			
ACTUAL																			
PLANNED	7	IFB No. MFDP/C4DE/SBA/R FO/005/16-17	Petroleum Products (Gasoline & Diesel)	G - 4661	Assorted	6,000.00	RFQ	3/23/2017	3/30/2017	4/6/2017	4/8/2017	4/15/2017	4/22/2017	4/29/2017	5/7/2017	N/A	6/10/2017	6/30/2017	
UPDATE																			
ACTUAL																			
			Sum Total			60,446.00													

Signed: [Signature]  
DIRECTOR OF PROCUREMENT

Date: March 23, 2017  
Approved: [Signature]  
HEAD OF ENTITY





# Ministry of Finance and Development Planning

## Procurement Plan [National Capacities for Development Effectiveness (C4DE) (Small Business Act)]

### UNDP-DCT Fund

Fiscal Period: January - December, 2017

No	Contract Package	Description	Explanatory note
1	IFB No. MFDP/C4DE/SBA/RFQ/001/16-17	Food & Catering Services	refers to the cost of hiring catering service providers to provide catering services for MFDP workshops, Stake Holder meeting on LDC Istanbul Program of Action, AFT and SDGs workshops, AFT Mid- Term Report of Regional awareness Workshops, with a combine cost of \$3,000.00, \$3,000.00, \$2,000.00 respectively. (Action 1.3.2, 2.1.1, & 2.1.3)
2	IFB No. MFDP/C4DE/SBA/RFQ/002/16-17	Hall Rental	refers to the cost of renting halls across the country for workshops, (Stake Holder meeting on LDC Istanbul Program of Action, AFT and SDGs workshops, AFT Mid- Term Report of Regional awareness) with a combine cost of \$2,000.00, \$2,000.00, \$1,000.00 respectively. This amount is taken from the budgetary line DCT-UNDP, Seminars in the Cash Plan. (Action 1.3.2, 2.1.1, & 2.1.3)
3	IFB No. MFDP/C4DE/SBA/RFQ/003/16-17	Vehicle Repairs & Maintenance Services	refers to the cost of hiring about one (1) or two (2) Mechanical Garages for the Preventive and Corrective Maintenance Services of C4DE / MFDP operational Vehicles, it's use to convey staffs both to work and various counties for workshops, etc. This amount (\$6000.00US) is taken from the budgetary line DCT-UNDP, Operational Cost, Vehicle Maintenance (Action 6.2.4)
4	IFB No. MFDP/C4DE/SBA/NCB/001/16-17	Printing and Binding Services	refers to the cost for printing the AFT Mid term report and County information packs results. This amount is from the budget line (Action 2.1.2 and 2.1.3 respectively) Printing and Binding



5	IFB No. MFDP/C4DE/SBA/NCB/002/16-17	Air Tickets	refers to the budgetary line that facilitates payments for Three (3) C4DE/MFDP staff Air tickets for travels out of Liberia for training in project Management Cycle, Four (4) MFDP Staff from the regional sector to be train in Sectoral Policy Planning and Analysis and Two (2) Staff of PIU Unit for training in project Appraisal Methodologies and compliance in Ghana, South Africa etc. This amount is taken from the budgetary line item (Action 4.1.1) and the balances will be spend on the Training Cost and DSA.
6	IFB No. MFDP/C4DE/SBA/RFQ/004/16-17	Food Stuff	refers to the cost of obtaining refreshment for guests during meetings, conferences, and gifts for employees, etc. This amount is taken from the budgetary line item Office Supplies (Action 6.2.5) in C4DE / MFDP Cash Plan.
7	IFB No. MFDP/C4DE/SBA/RFQ/005/16-17	Petroleum Products	Cost of purchasing 1796.40 gallons @ \$3.34 based on the approved LPRC and MOC price for vehicles and generators fuel. This amount is taken from the budget line Operational Cost, Vehicle Maintenance (Action 6.2.4)

Signed: [Signature]

Director of Procurement

Date: 23-03-17

