



Independent National Commission on Human Rights (INCHR)

PROCUREMENT PLAN (SBA-PSIP PROJECT)
SOURCE OF FUNDING: NATIONAL 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	Business Activity Code (s)	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. INCHR/SBA/RFQ/001/2024	Catering	I-5621	1 Firm	4,900												
UPDATE																		
ACTUAL																		
PLANNED	2	IFB No. INCHR/SBA/RB/002/2024	Vehicle Rental	H-4922	1 Firm	12,950												
UPDATE																		
ACTUAL																		



Prepared by: Linda J. Wokpeh 19/06/24
Linda J. Wokpeh
 Head of Procurement

Approved by: Cllr. T. Dempster Brown
Cllr. T. Dempster Brown
 Chairperson/Chairman - Procurement Committee

Date: June 19, 2024

Handwritten signature and date: 6/18/24



Independent National Commission on Human Rights
PROCUREMENT PLAN (SBA-PSIP PROJECT)
SOURCE OF FUNDING: NATIONAL BUDGET
Fiscal Year: 2024



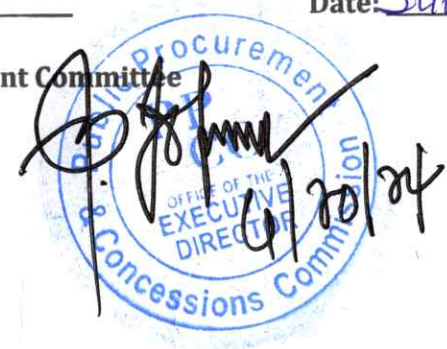
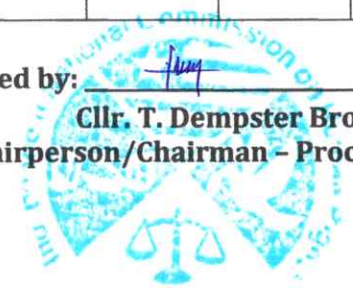
PLANNED	3	IFB No. INCHR/S BA/RFQ/ 003/2024	Media Publicity	G-4761	1 Firm	2,000												
							RFQ	14/06/2024	21/06/2024	28/06/2024	05/07/2024	12/07/2024	19/07/2024	29/07/2024	05/08/2024	N/A	30/12/2024	30/12/2024
UPDATE																		
ACTUAL																		
PLANNED	4	IFB No. INCHR/S BA/RFQ/ 004/2024	Hall Rental	L-6810	1 Firm	2,000												
							RFQ	14/06/2024	21/06/2024	28/06/2024	05/07/2024	12/07/2024	19/07/2024	29/07/2024	05/08/2024	N/A	30/12/2024	30/12/2024
UPDATE																		
ACTUAL																		
Grand Total						21,850.00												

Prepared by: Linda J. Wokpeh 19/06/24
Linda J. Wokpeh
 Head of Procurement

Approved by: Cllr. T. Dempster Brown
Cllr. T. Dempster Brown
 Chairperson/Chairman - Procurement Committee

Date: June 19, 2024

Wokpeh
 June 18, 2024





Name of Entity: Independent National Commission on Human Rights
CONSULTANCY PROCUREMENT PLAN (P&IP Project)
Source of Funding: GOL National Budget
Fiscal year: 2024



1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
BASIC DATA									IMPLEMENTATION DATES											
									REQUEST FOR EXPRESSION OF INTEREST, if applicable				REQUEST FOR PROPOSALS AND APPROVAL OF AWARD							
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	No. of FIRMS/ PERSONS	ESTIMATED COST (USD)	SELECTION METHOD	PREP. OF TOR & PC APPROVAL	PUBLICATION OF REOI	REOI CLOSING/ OPENING	SUBMISSION OF EVALUATION REPORT	PC APPROVAL-EVALUATION REPORT/ SHORTLIST	PREPARATION & SUBMISSION OF RFP DOCUMENT	PC APPROVAL - FINAL TOR/RFP DOCUMENT	INVITATION OF PROPOSALS	PROPOSAL SUBMISSION & OPENING	SUBMISSION OF TECHNICAL & FINANCIAL EVALUATION REPORT	PC APPROVAL-COMBINED EVALUATION REPORT	CONTRACT AWARD & SIGNING	COMPLETION (FINAL REPORT) AND PAYMENT
PLANNED	1	RFP No. INCHR /SBA/F B/001/ 2024	Engineering Design	M-7110	1 Firm	5,000	FB	19/06/2024	26/06/2024	17/07/2024	24/07/2024	31/07/2024	14/08/2024	21/08/2024	28/08/2024	18/09/2024	25/09/2024	2/10/2024	9/10/2024	31/12/2024
UPDATE																				
ACTUAL																				
GRAND TOTAL						5,000														

