



FORESTRY DEVELOPMENT AUTHORITY  
DRAFT PROCUREMENT PLAN (SBA CORE BUDGET)  
Source of Funding: GOVERNMENT OF LIBERIA NATIONAL BUDGET  
Fiscal year: 2017/2018

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)	BASIC DATA						IMPLEMENTATION DATES											
		CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCURE-MENT METHOD	TECHNICAL SPECS/BOC/D RAWINGS	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 (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS	
PLANNED	1	IFB No.FDA/SBA/RB/001 1/17/18	Petroleum Product	G 4661	Assorted	\$ 82,000.00	RB	2-May-17	9-May-17	16-May-17	19-May-17	15-Jun-17	6-Jul-17	13-Jul-17	3-Aug-17	N/A	24-May-18	21-Jun-18	
UPDATE																			
ACTUAL																			
PLANNED	2	IFB No.FDA/SBA/NCB/00 1/17/18	Stationery	G 4761	Assorted	\$ 51,700.00	NCB	2-May-17	9-May-17	16-May-17	19-May-17	15-Jun-17	6-Jul-17	13-Jul-17	3-Aug-17	N/A	31-May-18	28-Jun-18	
UPDATE																			
ACTUAL																			
PLANNED	3	IFB No.FDA/SBA/RFC/00 1/17/18	Printing & Binding Services	C 1811	Assorted	\$ 5,000.00	RFQ	14-Jun-17	21-Jun-17	26-Jun-17	29-Jun-17	6-Jul-17	18-Jul-17	25-Jul-17	8-Aug-17	N/A	13-Jun-18	27-Jun-18	
UPDATE																			
ACTUAL																			
PLANNED	4	IFB No.FDA/SBA/RFC/00 2/17/18	Publication Services	J 5813	Assorted	\$ 2,000.00	RFQ	11-May-17	18-May-17	23-May-17	26-May-17	2-Jun-17	13-Jun-17	20-Jun-17	4-Jul-17	N/A	12-Jun-18	26-Jun-18	
UPDATE																			
ACTUAL																			
PLANNED	5	IFB No.FDA/SBA/RFC/00 3/17/18	Newspaper	G 4761	Assorted	\$ 3,600.00	RFQ	2-May-17	9-May-17	12-May-17	16-May-17	23-May-17	30-May-17	6-Jun-17	13-Jun-17	N/A	15-Jun-18	29-Jun-18	
UPDATE																			
ACTUAL																			
PLANNED	6	IFB No.FDA/SBA/RFC/00 4/17/18	Food Stuff	G 4630		\$ 2,500.00	RFQ	11-May-17	18-May-17	23-May-17	26-May-17	2-Jun-17	13-Jun-17	20-Jun-17	4-Jul-17	N/A	7-Jun-18	21-Jun-18	
UPDATE																			
ACTUAL																			
						\$ 146,800.00													

Prepared by:   
Wynn G. Bryant, Jr.  
Manager, Procurement Unit



Date: 01/06/17



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Fiscal year: 2017/2018

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)	BASIC DATA						IMPLEMENTATION DATES											
		CONTRACT PACKAGE	BUSINESS ACTIVITY 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 (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS	
PLANNED	7	IFB No. FDA/SBA/RFO/005/17/18	Postage	C 5310	Assorted	\$ 2,000.00	RFO	2-May-17	9-May-17	12-May-17	16-May-17	23-May-17	30-May-17	6-Jun-17	13-Jun-17	N/A	15-Jun-18	29-Jun-18	
UPDATE																			
ACTUAL																			
PLANNED	8	IFB No. FDA/SBA/NCB/002/17/18	Vehicle Spare Parts	G 4530	Assorted	\$ 11,500.00	NCB	17-May-17	24-May-17	29-May-17	2-Jun-17	29-Jun-17	17-Jul-17	24-Jul-17	14-Aug-17	N/A	31-May-18	28-Jun-18	
UPDATE																			
ACTUAL																			
PLANNED	9	IFB No. FDA/SBA/RFO/006/17/18	Hall Rental	L 6820	Assorted	\$ 1,500.00	RFO	1-Jun-17	8-Jun-17	14-Jun-17	20-Jun-17	27-Jun-17	11-Jul-17	18-Jul-17	8-Aug-17	N/A	22-May-18	5-Jun-18	
UPDATE																			
ACTUAL																			
PLANNED	10	IFB No. FDA/SBA/RFO/007/17/18	Event Catering	I 5621	Assorted	\$ 1,500.00	RFO	1-Jun-17	8-Jun-17	14-Jun-17	20-Jun-17	27-Jun-17	11-Jul-17	18-Jul-17	8-Aug-17	N/A	22-May-18	5-Jun-18	
UPDATE																			
ACTUAL																			
PLANNED	11	IFB No. FDA/SBA/RFO/008/17/18	Household Materials	G 4759	Assorted	\$ 1,250.00	RFO	1-Jun-17	8-Jun-17	14-Jun-17	20-Jun-17	27-Jun-17	11-Jul-17	18-Jul-17	8-Aug-17	N/A	22-May-18	5-Jun-18	
UPDATE																			
ACTUAL																			
PLANNED	12	IFB No. FDA/SBA/RFO/009/17/18	Building Material	F 4390	Assorted	\$ 378.00	RFO	17-May-17	24-May-17	29-May-17	2-Jun-17	29-Jun-17	17-Jul-17	24-Jul-17	14-Aug-17	N/A	31-May-18	28-Jun-18	
UPDATE																			
ACTUAL						\$ 18,128.00													

