

LIBERIA INSTITUTE OF PUBLIC ADMINISTRATION (LIPA)
GOODS & WORKS PROCUREMENT PLAN (SBA Budget)
Source of Fundings: 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

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Prepared by:

Sir, Christian T. G. Tabla
Procurement Director/Manager

Approved by:

Hon. Obilayon B. Nyemah, Sr.
Head of Entity/Chairman Procc. Committee

a: 10/18/17

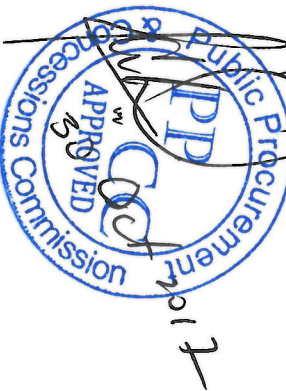
LIBERIA INSTITUTE OF PUBLIC ADMINISTRATION (LIPA)
GOODS & WORKS PROCUREMENT PLAN (SBA Budget)
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Fiscal Year 2017-2018

		BASIC DATA					IMPLEMENTATION DATES											
ITEM NO	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QUANTITY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICALS SPECS/BOQ/DRAWINGS	PREP. BID DOCUMENT	PC APPROVAL – BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION /PUBLIC OPENING	SUBMISSION OF BIDS EVALUATION REPORT	PC APPROVAL OF BID REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACC NCT FIN. PAY	
PLANNE D	5	IFBNO.LIPA/SBA/N CB/001/17/18	Cleaning Materials	G4773	Assorted	14,702	NCB	5/8/'17	5/15/'17	5/22/'17	5/29/'17	6/5/'17	6/12/'17	6/19/'17	7/3/'17	N/A	6/25/'18	6/2
UPDATE																		
ACTUAL																		
PLANNE D	6	IFBNO.LIPA/SBA/ NCB/002/17/18	Event Catering	15621	3 Firms	19,000	NCB	9/5/'17	9/12/'17	9/19/'17	9/26/'17	10/24/'17	11/07/'17	11/14/'17	11/28/'17	N/A	6/29/'18	6/2
UPDATE																		
ACTUAL																		
PLANNE D	7	IFBNO.LIPA/SBA/R FQ/005/17/18	Hall Rental	15510	3 Firms	5,000	RFQ	11/6/'17	11/13/'17	11/20/'17	11/27/'17	12/4/'17	12/11/'17	12/18/'17	01/08/'18	N/A	6/29/'18	6/2
UPDATE																		
ACTUAL																		
PLANNE D	8	IFBNO.LIPA/SBA/R FQ/006/17/18	Gifts	G4630	Assorted	9,293	RFQ	9/4/'17	9/11/'17	9/18/'17	9/25/'17	10/2/'17	10/9/'17	10/16/'17	10/23/'17	N/A	6/29/'18	6/2
UPDATE																		
ACTUAL																		
PLANNE D	9	IFBNO.LIPA/SBA/R FQ/007/17/18	Publication Services	J5819	2Firms	7,664	RFQ	9/4/'17	9/11/'17	9/18/'17	9/25/'17	10/2/'17	10/9/'17	10/16/'17	10/23/'17	N/A	6/29/'18	6/2
UPDATE																		
ACTUAL																		
SUB TOTAL					55,659													

Prepared by: 
Sir. Christab T. G. Ladd
Procurement Director/Manager

Approved by: 
Hon. Obilayon B. Nyemah, Sr
Head of Entity/Chairman Proc. Committee

Date: 10/18/17

**LIBERIA INSTITUTE OF PUBLIC ADMINISTRATION (LIPA)
GOODS & WORKS PROCUREMENT PLAN (SBA Budget)
Source of Fundings: GOL National Budget
Fiscal Year 2017-2018**

[illegible]

Prepared by:

Sir, Christian T. G. Tabla
Procurement Director/Manager

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Hon. Oblayon B. Nyemah, Sr
Head of Entity/Chairman Proc. Co

Date:

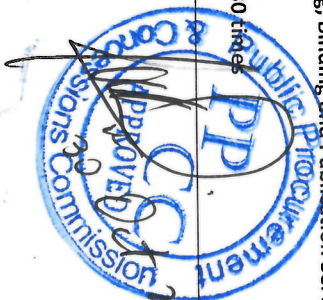
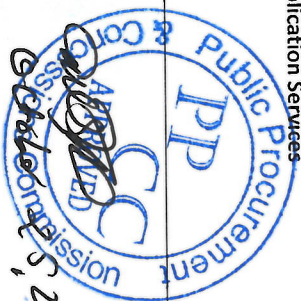
Date:

