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

ACTUAL	UPDATE	PLANNED	UPDATE	PLANNED	ACTUAL	UPDATE	PLANNED	ACTUAL	UPDATE	PLANNED	ACTUAL	PLANNED	ACTORE	UPDATE	PLANNED		UPDATE	PLANNED		
		7		6			σ			4		ы			20	Ì		د	NO.	
		IFB No. MFA/SBA/NCB/ 007/17/18		IFB No. MFA/SBA/RFQ/ 006/17/18			IFB No. MFA/SBA/RFQ/ 005/17/18			IFB No. MFA/SBA/RFQ/ 004/17/18		1FB No. MFA/SBA/RFQ/ 003/17/18			IFB No. MFA/SBA/RFQ/ 002/17/18			MFA/SBA/RFQ/ 001/17/18	PACKAGE NUMBER (CODE)	3
		Repairs & Maintenance Services Machinery, Equipment		Uniforms			Books and Periodicals			Newspapers		Vehicle rental Services			Publications services			Printing and binding services	CONTRACT	4
** Van de		C-3312		C-1410			G-4761			G-4761		N-7710			C-1812			J-5819	Business Activity Code	5,
SUB TOTAL		One (1) firm		Assorted			Assorted			Assorted		Assorted		The state of the s	Firm(s)			One (1) Firm	QTY	
34,806.00		10,000.00		7,000.00			2,006.00			3,000.00		5,000.00			3,000 00			4,800.00	ESTIMATED COST (USD)	
		RFQ		RFQ			RFQ			RFQ		RFQ			RFQ			RFQ	PROCU REMEN T METHO D	7/
		3/13/2017		3/13/2017			3/13/2017			3/13/2017		3/13/2017			3/13/2017			3/13/2017	PROCU TECHNICA T SPECS/BO METHO Q/DRAWIN D GS	8 9
		3/20/2017		3/20/2017			3/20/2017			3/20/2017		3/20/2017			3/20/2017			3/20/2017	PREP. OF BID DOCUMENT	8 F
		3/27/2017		3/27/2017			3/27/2017			3/27/2017		3/27/2017			3/27/2017	the state of the same of the s		3/27/2017	PC APPROVAL - BID DOC/TECH SPECS	Fiscal year: 2017-2018
		4/3/2017		4/3/2017			4/3/2017			4/3/2017		4/3/2017			4/3/2017			4/3/2017	BID INVITATIO N & RELEASE OF BID DOC	-2018
		5/1/2017		4/17/2017			4/17/2017			4/17/2017		5/1/2017			411712017			5/1/2017	BID SUBMISSION/ PUBLIC OPENING	13
		5/8/2017		4/24/2017			4/24/2017			4/24/2017		5/8/2017			4/24/2017			5/8/2017	SUBMISSION OF BID EVALUATION REPORT	14
		5/15/2017		5/1/2017			5/1/2017			5/1/2017		5/15/2017			5/1/2017			5/15/2017	PC APPROVA L- BID EVALUATI ON REPORT	15
		10/2/2017		9/29/2017			9/28/2017			9/27/2017		9/26/2017			9/25/2017			9/22/2017	CONTRACT AWARD & SIGNING	36
		Z A		NIA		-	N/A			AIN		N/A			N/A			N/A	ADVANCE PAYMENT (MOBILIZATI ON)	17]
		6/29/2018		6/29/2018			6/29/2018			6/29/2018		6/29/2018			6/29/2018			6/29/2018	DELIVERY, INSPECTION (SUBSTANTI AL COMPLETIO N)	
		6/29/2018		6/29/2018			6/29/2018			6/29/2018		6/29/2018			6/29/2018			6/29/2018	ACCEPTANCE & FINAL PAYMENT	18
																AND SERVICE STATE			REMARKS	



Approved by:

Prepared By Albert L. George
PROCUREMENT DIRECTOR

B. Elias Shoniyin Acting Minister

Sions Commission

MINISTRY OF FOREIGN AFFAIRS

SMALL BUSINESS ACT PROCUREMENT PLAN (SBA-Core Budget)

Source of Funding/GOVERNMENT OF LIBERIA (GOL)

