

National Commission on Higher Education
Procurement Plan (SBA Core Budget)
Source of Funding (GOL 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		BASIC DATA						IMPLEMENTATION DATES												
		PACKAGE NUMBER (CODE)	Contract Package	Business activities (CODE)	QTY	Estimated Cost(USD)	Proc. Method	Tech. Spec/BOQ/ Drawing	Prep. Of Bid Doc.	PC Approval of Bid Doc/Tech specs	Bid Invitation & Release of Doc	Bid Sub. & Public Opening	Sub. of Bid Evaluation Report	PC Approval - Bid Evaluation Report	Contract Award & Signing	Advance Payment (Mobilization)	Delivery/ Inspection(Substantial completion)	Acceptance & Final Payment	R	
Planned	1	IFB No. NCHE/SBA/R FQ/001/ 2017/18	Petroleum Products (diesel & gasoline)	G-4661	2,018.67 Gals. @3.75	7,570.00	RFQ	05/05/17	05/16/17	05/25/17	06/05/17	06/14/17	06/23/17	07/04/17	07/13/17	N/A	08/14/17	08/28/17		
Update																				
Actual																				
Planned	2	IFB No. NCHE/SBA/R FQ/002/ 2017/18	Cleaning Materials	G-4773	Assorted	9,500.00.00	RFQ	05/02/17	05/15/17	05/24/17	06/06/17	06/16/17	06/26/17	07/11/17	07/26/17	N/A	06/05/18	06/20/18		
Update																				
Actual																				
Planned	3	IFB No. NCHE /SBA/RFQ/00 3/2017/18	Printing, & Binding	C-1811	Assorted	2,500.00	RFQ	05/04/17	05/15/17	05/26/17	06/05/17	06/19/17	06/28/17	07/12/17	07/26/17	N/A	06/05/18	06/20/18		
Update																				
Actual																				
SUB TOTAL						19,570.00														

Signed: 
Mentar Gboei, Procurement Manager

Date: 6/16/17
Approved: 
Dr. Michael P. Slawon, Chairperson-PC
Date: 06-16-2017


Jul 04, 2017



National Commission on Higher Education
Procurement Plan (SBA Core Budget)
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Fiscal Year 2017-2018

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	ITEM NO	BASIC DATA						IMPLEMENTATION DATES												Remark
		PACKAGE NUMBER (CODE)	Contract Package	Business activities (CODE)	QTY	Estimated Cost(USD)	Proc. Method	Tech. Spec/BOQ/ Drawing	Prep. Of Bid Doc.	PC Approval of Bid Doc/Tech specs	Bid Invitation & Release of Doc	Bid Sub. & Public Opening	Sub. of Bid Evaluation Report	PC Approval of Bid Evaluation Report	Contract Award & Signing	Advance Payment(Mobilization)	Delivery/ Inspection (Substantial completion)	Acceptance & Final Payment		
Planned	4	IFBNo./NCH E/SBA/RFQ/ 004/2017/18	Repair & Maintenance- vehicles	G-4520	1	3,000.00	RFQ	05/09/17	05/29/17	06/08/17	06/19/17	06/30/17	07/10/17	07/19/17	07/28/17	N/A	06/28/18	06/28/18		
Update																				
Actual																				
Planned	5	IFBNo./NCH E/SBA/RFQ/ 005/2017/18	Event Catering	I-5621	1	8,000.00	RFQ	05/05/17	05/16/17	05/25/17	06/05/17	06/14/17	06/23/17	07/04/17	07/13/17	N/A	08/14/17	08/28/17		
Update																				
Actual																				
SUB TOTAL						11,000														

