

# CENTER FOR NATIONAL DOCUMENTS AND RECORDS AGENCY/NATIONAL ARCHIVES

## PROCUREMENT PLAN (SBA) Source of Funding: GOL & INTERNAL REVENUE BUDGET FISCAL YEAR: 2024

| 1       | 2 | 3                            | 4                                   | BASIC DATA |                       |                  |                                     |          |                       | IMPLEMENTATION DATES |                              |                       |                               |                                     |                                  |                                     |                                   |                          |                                |  | 18 | 19 |
|---------|---|------------------------------|-------------------------------------|------------|-----------------------|------------------|-------------------------------------|----------|-----------------------|----------------------|------------------------------|-----------------------|-------------------------------|-------------------------------------|----------------------------------|-------------------------------------|-----------------------------------|--------------------------|--------------------------------|--|----|----|
|         |   |                              |                                     | ITEM NO.   | PACKAGE NUMBER (CODE) | CONTRACT PACKAGE | VENDOR'S BUSINESS REGISTRATION CODE | QTY      | ESTIMATE D COST (USD) | PROCUREMENT METHOD   | TECHNICAL SPECS/BOQ/DRAWINGS | PREP. OF BID DOCUMENT | PC APPROVAL BID DOC/TECH SPEC | BID INVITATION & RELEASE OF BID DOC | BID SUBMISSION ON PUBLIC OPENING | SUBMISSION OF BID EVALUATION REPORT | PC APPROVAL BID EVALUATION REPORT | CONTRACT AWARD & SIGNING | ADVANCE PAYMENT (MOBILIZATION) | DELIVERY INSPECTION (SUBSTANTIAL COMPLETION) |    |    |
| PLANNED | 1 | IFB NO. CNDRA/NCB/SBA/001/24 | Stationery                          | G4761      | ASSORTED              | 61,343.00        | NCB                                 | 06/07/24 | 06/14/24              | 06/21/24             | 06/28/24                     | 07/25/24              | 08/02/24                      | 08/09/24                            | 08/16/24                         | N/A                                 | 08/19/24                          | 12/03/24                 |                                |  |    |    |
| UPDATE  |   |                              |                                     |            |                       |                  |                                     |          |                       |                      |                              |                       |                               |                                     |                                  |                                     |                                   |                          |                                |  |    |    |
| ACTUAL  |   |                              |                                     |            |                       |                  |                                     |          |                       |                      |                              |                       |                               |                                     |                                  |                                     |                                   |                          |                                |  |    |    |
| PLANNED | 2 | IFB NO. CNDRA/RFQ/SBA/001/24 | Cleaning Materials                  | G4773      | ASSORTED              | 1,200.00         | RFQ                                 | 06/07/24 | 06/14/24              | 06/21/24             | 06/28/24                     | 07/12/24              | 07/19/24                      | 07/25/24                            | 07/31/24                         | N/A                                 | 08/07/24                          | 12/03/24                 |                                |  |    |    |
| UPDATE  |   |                              |                                     |            |                       |                  |                                     |          |                       |                      |                              |                       |                               |                                     |                                  |                                     |                                   |                          |                                |  |    |    |
| ACTUAL  |   |                              |                                     |            |                       |                  |                                     |          |                       |                      |                              |                       |                               |                                     |                                  |                                     |                                   |                          |                                |  |    |    |
| PLANNED | 3 | IFB NO. CNDRA/RFQ/SBA/002/24 | Vehicle rental                      | H4922      | 1 FIRM                | 7,000.00         | RFQ                                 | 06/07/24 | 06/14/24              | 06/21/24             | 06/28/24                     | 07/12/24              | 07/19/24                      | 07/25/24                            | 07/31/24                         | N/A                                 | 08/07/24                          | 12/03/24                 |                                |  |    |    |
| UPDATE  |   |                              |                                     |            |                       |                  |                                     |          |                       |                      |                              |                       |                               |                                     |                                  |                                     |                                   |                          |                                |  |    |    |
| ACTUAL  |   |                              |                                     |            |                       |                  |                                     |          |                       |                      |                              |                       |                               |                                     |                                  |                                     |                                   |                          |                                |  |    |    |
| PLANNED | 4 | IFB NO. CNDRA/RFQ/SBA/003/24 | Repair Maint. Civil                 | F4100      | 1 Firm                | 4,000.00         | RFQ                                 | 06/07/24 | 06/14/24              | 06/21/24             | 06/28/24                     | 07/12/24              | 07/19/24                      | 07/25/24                            | 07/31/24                         | N/A                                 | 08/07/24                          | 12/03/24                 |                                |  |    |    |
| UPDATE  |   |                              |                                     |            |                       |                  |                                     |          |                       |                      |                              |                       |                               |                                     |                                  |                                     |                                   |                          |                                |  |    |    |
| ACTUAL  |   |                              |                                     |            |                       |                  |                                     |          |                       |                      |                              |                       |                               |                                     |                                  |                                     |                                   |                          |                                |  |    |    |
| PLANNED | 5 | IFB NO. CNDRA/RFQ/SBA/004/24 | Refuse Collection                   | E3811      | 1 Firm                | 1,800.00         | RFQ                                 | 06/07/24 | 06/14/24              | 06/21/24             | 06/28/24                     | 07/12/24              | 07/19/24                      | 07/25/24                            | 07/31/24                         | N/A                                 | 08/07/24                          | 12/03/24                 |                                |  |    |    |
| UPDATE  |   |                              |                                     |            |                       |                  |                                     |          |                       |                      |                              |                       |                               |                                     |                                  |                                     |                                   |                          |                                |  |    |    |
| ACTUAL  |   |                              |                                     |            |                       |                  |                                     |          |                       |                      |                              |                       |                               |                                     |                                  |                                     |                                   |                          |                                |  |    |    |
| PLANNED | 6 | IFB NO. CNDRA/RFQ/SBA/005/24 | Publication of General announcement | M7310      | 1 Firm                | 1,750.00         | RFQ                                 | 06/04/24 | 06/11/24              | 06/18/24             | 06/27/24                     | 07/11/24              | 07/18/24                      | 07/25/24                            | 07/31/24                         | N/A                                 | 08/07/24                          | 12/03/24                 |                                |  |    |    |
| UPDATE  |   |                              |                                     |            |                       |                  |                                     |          |                       |                      |                              |                       |                               |                                     |                                  |                                     |                                   |                          |                                |  |    |    |
| ACTUAL  |   |                              |                                     |            |                       |                  |                                     |          |                       |                      |                              |                       |                               |                                     |                                  |                                     |                                   |                          |                                |  |    |    |
| PLANNED | 7 | IFB NO. CNDRA/RFQ/SBA/006/24 | Food & Catering                     | H5621      | 1 Firm                | 1,056.74         | RFQ                                 | 06/19/24 | 06/26/24              | 07/03/24             | 07/10/24                     | 07/24/24              | 07/31/24                      | 08/07/24                            | 08/14/24                         | N/A                                 | 08/21/24                          | 12/03/24                 |                                |  |    |    |
| UPDATE  |   |                              |                                     |            |                       |                  |                                     |          |                       |                      |                              |                       |                               |                                     |                                  |                                     |                                   |                          |                                |  |    |    |
| ACTUAL  |   |                              |                                     |            |                       |                  |                                     |          |                       |                      |                              |                       |                               |                                     |                                  |                                     |                                   |                          |                                |  |    |    |
|         |   |                              |                                     |            |                       | SUB-TOTAL        |                                     |          |                       |                      |                              |                       |                               |                                     |                                  |                                     |                                   |                          |                                |  |    |    |
|         |   |                              |                                     |            |                       | 78,149.74        |                                     |          |                       |                      |                              |                       |                               |                                     |                                  |                                     |                                   |                          |                                |  |    |    |

