

GRAND BASSA UNIVERSITY
PROCUREMENT PLAN: SBA (CORE BUDGET)
SOURCES OF FUNDING: GOL, CDF & INTERNAL REVENUE
FISCAL YEAR: 2024

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
BASIC DATA				IMPLEMENTATION DATE															
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QNTY	ESTIMATE COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREPARATION 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 (MOBALIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS	
PLANNED	1	IFB. NO. : GBU/SBA/RB/ 001/2024	PETROLEUM PRODUCTS (DIESEL & GASOLINE)	G4661	10,898 GLS @ \$5.01	\$54,600	RB	4/29/2024	5/6/2024	5/13/2024	6/17/2024	7/1/2024	7/5/2024	7/10/2024	7/24/2024	N/A	12/16/2024	12/31/2024	
UPDATE																			
ACTUAL																			
PLANNED	2	IFB. NO. GBU/SBA/RFQ /001/2024	STATIONERY	G4761	ASSORTED	\$9,000	RFQ	4/29/2024	5/6/2024	5/13/2024	6/17/2024	6/24/2024	6/27/2024	7/2/2024	7/9/2024	N/A	12/16/2024	12/31/2024	
UPDATE																			
ACTUAL																			
PLANNED	3	IFB NO. GBU/SBA/RFQ /002/2024	VEHICLE SPARE PARTS	G4530	ASSORTED	\$8,550.00	RFQ	4/29/2024	5/6/2024	5/13/2024	6/17/2024	6/24/2024	6/27/2024	7/2/2024	7/9/2024	N/A	12/16/2024	12/31/2024	
UPDATE																			
ACTUAL																			
PLANNED	4	IFB NO. GBU/SBA/RFQ /003/2024	VEHICLE REPAIR SERVICES	G4520	1 Firm	\$2,850.00	RFQ	4/29/2024	5/6/2024	5/13/2024	6/17/2024	6/24/2024	6/27/2024	7/2/2024	7/9/2024	N/A	12/16/2024	12/31/2024	
UPDATE																			
ACTUAL																			
SUB-TOTAL						\$75,000.00													

PREPARED BY: *[Signature]*
 PROCUREMENT OFFICER

APPROVED BY: *[Signature]*
 HEAD OF ENTITY/PROCUREMENT COMMITTEE CHAIRMAN


DATE: June 11, 2024

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6/24/24

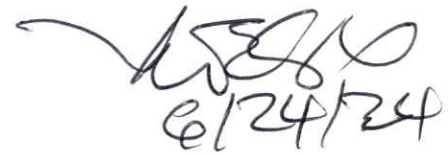


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BASIC DATA										IMPLEMENTATION DATE								
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QUANTITY	ESTIMATE COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREPARATION OF BID DOCUMENT	PC APPROVAL BID DOC/TECH 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 (MOBALIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	
PLANNED	5	IFB NO. GBU/SBA/RFQ /004/2024	VEHICLE INSURANCE	K6512	1 FIRM	1,200.00	RFQ	4/29/2024	5/6/2024	5/13/2024	6/17/2024	6/24/2024	6/27/2024	7/2/2024	7/9/2024	N/A	12/16/2024	12/31/2024
UPDATE																		
ACTUAL																		
PLANNED	6	IFB.NO.: GBU/SBA/RFQ /005/2022	GENERATOR SPARE PARTS	G4659	ASSORTED	\$4,050	RFQ	4/29/2024	5/6/2024	5/13/2024	6/17/2024	6/24/2024	6/27/2024	7/2/2024	7/9/2024	N/A	45642	12/31/2024
ACTUAL																		
ACTUAL																		
PLANNED	7	IFB.NO.: GBU/SBA/RFQ /006/2024	GENERATOR REPAIRS SERVICE	C3314	1 FIRM	\$1,350	RFQ	4/29/2024	5/6/2024	5/13/2024	6/17/2024	6/24/2024	6/27/2024	7/2/2024	7/9/2024	N/A	12/16/2024	12/31/2024
UPDATE																		
ACTUAL																		
PLANNED	8	IFB.NO.: GBU/SBA/RFQ /007/2024	FURNITURE REPAIRS & MAINTENANCE SERVICES	S9524	1 FIRM	1,500.00	RFQ	4/29/2024	5/6/2024	5/13/2024	6/17/2024	6/24/2024	6/27/2024	7/2/2024	7/9/2024	N/A	12/16/2024	12/31/2024
UPDATE																		
ACTUAL																		
PLANNED	9	IFB.NO.: GBU/SBA/RFQ /008/2024	OFFICE EQUIPMENT REPAIRS & MAINTENANCE	G4659	Assorted	1,500.00	RFQ	4/29/2024	5/6/2024	5/13/2024	6/17/2024	6/24/2024	6/27/2024	7/2/2024	7/9/2024	N/A	12/16/2024	12/31/2024
UPDATE																		
ACTUAL																		
SUB-TOTAL					9,600.00													

