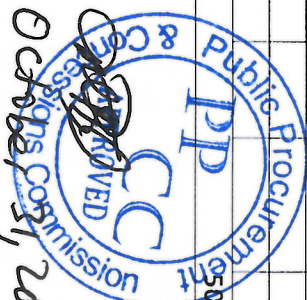
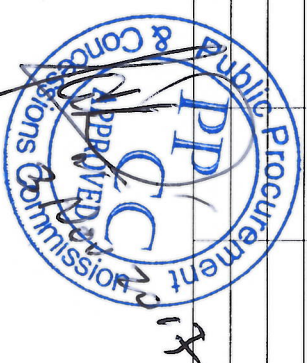


Liberia Intellectual Property Office (LIPO)
PROCUREMENT PLAN (SBA Core budget)
Source of Funding: **COL**
Fiscal year: 2017/2018

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
	ITEM NO.	PACKAGE NUMBER (CODE)	BASIC DATA					IMPLEMENTATION DATES										
			CONTRACT PACKAGE	Business Activity Code	QTY	ESTIMATE D COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ /DRAWING	PREP. OF BID DOCUMENT	PC APPROVAL- BID DOCTECH 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 (SUBSTANTIAL COMPLETION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACC E & PA
PLANNED	1	IFB No. LIPO/SBA/RB/001/17/18	Petroleum product(diesel & kerosene)	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/RFO/001/17/18	Printing, Binding, Carriage	C-1811	2 Firm	4,000	RFO	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/RFO/002/17/18	Hall Rental	L-6810	1 Firm	3,000	RFO	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/RFO/003/17/18	Event Catering Services	I-5621	1 Firm	7,000	RFO	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/RFO/004/17/18	Publication Services	J-5819	2 Firm	4,000	RFO	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												

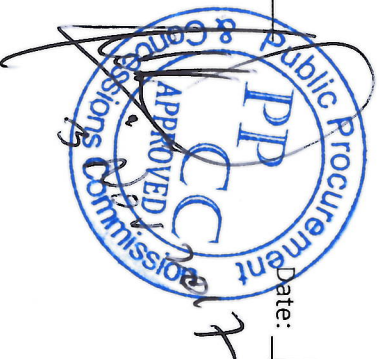
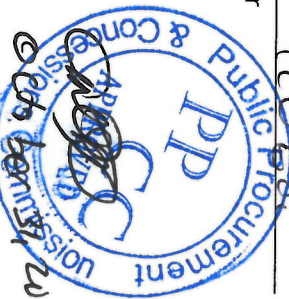



BASIC DATA																	IMPLEMENTATION DATES									
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL-BID DOCTECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL-BID EVALUATION	CONTRACT AWARD & SIGNING	ADVANCEMENT & PAYMENT MOBILIZATION	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & PAY									
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																										
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																										
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																										
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																										
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: *[Signature]*
Procurement Director/ Manager

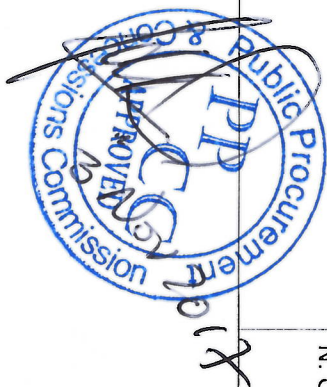
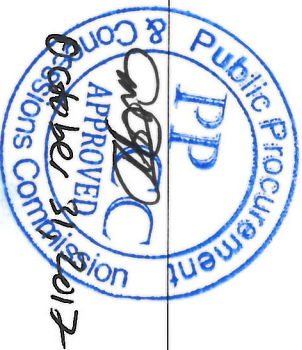
Approved by: *[Signature]*
Head of Entity/Chairman Proc. Cmtee

Date: 10/05/17

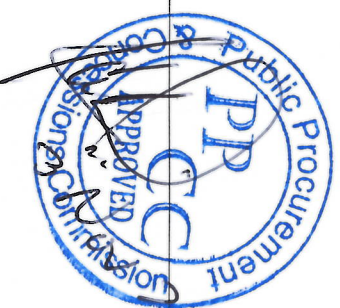
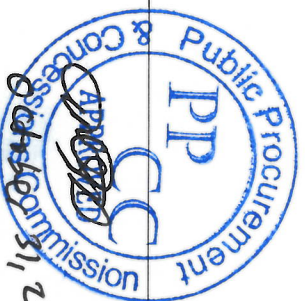


LIBERIA INTELLECTUAL PROPERTY OFFICE (LIPO)
PROCUREMENT PLAN EXPLANTORY NOTES
Fiscal Year: 2017/2018

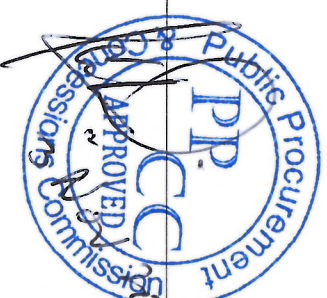
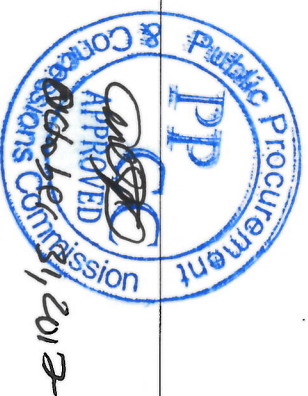
Item No	Contract Package Code	Contract Package	Content of Contract Package
1	IFB No. LIPO/SBA/RB/001/17/18	Petroleum Products(Diesel/gasoline)	This Contract Package is intended to procure the following Fuel & Lubricant Items: A. Vehicles Gasoline <u>3.50@5628.5 gallons</u>
2	IFB No. LIPO/SBA/NCB/001/17/18	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 Sheet10 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



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



			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 <u>pcs</u> <u>@1666.6=4999.9</u>
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

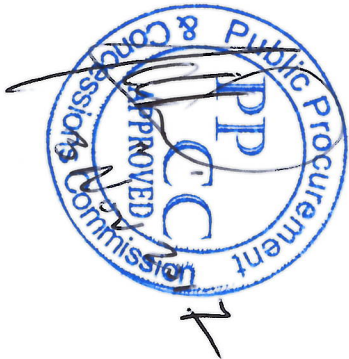
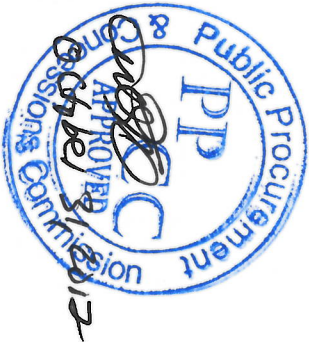


			C. ICT Tools 2 sets
11	IFB No. LIPO/SBA/RFQ/008/17/18	Scratch Card	This Contract Package is from the budget line item Telecommunication, Scratch Card & Internet And it is intended to procure the following items: Scratch Card A.50 pcs Celom @ 5 = 250.00 USD B.50 pcs Lone star @5 = 250.00 USD Total 500.00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

Prepared by: Emani Kalo
Procurement Director/ Manager

Approved by: [Signature]
Head of Entity/Chairman Proc. Cmtee

Date: 10/25/17



Prepared by: Elvina Kido
Procurement Director/ Manager

Approved by: 
Head of Entity/Chairman Proc. Cmtee

Date: 10/25/17

