



Liberia Petroleum Regulatory Authority

LPRA

PROCUREMENT PLAN-SBA
SOURCE OF FUNDING: NATIONAL BUDGET
Fiscal Year: 2024 (January 2 – December 31, 2024)

1	2	3	4	5	6B	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 (US\$)	Procurement Method	Technical Specs/BO Q/Drawings	Prep. of Bid Document	PC Approval Bid Document/ Tech. Specs	Bid invitation & Release of Bid Doc.	Bid Submission /Public Opening	Submission of Bid Evaluation Report	PC Approval – Bid Evaluation Report	Contract Award and Signing	Advance Payment (Mobilization)	Delivery, Inspection (Substantial completion)	Acceptance & Final Payment	Remarks	
Planned Update Actual	1	IFBNO: LPRA/SBA/RB/001/2024	Petroleum Product [Fuel & Gasoline]	G-4661	7,386 gallons	35,820.00	RB	4/01/24	4/08/24	4/15/24	5/22/24	6/14/24	6/21/24	6/25/24	6/28/24	n/a	12/13/24	12/23/24		
Planned Update Actual	2	IFBNO: LPRA/SBA/NCB/001/2024	Printing & Binding	C-1811	Assorted	18,000.00	NCB	4/12/24	4/19/24	4/26/24	5/24/24	6/21/24	6/28/24	7/05/24	7/10/24	n/a	12/10/24	12/30/24		
Planned Update Actual	3	IFBNO: LPRA/SBA/NCB/002/2024	Building Materials	G4663	Assorted	24,000.00	NCB	5/03/24	5/10/24	5/17/24	5/24/24	6/24/24	7/03/24	7/10/24	7/15/24	n/a	12/12/24	12/30/24		
Planned Update Actual	4	IFBNO: LPRA/SBA/NCB/003/2024	Air Ticket	N-7911	1 Firm	294,000.00	NCB	5/13/24	5/20/24	5/27/24	5/31/24	6/28/24	7/05/24	7/10/24	7/12/24	n/a	12/10/24	12/30/24		
Planned Update Actual	5	IFBNO: LPRA/SBA/NCB/004/2024	Security Service	N-8010	1	18,000.00	NCB	4/24/24	4/30/24	5/07/24	5/25/24	6/25/24	7/07/24	7/12/24	7/16/24	n/a	12/02/24	12/20/24		
Planned Update Actual	6	IFBNO: LPRA/SBA/NCB/005/2024	Garbage Disposal	E-3821	1 Firm	18,000.00	NCB	5/03/24	5/10/24	5/17/24	5/24/24	6/24/24	7/03/24	7/10/24	7/16/24	n/a	12/20/24	12/30/24		
SUB-TOTAL						\$407,820.														

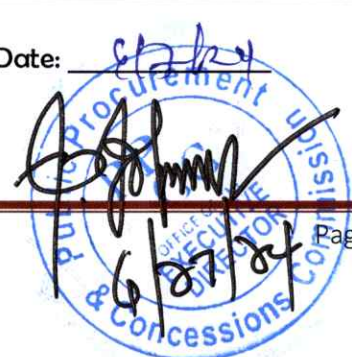
Prepared by: *Rufus F. McCarthy*
Rufus F. McCarthy
Procurement Manager

Date: 7/16/2024

Approved by: *Marilyn T. Logan*
Marilyn T. Logan
Head of Entity/Chairman Proc. Committee

