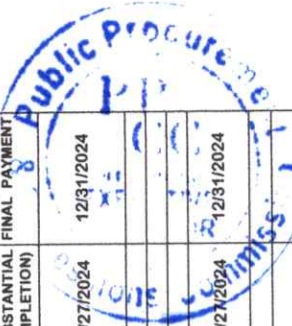




**Republic of Liberia**  
**INDEPENDENT INFORMATION COMMISSION**  
**PROCUREMENT PLAN: SBA(Core Budget)**  
**Source of Funding: Government of Liberia**  
**Fiscal year: 2024**



1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOCS/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/ PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	IMPLEMENTATION DATES			ACCEPTANCE & FINAL PAYMENT			
													PC APPROVAL, BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)		DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)		
PLANNED	IFB No. IIC/SBA/RB/001/2024	Petroleum Products (Diesel & Gasoline)	G4661	3,868 gals @ \$4.83	18,686.00	RB	6/17/2024	6/19/2024	6/21/2024	6/24/2024	7/8/2024	7/12/2024	7/16/2024	7/18/2024	N/A	12/27/2024	12/31/2024		
UPDATE ACTUAL																			
PLANNED	IFB No. IIC/SBA/RFQ/001/2024	Event Catering Service	I5621	1 Firm	5,000.00	RFQ	6/17/2024	6/19/2024	6/21/2024	6/24/2024	7/8/2024	7/12/2024	7/16/2024	7/18/2024	N/A	12/27/2024	12/31/2024		
UPDATE ACTUAL																			
PLANNED	IFB No. IIC/SBA/RFQ/002/2022	Vehicle Insurance	K6512	1 Firm	2,575.00	RFQ	6/17/2024	6/19/2024	6/21/2024	6/24/2024	7/8/2024	7/12/2024	7/16/2024	7/18/2024	N/A	12/27/2024	12/31/2024		
UPDATE ACTUAL																			
PLANNED	IFB No. IIC/SBA/RFQ/003/2022	Repairs & Maintenance- Equipment	C3312	1 Firm	1,000.00	RFQ	6/17/2024	6/19/2024	6/21/2024	6/24/2024	7/8/2024	7/12/2024	7/16/2024	7/18/2024	N/A	12/27/2024	12/31/2024		
UPDATE ACTUAL																			
PLANNED	IFB No. IIC/SBA/RFQ/004/2022	Vehicle Rental Service	H4922	1 Firm	5,000.00	RFQ	6/17/2024	6/19/2024	6/21/2024	6/24/2024	7/8/2024	7/12/2024	7/16/2024	7/18/2024	N/A	12/27/2024	12/31/2024		
UPDATE ACTUAL																			
PLANNED	IFB No. IIC/SBA/RFQ/005/2024	Hall Rental	L6610	3 Firms	2,500.00	RFQ	6/17/2024	6/19/2024	6/21/2024	6/24/2024	7/8/2024	7/12/2024	7/16/2024	7/18/2024	N/A	12/27/2024	12/31/2024		
UPDATE ACTUAL																			
PLANNED	IFB No. IIC/SBA/RFQ/006/2024	Printing & Binding Services	C1812	1 Firm	2,500.00	RFQ	6/17/2024	6/19/2024	6/21/2024	6/24/2024	7/1/2024	7/4/2024	7/9/2024	7/12/2024	N/A	12/27/2024	12/31/2024		
UPDATE ACTUAL																			
PLANNED	IFB No. IIC/SBA/RFQ/007/2024	Electronic Media Services	J5813	3 Firms	500.00	RFQ	6/17/2024	6/19/2024	6/21/2024	6/24/2024	7/1/2024	7/4/2024	7/9/2024	7/12/2024	N/A	12/27/2024	12/31/2024		
UPDATE ACTUAL																			



06/19/24  
 7/1-18/24

UPDATE																																													
ACTUAL																																													
PLANNED	9	IFB No. ICC/IBA/RFQ/ 008/2024	Print Media Services	J5813	3 Firms	1,000.00	RFQ	6/17/2024	6/19/2024	6/21/2024	6/24/2024	7/1/2024	7/4/2024	7/9/2024	7/12/2024	N/A	12/27/2024	12/31/2024																											
<b>Grand TOTAL</b>																						38,761.00																							

