

Liberia Institute of Statistics & Geo-Information Services (LISGIS)  
 Special Project - Liberia Agriculture Survey - Procurement Plan (SBA)

Source of Funding: UNICEF  
 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	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/OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCEMENT PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENTS	REMARKS	
Planned	1	IFB No. LISGIS/SP/FAO/RF Q/01/2024	Vehicle Repairs and Maintenance Services	G-4520	1-Firm	9,994.00	RFQ	24-Jun-24	27-Jun-24	1-Jul-24	3-Jul-24	17-Jul-24	18-Jul-24	22-Jul-24	29-Jul-24	29-Jul-24	N/A	12-Aug-24	9-Sep-24	
Update																				
Actual																				
Planned	2	IFB No. LISGIS/SP/FAO/RF Q/02/2024	Scratch Cards	J-6190	Assorted	3,900.00	RFQ	1-Jul-24	4-Jul-24	8-Jul-24	10-Jul-24	24-Jul-24	25-Jul-24	29-Jul-24	5-Aug-24	N/A	19-Aug-24	16-Sep-24		
Update																				
Actual																				
Planned	3	IFB No. LISGIS/SP/FAO/RF Q/03/2024	Field Materials	J-6190	Assorted	2,850.00	RFQ	1-Jul-24	4-Jul-24	8-Jul-24	10-Jul-24	24-Jul-24	25-Jul-24	29-Jul-24	5-Aug-24	N/A	19-Aug-24	16-Sep-24		
Update																				
Actual																				
		<b>TOTAL</b>				<b>16,744.00</b>														

Signed: *[Signature]*  
 T. Monroe Wesso  
 Procurement Director

Date: June 27, 2024

Approved by: *[Signature]*  
 Richard F. Ngatuan  
 Director General/ Chairman PC.

Date: June 28, 2024

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 LISGIS  
 7/2/24



Liberia Institute of Statistics and Geo-Information Services

Special Project- Liberia Agriculture Survey

Procurement Plan (Non-SBA) Notes

Source of Funding: FAO

Fiscal Year: 2024

Item No	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	CONTENT OF CONTRACT PACKAGE
1.	IFB No. LISGIS/SP/FAO/RFQ/01/2024	Vehicle Repairs and Maintenance Services	This package is intended to hire a firm to perform vehicle repair and maintenance services for the Liberia Agriculture Survey 2024 conduct. It comes from the budget.
2.	IFB No. LISGIS/SP/FAO/RFQ/02/2024	Scratch Cards	This package is intended for the procurement of communication cards for the following activities: a. (Communication and Data Upload) 30pcs of \$1 cards for 30 enumerators. WEN Questionnaire Main Field Work; b. Data bundle /air time for administration and coordination (\$50 worth of Recharge Cards/month for 6 persons for 10 months (Miscellaneous)
3.	IFB No. LISGIS/SP/FAO/RFQ/03/2024	Field Materials	This package is intended for the procurement of rain gear and reflective jackets for the survey fieldwork as follows: a. Raincoats and reflective jackets (30 sets @ \$40) b. Boots (30 pairs @ \$40) c. Umbrellas ( 30 pcs @ \$15)

T. Monroe Wesso  
Procurement Director

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Prepared By: *[Handwritten Signature]*

Date: June 27, 2024



Liberia Institute of Statistics & Geo-Information Services (LISGIS)  
 Special Project - UNICEF Support to Census Validation 2024 - Procurement Plan (SBA)  
 Source of Funding: UNICEF  
 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	PACKAGE NUMBER (CODE)	CONTRACT PACKAGING	BASIC DATA	QTY	ESTIMATED COST (USD)	PROCURUREMENT METHOD	TECHNICAL SPECS/BIDDING	PREP. OF BIDDING DOCUMENTS	PC APPROVAL - BIDDING DOCUMENTS	BID INVITATION & RELEASE OF BIDDING DOCUMENTS	BID SUBMISSION/PUBLIC OPENING	SUBMISSION OF BIDDING EVALUATION REPORT	PC APPROVAL - BIDDING EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION	ACCEPTANCE & FINAL PAYMENT	REMARKS	
Planned Update/Actual	1	IFB No. LISGIS/SP/UNICEF/S BA/RFO/01/2024	Petroleum products	G-4661	750gal@55.00	RFQ	1-Jul-24	2-Jul-24	5-Jul-24	12-Jul-24	26-Jul-24	29-Jul-24	30-Jul-24	2-Aug-24	N/A	16-Aug-24	13-Sep-24		
Planned Update/Actual	2	IFB No. LISGIS/SP/UNICEF/S BA/RFO/02/2024	scratch cards	G-4653	2,850.00	RFQ	1-Jul-24	4-Jul-24	8-Jul-24	10-Jul-24	24-Jul-24	25-Jul-24	29-Jul-24	5-Aug-24	N/A	8-Aug-24	5-Sep-24		
Planned Update/Actual	3	IFB No. LISGIS/SP/UNICEF/S BA/RFO/03/2024	Stationery	G-4761	1,000.00	RFQ	1-Jul-24	4-Jul-24	8-Jul-24	10-Jul-24	24-Jul-24	25-Jul-24	29-Jul-24	5-Aug-24	N/A	8-Aug-24	5-Sep-24		
Planned Update/Actual	4	IFB No. LISGIS/SP/UNICEF/S BA/RB/01/2024	ICT EQUIPMENT	G-4651	11,400.00	RB	1-Jul-24	4-Jul-24	8-Jul-24	10-Jul-24	24-Jul-24	25-Jul-24	29-Jul-24	5-Aug-24	N/A	8-Aug-24	5-Sep-24		
	<b>TOTAL</b>				<b>19,000.00</b>														

