

# Ministry of Finance and Development Planning

Draft Annual Procurement Plan (Core Budget)

Government of Liberia 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
BASIC DATA								IMPLEMENTATION DATES											
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activities Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/TOR/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	11	IFB No. MFDP/NCB/006/2024	Furniture & Fixture	G-4659	Assorted	118,931.00	NCB	2/22/2024	2/25/2024	3/3/2024	6/3/2024	7/1/2024	7/8/2024	7/15/2024	7/22/2024	N/A	12/27/2024	12/31/2024	
UPDATE																			
ACTUAL																			
PLANNED	12	IFB No. MFDP/NCB/007/2024	Supply and Delivery of Machinery and Equipment	G-4759	Assorted	40,822.00	NCB	2/14/2024	2/17/2024	2/24/2024	6/3/2024	7/1/2024	7/8/2024	7/15/2024	7/22/2024	N/A	12/27/2024	12/31/2024	
UPDATE																			
ACTUAL																			
PLANNED	13	IFB No. MFDP/NCB/008/2024	Vehicles	G-4510	2 Units	120,000.00	NCB	2/14/2024	2/17/2024	2/24/2024	6/3/2024	7/1/2024	7/8/2024	7/15/2024	7/22/2024	N/A	12/27/2024	12/31/2024	
UPDATE																			
ACTUAL																			
UPDATE																			
ACTUAL																			
<b>SUB TOTAL</b>						<b>279,753.00</b>													
<b>GRAND TOTAL-CORE</b>						<b>1,581,564.00</b>													

Signed:   
 ACTING DIRECTOR OF PROCUREMENT

Date: 05-28-24



Approved:   
 CHAIRMAN, PROCUREMENT COMMITTEE

*Handwritten signature and date:*  
 May 28, 2024

*Handwritten initials:* AMJ

# Ministry of Finance and Development Planning

Draft Annual Procurement Plan (Core Budget)

Government of Liberia National Budget

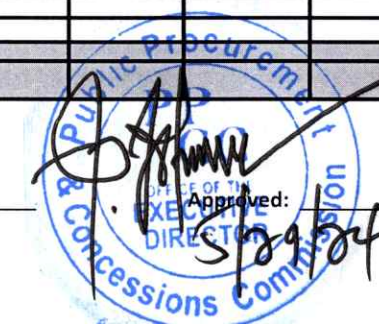
Fiscal Year: 2024

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PLANNED	6	IFB No. MFD/NCB/003/2024	Computers & Accessories	G-4741	Assorted	250,000.00	NCB	2/22/2024	2/25/2024	3/3/2024	6/3/2024	7/1/2024	7/8/2024	7/15/2024	7/22/2024	N/A	12/27/2024	12/31/2024		
UPDATE																				
ACTUAL																				
PLANNED	7	IFB No. MFD/NCB/002/2024	Personnel Non-life Insurance Services	K-6512	1 Firm	180,000.00	RB	2/22/2024	2/25/2024	3/3/2024	6/3/2024	7/1/2024	7/8/2024	7/15/2024	7/22/2024	N/A	12/27/2024	12/31/2024		
UPDATE																				
ACTUAL																				
PLANNED	8	IFB No. MFD/NCB/004/2024	Hall Rental	L - 6810	Firms	20,000.00	NCB	2/22/2024	2/25/2024	3/3/2024	6/3/2024	7/1/2024	7/8/2024	7/15/2024	7/22/2024	N/A	12/27/2024	12/31/2024		
UPDATE																				
ACTUAL																				
PLANNED	9	IFB No. MFD/NCB/003/2024	Petroleum Products (Diesel & Gasoline)	G - 4661	50,662.67 Gallons	253,820.00	RB	2/20/2024	2/23/2024	3/1/2024	6/3/2024	6/17/2024	6/24/2024	7/1/2024	7/8/2024	N/A	12/27/2024	12/31/2024		
UPDATE																				
ACTUAL																				
PLANNED	10	IFB No. MFD/NCB/005/2024	Repair and Maintenance Vehicles	G-4520	1 Firm	85,000.00	RB	2/18/2024	2/25/2024	3/3/2024	6/3/2024	7/1/2024	7/8/2024	7/15/2024	7/22/2024	N/A	12/27/2024	12/31/2024		
UPDATE																				
ACTUAL																				
<b>SUB TOTAL</b>						<b>788,820.00</b>														

