

MINISTRY OF MINES AND ENERGY
ADDENDUM PROCUREMENT PLAN (SBA Core budget)
Source of Funding: Government of Liberia
Fiscal Year: January 1, 2024 – December 31, 2024

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		
ITEM NO.	PACKAGE NUMBER (CODE)	BASIC DATA						IMPLEMENTATION DATES													REMARKS
		CONTRACT PACKAGE	BUSINESS ACTIVITY CODE(S)	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/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				
PLAN NED	1	IFB NO. MME/ADD/SBA/Rfq/001/2024	Repair & Maintenance of Office Machinery & Equipment	G3312	Assorted	8,000.00	RFQ	20/03/24	21/03/24	25/03/24	17/06/24	01/07/24	08/07/24	15/07/24	22/07/24	N/A	05/08/24	31/12/24			
UPDATE																					
ACTUAL																					
PLAN NED	2	IFB NO. MME/ADD/SBA/Rfq/002/2024	Vehicle Rental & Lease	H4922	Assorted	3,000.00	RFQ	20/03/24	21/03/24	25/03/24	17/06/24	01/07/24	08/07/24	15/07/24	22/07/24	N/A	05/08/24	31/12/24			
UPDATE																					
ACTUAL																					
PLAN NED	3	IFB NO. MME/ADD/SBA/Rfq/003/2024	Vehicle Insurance Coverage	K6512	1 Firm	3,000.00	RFQ	20/03/24	21/03/24	25/03/24	17/06/24	01/07/24	08/07/24	15/07/24	22/07/24	N/A	05/08/24	31/12/24			
UPDATE																					
ACTUAL																					
SUB TOTAL:						14,000.00															

Prepared by: James T. Snowea
 Procurement Director/ Manager

James T. Snowea
 10/13/24

Approved by: Wilmot J.M. Paye
 Head of Entity/Chairman Proc. Cmttee.



Date: 11/06/2024

MINISTRY OF MINES AND ENERGY
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ITEM NO.	CONTRACT PACKAGE	CONTRACT CODE	PACKAGE DESCRIPTION
1.	Repair & Maintenance of Office Machinery & Equipment	IFB NO. MME/ADD/SBA/RFQ/001/2024	This contract package comes from the Budget Line Repair & Maintenance Equipment . The amount of \$8,000.00 USD will be used to repair the Ministry's office equipment such as printers, computers, desktops, scanners, etc. through the Request for Quotation (RFQ) Method.
2.	Vehicle Rental & Lease	IFB NO. MME/ADD/SBA/RFQ/002/2024	The Contract package comes from the Budget Lines, Domestic Travel, Means of Travel in an amount of \$5,000.00 USD . The amount of \$2,000.00 USD is subtracted from the Budget Line towards Fuel & Lubricant – Vehicles. The amount of \$3,000.00 USD will be used to hire the services of firms thru the RFQ Method to provide Vehicle Rental Services to the Ministry for the Fiscal Year 2024.
3.	Vehicle Insurance Coverage	IFB NO. MME/ADD/SBA/RFQ/003/2024	This package comes from the budget line, Vehicle Insurance, and will be used to hire a firm to provide insurance coverage for all the Ministry's fleets for the fiscal year 2024.

Prepared by: _____

[Signature]
James T. Snowea
 Procurement Director/ Manager

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 6/13/24

Approved by: _____
Wilmot J.M. Paye
 Head of Entity/Chairman Proc. Cmtee.

[Signature]
 6/14/24



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							DD/MM/YY	DD/MM/YY	DD/MM/YY	DD/MM/YY	DD/MM/YY	DD/MM/YY	DD/MM/YY	DD/MM/YY	DD/MM/YY	DD/MM/YY	DD/MM/YY	DD/MM/YY	DD/MM/YY	
PLAN NED	4	IFB NO. MME/ADD/SBA/RFQ/004/2024	Event Catering	H5621	1 Firm	5,000.00	RFQ	20/03/24	21/03/24	25/03/24	17/06/24	01/07/24	08/07/24	15/07/24	22/07/24	N/A	05/08/24	31/12/24		
UPDATE																				
ACTUAL																				
PLAN NED	5	IFB NO. MME/ADD/SBA/RB/001/2024	Air Tickets	N7911	Firm	25,000.00	RB	20/05/24	27/05/24	27/05/24	17/06/24	01/07/24	05/07/24	08/07/24	15/07/24	N/A	29/07/24	31/12/24		
UPDATE																				
ACTUAL																				
GRAND TOTAL:						44,000.00														

Prepared by: _____

[Signature]
James T. Snowea
 Procurement Director/ Manager

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 6/13/24

Approved by: _____

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Wilmot J.M. Pave
 Head of Entity/Chairman Proc. Cmttee.

[Signature]
 6/14/24
 Public Procurement & Concessions Commission



Date: 11/06/2024

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4.	Event Catering	IFB NO. MME/ADD/SBA/RFQ/004/2024	This contract package comes from the Budget Line Workshops, Conferences & Seminars in the amount of \$5,000.00 USD The amount will be used to provide catering services to the Ministry during events /workshops /programs for fiscal year 2024.
5.	Air Tickets	IFB NO. MME/SBA/RB/002/2024	This contract package comes from the Budget Line Foreign Travel - Means of Travel in the amount of \$25,000.00 USD. The Ministry intends to utilize the cost to procure air tickets for foreign travel for fiscal year 2024.
6.	Office Building Rental & Lease	-	Due to insufficient office space, the Ministry over the years signed contracts with individuals for office building & lease and planned to maintain one of those contracts for Fiscal year 2024. The cost of office building & lease for the Ministry's sub office, the Liberia Geological Survey (LGS) located on the Old Road in the amount of 52,000.00 USD .

Prepared by: _____

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Procurement Director/ Manager

James T. Snowea
6/13/24

Approved by: _____

Wilmot J.M. Paye
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Head of Entity/Chairman Proc. Cmttee.



Date: *11/06/2024*