

- Procurement Plan Template for Goods, Works and Non-Consulting Services

**Name of Entity: VICE PRESIDENT'S OFFICE**  
**PROCUREMENT PLAN (CORE BUDGET)**  
**Source of Funding: GOL**  
**Fiscal year: 2016/2017**

*Handwritten signature and date 5/12/16*

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	ITEM NO.	BASIC DATA						IMPLEMENTATION DATES									
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	PACKAGE CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ /DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/ PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZ.)	1
PLANNED	1	IFB NO. VPO/RB/ 001/16/17	SCRATCH CARDS	J6120	2,085 PCS@5.00	10,425.00	RB	05/16/16	05/23/16	05/30/16	06/01/16	06/16/16	06/21/16	06/27/16	07/11/16	N/A	
UPDATE																	
ACTUAL																	
PLANNED	2	IFB NO. VPO/RB/ 002/16/17	INTERNET CONNECTIVITY	J6120	12,288 Kbs	10,015.00	RB	05/23/16	05/30/16	06/01/16	06/03/16	06/20/16	06/24/16	06/28/16	07/11/16	N/A	
UPDATE																	
ACTUAL																	
PLANNED	3	IFB NO. VPO/NCB/ 001/16/17	VEHICLE REPAIRS & MAINTENANCE SERVICES	G4520	4 VEHICLES	39,936.00	NCB	05/16/16	05/23/16	05/30/16	06/01/16	06/30/16	07/06/16	07/11/16	07/25/16	N/A	
UPDATE																	
ACTUAL																	
PLANNED	4	IFB NO. VPO/NCB/ 002/16/17	VEHICLES SPARE PARTS	G4520	15 VEHICLES	48,000.00	NCB	05/16/16	05/23/16	05/30/16	06/01/16	06/30/16	07/06/16	07/11/16	07/25/16	N/A	
UPDATE																	
ACTUAL																	
PLANNED	5	IFB NO. VPO/NCB/ 003/16/17	STATIONERY	G4761	ASSORTED	29,120.00	NCB	05/30/16	06/06/16	06/10/16	06/13/16	07/11/16	07/15/16	07/20/16	08/01/16	N/A	
UPDATE																	
ACTUAL																	
SUB-TOTAL						137,496.00											

*Handwritten signature and date 5/12/16*



- Procurement Plan Template for Goods, Works and Non-Consulting Services

**Name of Entity: VICE PRESIDENT'S OFFICE  
PROCUREMENT PLAN (CORE BUDGET)**

**Source of Funding: GOL  
Fiscal year: 2016/2017**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
BASIC DATA								IMPLEMENTATION DATES									
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	PACKAGE CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ /DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/ PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZA)		
PLANNED	IFB NO. WPO/NCB/ 004/16/17	FOOD STUFF	G4711	ASSORTED	64,596.00	NCB	06/01/16	06/08/16	06/13/16	06/14/16	07/13/16	07/19/16	07/22/16	08/12/16	N/A	05	
UPDATE																	
ACTUAL																	
7	IFB NO. WPO/NCB/ 005/16/17	GIFTS	G4711	ASSORTED	15,000.00	NCB	06/01/16	06/08/16	06/13/16	06/14/16	07/13/16	07/19/16	07/22/16	08/12/16	N/A	05	
PLANNED	IFB NO. WPO/RB/ 003/16/17	VEHICLES	G4510	4	166,000.00	RB	10/03/16	10/10/16	10/13/16	10/17/16	10/31/16	11/08/16	11/14/16	11/30/16	N/A		
UPDATE																	
ACTUAL																	
<b>GRAND TOTAL</b>					382,992.00												

Prepared by:

Procurement Director/ Manager

Approved by:

Head of Entity/Chairman Proc. Committee

Date:

05/17/2016

11/17/16

05/17/16

**NAME OF ENTITY: OFFICE OF THE VICE PRESIDENT**  
Procurement Plan Explanatory Notes  
Fiscal Year: 2016/2017

*Handwritten signature and date: 2/21/2017*

Item No.	Contract Package Code	Contract Package	Content of Contract Package
1	IFB NO. VPO/SBA/RB/001/16/17	Petroleum Products (Diesel/Gasoline)	<p>This contract package is intended to procure Diesel/Gasoline Coupons and bulk product for use by VPO official vehicles and Generators at the Honorable Vice President's Residence respectively.</p> <p><b>Notes</b> <i>It's from the budget line item 'Fuel &amp; Lubricants Vehicles/Generators'</i></p> <p>This contract package is intended to procure Travel Tickets for the Honorable Vice President and Delegations whenever there is a foreign travel.</p> <p><b>Notes</b> <i>It's from the budget line item 'Foreign Means of Travel'</i></p> <p>This contract package is intended for Repairs and Maintenance Services for one building. The building is the resident of the Honorable Vice President, Joseph N. Bockrai.</p> <p><b>Notes</b> <i>It's from the budget line item 'Repairs &amp; Maintenance Civil'</i></p> <p>This contract package is intended to procure the following items:  A. Lonestar Scratch Cards ----- 1,085 pcs  B. Cellcom Scratch Cards ----- 1,000 pcs</p> <p><b>Notes</b> <i>It's from the budget line item 'Telecommunication, Internet, Postage &amp; Courier'</i></p> <p>This contract package is intended to procure the following services:  A. Internet Connectivity ----- 12,288 Kbs</p> <p><b>Notes</b> <i>It's from the budget line item 'Telecommunication, Internet, Postage &amp; Courier'</i></p> <p>This contract package is intended to procure Vehicles Repairs and Maintenance Services for the following Official Vehicles of the Honorable Vice President:  A. Official Mercedes Benz (1)  B. Official Bullet proof Tahoe (1)  C. Official Chevrolet Suburban (1)</p> <p><b>Notes</b> <i>It's from the budget line item 'Repairs &amp; Maintenance Vehicles'</i></p> <p>This contract package is intended to procure Spare Parts for Vehicles Repairs and Maintenance of Official Vehicles assigned to staffers in the Honorable Office of the Vice President.</p> <p><b>Notes</b> <i>It's from the budget line item 'Repairs &amp; Maintenance Vehicles'</i></p>
2	IFB NO. VPO/SBA/NCB/001/16/17	Air Tickets	
3	IFB NO. VPO/SBA/NCB/002/16/17	Repairs & Maintenance of Residential Building	
4	IFB NO. VPO/RB/001/16/17	Scratch Cards	
5	IFB NO. VPO/RB/002/16/17	Internet Connectivity	
3	IFB NO. VPO/NCB/001/16/17	Vehicles Repairs & Maintenance Services	
	IFB NO. VPO/NCB/002/16/17	Spare Parts	



4	IFB NO.VPO/NCB/003/16/17	Stationery	<p>This contract package is intended to procure Office Stationery/Supplies:</p> <p>A. A4 Papers ----- 65 boxes</p> <p>B. Legal Papers ----- 5 boxes</p> <p>C. Greetings Cards Papers ----- 20 packs</p> <p>D. Executive Papers ----- 5 boxes</p> <p>E. A4 Envelopes ----- 10 boxes</p> <p>F. Large Brown Envelopes ----- 15 boxes</p> <p>G. White Envelope (peal &amp; seal) ----- 10 boxes</p> <p>H. Manila Folders ----- 15 boxes</p> <p>I. Box file ----- 5 boxes</p> <p>J. Fastener ----- 5 boxes</p> <p>K. Staple machine ----- 5 pcs</p> <p>L. Staple pins ----- 10 boxes</p> <p>M. Markers ----- 5 packs</p> <p>N. Highlighter ----- 4 packs</p> <p>O. Note pads ----- 5 dozens</p> <p>P. Stick-on-pad ----- 3 dozens</p> <p>Q. Correction Fluids ----- 3 boxes</p> <p>R. Paper Glue ----- 3 dozens</p> <p>S. Hp Laserjet ink ----- 50 pcs</p> <p>T. Hp Desrjet Inkr ----- 10 sets</p> <p>U. Ball Point Pens ----- 4 packs</p> <p>V. Pencil ----- 2 boxes</p> <p>W. Scissor ----- 5 pcs</p>
5	IFB NO.VPO/NCB/004/16/17	Food & Non-Food Stuff	<p>This contract package is intended to procure food and non-food items for the Office of the Honorable Vice President and the Resident of the Honorable Vice President.</p> <p><b>Notes</b> <i>It's from the budget line item 'Entertainment, Representations &amp; Gifts'</i></p> <p>This contract package is intended to procure gifts that are intended to be given to guests visiting the Honorable Vice President.</p>
	IFB NO.VPO/NCB/005/16/17	Gifts	<p><b>Notes</b> <i>It's from the budget line item 'Entertainment, Representations &amp; Gifts'</i></p> <p>This contract package is intended to procure the following items:</p> <p>A. Desr ----- 5 pcs</p> <p>B. Chairs ----- 15 pcs</p> <p>C. Cabinets ----- 5 pcs</p> <p>D. Book shelves ----- 2 pcs</p> <p>E. Wall Clock ----- 2 pcs</p> <p>F. Standing Fan ----- 3 pcs</p> <p>G. Paper Tray ----- 10 pcs</p>
6	IFB NO.VPO/NCB/004/16/17	Furniture & Fixtures	

*21 Jul 2016*

*ONE PD  
Jul 13, 2016*

7	IFB NO.VPO/RB/003/16/17	Vehicles	<p>This contract package is intended to procure vehicles (SUVs) for the use of staffers in the Honorable Office of the Vice President of the Republic of Liberia.</p> <p><b>Notes:</b> It's from the budget line item 'Transport Equipment'</p>
---	-------------------------	----------	---

*CMC*  
Jul 19, 2016

*21 Jul 2016*