Prepared by: Linda B. Wokpeh Date: 19/06/24
 Linda B. Wokpeh
 Head of Procurement

Approved by: T. Dempster Brown Date: June 19, 2024
 Cllr. T. Dempster Brown
 Chairperson/Chairman- Procurement Committee

Wokpeh
6/18/24





Independent National Commission on Human Rights

PROCUREMENT PLAN (PSIP Project)
SOURCE OF FUNDING: NATIONAL BUDGET
Fiscal Year: 2024



1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
PLANNED	ITEM NO.	BASIC DATA							IMPLEMENTATION DATES										
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code (s)	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	
	1	IFB No. INCHR/S BA/NCB/ 001/202 4	Construction of Public Building	F-14100	1 Firm	30,250	NCB	10/07/2024	17/07/2024	24/07/2024	11/09/2024	11/09/2024	9/10/2024	16/10/2024	30/10/2024	20/11/2024	12/02/2025	30/07/2025	
UPDATE																			
ACTUAL																			
Grand Total						30,250.00													

Prepared by: Linda J. Wokpeh 19/06/24
Linda J. Wokpeh
Head of Procurement

[Handwritten signature]
6/18/24

Approved by: Cllr. T. Dempster Brown
Chairperson/Chairman - Procurement Committee

[Handwritten signature]
6/20/24

Date: June 19 2024



Independent National Commission on Human Rights

Annual PROCUREMENT PLAN (SBA-CORE BUDGET)

SOURCE OF FUNDING: NATIONAL 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	Business Activity Code (s)	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. INCHR/SBA/RFQ/001/2024	Petroleum Product	G-4661	1,094 gallons	4,651		RFQ	14/06/2024	21/06/2024	28/06/2024	05/07/2024	12/07/2024	19/07/2024	29/07/2024	05/08/2024	N/A	30/12/2024	30/12/2024
UPDATE																			
ACTUAL																			
PLANNED	2	IFB No. INCHR/SBA/RFQ/002/2024	Cleaning Materials	G-4773	Assorted	1,723		RFQ	14/06/2024	21/06/2024	28/06/2024	05/07/2024	12/07/2024	19/07/2024	29/07/2024	05/08/2024	N/A	30/12/2024	30/12/2024
UPDATE																			
ACTUAL																			

[Handwritten signature]
 19/06/24
 DIRECTOR

Prepared by: *[Signature]* 19/06/24

Linda J. Wokpeh
 Head of Procurement

Approved by: *[Signature]*

Cllr. T. Dempster Brown
 Chairperson/Chairman - Procurement Committee

Date: June 19, 2024



Independent National Commission on Human Rights
Annual PROCUREMENT PLAN (SBA-CORE BUDGET)
SOURCE OF FUNDING: NATIONAL BUDGET
Fiscal Year: 2024



PLANNED	3	INCHR/SBA /RFQ/003/ 2024	Stationaries	G-4761	Assorted	2,461												
							RFQ	14/06/2024	21/06/2024	28/06/2024	05/07/2024	12/07/2024	19/07/2024	29/07/2024	05/08/2024	N/A	30/12/2024	30/12/2024
UPDATE																		
ACTUAL																		
PLANNED	4	IFB No. INCHR/SBA /RFQ/004/ 2024	Publication (Print Media)	G-4761	1 Firm	952												
							RFQ	14/06/2024	21/06/2024	28/06/2024	05/07/2024	12/07/2024	19/07/2024	29/07/2024	05/08/2024	N/A	30/12/2024	30/12/2024
UPDATE																		
ACTUAL																		
PLANNED	5	IFB No. INCHR/SBA /RFQ/005/ 2024	Printing & Binding Services	C-1812	1 Firm													
						2,000	RFQ	14/06/2024	21/06/2024	28/06/2024	05/07/2024	12/07/2024	19/07/2024	29/07/2024	05/08/2024	N/A	30/12/2024	30/12/2024
UPDATE																		
ACTUAL																		
PLANNED	6	IFB No. INCHR/SBA /RFQ/006/ 2024	Scratch Card	J-61990	Assorted													
						\$US517	RFQ	14/06/2024	21/06/2024	28/06/2024	05/07/2024	12/07/2024	19/07/2024	29/07/2024	05/08/2024	N/A	30/12/2024	30/12/2024

