

# CENTER FOR NATIONAL DOCUMENTS AND RECORDS AGENCY/NATIONAL ARCHIVES

PROCUREMENT PLAN: Consultancy (Non-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	20	
ITEM NO.	BASIC DATA							REQUEST FOR EXPRESSION OF INTEREST, IF APPLICABLE					REQUEST FOR PROPOSALS AND APPROVAL OF AWARD							
	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Vender Business registration code	NO. OF FRIMS/PERSONS	Estimated cost (USD)	Selection method	Prep. Of TOR & PC approval	Publication of REOI	REOI CLOSING/OPENING	Submission of evaluation	PC approval evaluation report/shortlist	Preparation & submission of REF document	PC approval Final TOR/RFP document	Invitation of Proposal	Proposal submission and opening	Submission of Technical and Financial Evaluation Report	PC approval combined Evaluation report	Contract award & signing	Completion (Final Report & Payment)	
	PLANNED	1.	REP NO. CNDRA/SBA/LCS/001/24	LEGAL SERVICES	M6910	1 person	500.00	LCS	06/07/24	N/A	N/A	N/A	N/A	07/25/24	07/31/24	8/07/24	08/21/24	08/30/24	09/06/24	09/16/24
UPDATE																				
ACTUAL																				
PLANNED	2.	REP NO. CNDRA/SBA/LCS/002/24	TRAINING	P8549		1,500.00	LCS	06/07/24	06/14/24	06/20/24	07/11/24	07/18/24	07/25/24	07/31/24	8/07/24	08/21/24	08/30/24	09/06/24	09/16/24	12/13/24
UPDATE																				
ACTUAL																				
GRAND TOTAL:						3,000.00														

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

James A. Fahnbulleh/Procurement Director



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

Approved By: \_\_\_\_\_

D. Nelson Bearngar/Director General/Chairman Proc Committee



Date: June 21, 2024

*Handwritten signature and date: 6/27/24*

# CENTER FOR NATIONAL DOCUMENTS AND RECORDS AGENCY/NATIONAL ARCHIVES

Explanatory Notes (Non-SBA) Consultancy

Source of Funding: GOL /INTERNAL REVENUE BUDGET

FISCAL YEAR: 2024

ITEM NO.	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	CONTRACT DESCRIPTION
1.	REP NO. CNDRA/SBA/LCS/001/24	LEGAL SERVICES	This contract package will be applied to hiring a Legal Personnel to cater to all CNDRA legal issues as they arise and will be paid from this contract package in line with the agreement.
2.	REP NO. CNDRA/SBA/LCS/002/24	TRAINING	This contract package is intended to hire a trainer to train 10 of our staff locally

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

James A. Fahnbulleh/Procurement Director



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

Approved By: \_\_\_\_\_

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



Date: *June 24, 2024*

*Handwritten signature and date:*  
6/27/24

# CENTER FOR NATIONAL DOCUMENTS AND RECORDS AGENCY/NATIONAL ARCHIVES

## PROCUREMENT PLAN (Non-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.	BASIC DATA					IMPLEMENTATION DATES													
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	VENDOR'S BUSINESS REGISTRATION CODE	QTY	ESTIMATED 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 PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBOLIZATION)	DELIVERY INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT		
PLANNED	1	IFB NO. CNDRA/RB/001/24	Petroleum Products (Gasoline & diesel)	G4661	3,892.18 GALLONS	21,407.00	RB	06/13/24	06/20/24	06/28/24	07/05/24	07/25/24	08/01/24	08/08/24	08/16/24	N/A	08/23/24	12/10/24		
UPDATE																				
ACTUAL																				
PLANNED	2	IFB NO. CNDRA/RFO/001/24	OFFICE EQUIPMENT	G4759	ASSORTED	2,500.00	RFQ	06/07/24	06/14/24	06/21/24	06/28/24	07/19/24	07/25/24	07/31/24	08/07/24	N/A	08/14/24	12/10/24		
UPDATE																				
ACTUAL																				
PLANNED	4	IFB NO. CNDRA/RFO/002/24	Repair Maintenance vehicle SERVICES	G4520	1 firm	2,500.00	RFQ	06/14/24	06/21/24	06/28/24	07/05/24	07/19/24	07/25/24	08/01/24	08/08/24	N/A	08/14/24	12/03/24		
UPDATE																				
ACTUAL																				
PLANNED	5	IFB NO. CNDRA/RFO/003/24	Scratch Cards	J6190	100 pcs	500.00	RFQ	06/07/24	06/14/24	06/21/24	06/28/24	07/19/24	07/25/24	07/31/24	08/07/24	N/A	08/14/24	12/10/24		
UPDATE																				
ACTUAL																				
PLANNED	6	IFB NO. CNDRA/NCB/001/24	IT Equipment & Accessories	G4741	ASSORTED	21,608.00	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	7	IFB NO. CNDRA/NCB/002/24	Vehicle purchase	G4510	Two Pieces	84,000.00	NCB	06/11/24	06/18/24	06/25/24	07/02/24	07/30/24	08/06/24	08/13/24	08/19/24	N/A	08/26/24	12/03/24		
UPDATE																				
ACTUAL																				
		Grand TOTAL:																		
						132,515.00														

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

James A. Fahnbulleh/Procurement Director



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

Approved By: \_\_\_\_\_

D Nelson Bearngar / Director General / Chairman Proc Committee



Date: \_\_\_\_\_

*Handwritten date: June 21, 2024*



*Handwritten signature and date: 6/27/24*

# CENTER FOR NATIONAL DOCUMENTS AND RECORDS AGENCY CNDRA

## Explanatory Notes (Non-SBA)

Source of Funding: GOL & INTERNAL REVENUE BUDGET

Fiscal Year: 2024

Item No.	Contract Package Code	Contract Package	Contract Description
1	IFB NO. CNDRA/RB/001/24	Petroleum Products	This Package will be used to acquire fuel for CNDRA's vehicles and Generators at an estimated cost of US\$ 5.50 per gallon. Said contract is from the contract package Fuel and Lubricant Vehicle and Generator.
2	IFB NO. CNDRA/RFQ/001/24	Office Equipment	We intend acquiring assorted office equipment such as A/Cs, ICE Boxes, Power shock Protectors ect.
3	IFB NO. CNDRA/SS/001/24	Internet Connectivity	We will be hiring the services of LIBTELCO and we wish to apply this package to again procure Internet Services with LIBTELCO.
4	IFB NO. CNDRA/RFQ/002/24	Repair Maintenance Vehicle	This package is applied to vehicle repair and services (4pieces)
5	IFB NO. CNDRA/RFQ/003/24	Scratch Cards	This contract will be applied to acquiring scratch cards with package amount US\$ 500.00 from Contract Package Telecommunications, Internet, Postage and Courier.
6	IFB NO. CNDRA/NCB/001/24	IT Equipment & Accessories	The Agency intends to purchase switches, parts for server, internet cables and cabling services.
7	IFB NO. CNDRA/NCB/002/24	Vehicle purchase	This contract package is intended to acquire two vehicles for the Director General & the Deputy Director General for an estimated amount of US\$ 42,000.00 each.
8	IFB NO. CNDRA/RFQ/004/24	Staff Training	This Contract Package is intended to be applied to sourcing and providing local training means to deserving Staff members of the CNDRA in the spirit of capacity building @ US\$ 1,500.00.

Prepared By: \_\_\_\_\_

James A. Fahnbulleh/Procurement Director



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

Approved by: \_\_\_\_\_

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



date: \_\_\_\_\_

*Handwritten date: June 21, 2024*

