

JUDICIARY BRANCH, TEMPLE OF JUSTICE  
SBA PROCUREMENT PLAN  
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
	ITEM NO.	BASIC DATA									IMPLEMENTATION DATES								
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Vendor's Business Activity Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREPARATION OF BID DOC.	PC APPROVE BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC.	BID SUBMSN./PUBLIC OPENING	SUBMISSION OF BID EVAL. REPORT	PC APPROVAL BID EVAL. REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPT & FINAL PAYMENT	REMARKS
PLANNED	1	IFB No. JUD/SBA/RB/001/2024	PETROLRUM PRODUCTS (Diesel & Gasoline)	G4661	248,343.30 gals	1,244,200.00	RB	5/7/2024	5/10/2024	5/14/2024	5/17/2024	6/18/2024	6/26/2024	7/5/2024	8/30/2024	N/A	12/31/2024	12/31/2024	
UPDATE																			
ACTUAL																			
PLANNED	2	IFB No. JUD/SBA/NCB/01/2024	Printing and binding services	C1812	1 firm	156,500.00	NCB	5/8/2024	5/11/2024	5/15/2024	5/20/2024	6/24/2024	6/28/2024	7/8/2024	8/30/2024	N/A	12/31/2024	12/31/2024	
UPDATE																			
ACTUAL																			
PLANNED	3	IFB No. JUD/SBA/NCB/002/2024	Cleaning Materials	G4773	Assorted	44,887.00	NCB	5/8/2024	5/11/2024	5/15/2024	5/20/2024	6/24/2024	6/28/2024	7/8/2024	8/30/2024	N/A	12/31/2024	12/31/2024	
UPDATE																			
ACTUAL																			
PLANNED	4	IFB No. JUD/SBA/RB/002/2024	Food & Catering Service	I5621	1 firm	125,000.00	RB	5/8/2024	5/11/2024	5/15/2024	5/20/2024	6/24/2024	6/28/2024	7/8/2024	8/30/2024	N/A	12/31/2024	12/31/2024	
UPDATE																			
ACTUAL																			
					:Sub Total :	1,570,587.00													

Prepared By: Joyce W. L. Ndowar  
PROCUREMENT DIRECTOR

Approved By: Elizabeth J. Nelson  
Clerk, Elizabeth J. Nelson  
COURT ADMINISTRATOR

Date: May 31, 2024

*Handwritten signature and date:*  
6/13/24



JUDICIARY BRANCH TEMPLE OF JUSTICE  
(SBA PROCUREMENT PLAN)  
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
		BASIC DATA										IMPLEMENTATION DATES							
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Vendor's Business Activity Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREPARATION OF BID DOC.	PC APPROVE BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC.	BID SUBMSN./PUBLIC OPENING	SUBMISSION OF BID EVAL. REPORT	PC APPROVAL BID EVAL. REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPT & FINAL PAYMENT	REMARKS
PLANNED	5	IFB No. JUD/SBA/NCB /003/2024	Air Ticket	N7911	1 firm	45,000.00	NCB	5/9/2024	5/13/2024	5/17/2024	5/24/2024	6/26/2024	7/5/2024	7/8/2024	8/30/2024	N/A	12/31/2025	12/31/2024	
UPDATE																			
ACTION																			
PLANNED	6	IFB No. JUD/SBA/RFQ /001/2024	Repairs maintenance Furniture's	S9524	firms	10,000.00	RFQ	5/10/2024	5/15/2024	5/20/2024	5/25/2024	6/14/2024	6/19/2024	6/25/2024	7/5/2024	N/A	12/31/2024	12/31/2024	
UPDATE																			
ACTUAL																			
PLANNED	7	IFB No. JUD/SBA/SS/001 /2024	Internet Provider Service	J5120	1 firm	10,000.00	SS	5/10/2024	5/15/2024	5/20/2024	N/A	N/A	N/A	N/A	8/30/2024	N/A	12/31/2024	12/31/2024	
UPDATE																			
ACTUAL																			
					Sub Total :	65,000.00													

Prepared By: Joyce W. L. Ndowar  
 Joyce W. L. Ndowar  
 PROCUREMENT DIRECTOR

Approved By: Elizabeth J. Nelson  
 Clr. Elizabeth J. Nelson  
 COURT ADMINISTRATOR

