

Ministry of Finance and Development Planning

Draft Annual Procurement Plan [Small Business Act (SBA)]

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	1	IFB No. MFDP/SBA/NCB/001/2024	Printing & Binding Services	C - 1812	1 Firm	549,269.00	NCB	2/9/2024	2/12/2024	2/19/2024	5/31/2024	6/28/2024	7/5/2024	7/12/2024	7/19/2024	N/A	12/27/2024	12/31/2024		
UPDATE																				
ACTUAL																				
PLANNED	2	IFB No. MFDP/SBA/NCB/002/2024	Air Tickets	N - 7911	1 Firm	120,000.00	NCB	2/9/2024	2/12/2024	2/19/2024	5/31/2024	6/28/2024	7/5/2024	7/12/2024	7/19/2024	N/A	12/27/2024	12/33/2024		
UPDATE																				
ACTUAL																				
PLANNED	3	IFB No. MFDP/SBA/NCB/003/2024	Repair and Maintenance- Non Residential Building	F - 4100	1 Firm	400,000.00	NCB	2/9/2024	2/12/2024	2/19/2024	5/31/2024	6/28/2024	7/5/2024	7/12/2024	7/19/2024	N/A	12/27/2024	12/31/2024		
UPDATE																				
ACTUAL																				
PLANNED	4	IFB No. MFDP/SBA/RFQ/001/2024	Repair and Maintenance Equipment (Laptops, Desktops, etc)	S - 9511	1 Firm	6,000.00	RFQ	2/15/2024	2/22/2024	2/29/2024	5/31/2024	6/7/2024	6/14/2024	6/21/2024	6/28/2024	N/A	12/27/2024	12/31/2024		
UPDATE																				
ACTUAL																				
PLANNED	5	IFB No. MFDP/SBA/NCB/004/2024	Food and Catering Services	I-5621	Assorted	90,000.00	NCB	2/12/2024	2/15/2024	2/22/2024	5/31/2024	6/28/2024	7/5/2024	7/12/2024	7/19/2024	N/A	12/27/2024	12/31/2024		
UPDATE																				
ACTUAL																				
Sub TOTAL						1,165,269.00														

Signed: _____

ACTING DIRECTOR OF PROCUREMENT

Date: _____

05-22-24

May 28, 2024

Approved: _____

CHAIRMAN, PROCUREMENT COMMITTEE



MFD

Ministry of Finance and Development Planning

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Government of Liberia National Budget

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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/PU BLIC 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	6	IFB No. MFDP/SBA/RFQ/002/2024	Employess Coded ID Cards	C - 1811	1 Firm	10,000.00	RFQ	2/12/2024	2/19/2024	2/26/2024	5/31/2024	6/7/2024	6/14/2024	6/21/2024	6/28/2024	N/A	12/27/2024	12/31/2024		
UPDATE																				
ACTUAL																				
PLANNED	7	IFB No. MFDP/SBA/NCB/005/2024	Vehicles Rental Services	H-4922	1 Firm	35,000.00	NCB	2/12/2024	2/19/2024	2/26/2024	5/31/2024	6/28/2024	7/5/2024	7/12/2024	7/19/2024	N/A	12/27/2024	12/31/2024		
UPDATE																				
ACTUAL																				
PLANNED	8	IFB No. MFDP/SBA/NCB/006/2024	Cleaning Materials	G - 4773	Assorted	40,000.00	NCB	2/15/2024	2/18/2024	2/25/2024	5/31/2024	#VALUE!	#VALUE!	#VALUE!	#VALUE!	N/A	12/27/2024	12/31/2024		
UPDATE																				
ACTUAL																				
PLANNED	9	IFB No. MFDP/SBA/RFQ/003/2024	Fumigation Services	N - 8121	1 Firm	8,000.00	RFQ	2/15/2024	2/22/2024	2/29/2024	5/31/2024	6/7/2024	6/14/2024	6/21/2024	6/28/2024	N/A	12/27/2024	12/31/2024		
UPDATE																				
ACTUAL																				
PLANNED	10	IFB No. MFDP/SBA/NCB/007/2024	Food Stuff	G - 4630	1 Firm	42,319.00	NCB	15/2/2024	18/2/2024	25/2/2024	10/5/2024	7/6/2024	14/6/2024	21/6/2024	28/6/2024	N/A	27/12/2024	31/12/2024		
UPDATE																				
ACTUAL																				
TOTAL						135,319.00														

