

Source of Funding: GOVERNMENT OF LIBERIA (GOL)

[illegible]

Albert L. George
PROCUREMENT DIRECTOR

B. Elias Shoniyin
Acting Minister

03/10/17



MINISTRY OF FOREIGN AFFAIRS
SMALL BUSINESS ACT PROCUREMENT PLAN (SBA-Core Budget)
Source of Funding: GOVERNMENT OF LIBERIA (GOL)
Fiscal Year: 2017-2018

BASIC DATA																			IMPLEMENTATION DATES										REMARKS
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19											
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECIFICATIONS/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL- BID DOCTECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/PU BLC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL- BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION & SUBSTANTIATION (COMPLETION)	ACCEPTANCE & FINAL PAYMENT												
PLANNED	IFB No. MFA/SBA/RB/001/17/18	Petroleum Products	G-4661	Gallons (39,589.44@3.41)	135,000.00	RB	3/13/2017	3/20/2017	3/27/2017	4/3/2017	5/1/2017	5/8/2017	5/15/2017	10/3/2017	N/A	6/29/2018	6/29/2018												
UPDATE																													
ACTUAL																													
PLANNED	IFB No. MFA/SBA/NC B/001/17/18	Repairs and maintenance services(Civil Works), (Non-	F-4330	Firm(s)	20,000.00	NCB	3/13/2017	3/20/2017	3/27/2017	4/3/2017	5/1/2017	5/8/2017	5/15/2017	10/4/2017	N/A	6/29/2018	6/29/2018												
UPDATE																													
ACTUAL																													
PLANNED	IFB No. MFA/SBA/RB/002/17/18	Air tickets	N-7911	70 tickets @ 2,500	175,000.00	RB	3/13/2017	3/20/2017	3/27/2017	4/3/2017	5/1/2017	5/8/2017	5/15/2017	10/5/2017	N/A	6/29/2018	6/29/2018												
UPDATE																													
ACTUAL																													
PLANNED	IFB No. MFA/SBA/RFO/008/17/18	Souvenirs (Gifts)	G-4773	Assorted	10,000.00	RFO	3/13/2017	3/20/2017	3/27/2017	4/3/2017	5/1/2017	5/8/2017	5/15/2017	10/6/2017	N/A	6/29/2018	6/29/2018												
UPDATE																													
ACTUAL																													
PLANNED	IFB No. MFA/SBA/NC B/003/17/18	Events catering	I-5621	Firm(s)	30,000	NCB	3/13/2017	3/20/2017	3/27/2017	4/3/2017	5/1/2017	5/8/2017	5/15/2017	10/9/2017	N/A	6/29/2018	6/29/2018												
UPDATE																													
ACTUAL				Sub total	340,000.00																								
				GRAND	374,806.00																								

Prepared By: 
Albert L. George
Procurement Director

Approved by: 
B. Elias Shoniyin
Acting Minister

Date: 03/10/17
2017



Ministry of Foreign Affairs
Small Business Act Explanatory Notes (SBA)
Fiscal Year: 2017/2018

Item No	Contract Package Code	Contract Package	Content of Contract Package
1.	IFB No.MFA/SBA/RFQ/001/17/18	Printing & Binding Services	This contract package is taken from the Printing, Binding and Publications budget line item and will be used for printing, binding documents such as: A. Proclamations B. Letter heads C. Gazettes
2	IFB No.MFA/SBA/RFQ/002/17/18	Publications Services	This contract package is taken from the Printing, Binding and Publications budget line item and will be used to procure services such as the publications of: A. Invitation for Bids; B. New laws; and C. Regulations
3	IFB No.MFA/SBA/RFQ/003/17/18	Vehicle rental	This contract package is taken from the Domestic Means of travel budget line item and will be used to procure vehicle rental services for the Ministry: A. SUVs @ USD\$ 250.00 per day B. Sedans@ USD\$ 125.00 per day C. Buses @ USD\$500.00 per day
4	IFB No.MFA/SBA/RFQ/004/17/18	Newspapers	The contract package is taken from the newspaper, books and periodicals budget line item and will be used to procure the following for the Minister and other senior officials. A. Assorted Newspapers
5	IFB No.MFA/SBA/RFQ/005/17/18	Books and Periodicals	The contract package is taken from the newspaper, books and periodicals budget line item and will be used to procure the following items: A. Books B. Periodicals
6	IFB No.MFA/SBA/RFQ/006/17/18	Uniforms	This contract package is taken from the Uniform and Specialized Clothing budget line item and will be used to procure the below listed items: A. Uniforms for Security Personnel; B. Uniforms for Passport Officers; C. Uniforms for Diplomatic Pouch Officers; and D. Special Service Staff
7	IFB No.MFA/SBA/RFQ/007/17/18	Repairs & Maintenance services – machinery and equipment	This contract package is taken from the Repairs and Maintenance Services, Machinery and Equipment budget line item and will be used to procure the following services: A. Repairs & maintenance of equipment such as Air conditioners; B. Refrigerators;



October 17, 2017



			C. Peculators; and D. Microwaves
8	IFB No.MFA/SBA/RB/001/17/18	Petroleum Products	This contract package is taken from the Fuel and Lubricants (vehicles & generators) budget line item and is intended to procure Petroleum products (Diesel fuel& Gasoline) and lubricants for the Ministry's vehicles and generators: A. Gasoline Coupons @ US(\$3.41) Three Dollars and Forty One Cent B. Diesel Coupons @ US(\$3.41) Three Dollars and Forty One Cent
9	IFB No.MFA/SBA/NCB/001/17/18	Repairs and Maintenance Services - (Civil works)	This contract package is taken from the Repairs and Maintenance Service- civil works budget line item. It is intended to procure the following services: A. Interior and Exterior painting of the of the Ministry building B. Repairs of damaged floors C. Replacement of damaged tiles and others
10.	IFB No.MFA/SBA/RB/002/17/18	Air tickets	This contract package is taken from theForeign Means of Travel budget line item. This intended to procure air tickets for senior MFA officials attending the UN, AU, ECOWAS General Assemblies and other important foreign assignment. This cannot be quantify because the travels times and locations are not fixed.
11.	IFB No.MFA/SBA/RFO/008/17/18	Souvenirs (Gifts)	This contract package is taken from the Celebrations, Commemorations and State visit budget line item. It isintended to procure the following items. A. Souvenirs for Christmas and Independence Celebrations. B. Souvenirs for honoring programs. C. Art & Craft Materials to be given as a gift items D. Purchase of Gowns used for honoring programs and other materials and services as may be necessary.
12.	IFB No.MFA/SBA/NCB/002/17/18	Event catering Services	This contract package is taken from the Food and Catering Services budget line item. It will be used to procure the following services: A. Catering services for workshop B. Catering for symposiums C. Catering for honoring programs D. Catering for training workshop

Prepared by: Albert George

Procurement Director/Manager

Approved by: B. Elias Shoniyin

Acting Minister

Date: 03/12/17

