

**GOVERNANCE COMMISSION**  
**PROCUREMENT PLAN (CORE BUDGET - SBA)**  
**SOURCE OF FUNDING: GOVERNMENT OF LIBERIA (GoL)**  
**BUDGET PERIOD: 2017/2018**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
BASIC DATA																		
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECIFICATIONS	PREP. OF BID DOCUMENT	PC APPROVAL BID DOCUMENTS	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	
PLANNED	IFB No. GC/SBA/RB/001/17/18	Petroleum Products	G4661	18,240 US Gallons	\$60,200.00	RB	5/22/2017	5/29/2017	6/5/2017	6/12/2017	7/10/2017	7/24/2017	7/31/2017	8/14/2017	N/A	6/6/2018	6/20/2018	
UPDATE																		
ACTUAL																		
PLANNED	IFB No. GC/SBA/NCB/02/01/17/18	Security Guard Services	N8010	1 Firm	\$21,000.00	NCB	5/22/2017	5/29/2017	6/5/2017	6/12/2017	7/10/2017	7/24/2017	7/31/2017	8/14/2017	N/A	6/22/2018	6/29/2018	
UPDATE																		
ACTUAL																		
PLANNED	IFB No. GC/SBA/RFQ/03/01/17/18	Stationery	G4761	Assorted	\$3,000.00	RFQ	5/22/2017	5/29/2017	6/5/2017	6/12/2017	6/26/2017	7/10/2017	7/17/2017	7/31/2017	N/A	6/6/2018	6/20/2018	
UPDATE																		
ACTUAL																		
PLANNED	IFB No. GC/SBA/RFQ/04/02/17/18	Repair & Maintenance Services Machinery	S9522/26	Assorted	\$6,000.00	RFQ	5/22/2017	5/29/2017	6/5/2017	6/12/2017	6/26/2017	7/10/2017	7/17/2017	7/31/2017	N/A	6/6/2018	6/20/2018	
UPDATE																		
ACTUAL																		
PLANNED	IFB No. GC/SBA/RFQ/05/03/17/18	Repairs & Maintenance Services ICT	S9511	Assorted	\$5,000.00	RFQ	5/22/2017	5/29/2017	6/5/2017	6/12/2017	6/26/2017	7/10/2017	7/17/2017	7/31/2017	N/A	6/6/2018	6/20/2018	
UPDATE																		
ACTUAL																		
Planned Subtotal					\$95,200.00													

06/05/17

06/05/17



	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 Activity Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECIFICATIONS	PREP. OF BID DOCUMENT	PC APPROVAL OF BID DOCS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION N/PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL OF BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT			
PLANNED	IFB No. GC/SBA/RFQ/0 6 04/17/18	Catering Services	15621	1 Firm	\$7,500.00	RFQ	5/22/2017	5/29/2017	6/5/2017	6/12/2017	6/26/2017	7/10/2017	7/17/2017	7/31/2017	N/A	6/6/2018	7/4/2018			
UPDATE																				
ACTUAL																				
PLANNED	IFB No. GC/SBA/RFQ/0 7 05/17/18	Repairs & Maintenance Services of Non-residential Building	F4330	1 Building	\$8,000.00	RFQ	5/22/2017	5/29/2017	6/5/2017	6/12/2017	6/26/2017	7/10/2017	7/17/2017	7/31/2017	N/A	6/6/2018	6/20/2018			
UPDATE																				
ACTUAL																				
PLANNED	IFB No. GC/SBA/RFQ/0 8 06/17/18	Tickets	H5110	3 Tickets	\$5,000.00	RFQ	5/22/2017	5/29/2017	6/5/2017	6/12/2017	6/26/2017	7/10/2017	7/17/2017	7/31/2017	N/A	6/6/2018	6/20/2018			
UPDATE																				
ACTUAL																				
Subtotal					\$20,500.00															
GRAND TOTAL					\$115,700.00															

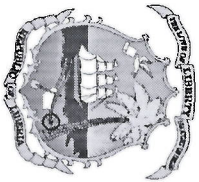
Prepared by:  Date: 06/05/17

Quonoi Z. Gaylor  
PROCUREMENT DIRECTOR L.M.