Signed: 
Mentar Gboe/Procurement Manager

Date: 06/16/17
Approved: 
Dr. Michael P. Slawon/Chairperson-PC
Date: 06-16-2017


04/04/2017



National Commission on Higher Education
Procurement Plan (SBA Core Budget)
Source of Funding (GOL 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	BASIC DATA							IMPLEMENTATION DATES												Remark
	PACKAGE NUMBER (CODE)	Contract Package	Business activities (CODE)	QTY	Estimated Cost(USD)	Proc. Method	Tech. Spec/BO Q/Drawings	Prep. Of Bid Doc.	PC Approval of Bid Doc/Tech specs	Bid Invitation & Release of Doc	Bid Sub. & Public Opening	Sub. of Bid Evaluation Report	PC Approval of Bid Evaluation Report	Contract Award & Signing	Advance Payment(Mobilization)	Delivery/ Inspection (Substantial completion)	Acceptance & Final Payment			
Planned	6.	IFBNo./NCH E/SBA/SS/001/2016/17	Office Building Rental & Lease	L-6820	1	16,000.00	SS	05/02/17	05/12/17	05/23/17	06/01/17	06/12/17	06/30/17	07/7/17	07/20/17	N/A	08/10/17	12/22/17		
Update																				
Actual																				
planned	7	IFBNo./NCH E/SBA/RFQ/006/2017/18	Advertisin g & Public Relation	J-5813	7	3,500.00	RFQ	05/02/17	05/12/17	05/23/17	06/01/17	06/12/17	06/30/17	07/7/17	07/20/17	N/A	06/20/18	06/28/18		
Update																				
Actual																				
Planned	8	IFBNo./NCH E/SBA/RFQ/007/2017/18	Vehicle Rental	N-7710	2	5,000.00	RFQ	05/02/17	05/15/17	05/24/17	06/06/17	06/16/17	06/26/17	07/11/17	07/26/17	N/A	06/05/18	06/20/18		
Update																				
Actual																				
SUB TOTAL						24,500.00														

Signed: 
Mentar Gboe/Procurement Manager

Date: 06/16/17
Approved: 
Dr. Michael P. Shawon / Chairperson-PC

Date: 06-16-2017


JUN 04, 2017



National Commission on Higher Education
Procurement Plan (SBA Core Budget)
Source of Funding (GOL National Budget)
Fiscal Year 2017-2018

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ITEM NO	BASIC DATA							IMPLEMENTATION DATES											
	PAKCKAG E NUMBER (CODE)	Contract Package	Business activities (CODE)	QTY	Estimated cost(USD)	Proc. Method	Tech. Spec/BO Q/Drawin g	Prep. Of Bid Doc.	PC Approval of Bid Doc/Tech specs	Bid Invitation & Release of Doc	Bid Sub. & Public Opening	Sub. of Bid Evaluati on Report	PC Approval of Bid Evaluati on Report	Contract Award & Signing	Advance Payment(M obilization)	Delivery/ Inspectio n(Substa ntial completi on)	Acceptance & Final Payment	Remark	
Planned	9	IFB No. NCHE/SBA/ RFQ/008/20 17/18	Stationery	G-4761	Assorted	10,000.00	RFQ	05/05/17	05/16/17	05/25/17	06/05/17	06/15/17	06/26/17	07/04/17	07/13/17	N/A	06/13/18	06/28/18	
Update																			
Actual																			
planned	10	IFB No. NCHE/SBA/ RFQ/009/20 17/18	Scratch Card	J-6120	881pcs	4,405.00	RFQ	05/05/17	05/16/17	05/25/17	06/05/17	06/15/17	06/26/17	07/04/17	07/13/17	N/A	06/13/18	06/28/18	
Update																			
Actual																			
GRAND TOTAL						69,475													

Signed: 
Mentar Gboe/Procurement Manager


Date: 06/16/17
Approved: 
Dr. Michael P. Slawon / Chairperson-PC
Date: 06-16-2017

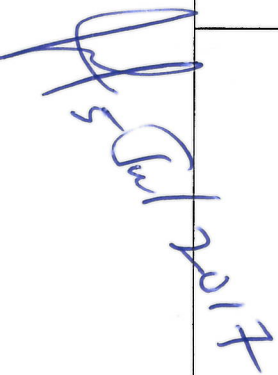

06/04/2017



Name of Entity: National Commission on Higher Education
Procurement Plan Explanatory Note (SBA Budget)
Fiscal Year: 2017-2018