GRAND TOTAL-SBA 1,300,588.00

Signed: 
ACTING DIRECTOR OF PROCUREMENT


Date: 05-22-24
May 28, 2024

Approved: 
Executive Director
Procurement Commission


CHAIRMAN, PROCUREMENT COMMITTEE



Ministry of Finance and Development Planning

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No	Contract Package	Description	Explanatory note
1	IFB No. MFDP/SBA/NCB/001/2024	Printing & Binding Services	Refers to the cost for printing the National Budget, Fiscal Outturn, Revenue forecast, 2% & 4% Withholding Forms, Letter Heads etc. to be funded from the budgetary line item Printing, Binding, Publication in the cash plan. Eventhough,the Framework contract will consider one (1) supplier, the MFDP will evaluate and shortlist three (3) other suppliers as standby firms in the case where the 1st ranked supplier fail. The MFDP intends to conduct the process in this manner due to supply risk issue.
2	IFB No. MFDP/SBA/NCB/002/2024	Air Tickets	Refers to the budgetary line that facilitates payments for Air tickets for travels out of Liberia. This amout is taken from the budgetary line item Foreign Means of Travel in the Cash Plan. Eventhough,the Framework contract will consider one (1) supplier, the MFDP will evaluate and shortlist three (3) other suppliers as standby firms in the case where the 1st ranked supplier fail. The MFDP intends to conduct the process in this manner due to supply risk issue.
3	IFB No. MFDP/SBA/NCB/003/2024	Repair and Maintenance-Non Residential Building	Refers to the Cost of hiring contractor to refurbish offices at the Ministry of Finance and Development (MFDP) to be funded from the budgetary line item Repairs and Maintenance Civil in the cash plan
4	IFB No. MFDP/SBA/RFQ/001/2024	Repair and Maintenance Equipment (Laptops, Desktops, etc)	Refers to the cost of Hiring ICT repairs and maintenance company to conduct routine maintenance and/or repairs on MFDP's ICT Equipment to be funded from the budgetary line item Repairs and Maintenance equipment in the cash plan
5	IFB No. MFDP/SBA/NCB/004/2024	Food and Catering Services	Refers to the cost of hiring catering service providers to provide catering services for MFDP workshops, economic plan review meetings, budget preparation workshops, fiscal policy meetings, etc. to be funded from the budgetary line items Workshops, Conferences, Seminars in the cash plan. Eventhough,the Framework contract will consider one (1) supplier, the MFDP will evaluate and shortlist three (3) other suppliers as standby firms in the case where the 1st ranked supplier fail. The MFDP intends to conduct the process in this manner due to supply risk issue.
6	IFB No. MFDP/SBA/RFQ/002/2024	Employess Coded ID Cards	Refers to the cost of hiring a desktop publishing firm to produce coded ID cards for employees and contractors of MFDP to be funded from the Budgetary Line item employees ID Cards in the cash plan

