

LAW REFORM COMMISSION
PROCUREMENT PLAN (Non- SBA Budget)
Source of Funding: GOL National Budget
Fiscal year: 2024 (January - December)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
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IMPLEMENTATION DATES

	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUS. REGISTRATION 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	1.	IFB NO. LRC/RFQ/001/2024	Vehicles Spars Parts	G4530	Assorted	10,000	RFQ	06/03/2024	06/10/2024	06/14/2024	06/21/2024	06/28/2024	07/02/2024	07/04/2024	07/11/2024	N/A	12/15/2024	12/30/2024		
UPDATE																				
ACTUAL																				
PLANNED	2.	IFB NO. LRC/RFQ/002/2024	Stationery	G4761	Assorted	10,000	RFQ	06/03/2024	06/10/2024	06/14/2024	06/21/2024	06/28/2024	07/02/2024	07/04/2024	07/11/2024	N/A	12/15/2024	12/30/2024		
UPDATE																				
ACTUAL																				
PLANNED	3.	IFB NO. LRC/RFQ/003/2024	Hall Rental	L6810	1 Firm	6,000	RFQ	06/03/2024	06/10/2024	06/14/2024	06/21/2024	06/28/2024	07/02/2024	07/04/2024	07/11/2024	N/A	12/15/2024	12/30/2024		
UPDATE																				
ACTUAL																				
PLANNED	4.	IFB NO. LRC/RFQ/004/2024	Event Catering	I5621	1 Firm	3,000	RFQ	06/03/2024	06/10/2024	06/14/2024	06/21/2024	06/28/2024	07/02/2024	07/04/2024	07/11/2024	N/A	12/15/2024	12/30/2024		
UPDATE																				
ACTUAL																				
		TOTAL				29,000.00														

Signed: *Rachel G. Saywah*
 Rachel G. Saywah
 Supervisor/ Procurement Unit

[Handwritten Signature]
 01/24/24

Approved by: *[Signature]*
 Cllr. Boakai N. Kanneh
 Head of Entity/ Chairman Proc. Committee

[Handwritten Signature]
 01/25/24



06/19/24

LAW REFORM COMMISSION
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IMPLEMENTATION DATES

ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUS. REGISTRATION 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	5.	IFB NO. LRC/RFQ/005/2024	G4759	Assorted	15,000	NCB	06/03/2024	06/10/2024	06/14/2024	06/21/2024	07/19/2024	07/24/2024	07/31/2024	08/07/2024	N/A	12/15/2024	12/30/2024		
UPDATE																			
ACTUAL																			
PLANNED	6.	IFB NO. LRC/RFQ/006/2024	G4659	Assorted	25,000	NCB	06/03/2024	06/10/2024	06/14/2024	06/21/2024	07/19/2024	07/24/2024	07/31/2024	08/07/2024	N/A	12/15/2024	12/30/2024		
UPDATE																			
ACTUAL																			
PLANNED	7.	IFB NO. LRC/RFQ/007/2024	G4510	2 Units	85,0000	RB	06/03/2024	06/10/2024	06/14/2024	06/21/2024	07/05/2024	07/10/2024	07/12/2024	07/19/2024	N/A	12/15/2024	12/30/2024		
UPDATE																			
ACTUAL																			
		TOTAL			125,000.00														

Signed: *Rachel G. Saywah*
 Rachel G. Saywah
 Supervisor/ Procurement Unit

Handwritten signature and date
 01/24/24

Approved by: *Boakai N. Kamneh*
 Clr. Boakai N. Kamneh
 Head of Entity/ Chairman Proc. Committee