Prepared by:   
Wyn G. Bryant, Jr.  
Manager, Procurement Unit



Date: 01/06/17

Jun 14, 2017





**Forestry Development Authority**  
**Procurement Plan Explanatory Notes (SBA)**  
**Fiscal Year: 2017/2018**

Item No.	Contract Package Code	Contract Package	Content of Contract Package
1	IFB No.FDA/SBA/RB/001/17/18	Petroleum Product	This package will be procured under the budget line item of <b>Fuel &amp; Lubricants for both Vehicles and Generators.</b> 25,8675.50 gals @ \$3.17
2	IFB No.FDA/SBA/NCB/001/17/18	Stationery	<b>This package will be procured under the budget line item of Stationery</b> A4 Paper -100cnts, Cartridges - 300 boxes, Legal Papers - 50cnts Manila folders - 20boxes
3	IFB No.FDA/SBA/RFQ/001/17/18	Printing & Binding Services	This package will be procured under the budget line item of <b>Printing, Binding &amp; Publication Service</b> : Miscellaneous Receipt - 500 books, Local Purchase Order (LPO) - 200 books, Annual Report - 200pcs
4	IFB No.FDA/SBA/RFQ/002/17/18	Publication Service	This package will be procured under the budget line item of <b>Printing, Binding &amp; Publication Service</b> . The publishing of advertisement, birthday greetings, season greetings etc.
5	IFB No.FDA/SBA/RFQ/003/17/18	Newspaper	<b>This package service will be provided under the budget line item Newspapers, Books &amp; Periodicals:</b> Four (4) different Local Daily Newspapers
6	IFB No.FDA/SBA/RFQ/004/17/18	Food Stuff	This package will be procured under the budget line items of <b>Entertainment, Gifts &amp; Representations and Other Office Material &amp; Consumable</b> due to them being like items such as, Soft Drink - 30cnts, Bottle Water - 30sacks Juices - 30cnts, Wine - 25cnts

*Carolyn D*  
*Jul 14, 2017*

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7	IFB No.FDA/SBA/RFQ/005/17/18	Postage	This package will be procured under the budget line item of <b>Telecommunication, internet, postage and courier</b> . <b>Postage</b> (We used the Liberia Poster Service under the Ministry of Post and Telecommunication (MoPT) because they are the only provider of postal services in the country, this is meanly for receiving mails from out country and bills are served the entity for payment.
8	IFB No.FDA/SBA/NCB/002/17/18	Vehicle Spare Patrs	<b>This package will be procured under the budget line items of Repair &amp; Maintenance - Vehicle:</b> Fuel filters - 25pcs, Oil filters - 25pcs, Batteries - 25pcs, Tyres - 100pcs, ect.
9	IFB No.FDA/SBA/RFQ/006/17/18	Hall Rental	This package will be procured under the budget line of <b>Workshops, Conferences &amp; Siminars:</b>
10	IFB No.FDA/SBA/RFQ/007/17/18	Even Carting	This package will be procured under the budget line of <b>Food &amp; Carting Services</b>
11	IFB No. FDA/SBA/RFQ/008/17/18	Househole Materials	<b>This package will be procured under the budget line of Equipment &amp; Household Material:</b> Furnitures, Safes, Lighting Material ect.
12	IFB No. FDA/SBA/RFQ/009/17/18	Building Materials	<b>This package will be procured under the budget line of Repair &amp; Maintenance- Civil :</b> Locks - 3pcs, Paints - 5pcs, Timbers -50-pcs ect.

Note:

- Representations and Gifts will be implemented by Administration, therefore, we allocated thousand United States dollars (US\$2,000.00) for Representations and Gifts form the budget line of Entertainment, Gifts and Representations.
- Office Buildings Rental and Lease (There are on going contract agreements)

Prepared by: Wyn G. Bryant, Jr.

Wyn G. Bryant, Jr.

Manager, Procurement Unit

June 14, 2017

Hon. Darlington S. Tuagben  
Managing Director