



REPUBLIC OF LIBERIA
PUBLIC PROCUREMENT & CONCESSIONS COMMISSION
EXECUTIVE MANSION GROUNDS, CAPITOL HILL, MONROVIA, LIBERIA

WEBSITE: www.ppcc.gov.lr EMAIL: info@ppcc.gov.lr PHONE SHORT CODE: 4357 Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Ref. **PPCC/RL/CEO/0251/24'**

May 21, 2024

Hon. Victor W. Kpaiseh
DEPUTY MANAGING DIRECTOR FOR ADM/FIN.
Forestry Development Authority
Whein Town Mount Barclay Liberia

Dear Hon. Kpaiseh:

Subj: **APPROVAL OF CHAIN OF CUSTODY (COC) SPECIAL PROJECT PROCUREMENT PLAN FOR FISCAL YEAR 2024**


We present our compliments and wish to acknowledge receipt of your communication which sought the approval of the Commission for the Forestry Development Authority (FDA) Chain of Custody (CoC) Special Project Procurement Plan. Following thorough review, the Commission hereby approves the FDA's special project procurement plan for fiscal year 2024 in accordance with **Section 40 (3)** of the PPCA, 2010, and informs the FDA that the procurement plan will be duly forwarded to the Ministry of Finance and Development Planning (MFDP), and that the MFDP will process allotments in keeping with the approved procurement plan.

The Commission counsels that you observe **Section 40 (5) of the PPCA, 2010**, which states **"each Procuring Entity, shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in its plan. However, an updated procurement plan shall accompany said notice to the Commission."**

Please note that an approval of a method on the procurement plan is deemed as the Commission's full approval and as such, a Procuring Entity will not be required to again request the use of said approved method.

The Public Procurement and Concessions Commission admonishes and deems it a priority that you remain primarily in compliance with the PPCA, 2010, as we jointly aspire to achieve transparency, accountability, fairness, equality and ultimately public confidence in our procurement and concessions processes.

Sincerely yours,



Bodger Scott Johnson (Hon.)
CHIEF EXECUTIVE OFFICER





FORESTRY DEVELOPMENT AUTHORITY
CHAIN OF CUSTODY (COC) SPECIAL PROCUREMENT PLAN (CORE BUDGET)
 Source of Funding: GOVERNMENT OF LIBERIA TRANSITORY ACCOUNT
 Calendar 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						IMPLEMENTATION DATES													REMARKS
		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 DOC/TECH SPECS	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 (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT			
PLANNED	1	IFB No.FDA-COC/RB/001/2024	Petroleum Products	G 4661	85, 926 gals @ \$5.01	\$ 413,960.00	RB	15-May-24	22-May-24	29-May-24	31-May-24	27-Jun-24	5-Jul-24	9-Jul-24	19-Jul-24	N/A	24-Jul-24	1-Aug-24			
UPDATE																					
ACTUAL																					
PLANNED	2	IFB No. FDA-COC/RB/002/2024	Internet Connectivity	J 6120	1 Firm	\$ 68,700.00	RB	16-May-24	23-May-24	30-May-24	3-Jun-24	4-Jul-24	11-Jul-24	15-Jul-24	29-Jul-24	N/A	12-Aug-24	27-Aug-24			
UPDATE																					
ACTUAL																					
PLANNED	3	IFB No.FDA-COC/NCB/001/2024	Personal Protective Equipment (PPE)	G 4773	Assorted	\$ 20,000.00	NCB	17-May-24	24-May-24	29-May-24	4-Jun-24	2-Jul-24	18-Jul-24	25-Jul-24	7-Aug-24	N/A	15-Aug-24	21-Aug-24			
UPDATE																					
ACTUAL																					
PLANNED	4	IFB No.FDA-COC/RB/003/2024	Vehicle Purchase	G 4510	Assorted	\$ 196,000.00	RB	20-May-24	27-May-24	5-Jun-24	11-Jun-24	11-Jul-24	19-Jul-24	30-Jul-24	6-Aug-24	N/A	13-Aug-24	28-Aug-24			
UPDATE																					
ACTUAL																					
PLANNED	5	IFB No.FDA-COC/NCB/002/2024	Civil Works	G 4663	Assorted	\$ 50,000.00	NCB	21-May-24	27-May-24	4-Jun-24	6-Jun-24	3-Jul-24	11-Jul-24	18-Jul-24	1-Aug-24	N/A	9-Aug-24	28-Aug-24			
UPDATE																					
ACTUAL																					
PLANNED	6	IFB NO. FDA-COC/NCB/003/2024	ICT Equipment & supplies of parts & cabling	G 4741	Assorted	\$ 33,000.00	NCB	22-May-24	28-May-24	4-Jun-24	6-Jun-24	3-Jul-24	10-Jul-24	17-Jul-24	23-Jul-24	N/A	7-Aug-24	27-Aug-24			
UPDATE																					
ACTUAL																					
		Sub	Total			\$ 781,660.00															