Date: May 31, 2024  



*Handwritten signature and date: WSC 6/13/24*

JUDICIARY BRANCH TEMPLE OF JUSTICE  
(SBA PROCUREMENT PLAN)  
SOURCE OF FUNDING: GOL NATIONAL BUDGET

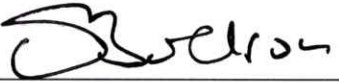
Fiscal Year 2024

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
	ITEM NO.	BASIC DATA								IMPLEMENTATION DATES										
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Vendor's Business Activity Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREPARATION OF BID DOC.	PC APPROVE BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC.	BID SUBMSN./PUBLIC OPENING	SUBMISSION OF BID EVAL. REPORT	PC APPROVAL BID EVAL. REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPT & FINAL PAYMENT	REMARKS	
PLANNED	8	IFB No. JUD/SBA/NCB/004/2024	Window Curtains	G4759	1 firm	20,000.00	NCB	5/10/2024	5/14/2024	5/17/2024	6/18/2024	6/26/2024	7/5/2024	8/30/2024	5/10/2024	N/A	12/31/2025	12/31/2024		
UPDATE																				
ACTION																				
PLANNED	9	IFB No. JUD/SBA/RFQ/002/2024	Flags	S9524	firms	10,000.00	RFQ	5/10/2024	5/15/2024	5/20/2024	5/25/2024	6/14/2024	6/19/2024	6/25/2024	7/5/2024	N/A	12/31/2024	12/31/2024		
UPDATE																				
ACTUAL																				
					Grand Total:	1,665,587.00														

Prepared By:

  
Joyce W.L. Ndowar  
PROCUREMENT DIRECTOR

Approved By:

  
Clr. Elizabeth J. Nelson  
COURT ADMINISTRATOR

Date:

May 31, 2024

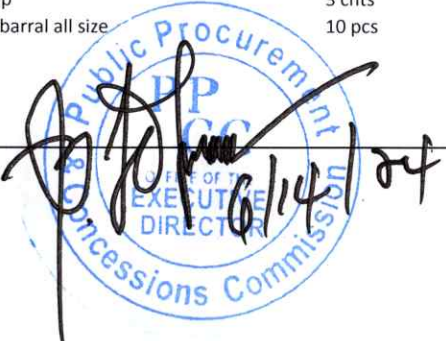
  
6/13/24



NAME OF ENTITY : JUDICIARY  
 SBA Procurement plan Explanatory Note  
 Fiscal year 2024

