



LPRRA
Liberia Petroleum Regulatory Authority

Liberia Petroleum Regulatory Authority

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

LPRRA

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/BO Q/Drawing	Prep. of Bid Document	PC Approval 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: LPRRA/RB/001/2024	Vehicle	G4510	4	245,000.00	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: LPRRA/NCB/001/2024	Office Equipment	G4753	Assorted	20,250.00	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	3	IFBNO: LPRRA/NCB/002/2024	Furniture & Fixt.	G4759	Assorted	32,000.00	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	
Planned Update Actual	4	IFBNO: LPRRA/NCB/003/2024	Stationeries	G4761	Assorted	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	7/15/24	n/a	12/02/24	12/20/24	
Planned Update Actual	5	IFBNO: LPRRA/NCB/004/2024	IT Materials & Softwares	G4741	Assorted	17,520.00	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	6	IFBNO: LPRRA/NCB/005/2024	Generator	G-4659	1 Set	40,000.00	NCB	5/15/24	5/22/24	5/29/24	6/06/24	7/03/24	7/10/24	7/15/24	7/19/24	n/a	12/20/24	12/30/24	
SUB-TOTAL						\$372,770.													

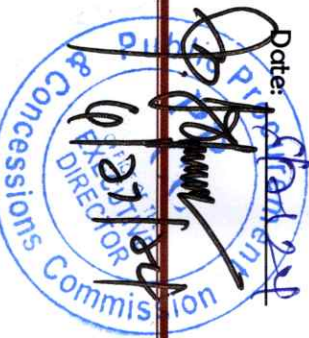
Prepared by: Rufus F. McCarthy
Procurement Manager

Date: 7/6/2024

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

Date: 7/6/2024

Handwritten signatures and dates:
6/27/24
6/27/24



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

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BASIC DATA										IMPLEMENTATION DATES									
Item No.	Package Number (Code)	Contract Package	Business Activity Code	Qty.	Estimated Cost (US\$)	Procurement Method	Technical Specs/BODrawings	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	7	IFBNO:L.PRA/NCB/006/2024	Scratch Cards	J6190	13,164 pcs	65,820.00	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	8	IFBNO:L.PRA/RFQ/001/2024	Cleaning Materials	G4773	Assorted	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	
Planned Update Actual	9	IFBNO:L.PRA/RFQ/002/2024	Postal Services	H5310	1 Firm	1,800.00	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	
Planned Update Actual	10	IFBNO:L.PRA/RFQ/003/2024	Media Services	J-5813	Assorted	5,100.00	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	
Planned Update Actual	11	IFBNO:L.PRA/RFQ/004/2024	Repair & Maintenance Services/Equipment	G-4520	Assorted	4,800.00	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	
SUB-TOTAL						\$63,520.00													

Prepared by: *Rufus F. McCarthy*
Procurement Manager

Date: *7/6/2024*


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

Date: *6/27/24*



**PROCUREMENT PLAN---NON-SBA
SOURCE OF FUNDING: NATIONAL BUDGET
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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 Document/ Tech. Specs	Bid Invitation & Release of Bid Doc.	Bid Submission /Public Opening	Submission of Bid Evaluation Report	Approval - Bid Evaluation Report	Contract Award and Signing	Advance Payment (Mobilization)	Delivery, Inspection (Substantial completion)	Acceptance & Final Payment	Remarks	
Planned	12	IFBNO:LPRA/RFQ/005/2024	Repair & Maintenance Services/Vehicle	G-4520	1 Firm	5,600.00	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																			
SUB-TOTAL					US\$5,600.00														
GRAND-TOTAL					\$461,890.														

