

Monrovia City Corporation (MCC)
Procurement Plan (SBA)
 Source of Funding: GOL & INTERNAL REVENUE
 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							IMPLIMENTATION DATES												
	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITIES CODE	QUANTITY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENTS	PC APPROVAL BID DOCUMENT/T ECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/PU BLIC 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	1	IFB.No. :MCC/SBA/RB/001/2024	PRINTING & BINDING SERVICE	C-1812	1 FIRM	16,550.00	NCB	21-May-24	4-Jun-24	18-Jun-24	25-Jun-24	23-Jul-24	30-Jul-24	6-Aug-24	20-Aug-24	N/A	3-Sep-24	17-Sep-24		
UPDATE																				
ACTUAL																				
PLANNED	2	IFB.No. :MCC/SBA/RFQ/001/2024	NEWSPAPERS, BOOKS AND PERIODICALS	G-4761	ASSORTED	2,500.00	RFQ	21-May-24	28-May-24	4-Jun-24	11-Jun-24	25-Jun-24	2-Jul-24	9-Jul-24	23-Jul-24	N/A	30-Jul-24	13-Aug-24		
UPDATE																				
ACTUAL																				
PLANNED	3	IFB.No. :MCC/SBA/NCB/001/2024	REPAIR AND MAINTENANCE - COMPUTER SOFTWARE & HARDWARE	J-6202	1 FIRM	21,000.00	NCB	21-May-24	4-Jun-24	18-Jun-24	25-Jun-24	23-Jul-24	30-Jul-24	6-Aug-24	20-Aug-24	N/A	3-Sep-24	17-Sep-24		
UPDATE																				
ACTUAL																				
PLANNED	4	IFB.No. :MCC/SBA/RFQ/002/2024	PRINT AND ELECTRONIC MEDIA SERVICES	J5813	ASSORTED	9,500.00	RFQ	21-May-24	28-May-24	4-Jun-24	11-Jun-24	25-Jun-24	2-Jul-24	9-Jul-24	23-Jul-24	N/A	30-Jul-24	13-Aug-24		
UPDATE																				
ACTUAL																				
SUB-TOTAL (1)						49,550.00														

PREPARED BY: [Signature] DATE: June 18, 2024
 DERECK D. PERKINS (DIRECTOR, PROCUREMENT DEPARTMENT - MCC)



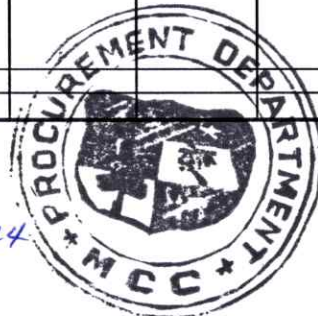
APPROVED BY: [Signature]
 HON. JOHN CHARUK SIAFA (MAYOR/CHAIRMAN, PROCUREMENT COMMITTEE - MCC)



[Handwritten Signature]
 6/24/24

Monrovia City Corporation (MCC)
Procurement Plan (SBA)
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Fiscal Year: 2024

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PLANNED	5	IFB.No. :MCC/SBA/NCB /002/2024	STAFF UNIFORMS	G-4771	1 FIRM	25,000.00	NCB	21-May-24	4-Jun-24	18-Jun-24	25-Jun-24	23-Jul-24	30-Jul-24	6-Aug-24	20-Aug-24	N/A	3-Sep-24	17-Sep-24	
UPDATE																			
ACTUAL																			
PLANNED	6	IFB.No. :MCC/SBA/NCB /003/2024	ADVERTISEMENT & PUBLIC RELATIONS SERVICES	M-7310	3 FIRM	90,000	NCB	21-May-24	4-Jun-24	18-Jun-24	25-Jun-24	23-Jul-24	30-Jul-24	6-Aug-24	20-Aug-24	N/A	3-Sep-24	17-Sep-24	
UPDATE																			
ACTUAL																			
PLANNED	7	IFB.No. :MCC/SBA/NCB /004/2024	EVENTS & CATERING SERVICES	I-5621	1 FIRM	60,500.00	NCB	21-May-24	4-Jun-24	18-Jun-24	25-Jun-24	23-Jul-24	30-Jul-24	6-Aug-24	20-Aug-24	N/A	3-Sep-24	17-Sep-24	
UPDATE																			
ACTUAL																			
PLANNED	8	IFB.No. :MCC/SBA/NCB /005/2024	COMPUTER SUPPLIES, PARTS AND CABLINGS	G-4741	1 FIRM	46,000.00	NCB	21-May-24	4-Jun-24	18-Jun-24	25-Jun-24	23-Jul-24	30-Jul-24	6-Aug-24	20-Aug-24	N/A	3-Sep-24	17-Sep-24	
UPDATE																			
ACTUAL																			
SUB-TOTAL (2)						221,500.00													



