

Liberia Institute of Statistics & Geo-Information Services (LISGIS)
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	20	
	ITEM NO	BASIC DATA						IMPLEMENTATION DATES												
		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 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/LISGIS/SBA/RFQ/001/2024	Petroleum Products(diesel and gasoline)	G 4661	1260.4gal, @5	6,302.00	RFQ	2-Jul-24	9-Jul-24	14-Jul-24	18-Jul-24	1-Aug-24	8-Aug-24	14-Aug-24	30-Aug-24	N/A	13-Sep-24	31-Dec-24		
Update																				
Actual																				
Planned	2	IFB No/LISGIS/SBA/RFQ/002/2024	Cleaning Materials and Services	N 8121	Assorted	7,154.00	RFQ	2-Jul-24	9-Jul-24	16-Jul-24	18-Jul-24	1-Aug-24	8-Aug-24	13-Aug-24	27-Aug-24	N/A	10-Sep-24	31-Dec-24		
Update																				
Actual																				
Planned	3	IFB No/LISGIS/SBA/RFQ/003/2024	Printing and Binding	C1811/1812	Assorted	4,000.00	RFQ	1-Jul-24	8-Jul-24	13-Jul-24	15-Jul-24	29-Jul-24	5-Aug-24	12-Aug-24	28-Aug-24	N/A	11-Sep-24	31-Dec-24		
Update																				
Actual																				
Planned	4	IFB No/LISGIS/SBA/RFQ/004/2024	Publication	J5813	Assorted	1,000.00	RFQ	1-Jul-24	8-Jul-24	13-Jul-24	15-Jul-24	29-Jul-24	5-Aug-24	12-Aug-24	28-Aug-24	N/A	11-Sep-24	31-Dec-24		
Update																				
Actual																				
Planned	5	IFB No/LISGIS/SBA/SS/001/2024	Guards and Security Service	M-7490	1-Firm	43,740.00	SS	9-Apr-24	19-Apr-24	N/A	N/A	N/A	N/A	N/A	8-Jul-24	N/A	23-Apr-24	31-Dec-24		
Update																				
Actual																				
Grand Total						62,196.00														

Signed: T. Monroe Wesso
Procurement Director

Date: June 19, 2024

Approved by: Hon. Richard F. Ngafuan
Director General/ Chairman PC. Date: June 24, 2024


Handwritten signature and date:
6/26/24





Liberia Institute of Statistics and Geo Information Services


Procurement Plan Explanatory Notes for SBA Core Budget

Fiscal Year: 2024

Item No.	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	CONTENT OF CONTRACT PACKAGE
1.	IFB No/LISGIS/SBA/RFQ/001/2024	Petroleum Products(Diesel &Gasoline)	<p>This Package is intended to procure Petroleum Products for LISGIS' vehicles: 1260.4 gal, @5 USD of Diesel in coupons. It is intended that LISGIS enters a framework agreement with the winning supplier.</p> <p>This is from the budget line – Fuel and Lubricants-Vehicles</p>
2.	IFB No/LISGIS/SBA/RFQ/002/2024	<p>Cleaning Materials and Services</p> 	<p>This package is intended to procure assorted cleaning materials to keep LISGIS' offices and facilities conducive for work activities as follow:</p> <ol style="list-style-type: none"> 1. Mop bucket 2. Twist mop 3. Regular floor mop 4. Dust pan 5. Trash can L/S 6. Trash can S/S 7. Floor broom- soft 8. Floor broom-hard 9. Commode brush 10. Barrel for bathroom (water storage) L/S 11. Dust tower 12. Floor tower 13. Detergent and other toiletries: <ol style="list-style-type: none"> A. Hand liquid soap B. Chlorine C. Air Freshener, etc. 14. Garden tools for grounds maintenance: <ol style="list-style-type: none"> A. Wheelbarrow B. Shovel C. Rake with handle D. Leader glove (pairs) E. Wiper, etc. <p>This is from the budget line - Cleaning</p>