Prepared by: Linda J. Wokpeh 19/06/2024

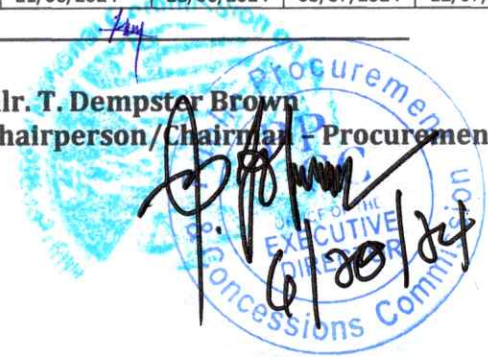
Approved by: [Signature]

Date: June 2024, (19)

Linda J. Wokpeh
Head of Procurement

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06/18/24

Cllr. T. Dempster Brown
Chairperson/Chairman - Procurement Committee





Independent National Commission on Human Rights

Annual PROCUREMENT PLAN (SBA-CORE BUDGET)

SOURCE OF FUNDING: NATIONAL BUDGET

Fiscal Year: 2024



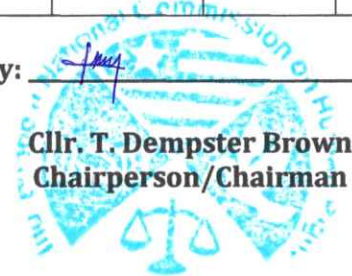
UPDATE																				
ACTUAL																				
Grand Total																				

Prepared by: *[Signature]* 19/06/24

Linda J. Wokpeh
Head of Procurement

Approved by: *[Signature]*

Cllr. T. Dempster Brown
Chairperson/Chairman - Procurement Committee



Date: June 19, 2024

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01/18/24





Independent National Commission on Human Rights

Procurement Plan (SBA-PSIP Project)

Explanatory Note

Fiscal Year: 2024



Item No.	Contract Code	Contract Package	Detailed Description
1.	IFB No. INCHR/SBA/RFQ/001/ 2024	Catering	This line item come from the budget line PSIP Project, it will be used to hire the services of a catering firm to prove breakfast, lunch among other services for participants during the lunch of the memorial project.
2.	IFB No. INCHR/SBA/RB/002/202 4	Vehicle Rental	This contract package is intended to hire a rental service for the purpose of domestic travel for the project team during the construction of the memorial and it come from the budget line PSIP Project.
3.	IFB No. INCHR/SBA/RFQ/003/2 024	Media Publicity	This contract package is intended to create an awareness during the project throughout the county. Through the following means: print media, talk show with community radios in River Gee and airing with ELBC radio. It come from the budget line PSIP Project.
4.	IFB No. INCHR/SBA/RFQ/004/2 024	Hall Rental	This contract package come from the budget line PSIP Project and will be used hall rental for the lunching of project and a one day high level validation with national stakeholders on the (Treaty Reporting).

Prepared by:

Linda B. Wokpen

Head of Procurement

Approved by:

Clr. T. Dempster Brown

Chairperson/ Chairman, Procurement Committee



Date: June 19 2024





Independent National Commission on Human Rights

Consultancy Procurement Plan (PSP Project)

Source of Funding: National Budget

Explanatory Note

Fiscal Year: 2024



Item No.	Contract Code	Contract Package	Detailed Description
1.	RFP No. INCHR/SBA/FB/ 001/2024	Engineering Design	This contract package will be used to procure the services of a Consultancy firm for the preparation of a detailed design (Drawing) and Bill of quantity for the memorial project that is to be constructed in River Gee County. This package come from the budget line PSIP Project.