Prepared by: 
 Drace S. Baar
 Manager, Projects Procurement


 May 21, 2024


 Mr. Victor W. Kpaiseh
 Deputy Managing Director Administration/Finance


 5/22/24




Date: 5/13/24

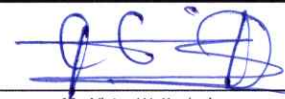


FORESTRY DEVELOPMENT AUTHORITY
CHAIN OF CUSTODY SPECIAL PROCUREMENT PLAN (CORE BUDGET)
 Source of Funding: GOVERNMENT OF LIBERIA TRANSITORY ACCOUNT
 Calendar Year: 2024



1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
	ITEM NO.	BASIC DATA						IMPLEMENTATION DATES												
		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 DOC/TECH SPECS	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 (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS	
PLANNED	7	IFB NO. FDA-COC/NCB/004/2024	Repair & Maintenance Generator	C 3311	Assorted	\$ 20,000.00	NCB	20-May-24	23-May-24	30-May-24	11-Jun-24	9-Jul-24	17-Jul-24	23-Jul-24	6-Aug-24	N/A	20-Aug-24	27-Aug-24		
UPDATE																				
ACTUAL																				
PLANNED	8	IFB No. FDA-COC/RB/004/2024	Scratch Cards	J 6190	8,400cards @5.00	\$ 42,000.00	RB	21-May-24	28-May-24	4-Jun-24	13-Jun-24	11-Jul-24	19-Jul-24	24-Jul-24	1-Aug-24	N/A	14-Aug-24	11-Sep-24		
UPDATE																				
ACTUAL																				
PLANNED	9	IFB No. FDA-COC/NCB/005/2024	Printing & Binding	C-1811	Assorted	\$ 25,000.00	NCB	22-May-24	29-May-24	30-May-24	14-Jun-24	11-Jul-24	23-Jul-24	31-Jul-24	8-Aug-24	N/A	15-Aug-24	4-Sep-24		
UPDATE																				
ACTUAL																				
PLANNED	10	IFB No. FDA-COC/SS/001/2024	Container Seal	C-2219	Assorted	\$ 25,000.00	SS	5/23/2024	28-May-24	30-May-24	18-Jun-24	16-Jul-24	1-Aug-24	7-Aug-24	14-Aug-24	N/A	30-Aug-24	15-Sep-24		
UPDATE																				
ACTUAL																				
PLANNED	11	IFB No. FDA-COC/NCB/006/2024	Repair & Maintenance Computer	S-9511	Assorted	\$ 15,000.00	NCB	24-May-24	30-May-24	6-Jun-24	20-Jun-24	18-Jul-24	30-Jul-24	8-Aug-24	13-Aug-24	N/A	20-Aug-24	10-Sep-24		
UPDATE																				
ACTUAL																				
Grand Total						\$ 908,660.00														

Prepared by: 
 Drace S. Baar
 Manager, Projects Procurement


 May 21, 2024


 Mr. Victor W. Kpaiseh
 Deputy Managing Director Administration/Finance

Date: 5/13/24


 5/22/24




FORESTRY DEVELOPMENT AUTHORITY
CHAIN OF CUSTODY SPECIAL PROCUREMENT PLAN (SBA BUDGET)
SOURCE OF FUNDING: GOVERNMENT OF LIBERIA TRANSITORY ACCOUNT
CALENDER YEAR: 2024