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06/26/24



# CENTER FOR NATIONAL DOCUMENTS AND RECORDS AGENCY/NATIONAL ARCHIVES

## PROCUREMENT PLAN (SBA)

Source of Funding: GOL & INTERNAL REVENUE BUDGET

FISCAL YEAR: 2024

| 1        | 2                     | 3                            | 4                      | 5     | 6        | 7                     | 8                   | 9                             | 10                    | 11                            | 12                                   | 13                             | 14                                  | 15                                 | 16                       | 17                             | 18   | 19                         |
|----------|-----------------------|------------------------------|------------------------|-------|----------|-----------------------|---------------------|-------------------------------|-----------------------|-------------------------------|--------------------------------------|--------------------------------|-------------------------------------|------------------------------------|--------------------------|--------------------------------|--|----------------------------|
| ITEM NO. | PACKAGE NUMBER (CODE) | BASIC DATA                   |                        |       | QTY      | ESTIMATE D COST (USD) | PROCURE MENT METHOD | TECHNICAL SPECS/BOQ/D RAWINGS | PREP. OF BID DOCUMENT | PC APPROVAL BID DOC/TECH SPEC | BID INVITATIO N & RELEASE OF BID DOC | BID SUBMISSI ON PUBLIC OPENING | SUBMISSION OF BID EVALUATION REPORT | PC APPROVAL BID EVALUATIO N REPORT | CONTRACT AWARD & SIGNING | ADVANCE PAYMENT (MOBOLZAT ION) | DELIVERY INSPECTION (SUBSTANTIAL COMPLETION) | ACCEPTANCE & FINAL PAYMENT |
| PLANNED  | 9                     | IFB NO. CNDRA/RFQ/SBA/007/24 | Security Guard Service | N8010 | 1Firms   | 8,000.00              | RFQ                 | 06/06/24                      | 06/13/24              | 06/21/24                      | 06/27/24                             | 07/11/24                       | 07/18/24                            | 07/25/24                           | 08/01/24                 | N/A                            | 08//08/24                                    | 12/03/24                   |
| UPDATE   |                       |                              |                        |       |          |                       |                     |                               |                       |                               |                                      |                                |                                     |                                    |                          |                                |  |                            |
| ACTUAL   |                       |                              |                        |       |          |                       |                     |                               |                       |                               |                                      |                                |                                     |                                    |                          |                                |  |                            |
| PLANNED  | 11                    | IFB NO. CNDRA/RFQ/SBA/008/24 | Furniture & Fixtures   | G4659 | Assorted | 1,000.00              | RFQ                 | 06/06/24                      | 06/13/24              | 06/21/24                      | 06/27/24                             | 07/11/24                       | 07/18/24                            | 07/25/24                           | 08/01/24                 | N/A                            | 08//08/24                                    | 12/03/24                   |
| UPDATE   |                       |                              |                        |       |          |                       |                     |                               |                       |                               |                                      |                                |                                     |                                    |                          |                                |  |                            |
| ACTUAL   |                       |                              |                        |       |          |                       |                     |                               |                       |                               |                                      |                                |                                     |                                    |                          |                                |  |                            |
|          |                       | Grand TOTAL:                 |                        |       |          | 87,149.74             |                     |                               |                       |                               |                                      |                                |                                     |                                    |                          |                                |  |                            |