Signed:   
 T. Monroe Wesso  
 Procurement Director

Date: June 26, 2024

Approved by:   
 Robert K. Gastman  
 Director General/ Chairman PC.

Date: June 28, 2024



  
 7/21/24

Liberia Institute of Statistics and Geo-Information Services  
 Special Project- UNICEF Support to Census Validation 2024 (SBA) Notes

Source of Funding: UNICEF

Fiscal Year: 2024

Item No.	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	CONTENT OF CONTRACT PACKAGE
1.	IFB No. LISGIS/SP/UNICEF/SBA/RFQ/01/2024	Petroleum products	This package is intended for the purchase of 750 gallons of fuel for LISGIS' Generator @ \$5.00/gal. It comes from the budget line/description Administrative Support (Fuel support for the generator to support the thematic reports review and other data analysis)
2.	IFB No. LISGIS/SP/UNICEF/SBA/RFQ/02/2024	Scratch Cards	This package is intended to procure phone recharge cards (MTN and Orange) to support data review and analysis. It's under the budget line 'Administrative Support'
3.	IFB No. LISGIS/SP/UNICEF/SBA/RFQ/03/2024	Stationery	This package is intended to purchase Assorted Stationery. It's from the budget line 'Administrative Support'
4.	IFB No. LISGIS/SP/UNICEF/SBA/RFQ/01/2024	ICT EQUIPMENT	This package is intended for the purchase of two laptops & 2024 anti-virus discs for the office of the Director General. This component comes from the budget line 'Administrative Support'. The package also contains the purchase of thirty tablets and accessories for data collection.

Date: June 26, 2024



T. Monroe Wesso  
 Procurement Director

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Prepared By: [Signature]

Liberia Institute of Statistics & Geo-Information Services (LISGIS)  
 Special Project - UNICEF Support to Census Validation 2024 - Procurement Plan (NON-SBA)  
 Source of Funding: UNICEF  
 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	Business Activities code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOCTECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCEMENT PAYMENT (MOBILIZATION)	DELIVERY INSPECTION (SUBSTANTIAL COMPLETE)	ACCEPTANCE & FINAL PAYMENTS	REMARKS	
Planned	1	LISGIS/SP/UNICE F/RFQ/01/2024	Statistical Software & Licenses		1-Firm	7,540.00	RFQ	24-Jun-24	27-Jun-24	1-Jul-24	3-Jul-24	17-Jul-24	18-Jul-24	22-Jul-24	29-Jul-24	N/A	1-Aug-24	29-Aug-24		
Update	2	LISGIS/SP/UNICE F/RFQ/02/2024	ICT Server	G-4651	1-Set	10,000.00	RFQ	8-Apr-24	11-Apr-24	15-Apr-24	17-Apr-24	1-May-24	2-May-24	6-May-24	13-May-24	N/A	16-May-24	13-Jun-24		
Actual	<b>TOTAL</b>																			
						<b>17,540.00</b>														

Signed: T. Monroe Wesso  
 Procurement Director

Date: June 26, 2024

Approved by: [Signature]  
 Richard K. Saka  
 Director General/ Chairman PC.

Date: June 28, 2024

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7/2/24





Liberia Institute of Statistics and Geo-Information Services  
 Special Project- UNICEF Support to Census Validation 2024  
 Procurement Plan (Non-SBA) Notes  
 Source of Funding: UNICEF  
 Fiscal Year: 2024

Item No	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	CONTENT OF CONTRACT PACKAGE
1.	IFB No. LISGIS/SP/UNICEF/RFO/01/2024	Statistical Software & Licenses	This package is intended to procure the following software and user licenses for the LISGIS: a) Kobo Toolbox (For professionals and teams with high volume data collection needs) \$200 per month subscription @ \$1,200.00 b) IBM SPSS Statistics (Subscription Term: 12 months auto-renewal); @ \$1,140.00 c) Stata/MP>4 cores, Faster stills. Five users. 10-cores, @ \$ 4,940.00
2.	IFB No. LISGIS/SP/UNICEF/RFO/02/2024	ICT Server	This package is intended for the purchase of a Server [ustor Lockerstor 6 Gen2 AS6706T - 6 Bay NAS, Quad-core 2.0 GHz CPU, 4X M.2 NVMe Slots, Dual 2.5GbE, Upgradable to 10GbE, 8GB DDR4 RAM, Content Creation Network Attached Storage (Diskless) ] - The devices will be store at UNICEF office to be turned to LISGIS after twelve months.