Item	Contract Package Code	Contract Package	Content of Contract Package
1	IFB No. FDA- COC/SBA/NCB/001/2024	Repair & Maintenance Vehicle	This contract packaged will be procure under the budget line item of Repair & Maintenance Transport Equipment (Sixteen cars)
2	IFB No. FDA- COC/SBA/NCB/002/2024	Non - Life Insurance	This package will be procured under the budget line item of Vehicle Insurance (16 cars)
3	IFB NO. FDA- COC/SBA/NCB/003/2024	Stationery	This contract package will be procurement under the budget line item of Stationery such as cartridges, folders, files, stippel pins, envelopes, A4 papers, Legal Sheet, and staple machines etc...
4	IFB NO. FDA- COC/SBA/RFQ/001/2024	Lubricant	This package will be procured under the budget line item Fuel & Lubricant Vehicle and Generator(Engine Oil, two stroke oil, and oil 50.....)
5	IFB NO. FDA- COC/SBA/NCB/004/2024	Life Insurance	This package will be procured under the budget line items of Personnel Insurance (67 person)
6	IFB No.FDA- COC/SBA/NCB/005/2024	Office Furniture	This contract package will be procured under the budget line item of furniture & fixture (executive desk, semi executive desk, visitor chairs, executive chairs and cabinet.....)
7	IFB No.FDA- COC/SBA/RFQ/002/2024	Cleaning Materials	This package will be procured under the budget line item of cleaning materials & services (liquid soap, tile soap.....)
8	IFB No.FDA- COC/SBA/NCB/006/2024	Catering Service	This contract package will be procured under the budget line item of food and catering services (European and African dishes)
9	IFB No.FDA- COC/SBA/NCB/007/2024	Advertising & Publication	This package will be procured under the budget line item Printing, Binding, and Publication, Advertising & Public Relations. Such as the publication of invitation to bid and publication of notices, awareness on both print and an
	IFB No.FDA- COC/SBA/RFQ/003/2024	Hall Rental	This contract package will be procured under the budget line item of workshop, conferences, symposia, and siminars.
	IFB No.FDA- COC/SBA/RFQ/004/2024	Newspaper	This contract package will be procured under the budget line item of newspaper, book, and periodic. Such as buying of daily newspapers

Prepared by:

Drace S. Baar
 Manager, Projects Procurement

Mr. Victor W. Kpaiseh
 Deputy Managing Director Administration/Finance

May 21, 2024

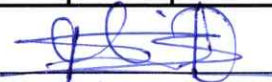





FORESTRY DEVELOPMENT AUTHORITY
CHAIN OF CUSTODY SPECIAL PROCUREMENT PLAN (SBA Budget)
 Source of Funding: GOVERNMENT OF LIBERIA TRANSITORY ACCOUNT
 Calendar Year: 2024

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		
	ITEM NO.	PACKAGE NUMBER (CODE)	BASIC DATA					IMPLEMENTATION DATES													REMARKS
			CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/D RAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL-BID DOC/TECH SPECS	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 (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT			
PLANNED	1	IFB No. FDA-COC/SBA/NCB/001/2024	Repair & Maintenance (Vehicle)	G 4520	1 Firm	\$ 75,000.00	NCB	24-May-24	27-May-24	4-Jun-24	14-Jun-24	12-Jul-24	18-Jul-24	25-Jul-24	30-Jul-24	N/A	8-Aug-24	22-Aug-24			
UPDATE																					
ACTUAL																					
PLANNED	2	IFB No. FDA-COC/SBA/NCB/002/2024	Non Life Insurance	K 6512	1 Firm	60,000.00	NCB	27-May-24	30-May-24	5-Jun-24	18-Jun-24	16-Jul-24	23-Jul-24	30-Jul-24	5-Aug-24	N/A	15-Aug-24	27-Aug-24			
UPDATE																					
ACTUAL																					
PLANNED	3	IFB NO. FDA-COC/SBA/NCB/003/2024	Stationery	G 4761	Assorted	\$ 30,000.00	NCB	28-May-24	5-Jun-24	11-Jun-24	21-Jun-24	18-Jul-24	25-Jul-24	30-Jul-24	6-Aug-24	N/A	15-Aug-24	19-Sep-24			
UPDATE																					
ACTUAL																					
PLANNED	4	IFB NO. FDA-COC/SBA/RFQ/001/2024	Lubricant	G 4661	Assorted	\$ 10,000.00	RFQ	29-May-24	3-Jun-24	13-Jun-24	26-Jun-24	16-Jul-24	24-Jul-24	31-Jul-24	7-Aug-24	N/A	21-Aug-24	17-Sep-24			
UPDATE																					
ACTUAL																					
PLANNED	5	IFB NO. FDA-COC/SBA/NCB/004/2024	Life Insurance	K 6511	Assorted	\$ 32,000.00	NCB	30-May-24	4-Jun-24	11-Jun-24	25-Jun-24	23-Jul-24	31-Jul-24	8-Aug-24	15-Aug-24	N/A	27-Aug-24	25-Sep-24			
UPDATE																					
ACTUAL																					
PLANNED	6	IFB No. FDA-COC/SBA/NCB/005/2024	Office Furniture	G-4759	Assorted	\$ 40,000.00	NCB	31-May-24	4-Jun-24	11-Jun-24	26-Jun-24	24-Jul-24	30-Jul-24	6-Aug-24	13-Aug-24	N/A	27-Aug-24	20-Sep-24			
UPDATE																					
ACTUAL																					
		Sub Total				\$ 247,000.00															