3.	IFB No/LISGIS/SBA/RFQ/003/2024	Printing and Binding	Materials and Services. This package is intended to hire a firm to carryout printing and binding services for LISGIS' Fiscal Year 2024 operations as follow: 1. Printing of reports 2. Printing of Personnel Attendance Record Books This is from the budget line – Printing, Binding and Publication.
4.	IFB No/LISGIS/SBA/RFQ/004/2024	Publication	This package is intended to hire a media firm to provide publication/advertisement services to LISGIS for the Fiscal Year 2024 as follow: 1. Advertisement.....3 times This is from the budget line – Printing, Binding and Publication.
5.	IFB No/LISGIS/SBA/SS/001/2024 	Security & Guard Services 	This package is intended to hire Guard & Security services for LISGIS: Private security firm 27 Staff. This is from the budget line –Guard and Security Services. LISGIS intends to use the Single Sourcing method of procurement in the execution of this contract package. The entity has decided to single-source this package due to the excellent performance of PROSECOM throughout the last Fiscal Year 2023. Also, owing to the delay in the passage of National Budget for the Fiscal Year 2024, LISGIS has not been able to hire Guards and Security Services for the Fiscal Year 2024. From January to June of this Fiscal Year 2024, PROSECOM has been providing security services, including security related advisory services despite the fact that there is no legal contract guaranteeing their stay at LISGIS.

		<p>In anticipation of implementing the activity within the budgeted period to facilitate smooth and timely implementation of this contract package, we are requesting the PPCC to allow us use the Single Sourcing method of procurement as per the attached procurement plan to retain PROSECOM, and not conduct a new selection process which would delay and leave the entity's facilities at risk.</p>
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Prepared By:  _____
Procurement Director

Date: June 19, 2024





LISGIS DRAFT RECURRENT BUDGET AND SPENDING PLAN			Spending Plan Projections												
FISCAL YEAR 2024 (January 1, 2024, to December 31, 2024)	Total	1,698,826.00	138,364.17	138,364.17	138,364.17	138,364.17	138,364.17	138,364.17	138,364.17	156,820.17	138,364.17	138,364.17	138,364.17	138,364.17	138,364.17
DESCRIPTION	FY 2024 Budget Ceiling	Total Spending plan	January	February	March	April	May	June	July	August	September	October	November	December	
11404 - Administration and Management	1,698,826.00	1,698,826.00	-	-	-	-	-	-	-	-	-	-	-	-	
211101: Basic Salary - Civil Service	1,616,630.00	1,616,630.00	134,719.17	134,719.17	134,719.17	134,719.17	134,719.17	134,719.17	134,719.17	134,719.17	134,719.17	134,719.17	134,719.17	134,719.17	
Total Personnel Cost	1,616,630.00	1,616,630.00	134,719.17	134,719.17	134,719.17	134,719.17	134,719.17	134,719.17	134,719.17	134,719.17	134,719.17	134,719.17	134,719.17	134,719.17	
221401 : Fuel and Lubricants - Vehicles	6,302.00	6,302.00	-	-	-	-	-	-	6,302.00	-	-	-	-	-	
221402 : Fuel and Lubricants - Gener.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
221502 : Repairs and Maintenance - Veh.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
221504 : Rep&Maint.Mach&Equip,Furnit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
221601 : Cleaning Materials and service	7,154.00	7,154.00	-	-	-	-	-	-	7,154.00	-	-	-	-	-	
221602 : Stationery	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
221603 : Printing, Binding,Publication	5,000.00	5,000.00	-	-	-	-	-	-	5,000.00	-	-	-	-	-	
221704: Feasibility Studies/Surveys	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
222109 : Operational Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
222113 : Guard and Security Services	43,740.00	43,740.00	3,645.00	3,645.00	3,645.00	3,645.00	3,645.00	3,645.00	3,645.00	3,645.00	3,645.00	3,645.00	3,645.00	3,645.00	
232301 : ICT infrastructure	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Goods and Services	62,196.00	62,196.00	3,645.00	3,645.00	3,645.00	3,645.00	3,645.00	3,645.00	22,101.00	3,645.00	3,645.00	3,645.00	3,645.00	3,645.00	
26 Grant															
265401: Transfer to Gender Responsive Planning & Budgeting (GRP)	20,000.00	20,000.00	-	-	-	-	-	-	-	-	-	-	-	-	
265401: Transfer to Individuals (Students)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Transfers	20,000.00	20,000.00	-	-	-	-	-	-	-	-	-	-	-	-	
31 Non-Financial Assets															
312401: Other Fixed Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Recurrent	1,698,826.00	1,698,826.00	138,364.17	138,364.17	138,364.17	138,364.17	138,364.17	138,364.17	156,820.17	138,364.17	138,364.17	138,364.17	138,364.17	138,364.17	

Signed by: *Dominic R. Paye* Date: *March 31, 2024*
 Dominic R. Paye
 Finance Director

Approved by: *Ronald Fatorma Ngafuan* Date: *June 18, 2024*
 Hon. Ronald Fatorma Ngafuan
 Director General