Signed:   
 ACTING DIRECTOR OF PROCUREMENT

Date: 05-22-24

*Handwritten signature and date:*  
 May 28, 2024



  
 CHAIRMAN, PROCUREMENT COMMITTEE

*Handwritten initials:* msj

# Ministry of Finance and Development Planning

Draft Annual Procurement Plan (Core Budget)

Government of Liberia National Budget

Fiscal Year: 2024

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PLANNED	1	IFB No. MFD/SS/001/2024	Repair and Maintenance Elevators	C- 3312	1 Firm	149,800.00	SS	3/14/2024	3/21/2024	3/28/2024	N/A	N/A	N/A	N/A	6/7/2024	N/A	12/27/2024	12/31/2024	
UPDATE																			
ACTUAL																			
PLANNED	2	IFB No. MFD/NCB/001/2024	Stationery & Supplies	G - 4761	Assorted	181,361.00	NCB	2/14/2024	2/17/2024	2/24/2024	6/3/2024	7/1/2024	7/8/2024	7/15/2024	7/22/2024	N/A	12/27/2024	12/31/2024	
UPDATE																			
ACTUAL																			
PLANNED	3	IFB No. MFD/RB/001/2024	Vehicle Insurance	K - 6512	1 Firm	46,830.00	RB	2/14/2024	2/17/2024	2/24/2024	6/3/2024	7/1/2024	7/8/2024	7/15/2024	7/22/2024	N/A	12/27/2024	12/31/2024	
UPDATE																			
ACTUAL																			
PLANNED	4	IFB No. MFD/SS/002/2024	Repair and Maintenance (Generator)	C - 3314	1 Firm	50,000.00	SS	3/14/2024	3/21/2024	3/28/2024	N/A	N/A	N/A	N/A	6/7/2024	N/A	12/27/2024	12/31/2024	
UPDATE																			
ACTUAL																			
PLANNED	5	IFB No. MFD/NCB/002/2024	Scratch Cards	J- 6190	17,000 Pcs @ \$5.00 USD Unit Price	85,000.00	NCB	2/14/2024	2/17/2024	2/24/2024	6/3/2024	7/1/2024	7/8/2024	7/15/2024	7/22/2024	N/A	12/27/2024	12/31/2024	
UPDATE																			
ACTUAL																			
<b>SUB TOTAL</b>						<b>512,991.00</b>													

Signed:   
 ACTING DIRECTOR OF PROCUREMENT

Date: 05-22-2024

  
 May 28, 2024



Approved:   
 CHAIRMAN, PROCUREMENT COMMITTEE





**Ministry of Finance and Development Planning**  
**Annual Procurement Plan [Core Budget]**  
**Government of Liberia National Budget**  
**Fiscal Year: 2024**