Prepared by: 
 Drace S. Baar
 Manager, Projects Procurement


 Mr. Victor W. Kpaiseh
 Deputy Managing Director Administration /Finance

Date: 3/13/24


 May 21, 2024





FORESTRY DEVELOPMENT AUTHORITY
 CHAIN OF CUSTODY SPECIAL PROCUREMENT PLAN (SBA Budget)
 Source of Funding: GOVERNMENT OF LIBERIA TRANSITORY ACCOUNT
 Calendar Year: 2024

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		
	ITEM NO.	PACKAGE NUMBER (CODE)	BASIC DATA					IMPLEMENTATION DATES													REMARKS
			CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL-BID DOC/TECH SPECS	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 (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT			
PLANNED	7	IFB No. FDA-COC/SBA/RFQ/002/2024	Cleaning Materials	G-4773	Assorted	\$ 5,000.00	RFQ	4-Jun-24	7-Jun-24	12-Jun-24	18-Jun-24	3-Jul-24	10-Jul-24	17-Jul-24	23-Jul-24	N/A	8-Aug-24	15-Aug-24			
UPDATE																					
ACTUAL																					
PLANNED	8	IFB No. FDA-COC/SBA/NCB/006/2024	Catering	I-5621	1 Firm	\$ 11,250.00	NCB	5-Jun-24	7-Jun-24	11-Jun-24	13-Jun-24	11-Jul-24	17-Jul-24	24-Jul-24	29-Jul-24	N/A	7-Aug-24	3-Sep-24			
UPDATE																					
ACTUAL																					
PLANNED	9	IFB No. FDA-COC/SBA/NCB/007/2024	Advertising & Publication	G-4659	Assorted	\$ 28,000.00	NCB	6-Jun-24	11-Jun-24	18-Jun-24	27-Jun-24	24-Jul-24	1-Aug-24	7-Aug-24	22-Aug-24	N/A	19-Sep-24	2-Oct-24			
UPDATE																					
ACTUAL																					
PLANNED	10	IFB No. FDA/COC/SBA/RFQ/003/2024	Hall Rental	I-5510	Assorted	\$ 10,000.00	RFQ	10-Jun-24	18-Jun-24	25-Jun-24	4-Jul-24	23-Jul-24	31-Jul-24	6-Aug-24	21-Aug-24	N/A	18-Sep-24	1-Oct-24			
UPDATE																					
ACTUAL																					
PLANNED	11	IFB No. FDA/COC/SBA/RFQ/004/2024	Newspaper	J-5813	Assorted	\$ 800.00	RFQ	14-Jun-24	19-Jun-24	26-Jun-24	5-Jul-24	23-Jul-24	31-Jul-24	6-Aug-24	21-Aug-24	N/A	18-Sep-24	8-Oct-24			
UPDATE																					
ACTUAL																					
		Grand Total				\$ 291,250.00															