Handwritten date
 06/19/2024

LAW REFORM COMMISSION
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NO.	Contract Package Code	Contract Package	Content of Contract Package
1.	IFB NO.LRC/RFQ/001/2024	Vehicles Spars Parts	This budget comes from Repair and Maintenance Vehicles will be applied to the purchase of spare parts for the Commission vehicles only. (Tires, Filters, Batteries etc. and maintenance services).
2.	IFB NO.LRC/RFQ/002/2024	Stationery	This budget comes from Stationery it is intended to procure the following stationery items: <ol style="list-style-type: none"> 1. A4 Ream of sheet 25 Boxes 2. Legal sheet (8.5" x 14")20 Boxes 3. Box file3 Box 4. White Envelops (letter size) 5 Boxes 5. Executive Ball pens (12pcs in 1 pk)10 pack 6. Pen (assorted)25 packs 7. Stamp pad.....5 pieces 8. Scotch tape, 5 cm, transparent3 pieces 9. White board marker7 packs 10. Flash drive20 pieces 11. Kodak max battery (double A)3 Box 12. Kodak max battery (Triple A)5 Box 13. Ledger (legal).....5 pieces 14. Stick -on - pad.....1 box 15. Brown Envelops (A-4 size)10 packs 16. Marker(assorted)-----10packs 17. Ledger(small)-----8pieces 18. White board-----4pieces 19. Deli Calculator-----12pieces 20. Perforator-----10pieces 21. Pencil-----5packs 22. Deli Stick Glue-----10packs 23. Deli Scissor-----7pieces 24. Highlighter-----10packs

Signed:

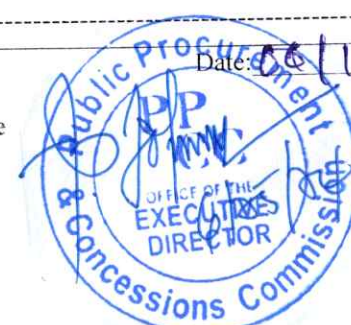
Rachel G. Saywah
 Rachel G. Saywah
 Supervisor/ Procurement Unit

Approved by:

Boakai N. Kanneh
 Cllr. Boakai N. Kanneh
 Head of Entity/ Chairman Proc. Committee


Date: 06/19/24

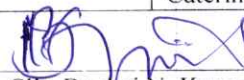
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 01/24/24




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No.	Contract Package Code	Contract Package	Content of Contract Package
2a.	IFB NO LRC/RFQ/002/2024	Stationery	<p>This budget comes from Stationery it is intended to procure the following stationery items:</p> <ul style="list-style-type: none"> 25. White board duster-----5pieces 26 File Fastener-----15packs 27.Hanging Folder----- 8packs 28. Antivirus(Norton)----- 10pieces 29. Note pad----- 8Dozs 30.Paper clip(Big size)----- 20packs 31.Paper clip(Small size)-----20packs 32.Ruler-----15pieces <p>Cartridge:</p> <ul style="list-style-type: none"> 1. HP 61 combo Cartridge (black).....15 pieces 2. HP 61combo Cartridge (color).....10 pieces 3. HP cartridge 85A20 pieces 4. HP cartridge 280A.....10 pieces 5. CGR3371737.....10 pieces 6. HP 05A Black Toner6 pieces 7. HP26A back.....10 pieces 8. HP 30A15 pieces 9. Conon cartridge 7197 pieces
3.	IFB NO. LRC/RFQ/003/2024	Hall Rental	This Contract package comes from the budget line Workshops Conferences, Seminars it is planned to rent Conference hall as the need arises.
4.	IFB NO. LRC/RFQ/004/2024	Event Catering	This Contract package comes from the budget line Workshops Conferences, Seminars it is planned to hire Catering services as the need arises.

Signed: 
 Rachel G. Saywah
 Supervisor/ Procurement Unit

Approved by: 
 Cllr. Boakai N. Kanneh
 Head of Entity/ Chairman Proc. Committee


 6/24/24



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	Contract Package Code	Contract Package	Content of Contract Package
5.	IFB NO. LRC/RFQ/005/2024	Machinery and other Equipment	This Contract package comes from the budget line Fixed Assets it will be use to purchase office equipments such as Laptops, Desktops Printers, Air condition, Mini Ice boxes, Photocopiers etc.
6.	IFB NO. LRC/RFQ/006/2024	Office Furniture	This Contract package comes from the budget line Furniture and Fixtures it will be use to purchase office furniture such as Executive desks , Chairs, Tables Shelves Cupboard etc
7.	IFB NO. LRC/RFQ/007/2024	Vehicles	This Contract package comes from the budget line Transport equipment -vehicle it will be use to purchase two (2) vehicles for office used.

Signed: *Rachel G. Saywah*
 Rachel G. Saywah
 Supervisor/ Procurement Unit

Approved by: *Boakai N. Kanneh*
 Cllr. Boakai N. Kanneh
 Head of Entity/ Chairman Proc. Committee

Date: 06/19/2024

MSD
06/24/24