Items	Package Number Code	Contract Package	Content of contract package																																																																				
1	IFB NO/JUD/RB/001/2024	<b>PETROLEUM PRODUCTS (Diesel and Gasoline)</b>	<p>The Judiciary through the Government of Liberia has received a proposed budget for the purchase of 248,343.30 gals of petroleum products (diesel &amp; gasoline) for domestic means of travel, Vehicles and Generators for the fiscal period 2024 . This came from the budget line,coding #221104 for domestic travel and 221401/221402 for vehicles and generators.</p> <p><u>Please see details as per unit price for these commodities.</u></p> <p>*Gasoline Unit price: 5                      *Diesel Oil unit price: 5</p>																																																																				
2	IFB NO/JUD/SBA/NCB/001/2024	Printing and binding services	<p>This contract package came from the budget line,coding # 221603 for Printing and Coding # 221903 for Staff Training for which portion represent the total amount of <b>US\$156,500.00</b> for Printing materials for the Judiciary.</p> <p><u>Description</u></p> <table border="0"> <tr> <td>1.Chief Justice Headed paper 10 rms</td> <td></td> <td><u>Details as follow</u></td> <td></td> </tr> <tr> <td>2.Chief Justice Headed paper second sheet 10 rm</td> <td></td> <td>1. Printing .....</td> <td>6,500.00</td> </tr> <tr> <td>3.Chief Justice Headed envelope.....5 boxes</td> <td></td> <td>2. Staff Training : printing materials.....</td> <td>50,000.00</td> </tr> <tr> <td>4.Asso.Justices Headed paper.....20rms</td> <td></td> <td>3. Workshop,Conference ,Symposia Seminar.....</td> <td>100,000.00</td> </tr> <tr> <td>5.Asso.Justices Headed Envelope.....15boxes</td> <td></td> <td></td> <td><b>156,500.00</b></td> </tr> <tr> <td>6.General Letter Head.....80rms</td> <td></td> <td></td> <td></td> </tr> <tr> <td>7.General Letter Head Envelope.....50 boxes</td> <td></td> <td></td> <td></td> </tr> <tr> <td>8.Court Administrator Letter Headed paper.....10 rms</td> <td></td> <td></td> <td></td> </tr> <tr> <td>9.Court Administrator Letter Envelope.....15boxes</td> <td></td> <td></td> <td></td> </tr> <tr> <td>10.Stock Cards.....100pcs</td> <td></td> <td></td> <td></td> </tr> <tr> <td>11.Local Purchase Order(LPO).....30booklets</td> <td></td> <td></td> <td></td> </tr> <tr> <td>12.Store issue slip.....40 booklets</td> <td></td> <td></td> <td></td> </tr> <tr> <td>13.Request Form..... 75 booklets</td> <td></td> <td></td> <td></td> </tr> <tr> <td>14.Store Received Report..... 50 booklets</td> <td></td> <td></td> <td></td> </tr> <tr> <td>15.Chief Justice Transmittal slip..... 50 booklets</td> <td></td> <td></td> <td></td> </tr> <tr> <td>16.Asso.Justice Transmittal slip.....25booklets</td> <td></td> <td></td> <td></td> </tr> <tr> <td>17. Booklet for Training &amp; workshop..... 100 booklets</td> <td></td> <td></td> <td></td> </tr> </table>	1.Chief Justice Headed paper 10 rms		<u>Details as follow</u>		2.Chief Justice Headed paper second sheet 10 rm		1. Printing .....	6,500.00	3.Chief Justice Headed envelope.....5 boxes		2. Staff Training : printing materials.....	50,000.00	4.Asso.Justices Headed paper.....20rms		3. Workshop,Conference ,Symposia Seminar.....	100,000.00	5.Asso.Justices Headed Envelope.....15boxes			<b>156,500.00</b>	6.General Letter Head.....80rms				7.General Letter Head Envelope.....50 boxes				8.Court Administrator Letter Headed paper.....10 rms				9.Court Administrator Letter Envelope.....15boxes				10.Stock Cards.....100pcs				11.Local Purchase Order(LPO).....30booklets				12.Store issue slip.....40 booklets				13.Request Form..... 75 booklets				14.Store Received Report..... 50 booklets				15.Chief Justice Transmittal slip..... 50 booklets				16.Asso.Justice Transmittal slip.....25booklets				17. Booklet for Training & workshop..... 100 booklets			
1.Chief Justice Headed paper 10 rms		<u>Details as follow</u>																																																																					
2.Chief Justice Headed paper second sheet 10 rm		1. Printing .....	6,500.00																																																																				
3.Chief Justice Headed envelope.....5 boxes		2. Staff Training : printing materials.....	50,000.00																																																																				
4.Asso.Justices Headed paper.....20rms		3. Workshop,Conference ,Symposia Seminar.....	100,000.00																																																																				
5.Asso.Justices Headed Envelope.....15boxes			<b>156,500.00</b>																																																																				
6.General Letter Head.....80rms																																																																							
7.General Letter Head Envelope.....50 boxes																																																																							
8.Court Administrator Letter Headed paper.....10 rms																																																																							
9.Court Administrator Letter Envelope.....15boxes																																																																							
10.Stock Cards.....100pcs																																																																							
11.Local Purchase Order(LPO).....30booklets																																																																							
12.Store issue slip.....40 booklets																																																																							
13.Request Form..... 75 booklets																																																																							
14.Store Received Report..... 50 booklets																																																																							
15.Chief Justice Transmittal slip..... 50 booklets																																																																							
16.Asso.Justice Transmittal slip.....25booklets																																																																							
17. Booklet for Training & workshop..... 100 booklets																																																																							
3	IFB NO/JUD/SBA/NCB/002/2024	Cleaning Materials	<p>The Judiciary received a proposed budget allotment from the Government of Liberia to purchase cleaning materials for the upkeep of the bath rooms and offices in and around the Country.</p> <p><b>The proposed amount is US\$44,887.00 for the purchase of these items below.</b></p> <table border="0"> <thead> <tr> <th><u>Description</u></th> <th><u>QTY</u></th> <th><u>Description</u></th> <th><u>QTY</u></th> <th><u>Description</u></th> <th><u>QTY</u></th> </tr> </thead> <tbody> <tr> <td>1.Deltol L/s</td> <td>5 cnts</td> <td>7. Tissue</td> <td>4 bays</td> <td>13.Tide soap</td> <td>3 cnts</td> </tr> <tr> <td>2. Clorax S/s</td> <td>5 cnts</td> <td>8. Air Freshener</td> <td>3 doz</td> <td>14.Pig feet barral all size</td> <td>10 pcs</td> </tr> <tr> <td>3. Liquid hand Soap</td> <td>5 cnts</td> <td>9. Alcohol</td> <td>2 doz</td> <td></td> <td></td> </tr> <tr> <td>4. MR. Clean</td> <td>1 doz</td> <td>10.Johnson baby oil for lif</td> <td>2 doz</td> <td></td> <td></td> </tr> <tr> <td>5. Spri -gone</td> <td>3 cnts</td> <td>11. Napkin</td> <td>4 cnts</td> <td></td> <td></td> </tr> <tr> <td>6. Commode brush</td> <td>2 doz</td> <td>12. Bucket all size</td> <td>2 doz</td> <td></td> <td></td> </tr> </tbody> </table>	<u>Description</u>	<u>QTY</u>	<u>Description</u>	<u>QTY</u>	<u>Description</u>	<u>QTY</u>	1.Deltol L/s	5 cnts	7. Tissue	4 bays	13.Tide soap	3 cnts	2. Clorax S/s	5 cnts	8. Air Freshener	3 doz	14.Pig feet barral all size	10 pcs	3. Liquid hand Soap	5 cnts	9. Alcohol	2 doz			4. MR. Clean	1 doz	10.Johnson baby oil for lif	2 doz			5. Spri -gone	3 cnts	11. Napkin	4 cnts			6. Commode brush	2 doz	12. Bucket all size	2 doz																												
<u>Description</u>	<u>QTY</u>	<u>Description</u>	<u>QTY</u>	<u>Description</u>	<u>QTY</u>																																																																		
1.Deltol L/s	5 cnts	7. Tissue	4 bays	13.Tide soap	3 cnts																																																																		
2. Clorax S/s	5 cnts	8. Air Freshener	3 doz	14.Pig feet barral all size	10 pcs																																																																		
3. Liquid hand Soap	5 cnts	9. Alcohol	2 doz																																																																				
4. MR. Clean	1 doz	10.Johnson baby oil for lif	2 doz																																																																				
5. Spri -gone	3 cnts	11. Napkin	4 cnts																																																																				
6. Commode brush	2 doz	12. Bucket all size	2 doz																																																																				