Prepared by 
 Drace S. Baar
 Manager, Projects procurement

 5/13/24
 Mr. Victor W. Kpaiseh
 Deputy Managing Director Administration/Finance


 May 21, 2024

 5/22/24

 OFFICE OF THE EXECUTIVE DIRECTOR



FORESTRY DEVELOPMENT AUTHORITY
CHAIN OF CUSTODY SPECIAL PROCUREMENT PLAN (CORE BUDGET)
 Source of Funding: GOVERNMENT OF LIBERIA TRANSITORY ACCOUNT
 CALENDER YEAR: 2024

Item	Contract Package Code	Contract Package	Content of Contract Package
1	IFB No.FDA/COC/RB/001/2024	Petroleum Products	This package will be procured under the budget line items of Fuel & Lubricant transport equipment and Generator
2	IFB No. FDA/COC/RB/002/2024	Internet Connectivity	This contract package will be procured under the budget line item of Internet Provider Services
3	IFB No.FDA/COC/NCB/001/2024	Personal Protective Equipment	This package will be procured under the budget line item of other specialized materials such as safety boots, uniform, reflective vex, and safety eye glass.
4	IFB No.FDA/COC/RB/003/2024	Vehicle Purchase	This package will be procured under the budget line item of Transport Equipment vehicles and motorbikes for the Chain of Custody field operations.
5	IFB No.FDA/COC/NCB/002/2024	Civil Works	This contract package will be procured under the budget line item of Repairs & Maintenance civil. This is intended to procure building materials for the Grand Kru project.
6	IFB NO. FDA/COC/NCB/003/2024	ICT Equipment	This package will be procured under the budget line item of Computer Supplies of ICT materials and Computer supplies parts, and cabling (Laptop, Printer, Desktop, keyboards, laptop adapters.....)
7	IFB NO. FDA/COC/NCB/004/2024	Repair & Maintenance Generator	This package will be procured under the budget line item of Repair & Maintenance Machinery and Equipment(15, 5 KVA, and 350KVA Generators)
8	IFB No. FDA/COC/RB/004/2024	Scratch Cards	This contract package will be procured under the budget line item Scratch Cards(3,000 Pcs of Lonestar, 5,400 Pcs of Orange, and orange injections)
9	IFB No.FDA/COC/NCB/005/2024	Printing & Binding	This contract package will be procured under the budget line item of printing binding and publication (way bill)
10	IFB No.FDA/COC/SS/001/2024	Container Seal	This contract package will be procured under the budget line item of printing, binding & publication. This contract package will be purchased from the Netherlands because of the security features and based on SGS survey, they have not seen any vendor in Liberia who has the ability to produce said features.
11	IFB No.FDA/COC/NCB/006/2024	Repair & maintenance Computer	This package will be procured under the budget line item of Repair & Maintenance of Computer Hardware

Prepared by: *Drace S. Baar*
 Drace S. Baar
 Manager, Projects Procurement

Victor W. Kpaiseh 5/13/24
 Mr. Victor W. Kpaiseh
 Deputy Managing Director Administration/Finance

WESKO
 May 21, 2024




FORESTRY DEVELOPMENT AUTHORITY
 THE CHAIN OF CUSTODY SPECIAL PROCUREMENT PLAN (CORE BUDGET CONSULTANCY)
 SOURCE OF FUNDING: GOVERNMENT OF LIBERIA TRANSITORY ACCOUNT
 CALENDAR: 2024

	IMPLEMENTATION DATES																				
	ITEM NO.	BASIC DATA						REQUEST FOR EXPRESSION OF INTEREST, if applicable					REQUEST FOR PROPOSALS AND APPROVAL OF AWARD								
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activitive Code	No. of FIRMS/PERSO NS	ESTIMATED COST (USD)	SELECTION METHOD	PREP. OF TOR & PC APPROVAL	PUBLICATION OF REOI	REOI CLOSING/ OPENING	SUBMISSION OF EVALUATION REPORT	PC APPROVAL- EVALUATION REPORT/SHORT LIST	PREPARATION & SUBMISSION OF RFP DOCUMENT	PC APPROVAL - FINAL TOR/RFP	INVITATION OF PROPOSALS	PROPOSAL SUBMISSION & OPENING	SUBMISSION OF TECHNICAL & FINANCIAL EVALUATION	PC APPROVAL- COMBINED EVALUATION REPORT	CONTRACT AWARD & SIGNING	COMPLETION (FINAL REPORT) AND PAYMENT	
PLANNED	1	RFP No./FDA/COC/LCS/001/2024	Legal Consultant	M 6920	One	\$ 15,000.00	LCS	18-Jun-24	25-Jun-24	24-Jul-24	5-Aug-24	14-Aug-24	26-Aug-24	4-Sep-24	11-Sep-24	28-Sep-24	10-Oct-24	29-Oct-24	19-Nov-24	26-Dec-24	
UPDATE																					
ACTUAL																					