PREPARED BY: [Signature] DATE: June 18, 2024
DERECK D. PERKINS (DIRECTOR, PROCUREMENT DEPARTMENT - MCC)

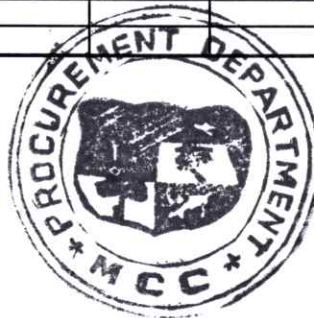
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6/24/24

APPROVED BY: [Signature]
HON. JOHN-CHARUK SIAFA (MAYOR/CHAIRMAN, PROCUREMENT COMMITTEE - MCC)

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OFFICE OF THE EXECUTIVE DIRECTOR
& Concessions Commission
6/27/24

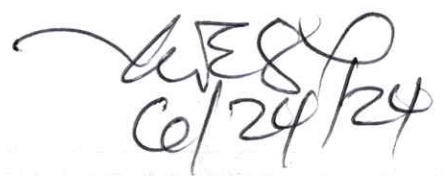
Monrovia City Corporation (MCC)
Procurement Plan (SBA)
Source of Funding: GOL & INTERNAL REVENUE
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PLANNED	9	IFB.No. :MCC/SBA/RFQ/003/2024	GIFTS	CONDITIO NAL	Assorted	9,925.00	RFQ	21-May-24	28-May-24	4-Jun-24	11-Jun-24	25-Jun-24	2-Jul-24	9-Jul-24	23-Jul-24	N/A	30-Jul-24	13-Aug-24	
UPDATE																			
ACTUAL																			
PLANNED	10	IFB.No. :MCC/SBA/NCB/006/2024	AIR TICKETS	N-7911	1 FIRM	15,000.00	NCB	21-May-24	4-Jun-24	18-Jun-24	25-Jun-24	23-Jul-24	30-Jul-24	6-Aug-24	20-Aug-24	N/A	3-Sep-24	17-Sep-24	
UPDATE																			
ACTUAL																			
PLANNED	11	IFB.No. :MCC/SBA/RFQ/004/2024	VEHICLE RENTALS	H-4922	1 FIRM	10,000.00	RFQ	21-May-24	28-May-24	4-Jun-24	11-Jun-24	25-Jun-24	2-Jul-24	9-Jul-24	23-Jul-24	N/A	30-Jul-24	13-Aug-24	
UPDATE																			
ACTUAL																			
PLANNED	12	IFB.No. :MCC/SBA/NCB/007/2024	EQUIPMENT RENTALS	H-4923	1 FIRM	35,000.00	NCB	21-May-24	4-Jun-24	18-Jun-24	25-Jun-24	23-Jul-24	30-Jul-24	6-Aug-24	20-Aug-24	N/A	3-Sep-24	17-Sep-24	
UPDATE																			
ACTUAL																			
SUB-TOTAL (3)						69,925.00													



PREPARED BY:  DATE: June 18, 2024
 DERECK D. PERKINS (DIRECTOR, PROCUREMENT DEPARTMENT - MCC)

APPROVED BY: 
 HON. JOHN-CHARUK SIFA (MAYOR/CHAIRMAN, PROCUREMENT COMMITTEE - MCC)