Approved by:  Date: 06/05/17

Elizabeth Sele-Mulbah  
CHAIR PROCUREMENT COMMITTEE





REPUBLIC OF LIBERIA  
GOVERNANCE COMMISSION

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Draft Core Budget - SBA Procurement Plan Explanatory Note  
Fiscal Year: 2017/2018

Item No.	Contract Package Code	Contract Package	Content of Contract Package
SBA: Small Business Association Procurement Plan Explanatory Note			
1	IFB No. GC/SBA/RB/001/17/18	Petroleum Products	This Contract Package is intended to Procure 18,240 US Gallons petroleum products @ US \$3.30.
2	IFB No. GC/SBA/NCB/001/17/18	Security Guard Services	This Contract Package will be used to Procure the Services of one (1) Security Firm to always protect and secure the premises of the Governance Commission.
3	IFB No. GC/SBA/RFQ/001/17/18	Stationery	This Contract Package is intended to Procure the below listed Stationery items. i. A4 Sheet -----25 Cartons ii. Legal Sheet-----5 Cartons iii. A4 Manila Folders-5 packs iv. Stick on Pad-----20 Packs v. Note Pad-----6 Dozen vi. Ball Pens-----10 Packs vii. Staple Machine L/S-----6 Pieces viii. Staple Machine S/S-----6 Pieces ix. Staple Pin L/S-----10 Packs x. Staple Pin S/S-----15 Packs
4	IFB No.	Repairs& Maintenance	This Contract Package will be used to Procure the Services of

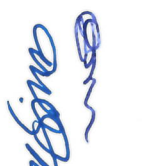
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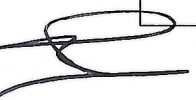
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	GC/SBA/RFQ/002/17/18	Services - Machinery	one (1) Firm or Entity to Repair & Maintain GC's Air Conditioners
5	IFB No. GC/SBA/RFQ/003/17/18	Repairs& Maintenance Services - ICT	This Contract Package is intended to Procure the Services of one (1) Firm or Entity to Repair & Maintain the below listed equipment. i. Computers ii. Printers iii. UPS
6	IFB No. GC/SBA/RFQ/004/17/18	Catering Services	This Contract Package comes from the budget line Workshops, Seminars and Symposium and will be used to Procure the Services of one (1) Catering Company or Entity to provide the following during meeting or workshop: i. Food (Rice & Soup) ii. Soft Drinks iii. Bottles of Water
7	IFB No. GC/SBA/RFQ/005/17/18	Repairs & Maintenance Services of Non-residential Building	This Contract Package is intended to Procure the Services of one (1) Firm or Entity to Repair & Maintain the GC's Building (Office)
8	IFB No. GC/SBA/RFQ/006/17/18	Air Tickets	This Contract Package is obtained/gotten from Scholarship - Foreign and Staff Training – Foreign and will be used to Procure Three (3) Tickets from a Travel Agency to facilitate Staff travel.
9	N/A	Office Lease/Rental	This Contract Package will be used to pay the yearly Rent/Lease for GC's Office Building: (Cost: US \$50,000.00)
10	N/A	Advertising & Publication Relations	This Contract Package will be used to Procure the Services of Print Media or News Papers and Radio Stations to provide the followings: (Cost: US\$5,000.00). Ministry of Information is responsible to send GC's advertisements in the print media. This includes: i. Center Spreads ii. Half Pages iii. Talk Shows

 06/05/17

 06/05/17  
06/15/2017



			iv. Press Releases
			v. Jingles

Prepared by:


Date:
06/05/17

Quoquoi Z. Gayflor  
PROCUREMENT DIRECTOR

Approved by:


Date:
06/05/17

Elizabeth Sele-Mulbah  
CHAIR PC

  
Jun 15, 2017