Prepared by: 
 Wynn G. Bryant, Jr.
 Manager, Procurement Unit


 Hon. Victor W. Kpaiseh
 Deputy Managing Director Administration/Finance

Date: 5/13/24


 May 21, 2024



 5/22/24



FORESTRY DEVELOPMENT AUTHORITY

Chain of Custody Special Procurement Plan (Consultancy)

Source of Funding: GOVERNMENT OF Liberia Transitory Account

CALENDAR: 2024

Item	Contract Package Code	Contract Package	Content of Contract Package
1	RFP No./FDA/COC/LCS/001/202 4	Legal Consultant	This contract package will be procured under the line item consultancy of which one legal consultant will be hired

Prepared by: _____

Wynn G. Bryant, Jr.
Wynn G. Bryant, Jr.
Manager, Procurement Unit

Victor W. Kpaiseh 5/13/24
Hon. Victor W. Kpaiseh
Deputy Managing Director Administration/Finance

Wynn G. Bryant, Jr.
May 21, 2024



FORESTRY DEVELOPMENT AUTHORITY
CHAIN OF CUSTODY OPERATIONS BUDGET
Fiscal Year 2024

407-00-00	BUDGET	Jan	Feb	Mar.	April	May	June	July	Aug	Sept.	Oct	Nov	Dec	TOTAL
Purpose	324,000.00	27,000.00	27,000.00	27,000.00	27,000.00	27,000.00	27,000.00	27,000.00	27,000.00	27,000.00	27,000.00	27,000.00	27,000.00	324,000.00
101 Basic Salary - Civil Service														
116 Special Allowance														
Board Fees														
Housing Allowance														
SUB-TOTAL	324,000.00	27,000.00	27,000.00	27,000.00	27,000.00	27,000.00	27,000.00	27,000.00	27,000.00	27,000.00	27,000.00	27,000.00	27,000.00	324,000.00
	15,000.00	-	-	5,000.00	-	-	5,000.00	-	-	-	5,000.00	-	-	15,000.00
101 Foreign Travel - Means of Travel	10,000.00	0	0	3,300.00	-	-	3,300.00	-	-	-	3,400.00	-	-	10,000.00
102 Foreign Travel - Daily Subsis. Allow.	5,000.00	0	0	1,750.00	-	-	1,700.00	-	-	-	1,550.00	-	-	5,000.00
103 Foreign Travel - Incidental Allowance	450,000.00	37,500.00	37,500.00	37,500.00	37,500.00	37,500.00	37,500.00	37,500.00	37,500.00	37,500.00	37,500.00	37,500.00	37,500.00	450,000.00
105 Dom. Travel-Daily Subsis. Allow	68,700.00	5,725.00	5,725.00	5,725.00	5,725.00	5,725.00	5,725.00	5,725.00	5,725.00	5,725.00	5,725.00	5,725.00	5,725.00	68,700.00
208 Internet Provider Services	42,000.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	42,000.00
209 Scratch Cards	263,960.00	21,996.67	21,996.67	21,996.67	21,996.67	21,996.67	21,996.67	21,996.67	21,996.67	21,996.67	21,996.67	21,996.67	21,996.67	263,960.00
401 Fuel and lubricant-Transport Equipments	160,000.00	13,333.33	13,333.33	13,333.33	13,333.33	13,333.33	13,333.33	13,333.34	13,333.34	13,333.34	13,333.34	13,333.34	13,333.33	160,000.00
402 Fuel and lubricant-generator	50,000.00	-	-	12,500.00	-	-	12,500.00	-	-	15,000.00	-	20,000.00	-	75,000.00
501 Repairs and maintenance-Civil	75,000.00	-	-	-	20,000.00	-	20,000.00	-	5,000.00	-	-	5,000.00	-	20,000.00
502 Repair and maintenance-Transport Eqpts.	20,000.00	-	-	-	5,000.00	-	5,000.00	-	-	-	-	1,250.00	-	5,000.00