Signed: _____

ACTING DIRECTOR OF PROCUREMENT

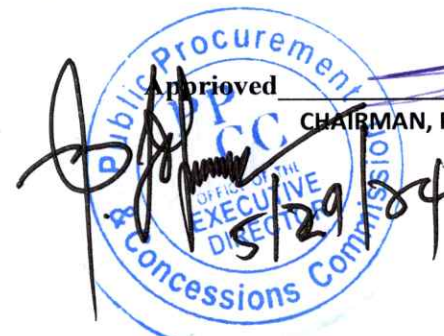
Date: _____

05-22-24

Approved _____

CHAIRMAN, PROCUREMENT COMMITTEE

May 28, 2024



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No	Contract Package	Description	Explanatory note
7	IFB No. MFDP/SBA/NCB/005/2024	Vehicles Rental Services	Cost of hiring the services of car rental companies to provide rental services for the MFDP to be funded from the budgetary line item Vehicle Rental and lease in the cash plan
8	IFB No. MFDP/SBA/NCB/006/2024	Cleaning Materials	Cost of purchasing assorted household cleaning materials such as chlorax, soaps, detols, brooms, to clean MFDP bathrooms and offices etc. to be funded from the budget line Cleaning Materials and Services in the cash plan
9	IFB No. MFDP/SBA/RFQ/003/2024	Fumigation Services	Refers to cost for the spraying of the entire building for insects, flies, cockroaches, etc. to be funded from the Budgetary Line item Cleaning Materials and Services in the cash plan
10	IFB No. MFDP/SBA/NCB/007/2024	Food Stuff	refers to the cost of procuring bags of rice, cartoons of chicken, gallons of oil, etc to be distributed to staff during the festive season. This will be funded from the budgetary line, Entertainment Representation in the cash plan
11		Water & Sewage	Refers to payment in favor of the Liberia Water and Sewage corporation for water supply to the Ministry of Finance and Development Planning MFDP to be used for cleaning offices and bathrooms. This amount is taken from the budgetary line item Water & Sewage in the Cash Plan.

Signed: 
ACTING DIRECTOR OF PROCUREMENT

Date: 05-22-24

Approved: 
CHAIRMAN, PROCUREMENT COMMITTEE


May 28, 2024





Ministry of Finance and Development Planning

Consultancy Services Procurement Plan

Government of Liberia National Budget


Fiscal Year: 2024


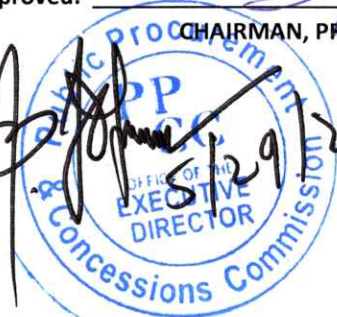
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
BASIC DATA							IMPLEMENTATION DATES													
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Acty Code	No. of FIRMS/PERSON S	ESTIMATED COST (USD)	SELECTION METHOD	REQUEST FOR EXPRESSION OF INTEREST, if applicable					REQUEST FOR PROPOSALS AND APPROVAL OF AWARD								COMPLETION (FINAL REPORT) AND PAYMENT
							PREP. OF TOR& PC APPROVAL	PUBLICATION OF REOI	REOI CLOSING/ OPENING	SUBMISSION OF EVALUATION REPORT	PC APPROVAL- EVALUATION REPORT/SHORT LIST	PREPARATION & SUBMISSION OF RFP DOCUMENT	PC APPROVAL- FINAL TOR/RFP DOCUMENT	INVITATION OF PROPOSALS	PROPOSAL SUBMISSION & OPENING	SUBMISSION OF TECHNICAL & FINANCIAL EVALUATION REPORT	PC APPROVAL- COMBINED EVALUATION REPORT	CONTRACT AWARD & SIGNING		
PLANNED	1	RFP No. MFDP/QCBS/001/2024	Design and Hosting of Web-based Data Mgmt System	J - 6202	1 firm	202,641.00	QCBS	2/27/2024	N/A	N/A	N/A	N/A	4/5/2024	4/19/2024	5/31/2024	6/16/2024	6/23/2024	6/30/2024	7/14/2024	8/16/2024
UPDATE																				
ACTUAL																				
PLANNED	2																			
UPDATE																				
ACTUAL																				
GRAND TOTAL						202,641.00														

Signature : 
 ACTING DIRECTOR OF PROCUREMENT

Date: 05-22-24

Approved: 
 CHAIRMAN, PROCUREMENT COMMITTEE


 May 28, 2024


 5/29/24




Ministry of Finance and Development Planning

Consultancy Services Procurement Plan

Government of Liberia National Budget

Fiscal Year: 2024

No	Contract Package	Description	Explanatory note
1	RFP No. MFDP/QCBS/001/2024	Design and Hosting of Web-based Data Mgmt System	refers to cost of hiring an ICT Consultant firm to develop and commission an Online HR Web-based Data Management System for an estimated cost of US\$202,641.00 to be funded from the budgetary line ICT Infrastructure in the cash plan.

Signed:



ACTING DIRECTOR OF PROCUREMENT

Date:

05-22-24

Approved



CHAIRMAN, PROCUREMENT COMMITTEE



May 28, 2024