Fiscal year: 2017-2018

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	ACTUAL	UPDATE	PLANNED	ACTUAL	UPDATE	PLANNED	AC CAL	UPDATE	PLANNED	ACTUAL	UPDATE	PLANNED	ACTUAL	UPDATE	PLANNED			
T			13			3	+	+	10		-	9			ω	NO.		=
			IFB No. MFA/SBA/NC B/003/17/18			IFB No.MFA/SBA/ RFQ/008/17/1			IFB No.MFA/SBA/ RB/002/17/18			IFB No. MFA/SBA/NC B/001/17/18			IFB No. MFA/SBA/RB/ 001/17/18	PACKAGE NUMBER (CODE)		2
			Events catering			Souvenirs (Gifts)			Air tickets			Reparis and maintenance services(Civil Works), (Non-			Petroleum Products	CONTRACT PACKAGE		4
			1-5621			G-4773			N-7911			F-4330			G-4661	Business Activity Code	BAS	S
GRAND			Firm(s)			Assorted			70 tickets @ 2,500			Firm(s)			Gallons (39,589.44@3.41)	QTY	BASIC DATA	6
340,000.00			30, 000			10,000.00			175,000.00			20,000.00			135,000.00	ESTIMATED COST PROCUR TECHNICAL (USD) PROCUR TECHNICAL METHOD DRAWINGS	3 25 2	
+			N CB			RFQ			RB			NCB			RB	PROCU		71
			3/13/2017			3/13/2017			3/13/2017			3/13/2017			3/13/2017			8 8
			3/20/2017			3/20/2017			3/20/2017			3/20/2017			3/20/2017	PREP. OF BID DOCUMENT		10
			3/27/2017			3/27/2017			3/27/2017			3/27/2017			3/27/2017	PC APPROVAL- BID DOC/TECH SPECS		11.
			4/3/2017			4/3/2017			4/3/2017			4/3/2017			4/3/2017	BID INVITATION & RELEASE OF BID DOC		12
			5/1/2017			5/1/2017			5/1/2017			5/1/2017			5/1/2017	BID SUBMISSION/PU BLIC OPENING		13
			5/8/2017			5/8/2017			5/8/2017			5/8/2017			5/8/2017	BID SUBMISSION OF SUBMISSION/PU BID EVALUATION BLIC OPENING REPORT	IMPLEMENTATION DATES	74
			5/15/2017			5/15/2017			5/15/2017			5/15/2017			5/15/2017	PC APPROVAL - BID EVALUATIO N REPORT		15
			10/9/2017			10/6/2017			10/5/2017			10/4/2017			10/3/2017	CONTRACT AWARD & SIGNING		16
			N/A			N/A			N/A			NIA			N/A	ADVANCE PAYMENT (MOBILIZATIO N)		1/1
			6/29/2018			6/29/2018			6/29/2018			6/29/2018			6/29/2018	DELIVERY, INSPECTION (SUBSTANTIA L COMPLETION)		
			6/29/2018			6/29/2018			6/29/2018			6/29/2018			6/29/2018	ACCEPTANCE & FINAL PAYMENT		18
																REMARKS		1



Sions Commissions

Approved by:

Prepared By: Albert L. George
Procurement Director

Acting Minister B. Elias Shoniyin

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

Year: 20		12001	2
20	17/2	1021.	< 00r.
	17/2(7	20

	L	Contract of the second of the	
B. Refrigerators;		ion	
	>	3	
A. Repairs & maintenance of equipment such as	and equipment	P I	
and Equipment budget line item and will be used to procure the following for inces:	services – machinery	IFB NO.MFA/SBASEQUOTIVIS	
-			1
C. Uniforms for Diplomatic Pouch Officers; and			
B. Uniforms for Passport Officers,			
B. Uniforms for Bossoft Officers:			
A Uniforms for Commits Dersonnel.			
and will be used to produce the below listed items:	CIIIIOIIIIS	H D INC. WHAT A DELIVING STOOM I THE	C
	Uniforms	IFR No MFA/SRA/RFO/006/17/18	9
B. Periodicals			
A. Books			
item and will be used to procure the following items:			
The contract package is taken from the newspaper, books and periodicals budget line	Books and Periodicals	IFB No.MFA/SBA/RFQ/005/17/18	5
A. Assorted Newspapers			
item and will be used to procure the following for the Minister and other senior officials.			V Weeks the same
The contract package is taken from the newspaper, books and periodicals budget line	Newspapers	IFB No.MFA/SBA/RFQ/004/17/18	4
B. Sedans@ USD\$ 125.00 per day			
A. SUVs @ USD\$ 250.00 per day			
will be used to procure vehicle rental services for the Ministry:			
This contract package is taken from the Domestic Means of travel budget line item and	Vehicle rental	IFB No.MFA/SBA/RFQ/003/17/18	ယ
C. Regulations			
B. New laws; and			
A. Invitation for Bids;			
item and will be used to procure services such as the publications of:			
This contract package is taken from the Printing, Binding and Publications budget line	Publications Services	IFB No.MFA/SBA/RFQ/002/17/18	2
C. Gazettes			
B. Letter heads			
A. Proclamations			
item and will be used for printing, binding documents such as:	Services		
This contract package is taken from the Printing, Binding and Publications budget line	Printing & Binding	IFB No.MFA/SBA/RFQ/001/17/18	
Content of Contract Package	Contract Package	Contract Package Code	Item No
)	2) }	

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

Prepared by: Minose

Albert George

Procumer Bell Quirector/Manager

Approved by:

B. Elias Shoniyin Acting Minister

Date: 03/10/17

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oved by: _____I