Prepared by: 
 PROCUREMENT OFFICER

Approved by: 
 HEAD OF ENTITY/CHAIRMAN, PROCUREMENT COMMITTEE

Date: June 4, 2024


 6/24/24



BASIC DATA										IMPLEMENTATION DATE									
	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QUANTITY	ESTIMATE COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREPARATION 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 (MOBALIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS	
PLANNED	10	IFB. NO.: GBU/SBA/NCB /001/2024	BUILDING CONSTRUCTION MATERIALS	G4663	Assorted	81,000.00	NCB	4/29/2024	5/6/2024	5/13/2024	6/17/2024	7/15/2024	7/17/2024	7/22/2024	7/29/2024	N/A	12/16/2024	12/31/2024	
UPDATE																			
ACTUAL																			
PLANNED	11	IFB NO. GBU/SBA/RFQ /09/2024	EVENTS CATERING	I5621	1 FIRM	\$2,500.00	RFQ	4/29/2024	5/6/2024	5/13/2024	6/17/2024	6/24/2024	6/27/2024	7/2/2024	7/9/2024	N/A	12/16/2024	12/31/2024	
UPDATE																			
ACTUAL																			
PLANNED	12	IFB NO. GBU/SBA/RFQ /010/2024	HALL RENTAL	L6810	1 FIRM	\$1,500.00	RFQ	4/29/2024	5/6/2024	5/13/2024	6/17/2024	6/24/2024	6/27/2024	7/2/2024	7/9/2024	N/A	12/16/2024	12/31/2024	
UPDATE																			
ACTUAL																			
PLANNED	13	IFB NO. GBU/SBA/RFQ /011/2024	VEHICLE RENTAL	H4922	1 FIRM	\$ 800.00	RFQ	4/29/2024	5/6/2024	5/13/2024	6/17/2024	6/24/2024	6/27/2024	7/2/2024	7/9/2024	N/A	12/16/2024	12/31/2024	
UPDATE																			
ACTUAL																			
PLANNED	14	IFB.NO. GBU/SBA/NCB /002/2024	AGRICULTURAL SUPPLIES	G4773	Assorted	\$11,400.00	NCB	4/29/2024	5/6/2024	5/13/2024	6/17/2024	7/15/2024	7/17/2024	7/22/2024	7/29/2024	N/A	12/16/2024	12/31/2024	
UPDATE																			
ACTUAL																			
SUB-TOTAL						\$97,200.00													