Item NO.	Contract Package Code	Contract Package	Content of Contract Package
1.	IFBN0/NCHE/SBA/RFQ/001/2017/18	Petroleum products	The petroleum products will be used for the one(1) vehicle and the Generator of the Commission
2.	IFBN0/NCHE/SBA/RFQ/002/2017/18	Cleaning Materials	This contract package will be used to procure the below items: 1. Clora-----10bals 2. Tie soap-----10ctns 3. Delta-----5dozen 4. Sanitizer-----5dozen 5. Air fresheners-----5dozen 6. Tissue-----20sacks 7. Bucket-----8pcs 8. Mop-----10pcs 9. Broom-----10pcs 10. Spray gone-----2dozen etc.
3.	IFBN0/NCHE/SBA/RFQ/003/2017/18	Printing and Binding	This contract package will be used to procure printing and binding of letter head, call cards, annual reports etc of the Commission. US\$1,000.00 from the workshop was added to the printing & binding to be used on workshop report which increases the appropriation of printing & binding to US\$2,500.00
4.	IFBN0/NCHE/SBA/RFQ/004/2017/18	Repair and Maintenance-Vehicle	This contract package will be used for the repair and maintenance of the below item: 1. one(1) vehicle:(double cabin pick-up)


US\$ 04,222

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5.	IFBN0/NCHE/SBA/RFQ/005/2017/18	Event Catering	This contract package will be used to get a catering services for the participants (internal), facilitators and rapporteur in the workshop
6.	IFBN0/NCHE/SBA/SS/001/2017/18	Office Building Rental & Lease	The lease agreement signed between the National Commission on Higher Education and the Keita Family, located on the S. D. Cooper Road, Paynesville City is expired. The Commission is still maintaining the building. This contract package will be used to sign new lease agreement.
7.	IFBN0/NCHE/SBA/RFQ/006/2017/18	Advertising and Public Relation	This contract package will be used on Four (4) Radio Announcements and Three (3) advertisements on the activities of the Commission.
8.	IFBN0/NCHE/SBA/RFQ/007/2017/18	Vehicle Rental	This contract package will be used to rent vehicle(s) to carry on both inspections and data collections on various universities and colleges around the Country. The amount of US\$ 4,500.00.00 from Feasibility Studies and US\$ 500.00 from the Domestic Travel- Means of Travel which amounted to US\$5,000.00. The balance US\$2,500.00 for the Domestic Travel- Means of Travel will be used to purchase petroleum products for the Commission's vehicle for the above inspections and data collections.

HS Jul 2017

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9.	IFBN0./NCHE/SBA/RFQ/008/2017/18	Stationery	<p>This contract package will be used to procure the below items:</p> <ol style="list-style-type: none"> 1. A4paper-----30ctns 2. Cartridges-P1102-----12pcs 3. Cartridges-P1606dn--12pcs 4. Cartridge ink 85A-----12pcs 5. Photo copier-----12pcs 6. Ball pen-----30pks 7. Manila folder-----5boxes 8. Hanging folder-----5boxes 9. Writing pad(large small)-10pks 10. Stick on pad-----30pks 11. Calculator-----12pcs 12. Recording book-----12pcs 13. Legal sheet-----10ctn 14. Brown envelop-----2ctn 15. Etc, etc.
10.	IFBN0./NCHE/SBA/RFQ/009/2017/18	Scratch cards	<p>In this contract package, we intend to procure only scratch cards, thus at the estimated cost of US\$4,405, we are going to procure 881 pieces of US\$5.00 card.</p>


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11.		Workshops	<p>This is an in house project; the Commission will be holding workshops to encourage increase women enrolment in higher education. It will be held in two (2) counties where community colleges are located by recreating 50 female high school students each from the two (2) counties. Speakers will be selected to present paper to encourage women matriculation to university or college after graduation.</p> <p>Detailed Budget on Workshop:</p> <p>1. Catering-----US\$8,000.00</p> <p>2. Transportation-----US\$3,000.00</p> <p>3. Honorius-----US\$1,000.00</p> <p>4. Lodging-----US\$8,000.00</p> <p>5. Workshop preparation-----US\$1,000.00</p> <p>a. DSA for workshop committee to the two(2) counties</p> <p>b. Communication to participants (Letters)</p> <p>6. Workshop report-----US\$1,000.00 (printing & binding)</p> <p>Total-----US\$20,000</p>
12.		Feasibility Studies	<p>This is an in house project. The Commission will conduct a data collection on all Tertiary institutions (Universities and Colleges) in the Republic of Liberia to update the enrollment of students and faculty /staff qualifications.</p> <ul style="list-style-type: none"> • DSA for enumerators • Compile and analyze • Report writing and publication of statistics

Prepared by:



Procurement Manager/NCHE

Date:







2017

2017