Prepared by: 
Rufus F. McCarthy
Procurement Manager

Date: 7/11/2024

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

Date: 8/19/24


6/27/24



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

EXPLANATORY NOTES TO NON-SBA PROCUREMENT PLAN

Item No.	Contract Package Code	Contract Package	EXPLANATION
1	IFBNO:L:PRA/RB/001/2024	Vehicle	This package is intended to buy four (4) vehicles (SUVs) for use by the Senior Management Team.
2	IFBNO:L:PRA/NCB/001/2024	Office Equipment	This package is derived from the budget line "Office Equipment & Supplies" and it is intended to purchase five (5) laptops, ten (10) desktop computers, three (3) centralized heavy duty printers and five (5) light duty printers. The balance US\$36,000 from this budget line is used to procure stationeries and supplies and to take care of printing and binding of all documents emanating from engagements of the entity for FY 2024.
3	IFBNO:L:PRA/NCB/002/2024	Furniture & Fixtures	This package is intended to purchase three (3) sets of Executive furniture, six (6) set of Semi-Executive furniture, creation of eight (8) work stations/cubicles and a set of conference room furniture for the Fiscal Period 2024.
4	IFBNO:L:PRA/NCB/003/2024	Stationeries	This package is from the Budget Line "Office Equipment & Supplies". It's intended for the purchase of assorted stationeries, which include, but are not limited to the following: Bond Papers (A4, A3 & Legal), Glossy papers (A4), inks, pens, envelopes, print cartridges, poster sheets, note-pads, ledgers, journals, cabinets, ball-point pens, glues, staples & pins, etc.]. The balance of \$38,250.00 from this budget line is used to purchase laptops, desktops, light and heavy duty printers and underwrite the cost of printing and production of all contracts, reports or agreements that will be signed.
5	IFBNO:L:PRA/NCB/004/2024	IT Materials & Softwares	This package originates from two budget lines, "Communication & ICT" and "Computer Software" and is intended to procure IT Materials and accessories as well as computer softwares (Quickbooks) and installation.
6	IFBNO:L:PRA/NCB/005/2024	Generator	This package is intended to buy 1 set of 120 KVA generator for use by the entity.
7	IFBNO:L:PRA/NCB/006/2024	Scratch Cards	This package is from the budget line "Communication & ICT" and is intended to procure 13,164 pieces of US\$5.00 Scratch cards for operational and administrative use of Board Members, Managers and designated senior staff and other departments of the LPRA. Of the remaining \$33,000 from this budget line, \$18,000 is intended to underwrite the annual subscription cost of internet, data and other cable services offered by Libtelco and \$15,000.00 for the purchase and installation of IT Materials and accessories.

Prepared By: _____

PROCUREMENT MANAGER

Approved: _____

CHAIRMAN-PROCUREMENT COMMITTEE

Date: 3/6/2024

Date: 6/27/24





Liberia Petroleum Regulatory Authority

LPRA

PROCUREMENT PLAN-SBA

SOURCE OF FUNDING: NATIONAL BUDGET

Fiscal Year: 2024 (January 2 – December 31, 2024)

EXPLANATORY NOTES TO SBA PROCUREMENT PLAN

Item No.	Contract Package Code	Contract Package	EXPLANATION
8	IFBNO:LPRA/SBA/RFQ/002/2024	Medical Insurance Coverage	This package emanates from the Budget line "Insurance & Registration". It's intended for medical insurance of employees. The remaining \$3,000.00 will be used for vehicle insurance coverage (\$2,000.00) and vehicle registration with the Ministry of Transport (\$1,000.000).
9	IFBNO:LPRA/SBA/RFQ/003/2024	Vehicle Insurance Coverage	This package emanates from the Budget line "Insurance & Registration". It's intended for the insurance of the LPRA's vehicles. The remaining \$10,000.00 will be used for Medical insurance coverage (\$9,000.00) and vehicle registration with the Ministry of Transport (\$1,000.00).
10	IFBNO:LPRA/SBA/RFQ/004/2024	Vehicle Rental	This package is from the budget line "Vehicle Rentals" and is intended to hire the services of a local vehicle rental firm to commute guests of LPRA from point to point.
11	IFBNO:LPRA/SBA/RFQ/005/2024	Website Maintenance	This package is from the budget line "Website & Social Media engagement" and is intended to hire the services of a local firm to upgrade LPRA's website, maintain and update contents and provide routine technical and administrative support.
			NB: In the budget, \$19, 200.00 is budgeting for the installation and monthly fees of LEC current, under the Budget Line Electricity, while \$6,000.00 is budgeted for Board Meeting refreshments, under the budget line "Entertainment".

Prepared By: [Signature]
PROCUREMENT MANAGER

Date: 7/6/2024

Approved: [Signature]
CHAIRMAN-PROCUREMENT COMMITTEE

Date: 6/27/24



[Signature]
 6/27/24