PREPARED BY: [Signature]
PROCUREMENT OFFICER

APPROVED BY: [Signature]
HEAD OF ENTITY /PROCUREMENT COMMITTEE CHAIRMAN

DATE: June 11, 2024

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6/24/24



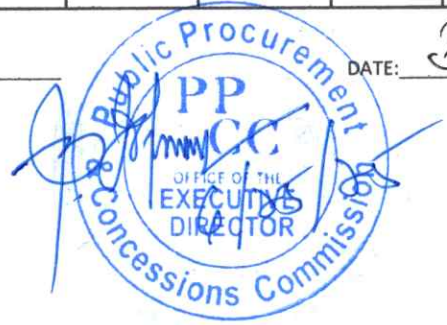
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BASIC DATA										IMPLEMENTATION DATE									
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QUANTITY	ESTIMATE COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREPARATION OF BID DOCUMENT	PC APPROVAL BID DOC/TECH 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 (MOBALIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS	
PLANNED	15	IFB NO. GBU/SBA/RFQ /012/2024	MEDICAL DRUGS	G4772	ASSORTED	\$2,583.46	RFQ	4/29/2024	5/6/2024	5/13/2024	6/17/2024	6/24/2024	6/27/2024	7/2/2024	7/9/2024	N/A	12/16/2024	12/31/2024	
UPDATE																			
ACTUAL																			
PLANNED	16	IFB NO. GBU/SBA/RFQ /013/2024	PRINTING & BINDING SERVICES	C1812	1 FIRM	\$2,500.00	RFQ	4/29/2024	5/6/2024	5/13/2024	6/17/2024	6/24/2024	6/27/2024	7/2/2024	7/9/2024	N/A	12/16/2024	12/31/2024	
UPDATE																			
ACTUAL																			
PLANNED	17	IFB NO. GBU/SBA/RFQ /014/2024	STUDENT IDENTIFICATION CARDS	C1811	1 FIRM	\$4,750.00	RFQ	4/29/2024	5/6/2024	5/13/2024	6/17/2024	6/24/2024	6/27/2024	7/2/2024	7/9/2024	N/A	12/16/2024	12/31/2024	
UPDATE																			
ACTUAL																			
PLANNED	18	IFB NO. GBU/SBA/RFQ /015/2024	STUDENT UNIFORMS	G4711	ASSORTED	\$7,780.00	RFQ	4/29/2024	5/6/2024	5/13/2024	6/17/2024	6/24/2024	6/27/2024	7/2/2024	7/9/2024	N/A	12/16/2024	12/31/2024	
UPDATE																			
ACTUAL																			
PLANNED	19	IFB NO. GBU/SBA/RFQ /016/2024	SPORTING MATERIALS	G4711	ASSORTED	\$1,700.00	RFQ	4/29/2024	5/6/2024	5/13/2024	6/17/2024	6/24/2024	6/27/2024	7/2/2024	7/9/2024	N/A	12/16/2024	12/31/2024	
UPDATE																			
ACTUAL																			
SUB-TOTAL						\$19,313.46													
GRAND TOTAL:						\$201,113.46													

PREPARED BY: [Signature]
PROCUREMENT OFFICER

APPROVED BY: [Signature]
HEAD OF ENTITY /PROCUREMENT COMMITTEE CHAIRMAN

DATE: June 11, 2024

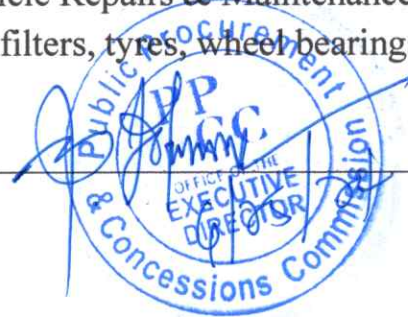
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GRAND BASSA UNIVERSITY
SBA PROCUREMENT PLAN EXPLANATORY NOTES
SOURCE OF FUNDING: GOL, COUNTY SOCIAL DEV. FUND & INTERNAL REVENUE
FISCAL YEAR 2024

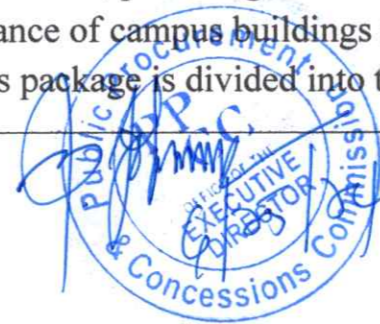
NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
1	IFB.NO.: GBU/SBA/RB/001/2024	Petroleum Products (Diesel & Gasoline)	This contract package is intended to procure petroleum products for GBU as follows <ul style="list-style-type: none"> • Gasoline-----2,708 gallons @5.01 • Diesel Fuel-----8,190 gallons @5.01
2	IFB NO.: GBU/SBA/RFQ/001/2024	Stationery	This contract package is intended to procure assorted stationery materials as below: legal paper 215mm x 356mm_5 cartons, A4 paper 210mm x 297mm 25 cartons, brown envelopes A4 size _15 carton, manila folder legal size _5 cartons, manila folder A4 size _4 cartons, staple machine, gel pens assorted, ball point pen assorted colors, genuine ink and toner cartridges, etc. It is captured from the budget line items “stationery & supplies” and “Entrance and Placement Exams”
3	IFB NO.: GBU/SBA/RFQ/002/2024	Vehicle Spare Parts	This contract package is intended to purchase vehicle spare parts. It is captured from budget line “Vehicle Repairs & Maintenance” such as spark plugs, fuel pumps, oil filters, fuel filters, tyres, wheel bearings, bushings, etc