Prepared by:


Linda B. Wokpeh

Head of Procurement

Date:


19/06/24

Approved by:


Cllr. T. Dempster Brown

Chairperson/ Chairman, Procurement Committee

Date: June 19, 2024









Independent National Commission on Human Rights

Procurement Plan (PSIP Project)
Source of Funding: National Budget
Explanatory Note
Fiscal Year: 2024



Item No.	Contract Code	Contract Package	Detailed Description
1.	IFB No. INCHR/SBA/NCB/ 001/2024	Construction of Public Building	This contract package is intended for the memorial that is to be constructed in River Gee County, it is from the budget line PSIP Project.

Prepared by:
Linda B. Wokpeh
Head of Procurement

Date: 19/06/24

Approved by:
Cllr. T. Dempster Brown
Chairperson/ Chairman, Procurement Committee

Date: June 19 2024



06/18/24





Independent National Commission on Human Rights
Annual Procurement Plan (SBA- Core Budget)
Explanatory Note
Fiscal Year: 2024



Item No.	Contract Code	Contract Package	Detailed Description
1.	IFB No. INCHR/SBA/RF Q/001/2024	Petroleum Product	This line item refers to the acquisition of Petroleum product for INCHR vehicles and generator US\$4,651 will be apportioned to the procurement of petroleum product (1,094gallons) annually @ (4.25 per gallons).
2.	IFB No. INCHR/SBA/RFQ/ 002/2024	Cleaning Materials	This package is indented to purchase the below listed item: Toilet tissue, Clorox, soft broom, vim, tide soap, paper towel, floor mop, hand glove etc. US\$ 1,723.00 will be used from the budget line "cleaning materials" to procure detergents and other household supplies for the proper maintenance of the INCHR offices.
3.	INCHR/SBA/RFQ/ 003/2024	Stationaries	This package is indented to purchase the below listed items: A4 paper, Steno pad ,Ball pen, Box file, Manila folder, Ledge book Cartridges, Staple Machine, Plan envelope. US\$2,461.00 is the accumulated stationery supplies from the budget line "Stationery " to be used by all departments, units, divisions etc.
4.	IFB No. INCHR/SBA/RFQ/ 004/2024	Publication (Print Media)	This contract package is intended for publication of the Commission press releases, advertisement and other issues relating to the Commission.
	IFB No. INCHR/SBA/RFQ/ 005/2024	Printing & Binding Services	This contract package is intended for the printing and binding of the INCHR Human Rights situation reports, annual human rights reports. This is from the budget line: printing, binding and publication services.
6.	IFB No. INCHR/SBA/RFQ/ 006/2024	Scratch Card	This contract package refers to the purchase of communication cards for administrative purpose @ 5.00 per card (103) pieces.


Prepared by: Linda B. Wokpeh 19/06/24
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Head of Procurement

Approved by: T. Dempster Brown
Cllr. T. Dempster Brown
Chairperson/Chairman, Pro. Committee

Linda B. Wokpeh
19/06/24



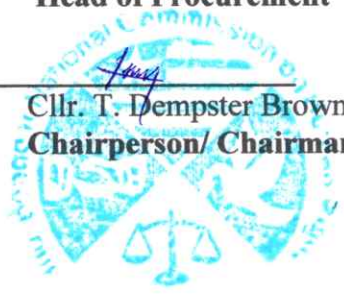
7	IFB No. INCHR/SBA/RFQ /007/2024	Electricity	This contract package is indented for the Commission monthly electricity bill. The activity is from the budget line electricity.
8	IFB No. INCHR/SBA/RFQ /008/2024	Office Rental	Refer to the lease and rental of the Independent National Commission on Human Right Office Space @ \$50,000.00
9	IFB No. INCHR/SBA/RFQ /009/2024	Water & Sewage	This contract package is indented for the accumulated monthly water bill. The activity is from the budget line water and sewage.


Prepared by: 
 Linda B. Wokpeh
 Head of Procurement

Date: 19/06/24

Approved by: 
 Cllr. T. Dempster Brown
 Chairperson/ Chairman, Procurement Committee

Date: June 19, 2024




 06/18/24