Prepared by: \_\_\_\_\_

James A. Fahnbulleh/ Procurement Director



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06/20/24

Approved By: \_\_\_\_\_ Date: June 21, 2024

D. Nelson Beangar/ Director General/Chairman Proc. Committee



# CENTER FOR NATIONAL DOCUMENTS AND RECORDS AGENCY CNDRA/NATIONAL ARCHIVES

## Explanatory Notes (SBA)

Source of Funding: GOL & INTERNAL REVENUE BUDGET

Fiscal Year: 2024

| Item No. | Contract Package Code        | Contract Package                    | Contract Description   |
|----------|------------------------------|-------------------------------------|--|
| 1        | IFB NO. CNDRA/NCB/SBA/001/24 | STATIONERY                          | This contract package will be applied to procuring assorted (Stationery items & Inks) such as: pens, manila folders, certificate cards, paper glue, A4 paper, legal paper, (INKS) 305A, 05A, 951 & 950, 737, flip charts, note pads, white boards, white board makers, board erasers etc |
| 2        | IFB NO. CNDRA/RFO/SBA/001/24 | CLEANING MATERIALS                  | THIS LINE ITEM IS APPLIED TO THE PURCHASE OF TISSUES SOAP, NAPKIN, STOWELS, GLOVES, DESK POLISH ETC FOR THE AGENCY.  |
| 3        | IFB NO. CNDRA/RFO/SBA/002/24 | CAR RENT                            | This contract package will be applied to renting cars for 10 days local travel to rural areas. Contract from the budget line domestic Means of Travel.   |
| 4        | IFB NO. CNDRA/RFO/SBA/003/24 | REPAIR MAINT. CIVIL                 | This line item is for small renovation works on the CNDRA 12 <sup>th</sup> Street Facility and Ashmun Street both of whom are non-residential assets.  |
| 5        | IFB NO. CNDRA/RFO/SBA/004/24 | REFUSE COLLECTION                   | Contracting a firm for collecting and controlling waste for two of our facilities.   |
| 6        | IFB NO. CNDRA/RFO/SBA/005/24 | PUBLICATION OF GENERAL ANNOUNCEMENT | Radio interviews, announcements and talk shows. This line item is funded from MEDIA RELATIONS AND PROMOTION.   |
| 7        | IFB NO. CNDRA/RFO/SBA/006/24 | FOOD & CATERING SERVICES            | The Agency will contract a firm to provide catering services for workshops and strategic meetings.   |
| 8        | IFB NO. CNDRA/RFO/SBA/007/24 | Security Guard Service              | This contract package will be applied to hiring a security guard firm to provide security services for the CNDRA Facilities in Monrovia, Nimba and Maryland Counties.  |
| 10       | IFB NO. CNDRA/SS/SBA/002/24  | WATER & SEWAGE                      | This contract package of US\$ 10,000.00 is applied to getting water and sewage services for the LWSC. This Contract Package is Single Source to LWSC because they are the only service provider.   |
| 12       | IFB NO. CNDRA/RFO/SBA/008/24 | Furniture & Fixtures                | This contract package is intended to acquire furniture items for office of the Agency like chairs, filling cabinets, desks etc.  |

Prepared by: \_\_\_\_\_

James A. Fahnbulleh/ Procurement Director



*Handwritten signature and date: 6/26/24*



D. Nelson Beangar/ Director General/Chairman Proc. Committee



Date: June 21, 2024