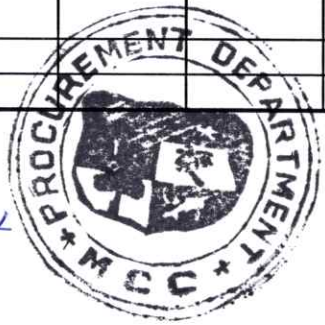

 6/24/24



Monrovia City Corporation (MCC)
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PLANNED	13	IFB.No. :MCC/SBA/RFQ/005/2024	EMPLOYEES' ID CARDS PRODUCTION	C-1811	1 FIRM	3,960.00	RFQ	21-May-24	28-May-24	4-Jun-24	11-Jun-24	25-Jun-24	2-Jul-24	9-Jul-24	23-Jul-24	N/A	30-Jul-24	13-Aug-24	
UPDATE																			
ACTUAL																			
PLANNED	14	IFB.No. :MCC/SBA/RFQ/006/2024	SCRATCH CARDS	J-6190	700 PCS @\$5	3,500.00	RFQ	21-May-24	28-May-24	4-Jun-24	11-Jun-24	25-Jun-24	2-Jul-24	9-Jul-24	23-Jul-24	N/A	30-Jul-24	13-Aug-24	
UPDATE																			
ACTUAL																			
PLANNED	15	IFB.No. :MCC/SBA/RFQ/007/2024	SPORTING MATERIALS	G-4741	ASSORTED	9,525.00	RFQ	21-May-24	28-May-24	4-Jun-24	11-Jun-24	25-Jun-24	2-Jul-24	9-Jul-24	23-Jul-24	N/A	30-Jul-24	13-Aug-24	
UPDATE																			
ACTUAL																			
PLANNED	16	IFB.No. :MCC/SBA/NCB/008/2024	FINANCIAL MANAGEMENT SOFTWARE	G-4651	1 FIRM	30,260.00	NCB	21-May-24	4-Jun-24	18-Jun-24	25-Jun-24	23-Jul-24	30-Jul-24	6-Aug-24	20-Aug-24	N/A	3-Sep-24	17-Sep-24	
UPDATE																			
ACTUAL																			
SUB-TOTAL (4)						47,245.00													

PREPARED BY: *[Signature]* DATE: June 18, 2024
 DERECK D. PERKINS (DIRECTOR, PROCUREMENT DEPARTMENT - MCC)



APPROVED BY: *[Signature]*
 HON. JOHN CHARUK SIAFA (MAYOR/CHAIRMAN, PROCUREMENT COMMITTEE - MCC)

[Signature]
 OFFICE OF THE EXECUTIVE DIRECTOR
 Public Procurement & Concessions Committee
 6/27/24

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 6/24/24

Monrovia City Corporation (MCC)
Procurement Plan (SBA)
 Source of Funding: GOL & INTERNAL REVENUE
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PLANNED	17	IFB.No. :MCC/SBA/NCB /009/2024	REFUSE COLLECTION TOOLS	G-4663	1 FIRM	14,896.00	NCB	21-May-24	4-Jun-24	18-Jun-24	25-Jun-24	23-Jul-24	30-Jul-24	6-Aug-24	20-Aug-24	N/A	3-Sep-24	17-Sep-24		
UPDATE																				
ACTUAL																				
SUB-TOTAL (5)					14,896.00															
GRAND TOTAL (SUB-TOTAL 1-5) =					403,116.00															

PREPARED BY: *[Signature]* ^{06/18/24} DATE: June 18, 2024
 DEREK D. PERKINS (DIRECTOR, PROCUREMENT DEPARTMENT - MCC)

APPROVED BY: *[Signature]*
 HON. JOHN-CHARUK SIAFA (MAYOR/CHAIRMAN, PROCUREMENT COMMITTEE - MCC)

TOTAL	SBA
\$ 1,394,314	\$ 403,116
100%	29%

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06/24/24





CITY GOVERNMENT OF MONROVIA
City of Monrovia Incorporated
City Hall, Tubman Boulevard
P.O. Box 9029 Sinkor, 1000 Monrovia, 10 Liberia

Monrovia City Corporation (MCC)
Procurement Plan (SBA Budget) Explanatory Notes
Source of Funding: GoL & Internal Revenue
Fiscal Year: 2024

Item No.	Contract Package Code	Contract Package	Content of Contract Package
1	IFB.No.:MCC/SBA/RB/001/2024	Printing & Binding Service	This contract package is funded from the budget line "Printing, Binding & Publication Services" and is intended to print MCC letterhead, Bid documents, and other financial documents (City Parking ticket booklets and rotational stickers, receipt books, vouchers, etc).
2	IFB.No.:MCC/SBA/RFQ/001/2024	Newspapers, Books and periodicals supply	This contract package is funded from the budget line "Newspapers, Books, and Periodicals" and is intended to acquire daily supply of newspapers, books and periodicals for the office of the Mayor and other key offices at the MCC.
3	IFB.No.:MCC/SBA/NCB/001/2024	Repair and Maintenance – Computer Hardware and Software	This contract package is funded from the budget lines "Repair & Maintenance of Computer Hardware", "Maintenance of Computer Software", "Computer Software Renewal License", and "Maintenance of Telecommunications Equipment" and is intended to renew anti-virus licenses on computers, repair malfunctioning computers and telecommunication equipment at all facilities at the MCC.
4	IFB.No.:MCC/SBA/RFQ/002/2024	Print and Electronic Media Services	This contract package is funded from the budget lines "Subscription for Visual Aids, radio & Audio Services" and "Celebrations, Commemorations and State Visits" and is intended to strengthen MCC's Media relations, Intelligence and Promotion like the covering of press conferences, hosting of talk shows, and insuring visual sign translator at key functions/events.
5	IFB.No.:MCC/SBA/NCB/002/2024	Staff Uniforms	This contract package is funded from the budget line "Uniforms and Specialized Clothing" and is intended to procure uniforms for MCC's guest service staff; reflective jackets and cloth jackets for MCC staff.
6	IFB.No.:MCC/SBA/NCB/003/2024	Advertisements & Public Relations Services	This contract package is funded from the budget line "Advertising and Public Relations" and is intended to carryout awareness of various kinds through the printing of banners, fliers, t-shirts, caps, creating jingles and other promotional materials for the MCC.
7	IFB.No.:MCC/SBA/NCB/004/2024	Events and Catering Services	This contract package is funded from the budget lines "Food and Catering Services" and "Celebrations, Commemorations, and State Visits" and is intended to hire catering service to provide food and drinks at all official events of the MCC.
8	IFB.No.:MCC/SBA/NCB/005/2024	Computer supplies, parts and cablings	This contract Package is funded from the budget lines "Computer hardware" and "Computer Supplies, parts and cablings" and is intended to procure laptop and desktop computers for various departments and senior management staff of the MCC as well as their respective parts and cablings for internet connectivity.