*Handwritten signature and date:*  
 6/13/24



Items	Package Number Code	Contract Package	Content of contract package								
4	IFB NO/JUD/SBA/RB/002/ 2024	Food and Catering Services	<p>This contract package came from the budget line, coding #222103 for food and Catering and Coding # 221903 for Staff Training which portion represent the total amount of <b>US\$125,000.00</b> for food and catering servicing for the Judiciary.</p> <p>Please see detailed as per the procuring amount for the above coding.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">1. Food and Catering services.....</td> <td style="text-align: right;">15,000.00</td> </tr> <tr> <td>2. Staff Training .....</td> <td style="text-align: right;">20,000.00</td> </tr> <tr> <td>3. Workshop, Conference and symposia seminar.....</td> <td style="text-align: right;">100,000.00</td> </tr> <tr> <td style="text-align: right;"><b>Grand Total:</b></td> <td style="text-align: right;"><b>US\$125,000.00</b></td> </tr> </table> <p>It has been proposed in the Fiscal Budget for 2024, the purchase of food stuff for the opening and closing of the Supreme Court and training of Professional Magistrates and conferences to be held for Judges in montserrado and leeward Counties, which is done one after another.</p>	1. Food and Catering services.....	15,000.00	2. Staff Training .....	20,000.00	3. Workshop, Conference and symposia seminar.....	100,000.00	<b>Grand Total:</b>	<b>US\$125,000.00</b>
1. Food and Catering services.....	15,000.00										
2. Staff Training .....	20,000.00										
3. Workshop, Conference and symposia seminar.....	100,000.00										
<b>Grand Total:</b>	<b>US\$125,000.00</b>										
5	IFB NO/JUD/SBA/NCB/003/ 2024	Air Ticketing	<p>This contract package is taken from the budget line Foreign Means of Travel in the tone of US\$45,000.00 for the Judicial officials to purchase air ticket to go across the globe.</p>								
6	IFB NO/JUD/SBA/RFQ/001/ 2024	Repair & maintenance Furniture	<p>This contract package came from the budget line Repairs maintenance and civil coding # 221501, which portion represents the total of <b>US\$10,000.00</b> and will be <b>used to deal with the maintenance</b> and repairs of furnitures only.</p> <p>The procurement unit will have no option but to use RFQ method to implement this package.</p>								
7	IFB NO/JUD/SBA/S/S/001/ 2024	Internet Provider Services	<p>This contract package is taken from the budget line Internet provider services in the tone of US\$10,000.00 for the Judicial internet services.</p>								

Items	Package Number Code	Contract Package	Content of contract package
8	IFB NO/JUD/FRQ/002/2024	Flags	<p>This package came from the budget line Uniform and specialized clothing with coding # 221804 for the proposed amount is US\$10,000.00 for Liberia flags, Judicial flag, and counties flag for all the courts in and around the Country .</p> <ol style="list-style-type: none"> <li>1. Judicial Flag</li> <li>2. Liberia Flag</li> <li>3. Funeral Flag</li> <li>4. County flag</li> </ol>
9	IFB NO/JUD/NCB/004/2024	Office Curtains	<p>This package came from the budget line Uniform and Specialized Clothing with coding #221804 for the proposed amount which is US\$20,000.00 for Window Curtains for the used of offices of the Judiciary.</p>

*[Handwritten signature]*  
e/13/24

*[Handwritten signature]*  
6/14/24