No	Contract Package	Description	Explanatory note
1	IFB No. MFDP/SS/001/2024	Repair and Maintenance (Elevators)	Refers to the cost of sole sourcing CFAO/CAGEM for the repair and maintenance of two elevators. The request to use Sole Source is in consonance with Section 55 (1b) of the PPC Act of 2010 which states: For additional deliveries of goods by the original supplier which are intended either as replacement parts for existing goods, services or installations or as the extension of existing goods, services or installations where a change of supplier would compel the Procuring Entity to procure equipment or services not meeting requirements of interchangeability with already existing equipment or services. To be funded from the budgetary line item repair and maintenance equipment.
2	IFB No. MFDP/NCB/001/2024	Stationery & Supplies	Refers to the purchase of assorted stationery and supplies including Bond Paper, printer cartridges, notepads, ball point pens, etc. to be funded from the budgetary line item Stationery in the cash plan
3	IFB No. MFDP/RB/001/2024	Vehicle Insurance	Refers to cost of hiring an insurance firm to cover insurance services for MFDP's vehicles to be funded from the budgetary line item Vehicle Insurances in the cash plan.
4	IFB No. MFDP/SS/002/2024	Repair and Maintenance (Generator)	Refers to the cost of sole sourcing <b>Beever Company</b> to carry out preventive and corrective maintenance on MFDP's 810KVA generator as they are the importer, dealer & only provider of original spare parts and maintenance services for MFDP Machine to be funded from the budgetary line item Repair and Maintenance - Generator in the cash plan. The request to use Sole Source is in consonance with Section 55 (1b) of the PPC Act of 2010 which states: For additional deliveries of goods by the original supplier which are intended either as replacement parts for existing goods, services or installations or as the extension of existing goods, services or installations where a change of supplier would compel the Procuring Entity to procure equipment or services not meeting requirements of interchangeability with already existing equipment or services.
5	IFB No. MFDP/NCB/002/2024	Scratch Cards	Refers to the cost of purchasing assorted phone cards for the operation of the Ministry of Finance and Development Planning. This will be funded from the budgetary line item Scratch Cards in the cash plan.
6	IFB No. MFDP/NCB/003/2024	Computers and Accessories	Refers to the cost of procuring ICT Equipment such as laptops and desktop computers, cables, printers, scanner, etc. This will be funded from the budgetary line item Computer Supplies, parts and cabling in the cash plan
7	IFB No. MFDP/RB/002/2024	Personnel Non-life Insurance Services	Refers to cost of hiring an insurance firm to cover insurance services for MFDP's employees to be funded from the budgetary line item Personnel Insurances in the cash plan


Signed:   
 ACTING DIRECTOR OF PROCUREMENT

Date: 05-22-24

  
 May 28, 2024

Approved   
 CHAIRMAN, PROCUREMENT COMMITTEE

  
 5/29/24





No	Contract Package	Description	Explanatory note
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## Ministry of Finance and Development Planning

Annual Procurement Plan [Small Business Act (SBA)]

Government of Liberia National Budget

Fiscal Year: 2024

No	Contract Package	Description	Explanatory note
8	IFB No. MFDP/SBA/NCB/004/2024	Hall Rental	Refers to the cost of renting halls across the country for retreats, workshops, etc. This amount is taken from the budgetary line item Workshops, Conferences, Seminars in the Cash Plan.
9	IFB No. MFDP/SBA/RB/003/2024	Petroleum Products (Diesel & Gasoline)	Cost of purchasing 50,662.67 gallons @ \$5.01 based on the approved LPRC and MOC price for vehicles and generators fuel to be funded from the budgetary line items, Fuel and Lubricants - Vehicle and Fuel and Lubricants - Generator in the cash plan
10	IFB No. MFDP/SBA/NCB/005/2024	Repair and Maintenance (Vehicles)	Refers to cost of hiring garages to conduct preventive and corrective maintenance services on all MFDP's Vehicles. This is to be funded from the Budgetary Line item Repair and Maintenance - Vehicle in the cash plan.
11	IFB No. MFDP/NCB/006/2024	Furniture & Fixture	Cost of purchasing Desks, Chairs, conference table, Filing Cabinet etc. for MFDP Main Building. This amount is taken from the budgetary line item Furniture & Fixture in the Cash Plan.
12	IFB No. MFDP/NCB/007/2024	Supply and Delivery of Machinery & Equipment	Refers to the cost of procuring air conditioners, printers, and solar lights etc. This amount is taken from the budgetary line item Machinery & Equipment.
13	IFB No. MFDP/NCB/008/2024	Vehicles	Refers to the cost of purchasing two (2) units of vehicles for the operation of the Ministry of Finance and Development Planning to be funded from the budget line Transport Equipment in the cash plan.

Signed: \_\_\_\_\_

ACTING DIRECTOR OF PROCUREMENT

Date: 05-22-24

Approved: \_\_\_\_\_

CHAIRMAN, PROCUREMENT COMMITTEE

*[Handwritten Signature]*  
May 28, 2024



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