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4	IFB NO.: GBU/SBA/RFQ 003/2024	Vehicle Repairs Services	This contract package is intended to hire a firm to provide vehicle maintenance services for university vehicles. It is captured from budget line "Vehicle Repairs & Maintenance"
5	IFB NO.: GBU/SBA/RFQ/004/2024	Vehicle Insurance	This package is intended to purchase insurance on University Vehicles. It is captured from the budget line item "Vehicle Insurance"
6	IFB NO.: GBU/SBA/RFQ/005/2024	Generator Spare Parts	This package is intended to hire a firm to supply generator spare parts for repair of university generators. This package is captured from the budget line "Generator Repairs & Maintenance" spark plugs, fuel filters, fuel pumps, gaskets, pistons, piston rings, etc.
7	IFB NO.: GBU/SBA/RFQ/006/2024	Generator Repairs Services	This package is intended to hire a firm to provide repairs services for university generators
8	IFB NO.: GBU/SBA/RFQ/007/2024	Furniture Repairs & Maintenance Services	This package is intended to hire a firm for repair and to do maintenance work on chairs, desks, etc. It is captured from the budget line "Repairs & Maintenance, furniture and fixtures.
9	IFB NO.: GBU/SBA/RFQ/008/2024	Office Equipment Repairs & Maintenance	This package is intended to hire a firm to do servicing and repairs of office equipment. It is captured from the budget line item "Repairs & Maintenance, Office Equipment.
10	IFB NO.: GBU/SBA/NCB/001/2024	Building Construction Materials	This package is intended to purchase building materials (woods & timbers, cement/concrete, steel rods, plumbing /electrical materials, etc.) for construction, repairs and maintenance of campus buildings and construction/renovation of campus bridge. This package is divided into two (2) lots:

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			<p>Lot 1: General Building Materials = \$66,000.00 Lot 2: Woods and Timbers = \$15,000.00</p> <p>The Contract Package is captured from budget lines “Building & Campus Facilities Maintenance, Reconstruction of Alternative Bridge and Campus Construction (Massive Renovation of Facilities)”.</p> <p>Faculty and Students of the Department of Engineering & Applied Sciences of the University will carryout construction work on a “Force Account” basis.</p>
11	IFB NO.: GBU/SBA/RFQ/009/2024	Event Catering	This package is intended to hire a firm to provide catering services during events of the University. It is captured from the budget line items “Capacity Building/Workshops & Training, and Annual Employees Retreat.
12	IFB NO.: GBU/SBA/RFQ/010/2024	Hall Rental	This package is intended to rent halls for events of the University. It is captured from the budget line item “Capacity Building/Workshops & Training”.
13	IFB. NO.: GBU/SBA/RFQ/011/2024	Vehicle Rental	This package is intended to hire a firm for vehicle rental services
14	IFB NO.: GBU/SBA/NCB/002/2024	Agricultural Supplies	This package is intended to purchase agricultural seeds, seedlings, tools, life stocks, infrastructures and other implements for the University Farm as a Sustainability Project
15	IFB NO.: GBU/SBA/RFQ/012/2024	Medical Drugs	This package is intended to purchase drugs for “Campus Clinic”. Antibiotics, malaria drugs, pain killers, etc.
16	IFB NO.: GBU/SBA/RFQ/013/2024	Printing & Binding Services	This package is intended to hire a firm to print Student Handbook and other printed materials. It is captured from the budget line items “Student Handbook Printing & Graduation Program/Souvenir”.

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