Liberia Intellectual Property Office (LIPO)

PROCUREMENT PLAN (SBA Core budget)

Source of Funding: GOL

Fiscal year: 2017/2018

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	1
		BASIC DATA						IMPLEMENTATION DATES										
	ITEM NO.	PACKAGE NUMBER (CODE)	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	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZ...	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACC E & PA
PLANNED	1	IFB No. LIPO/SBA/RB/001/17/18	Petroleum product(diesel &	G-4661	3.50@5628.5	19,700	RB	15/9/17	22/9/17	30/9/17	13/10/17	10/11/17	15/11/17	18/11/17	20/11/15	N/A	25/11/17	25/
UPDATE																		
ACTUAL																		
PLANNED	2	IFB No. LIPO/SBA/NCB/001/17/18	Stationery	G - 4761	1 Firm	12,640	NCB	15/9/17	22/9/17	30/9/17	13/10/17	10/11/17	15/11/17	18/11/17	20/11/17	N/A	25/11/17	25/
UPDATE																		
ACTUAL																		
PLANNED	3	IFB No. LIPO/SBA/RFQ/001/17/18	Printing, Binding Services	C-1811	2 Firm	4,000	RFQ	15/9/17	22/9/17	30/9/17	13/10/17	20/10/17	15/11/17	18/11/17	20/11/17	N/A	25/11/17	25/
UPDATE																		
ACTUAL																		
PLANNED	4	IFB No. LIPO/SBA/RFQ/002/17/18	Hall Rental	L-6810	1 Firm	3,000	RFQ	15/9/17	22/9/17	30/9/17	13/10/17	20/10/17	15/11/17	18/11/17	20/11/17	N/A	25/11/17	25/
UPDATE																		
ACTUAL																		
PLANNED	5	IFB No. LIPO/SBA/RFQ/003/17/18	Event Catering Services	I-5621	1 Firm	7,000	RFQ	15/9/17	22/9/17	30/9/17	13/10/17	20/10/17	15/11/17	18/11/17	20/11/17	N/A	25/11/17	25/
UPDATE																		
Actual																		
PLANNED	6	IFB No. LIPO/SBA/RFQ/004/17/18	Publication Services	J-5819	2 Firm	4,000	RFQ	15/9/17	22/9/17	30/9/17	13/10/17	20/10/17	15/11/17	18/11/17	20/11/17	N/A	25/11/17	25/
UPDATE																		
Actual																		
SUBTOTAL						50,340												

Public Procurement & Concessions Commission PPCC APPROVED

October 31, 2017

Public Procurement & Concessions Commission PPCC APPROVED

3 Nov 2017

	ITEM NO.	BASIC DATA						IMPLEMENTATION DATES										
		PACKAGE NUMBER (CODE)	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	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZ…	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCE… E & … PAY…
PLANNED	7	IFB No. LIPO/SBA/NCB/002/17/18	Clearing Materials & Services	G-4773	Assorted	11,000	NCB	15/9/17	22/9/17	30/9/17	13/10/17	10/11/17	15/11/17	18/11/17	20/11/15	N/A	25/11/17	25/6…
UPDATE																		
ACTUAL																		
PLANNED	8	IFB No. LIPO/SBA/RFQ/005/17/18	Computer (desktops/laptops)	G - 4651	3 PCS	5000	RFQ	15/9/17	22/9/17	30/9/17	13/10/17	20/10/17	15/11/17	18/11/17	20/11/17	N/A	25/11/17	25/6…
UPDATE																		
ACTUAL																		
PLANNED	9	IFB No. LIPO/SBA/RFQ/006/17/18	ICT Equipment's	G - 4741	Assorted	4501	RFQ	15/9/17	22/9/17	30/9/17	13/10/17	20/10/17	15/11/17	18/11/17	20/11/17	N/A	25/11/17	25/6…
UPDATE																		
ACTUAL																		
PLANNED	10	IFB No. LIPO/SBA/RFQ/007/17/1	Internet Connectivity	J-6110	1 Firm	4500	RFQ	15/9/17	22/9/17	30/9/17	13/10/17	20/10/17	15/11/17	18/11/17	20/11/17	N/A	25/11/17	25/6…
UPDATE																		
ACTUAL																		
PLANNED	11	IFB No. LIPO/SBA/RFQ/008/17/1	Scratch Cards	J-6190	100 pcs	500	RFQ	15/9/17	22/9/17	30/9/17	13/10/17	20/10/17	15/11/17	18/11/17	20/11/17	N/A	25/11/17	25/6…
UPDATE																		
ACTUAL																		
SUBTOTAL						**25,504**												
GRAND TOTAL:						**$75,841.00 usd**												