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DIRECTOR FOR PROCUREMENT
COMMISSION

9	IFB.No.:MCC/SBA/RFQ/003/ 2024	Gifts	This contract Package is funded from the budget lines "Entertainment, Representation and Gifts", "Employee Awards" and "Celebrations, Commemorations, and State Visits" and is intended to purchase gifts such as customized MCC glass plight, African clothes and scarf for foreign guests visiting the City of Monrovia through the office of the Mayor, and the presentation of awards to outstanding MCC's staffers.
10	IFB.No.:MCC/SBA/NCB/006/ 2024	Air Tickets	This contract package is funded from the budget line "Foreign Travel - Means of Travel" and is intended to purchase Air tickets for MCC's staff and other delegates traveling on MCC's official duty.
11	IFB.No.:MCC/SBA/RFQ/004/ 2024	Vehicle Rentals	This contract package is funded from the budget lines "Domestic Travel - Means of Travel", "Vehicle Rental and Lease" and "Celebrations, Commemorations, and State Visits" and is intended to rent vehicles like SUVs for foreign guests and dignitaries of the City Government of Monrovia.
12	IFB.No.:MCC/SBA/NCB/007/ 2024	Equipment Rentals	This contract package is funded from the budget line "Equipment Rental and Lease" and is intended to hire heavy duty equipment like trucks, front-end loader, excavator, etc. for solid waste operations.
13	IFB.No.:MCC/SBA/RFQ/005/ 2024	Employees' ID Cards Production	This contract Package is funded from the budget line "Employee ID Cards" and is intended to procure blank cards and other materials needed for the printing of new staff ID Cards and replacement cards.
14	IFB.No.:MCC/SBA/RFQ/006/ 2024	Scratch Cards	This contract Package is funded from the budget line "Scratch Cards" and is intended to procure 700 pos scratch cards @ 5,00USD (350pos Orange and 350pos Lonestar) to be distributed amongst senior management staff to recharge their respective desk phones.
15	IFB.No.:MCC/SBA/RFQ/007/ 2024	Sporting Materials	This contract package is funded from the budget lines "Sporting Activities (Inter-Ministerial tournament and others)" and "Celebrations, Commemorations and State Visits" and is intended to procure sporting materials such as Jersey, balls, boots, etc. for the MCC's teams (male and female) participation in the Ministerial League, and other sporting activities hosted by the MCC.
16	IFB.No.:MCC/SBA/NCB/008 /2024	Financial Management Software	This contract package is funded from the budget line "Software-as-a-Service" and is intended to hire the service of an ICT firm to build, design and install a financial management software for the MCC that will consolidate all MCC's payables and receivables, assets management, and other internal operations functions as required.
17	IFB.No.:MCC/SBA/NCB/009 /2024	Refuse Collection Tools	This contract package is funded from the budget line "Refuse collection solid waste expenses" and is intended to procure all kinds of tools like wheel barrows, shovels, hooks, rakes, brooms, cutlasses, etc. for the clearing of waste from the premises of all MCC facilities.

Prepared by:

[Signature]
Dereck D. Perkins

Date:

June 18, 2024

Director, Procurement Department - MCC

Approved by:

[Signature]
Hon. John-Charuk Siafa

Mayor/ Chairman, Procurement Committee - MCC

[Signature]
06/24/24