Approved By: *[Signature]*  
 Date: 06/19/24  
 Hon. Wash T. Hodges  
 Head of Entity/Chairperson Procurement Committee

Date: 06/19/24

Prepared By: *[Signature]*  
 Joseph F. Kollie  
 Procurement Director



*[Handwritten signature]*  
 7/17/24







# Republic of Liberia

## INDEPENDENT INFORMATION COMMISSION



### SBA PROCUREMENT PLAN EXPLANATORY NOTES FISCAL YEAR: 2024

1	IFB No. IIC/SBA/RB/001/2024	Petroleum Products (Fuel & Gasoline)  	Refers to the cost of procuring petroleum products for the entire fiscal period 2024. The IIC intends on using the highest available petroleum product price i.e. either Gasoline or Diesel in conducting this procurement. The IIC intends on procuring approximately 3,868 gallons at the estimated rate of US\$ 4.83 US per gallon. The budget line item Fuel & Lubricants - Vehicle & Generator US\$ 18,686.00 (Gasoline/Fuel/Lubricant - Vehicles, Generators & Staff) is expected to be utilized in implementing this procurement.
2	IFB No. IIC/SBA/RFQ/001/2024	Events Catering Service  	Refers to the cost of procuring catering services during workshop, seminars, conferences and civic education and International right to know day. This package is financed from budget lines <b>Workshop, Conferences, Symposia and seminars @ US\$ 5,000.00 and Civic Education and Legislation @ US\$ 5,000.00</b>

3	IFB No. IIC/SBA/RFQ/002/2024	Vehicle Insurance	Refers to the total cost of insuring all of IIC vehicles for the period of one year. This procurement will come from the Budget Line: <b>Vehicle Insurance - US\$ 2,575.00.</b>
4	IFB No. IIC/RFQ/003/2024	Repair & Maintenance, Machine, Equipment	Refers to the cost of repairing damaged office equipment from the budget line item <b>Repair &amp; Maintenance - Machine, Equipment - US\$1,000.00</b>
5	IFB No. IIC/SBA/RFQ/004/2024	Vehicle Rental 	This package is taken from various budget lines which include <b>Workshops/Conference &amp; Seminars US\$ 2,500.00</b> and <b>Civic Education and Legislation US\$ 2,500.00</b> totaling <b>US\$ 5,000.00</b> . This contract package refers to the total cost of procuring vehicle rental services for the commission within Monrovia and outside Monrovia.
6	IFB No. IIC/SBA/RFQ/005/2024  	Hall Rental	Refers to the total cost of renting event halls, chairs, canopies, and tables, for meetings, seminars, workshop, staff retreats & Training and International rights to know day. The total <b>US\$2,500.00</b> is used to finance this package from the budget line:  1. Workshops, Conferences and Seminars <b>US\$1,500,00</b>  2. Civic Education and Legislation <b>US\$1,000:</b>

7	IFB No. IIC/RFQ/006/2024	Printing & Binding Services 	This contract package refers to the total cost of hiring a firm to print the following items:  Letter Head Printing of the IIC Act Annual Report- 500 Copies Stickers, Billboard Banners and posters T-shirt, caps and others An estimated amount of US\$2,500.00 is drawn from the Budget line <b>Printing Binding and Publication.</b>
8	IFB/IIC/RFQ/007/2024	Electronic Media services	This package is intended to procure electronic media services drawn from the budget line <b>printing binding and publication @ US\$500.00</b> for media talk show, advertisement and jingles.
9	IFB No. RFQ/008/2024	Print Media Services	This package is intended to procure Print Media services drawn from the budget line <b>printing binding and publication @ US\$1,000.00</b> for advertisement, publication of Administrative circular, etc.
10		Electricity	The IIC will get its electricity from the Liberia Electricity Corporation (LEC) at the cost of <b>US\$2,450.00</b> which is not carried out competitively.

*WES*  
7/1/24