504 Repair and maintenance, machinery and eqpt.	5,000.00	-	-	1,250.00	-	-	1,250.00	-	-	1,250.00	-	-	-	30,000.00
601 Cleaning Materials and Services	30,000.00	-	-	10,000.00	-	-	10,000.00	-	-	-	35,000.00	-	-	75,000.00
602 Stationery	75,000.00	-	-	-	-	40,000.00	-	-	-	-	-	66.67	66.63	800.00
603 Printing, Binding, and Publication	800.00	66.67	66.67	66.67	66.67	66.67	66.67	66.67	66.67	66.67	66.67	66.67	66.63	15,000.00
604 Newspapers, book and periodicals	15,000.00	-	-	-	10,000.00	-	-	-	-	-	5,000.00	-	-	15,000.00
605 Compter supplies ICT Materials	15,000.00	-	-	-	-	7,500.00	-	-	-	7,500.00	-	-	-	18,000.00
608 Repair & Maintenance of Computer Hardware	15,000.00	-	-	-	6,000.00	-	-	6,000.00	-	-	6,000.00	-	-	15,000.00
618 Compter supplies, parts and cabling	18,000.00	-	-	-	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	25,000.00
701 Consultancy/	15,000.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	20,000.00
703 Audit Fees	25,000.00	-	-	-	-	10,000.00	-	-	-	-	10,000.00	-	-	5,000.00
811 Other Specialized Materials	20,000.00	-	-	-	2,000.00	-	-	-	2,000.00	-	1,000.00	-	-	10,000.00
813 Media Relations	5,000.00	-	-	5,000.00	-	-	-	-	5,000.00	-	-	-	-	11,250.00
102 Workshops, Conferences, Symposia and seminars	10,000.00	-	-	-	3,750.00	-	-	3,750.00	-	-	3,750.00	-	-	3,000.00
103 Food and Catering Services	11,250.00	-	-	-	-	3,000.00	-	-	-	-	-	-	-	400,000.00
108 Advertizing and Public Relations	3,000.00	-	-	-	-	-	-	-	-	-	-	-	-	1,000.00
109 Operational Expense (MRV)	400,000.00	33,333.33	33,333.33	33,333.33	33,333.33	33,333.37	33,333.33	33,333.33	33,333.33	33,333.33	33,333.33	33,333.33	33,333.33	400,000.00
116 Bank Charges	1,000.00	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	1,000.00
120 Legal Retainer Fees	18,000.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	18,000.00
123 Other Compensations														
101 Personnel Insurance	32,000.00	-	-	-	-	10,000.00	-	10,000.00	-	10,000.00	-	2,000.00	-	60,000.00
106 Vehicle insurance	60,000.00	-	-	-	-	25,000.00	-	-	25,000.00	-	-	-	-	61,100.00
109 Arrears	61,100.00	-	-	-	40,000.00	-	-	21,100.00	-	-	-	-	-	40,000.00
221 Furnitures & Fixtures	40,000.00	-	-	-	-	15,000.00	-	-	15,000.00	-	-	-	-	180,000.00
201 Transport Equipment-Vehicles	180,000.00	-	-	-	-	-	180,000.00	-	-	-	-	-	-	16,000.00
202 Other Transport Equipments - Bikes	16,000.00	-	-	-	-	-	16,000.00	-	-	-	-	-	-	2,215,810.00
SUB-TOTAL	2,215,810.00	118,288.33	118,288.33	157,088.33	218,038.33	228,788.37	373,038.33	159,138.34	185,288.34	149,538.34	240,988.34	149,038.33	118,288.29	2,215,810.00
TOTAL	2,539,810.00	145,288.33	145,288.33	184,088.33	245,038.33	255,788.37	400,038.33	186,138.34	212,288.34	176,538.34	267,988.34	176,038.33	145,288.29	2,539,810.00

Prepared By: Isaac K. Kipi
Isaac K. Kipi
Comptroller

Approved By: [Signature]
Hon. Victor W. Kpaiseh
Deputy Managing Director for Adm. & Finance