Date: 6/27/24

WESG
6/27/24





Liberia Petroleum Regulatory Authority

LPRA

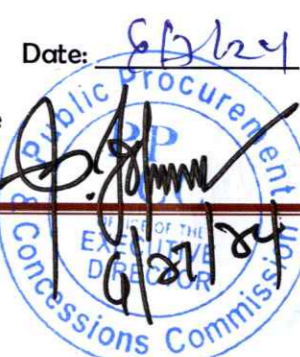
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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
BASIC DATA								IMPLEMENTATION DATES											
	Item No.	Package Number (Code)	Contract Package	Business Activity Code	Qty.	Estimated Cost (US\$)	Procurement Method	Technical Specs/BOQ/Drawings	Prep. of Bid Document	PC Approval Bid Document/ Tech. Specs	Bid invitation & Release of Bid Doc.	Bid Submission /Public Opening	Submission of Bid Evaluation Report	PC Approval – Bid Evaluation Report	Contract Award and Signing	Advance Payment (Mobilization)	Delivery, Inspection (Substantial completion)	Acceptance & Final Payment	Remarks
Planned	7	IFBNO:LPRA/SBA/RFQ/001/2024	Water Fountain	G-4759	2 pcs	4,800.00	RFQ	5/13/24	5/20/24	5/27/24	6/04/24	6/11/24	6/17/24	6/21/24	6/27/24	n/a	12/20/24	12/30/24	
Update																			
Actual																			
Planned	8	IFBNO: LPRA/SBA/RFQ/002/2024	Medical Insurance Coverage	K-6512	1 Firm	9,000.00	RFQ	5/15/24	5/22/24	5/29/24	6/05/24	6/12/24	6/19/24	6/26/24	7/01/24	n/a	12/16/24	12/27/24	
Update																			
Actual																			
Planned	9	IFBNO:LPRA/SBA/RFQ/003/2024	Vehicles Insurance Coverage	K-6512	1 Firm	2,000.00	RFQ	5/15/24	5/22/24	5/29/24	6/05/24	6/12/24	6/19/24	6/26/24	7/02/24	n/a	12/23/24	12/30/24	
Update																			
Actual																			
Planned	10	IFBNO:LPRA/SBA/RFQ/004/2024	Vehicle Rental	H-4922	1 Firm	2,400.00	RFQ	5/13/24	5/20/24	5/27/24	6/04/24	6/11/24	6/17/24	6/21/24	6/28/24	n/a	12/20/24	12/30/24	
Update																			
Actual																			
Planned	11	IFBNO:LPRA/SBA/RFQ/005/2024	Website Maintenance	G-4651	1 Firm	6,000.00	RFQ	5/13/24	5/20/24	5/27/24	6/04/24	6/11/24	6/17/24	6/21/24	6/28/24	n/a	12/20/24	12/30/24	
Update																			
Actual																			
				Sub-Total		\$24,200.00													
GRAND-TOTAL						\$432,020.00													

Prepared by: *Rufus F. McCarthy*
Rufus F. McCarthy
Procurement Manager

Date: 7/6/2024
[Signature]
6/27/24

Approved by: *[Signature]*
Marilyn T. Logan
Head of Entity/Chairman Proc. Committee

Date: 6/27/24




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PROCUREMENT PLAN-SBA
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EXPLANATORY NOTES TO SBA PROCUREMENT PLAN

Item No.	Contract Package Code	Contract Package	EXPLANATION
1	IFBNO: LPRA/SBA/RB/001/2024	Petroleum Product [Fuel & Gasoline]	This package is a derivative of the budget line "Fuel" and is intended to purchase 7,386 gallons of Fuel @ 4.85/gal, including transportation cost, to be used for the generator, utility vehicle and administrative vehicles.
2	IFBNO: LPRA/SBA/NCB/001/2024	Printing & Binding	This package is a derivative of the budget line "Office Equipment & Supplies" and it is intended to print and bind all contracts, agreements, Memoranda of Understanding, fliers, brochures and banners, as well as other clerical transmittal or forms as may be used by the entity. The balance US\$38,250.00 is used to purchase stationery and Supplies, laptops, desktops, light and heavy duty printers.
3	IFBNO: LPRA/SBA/NCB/002/2024	Building Materials	This package is intended to purchase assorted materials for the maintenance of the Administrative Complex housing the LPRA, garage, annexes and all properties (Infrastructure), bought, leased or rented. US\$1,160.00 is intended to purchase poly tanks and US\$2,000.00 for the renovation of the Water Tower to hold the 2 new poly tanks.
4	IFBNO: LPRA/SBA/NCB/003/2024	Air Ticket	This package is from the budget line "Travel-Foreign" and is intended to purchase tickets and other vital travel documents (Laisser passer, Yellow fever card, etc.) for over eighty (80) planned trips for senior management and Board Members to travel out of the country to engage stakeholders and other partners of the Sector. It will also account for guests of the LPRA that travel to Liberia.
5	IFBNO: LPRA/SBA/NCB/004/2024	Security Service	This package is from the budget line "Professional Service" and it's intended to hire the services of a security guard firm to provide security to the LPRA and its establishments. The remaining \$24,000 will be used to cover the costs for waste management and the maintenance of the website and social media engagements.
6	IFBNO: LPRA/SBA/NCB/005/2024	Garbage Disposal	This package is from the budget line "Professional Service", sub-line "Cleaning & Waste Management" and is intended to hire the service of a waste disposal firm to manage and dispose of all non-hazardous waste from the entity's premises. The remaining \$24,000.00 will be used to hire security guards and to under right Website maintenance and Social media engagements for FY 2024.
7	IFBNO: LPRA/SBA/RFQ/001/2024	Water Fountain	This package is intended to purchase 2 sets of water fountains at the LPRA and pay for the canisters of water to be supplied for the Fiscal period. The fountains will provide safe drinking water for employees as well as guests on a daily basis

Prepared By: [Signature]
PROCUREMENT MANAGER

Date: 6/7/2024

Approved: [Signature]
CHAIRMAN-PROCUREMENT COMMITTEE

Date: 6/7/2024

[Signature]
6/27/24