Prepared by: Garmai Kolo
Procurement Director/ Manager

Public Procurement & Concessions Commission PPCC APPROVED
Oct. 31, 2017

Approved by: ________________
Head of Entity/Chairman Proc. Cmttee

Public Procurement & Concessions Commission PPCC APPROVED
Nov. 2017

Date: 10/25/17

LIBERIA INTELLECTUAL PROPERTY OFFICE (LIPO)
PROCUREMENT PLAN EXPLANTORY NOTES
Fiscal Year: 2017/2018

Item No	Contract Package Code	Contract Package	Content of Contract Package
1	IFB No. LIPO/SBA/RB/001/17/18	Petroleum Products(Diesel/gasoline)	This Contract Package is intended to procure the following Fuel & Lubricant Items: A. Vehicles Gasoline .... 3.50@5628.5 gallons
2	IFB No. LIPO/SBA/NCB/001/17/18	Stationery Package	This contract package is intended to procure the following items: A. A4 Sheet .... 15 Cartoons B. A4 Manila Folder .... 15 Packs C. A4 Envelope .... 10 Packs D. Legal Sheet ....10 Packs E. White Envelope .... 10 Packs F. Note Pad .... 20 Packs G. Ball Pen .... 5 Packs H. Toner .... 7 Pieces I. Stick on Pad .... 10 Packs J. Marker .... 5 Packs K. Paper Glue .... 5 Packs L. Box File .... 25 Pieces M. Cartridge 728 .... 3 pcs N. Cartridge HP 61............................... 10 sets

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October 31, 2017

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31/10/2017

3	IFB No. LIPO/SBA/RFQ/001/17/18	Printing, & Binding Services	This Contract Package is from the budget line item Printing, Binding & Publication Services and is intended to procure the below items: - LIPO Gazette .... 150 pcs
4	IFB No. LIPO/SBA/RFQ/002/17/18	Hall Rental	This Contract Package is from the budget line item Workshop, Conference, Symposia and is intended to procure the following items: A. Hall Rental .... 5 days @600=3000.00 USD
5	IFB No. LIPO/SBA/RFQ/003/17/18	Events Catering services	This Contract Package is from the budget line item workshop, conferences, symposia and seminars and it's intended to procure the following items: Events Catering services A. 5 days @1,400=7,000.00 USD
6	IFB No. LIPO/SBA/RFQ/004/17/18	Publication Services	This Contract Package is from the budget line item Printing, Binding & Publication Services and is intended to procure the below items: A. - Radio Announcement and News Paper
7	IFB No. LIPO/SBA/NCB/002/17/18	Clearing Materials & Services	This Contract Package is from the budget line item Clearing material services and it's intended to procure the following items: A. Towels .... 10 packs B. Air Freshener .... 5 Ctn C. Hand Sanitizer m/s......... 5 Ctn D. Clorox .... 3 Ctn

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			E. Tissue .... 20 Sks F. Dettol .... 3 Doz G. Bath Soap .... 3 Doz H. Tile Soap .... 3 Ctn I. Rug Broom .... 6 pcs J. Office Broom .... 6 pcs K. Yard Broom .... 6 pcs L. Floor Mob .... 6 pcs
8	IFB No. LIPO/SBA/RFQ/005/17/18	Computer (Laptops/Desktops)	This Contract Package is from the budget line item Computer supply and ICT Equipment it's intended to procure the following items: This Contract Package is from the budget line item Computer supply and ICT Equipment it's intended to procure the following items: A. Laptops Computer .... 3 pcs @1666.6=4999.9
9	IFB No. LIPO/SBA/RFQ/006/17/18	ICT Equipment	This Contract Package is from the budget line item Computer Supply & ICT Equipment's and it is intended to procure the following items: A. Router .... 2pcs B. Switch .... 2 pcs C. Cord .... 20 pcs D. Drill .... 1 pc E. Line Tester .... 1 pc
10	IFB No. LIPO/SBA/RFQ/007/17/18	Internet Connectivity	This Contract Package is from the budget line item Telecommunication, Scratch Card & Internet and it is intended to procure the following items: A. Tera Hard Drive .... 2 pcs B. UPS .... 3 PCS

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			C. ICT Tools ……………… 2 sets
11	IFB No. LIPO/SBA/RFQ/008/17/18	Scratch Card	This Contract Package is from the budget line item Telecommunication, Scratch Card & Internet And it is intended to procure the following items: Scratch Card A.50 pcs Celom @ 5 = 250.00 USD B.50 pcs Lone star @5 = 250.00 USD Total 500.00 USD

Prepared by: Garmai Koloi
Procurement Director/ Manager

Approved by: ______________
Head of Entity/Chairman Proc. Cmttee

Date: 10/25/17

Public Procurement & Concessions Commission
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APPROVED
October 31, 2017

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APPROVED

Prepared by: ______________________
Procurement Director/ Manager

Approved by: ______________________
Head of Entity/Chairman Proc. Cmttee

Date: 10/25/17

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