Date: June 26, 2024

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T. Monroe Wesso  
 Procurement Director



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Prepared By:

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<p>training, field testing, data collection, data analysis, and report launching. The detailed breakdown of the package attached.</p>		
<p>This package is intended to hire catering firms in different localities at different times to provide catering services for the conduct of the survey training, workshops, and launching programs as follow:</p> <ul style="list-style-type: none"> <li>a. Catering (18 trainees, 5 facilitators, 2 support staff);</li> <li>b. Catering in July, to be undertaken Monrovia (10 participants, 5 facilitators, 2 support staff);</li> <li>c. Catering for Enumerator Training- July (15 enumerators)</li> <li>d. Catering -October (15 enumerators)</li> <li>e. Catering in Dec. to be undertaken in Bong (data analysis and report writing)</li> <li>f. Catering in Dec. for the report launch</li> </ul>	<p>Provision of Catering services</p>	<p>4. IFB No. LISGIS/SP/FAO/SBA/RFO/04/2024</p> 
<p>The Package is intended to hire a firm to print out manuals, questionnaires, reports, etc. relating to the survey. The budget details are as follows:</p> <ul style="list-style-type: none"> <li>a. Printouts (questionnaires, enumerators' manual, booklets, etc.) Pre-Test Training Manuals (25 sets @ \$30</li> <li>b. Printouts (questionnaires, enumerators' manual, booklets, etc.) TOT Training manuals 17sets @ \$30;</li> </ul>	<p>Printing services</p>	<p>5. IFB No. LISGIS/SP/FAO/SBA/RB/01/2024</p>

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Prepared By: T. Monroe Wesso  
Procurement Director

Date: June 27, 2024

6.	IFB No. LISGIS/SP/FAO/SBA/RFO/05/2024	Production of ID cards	<p>This Package is intended to hire a firm to produce Identification Cards for the 30 survey field staff. It is under the budget line "Administer the WEN questionnaire"</p> <p>c. Printouts (questionnaires, enumerators' manual, maps, booklets, etc.) TOE Training manuals 30sets @ \$30</p> <p>d. Report printing WEN Survey Report printing for Data analysis workshop) (300 sets @ \$ 30)</p> <p>e. Printouts (questionnaires, enumerators' manual, booklets, etc.) Data analysis and Report Writing Workshop Manuals (15 sets @ \$ 30;</p> <p>f. Printouts (survey report, booklets, etc.) for report launch ( 100 sets @ \$ 30)</p>
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Liberia Institute of Statistics & Geo-Information Services (LISGIS)  
 Special Project - Liberia Agriculture Survey - Procurement Plan (SBA)  
 Source of Funding: FAO  
 Fiscal Year 2024

1	2	3	4	BASIC DATA										IMPLEMENTATION DATES										20
ITEM NO	PACKAGE NUMBER (CODE)	CONTRACT PACKAGING	Business Activity code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECIFICATIONS/DRAWINGS	PREP. OF BID DOCUMENTS	PC APPROVAL - BID DOCUMENTS	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 Update Actual	1	LISGIS/SP/FAO/SBA/ RFQ/01/2024	Petroleum products	G-4661	510gal@\$6.00	3,060.00	RFQ	1-Jul-24	2-Jul-24	5-Jul-24	12-Jul-24	26-Jul-24	29-Jul-24	30-Jul-24	2-Aug-24	N/A	16-Aug-24	13-Sep-24						
Planned Update Actual	2	LISGIS/SP/FAO/SBA/ RFQ/02/2024	Hall Rental	L-6810	4 - Halls	10,400.00	RFQ	1-Jul-24	4-Jul-24	8-Jul-24	10-Jul-24	24-Jul-24	25-Jul-24	29-Jul-24	5-Aug-24	N/A	19-Aug-24	16-Sep-24						
Planned Update Actual	3	LISGIS/SP/FAO/SBA/ RFQ/03/2024	Stationery	G-4761	Assorted	2,649.00	RFQ	1-Jul-24	4-Jul-24	8-Jul-24	10-Jul-24	24-Jul-24	25-Jul-24	29-Jul-24	5-Aug-24	N/A	19-Aug-24	16-Sep-24						
Planned Update Actual	4	LISGIS/SP/FAO/SBA/ RFQ/04/2024	Provision of Catering Services	H-5621	6 - Firms	16,900.00	RFQ	1-Jul-24	4-Jul-24	8-Jul-24	10-Jul-24	24-Jul-24	25-Jul-24	29-Jul-24	5-Aug-24	N/A	19-Aug-24	16-Sep-24						
Planned Update Actual	5	LISGIS/SP/FAO/SBA/ RB/01/2024	Provision Printing Services	C-1812	1 - Firm	14,610.00	RB	1-Jul-24	4-Jul-24	8-Jul-24	10-Jul-24	24-Jul-24	25-Jul-24	29-Jul-24	5-Aug-24	N/A	19-Aug-24	16-Sep-24						
Planned Update Actual	6	LISGIS/SP/FAO/SBA/ RFQ/05/2024	Production of ID Cards	C-1812	1 - Firm	300.00	RFQ	1-Jul-24	4-Jul-24	8-Jul-24	10-Jul-24	24-Jul-24	25-Jul-24	29-Jul-24	5-Aug-24	N/A	12-Aug-24	9-Sep-24						
<b>TOTAL</b>						<b>47,919.00</b>																		