NAME OF ENTITY: LIBERIA INSTITUTE OF PUBLIC ADMINISTRATION (LIPA).
PROCUREMENT PLAN EXPLANATORY NOTES

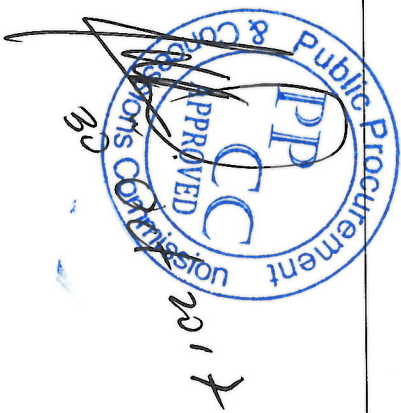
SBA BUDGET

FISCAL YEAR: 2017/2018

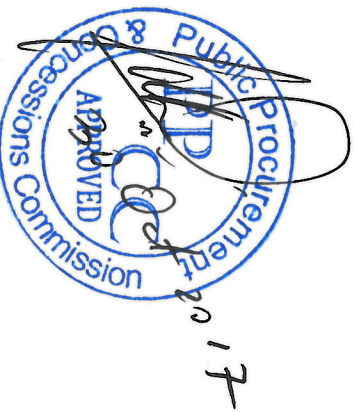
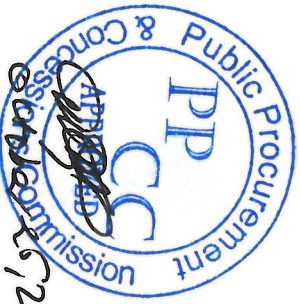
ITEM NO	CONTRACT PACKAGE	CONTENT (S) OF CONTRACT PACKAGE
1	Refuse Collection (US\$1,800)	This contract package is intended to procure Refuse Disposal Services for the proper disposal of waste from LIPA
2	Air Tickets (USD\$8,674)	This contract package is intended to procure air tickets to facilitate foreign travels -9 trips
3	Publication Services (US\$15,328)	This contract package is from the Budget Line "Printing, Binding and Publication Services" and is intended to procure Publications services listed below. A. Advertisement (Print & Electronic Media).....4 Firms
4	Printing Services	This contract package is from the Budget Line "Printing, Binding and Publication Services" and is intended to print Brochures, Call cards, etc;
5	Personnel Insurance	This contract package is intended to procure Life Insurance Coverage for LIPA Staffers.
6	Event Catering	This contract package is from the Budget Line Workshops, Conferences, Symposiums and Seminar and is intended to procure 3 rounds of Catering Services for LIPA Workshop, Conference, Symposium and Seminar
7	Hall Rental	This contract package is from the Budget Line Workshops, Conferences, Symposiums and Seminar and is intended to procure 3 rounds of Hall Rental Services for LIPA Workshop, Conference, Symposium and Seminar
8	Conference, Workshop, Symposiums and Seminar	This contract package is from the Budget Line Workshops, Conferences, Symposiums and Seminar and is intended for Transportation and Compensation to Facilitators and Participants that will be attending the 3 rounds of LIPA Conference, Workshop, Symposiums and Seminar
9	Gifts	This contract package is from the Budget Line Entertainment and Representations and is intended to procure Assorted gifts,
ITEM NO	CONTRACT PACKAGE	CONTENT (S) OF CONTRACT PACKAGE
10	Petroleum Products	Domestic Travel was added to this contract package making a total of (US\$43,858) and is intended to procure 13,923gals of petroleum products @ US\$3.15 1. Gasoline 6,961.5 gallons 2. Fuel..... 6,961.5 gallons
11	Publication Services	This contract package id from the Budget Line "Printing, Binding and Publication Services" and is intended to procure Publication services listed below. C Advertisement (Print & Electronic) 30 lines



23	Scratch Cards (US\$8,800)	This contract package is from the Budget Line "Telecommunication & Internet" and is intended to procure the below listed Re-fill/Re-charge Scratch Cards in total of 1,760 pieces @US\$5.00 A. Lonestar Cards.....880 pieces B. Orange Cards.....880 pieces
13	Vehicle Insurance (US\$5, 000)	This contract package is intended to procure Insurance Coverage for the below: A. Mini Buses2 units B. SUVs Jeeps.....7 units C. Double Cabinet Pickup.....1 unit D. Motor Cycles4 units
14	Guard & Security Services (US\$31, 560)	This contract package is intended to procure Guard and Security Services (US\$31, 560) 24 hours, Seven Days a Week for LIPA's protection. a. Men.....16
15	Cleaning Materials & Supplies (US\$14,702)	This contract package is intended to procure Cleaning Materials (US\$12, 758) as listed below. 1. Sack Tissues..... 40 sacks 2. Hand soap..... 40cartons 3. Powder soap..... 40 cartons 4. Chlorox 41 cartons 5. Dettol (disinfectant)..... 12 cartons 6. Air freshener..... 35 cartons 7. Dust Bin.....10 pieces
ITEM NO	CONTRACT PACKAGE	CONTENT OF CONTRACT PACKAGE



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ITEM NO	CONTRACT PACKAGE	CONTENT OF CONTRACT PACKAGE



Cleaning Materials & Supplies
Cont'

8. Sack Tissues..... 40 sacks
9. Hand soap..... 40 cartons
10. Powder soap..... 40 cartons
11. Chlorox 41 cartons
12. Dettol (disinfectant)..... 12 cartons
13. Air freshener..... 35 cartons
14. Dust Bin..... 10 pieces
15. Carpet fresh & Vin..... ½ cartoon
16. Hand & floor towels..... 80 pieces
17. Vacuum cleaner..... 1 units
18. Soft & hard brooms..... 20 pieces
19. Commode brushes & plunder..... 1 ½ boxes
20. Paper Towel..... 80 pieces
21. Mosquito Spry..... 15 cartoons
22. Wood polish..... 120 tins
23. Floor Towel..... 60 pieces
24. Mop 50 pieces
25. Floor Bruch..... 25 pieces
26. Garbage Bags..... 10 pieces
27. Plastic Buckets..... 15 pieces
28. Rat Poison..... 5 pks
29. Camphor Ball..... 20 pks
30. Glass Cleaner..... 35 bottles
31. Commode Punchers..... 10 pieces
32. Hand Gloves..... 10 pairs
33. Water Barrel..... 4 pieces