Signed: T. Monroe Wesso  
 Procurement Director

Date: June 27, 2024

Approved by: Richard F. Ngeffuan  
 Director General/ Chairman PC.

Date: June 28, 2024

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Liberia Institute of Statistics and Geo-Information Services  
 Special Project- Liberia Agriculture Survey - (SBA) Notes

Source of Funding: FAO

Fiscal Year: 2024

Item No.	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	CONTENT OF CONTRACT PACKAGE
1.	IFB No. LISGIS/SP/FAO/SBA/RFO/01/2024	Petroleum products	This package is intended to purchase 510 gallons of fuel for the conduct of the Agriculture Census activities. They come from the below budget lines: a. pre-test data collection (60gals for 8 days @ \$6.00) b. conduct of WEN TOT Field Practice (30 gals for one day @ \$6.00)
2.	IFB No. LISGIS/SP/FAO/SBA/RFO/02/2024	Hall rental	This package is intended to book four separate halls for the conduct of workshops, Training, and survey data analysis and report launching in different parts of Liberia. The activities and budget lines are as follows: a. Conduct a small-scale field test of the WEN questionnaire (Pretest Training) b. ToT Training in Monrovia c. Data Analysis and Report Writing workshop in Bong d. Survey Report Launching in Monrovia
3.	IFB No. LISGIS/SP/FAO/SBA/RFO/03/2024	Assorted Stationery	This package is intended to purchase Assorted Stationery for the conduct of several survey activities, workshops,

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Liberia Institute of Statistics & Geo-Information Services (LISGIS)

Consultancy Procurement Plan

Special Project - Liberia Agriculture Survey - Procurement Plan (SBA)

Source of Funding: FAO

Fiscal Year: 2024

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
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/Shortlisting	PC APPROVAL-EVALUATION REPORT/Shortlisting/Invitation for Interview	PREPARATION & SUBMISSION OF RFP DOCUMENT / Interview	PC APPROVAL - FINAL TOR/RFP DOCUMENT	INVITATION OF PROPOSALS	PROPOSAL SUBMISSION & OPENING	SUBMISSION OF TECHNICAL & FINANCIAL EVALUATION REPORT	PC APPROVAL-COMBINED EVALUATION REPORT/NEGOTIATION	CONTRACT AWARD & SIGNING	COMPLETION (FINAL REPORT) AND PAYMENT	
PLANNED	1	IFB No. LISGIS/FAO/CQS/01/2024	Audit Consultancy	M-6920	1-Firm	5,000.00	CQS	7/1/2024	7/11/2024	7/25/2024	8/1/2024	8/8/2024	8/15/2024	8/19/2024	8/26/2024	9/9/2024	9/11/2024	9/12/2024	9/19/2024	10/17/2024
UPDATE																				
ACTUAL																				
<b>GRAND TOTAL</b>					5,000.00															

Signed :

*[Signature]*

T. Monroe Wesso  
Director of Procurement

Date: June 27, 2024

*[Signature]*  
Richard Ngejuan  
Director General/ Chairman PC

Approved: Date: June 28, 2024



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7/2/24





Liberia Institute of Statistics and Geo-Information Services

Special Project Consultancy Procurement Plan Notes

Source of Funding: FAO

Fiscal Year: 2024

Item No	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	PACKAGE
1		Audit Consultancy	This package is intended for hiring an independent auditing firm to conduct an audit of the FAO funded aspect of the project. Is under the heading 'miscellaneous' and the line 'Audit Fees'

Prepared By: \_\_\_\_\_ Date: June 27, 2024

T. Monroe Wesso  
Procurement Director

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