

MINISTRY OF MINES AND ENERGY
ADDENDUM PROCUREMENT PLAN (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.	BASIC DATA						IMPLEMENTATION DATES												REMARKS
		PACKAGE NUMBER (CODE)	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		
								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	
PLANNED	1	RFP NO. MME/ADD/SS/001/2024	Colorimeter	G4663	Firm	40,700.00	SS	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																				
PLANNED	2	IFB NO. MME/ADD/RB/001/2024	Office Furniture	G4659	Assorted	67,344.08	RB	20/05/24	27/05/24	27/05/24	31/06/24	01/07/24	05/07/24	08/07/24	15/07/24	N/A	29/07/24	31/12/24		
UPDATE																				
ACTUAL																				
PLANNED	3	IFB NO. MME/ADD/RB/002/2024	Other Electrical Appliances	G4759	Assorted	21,761.50	RB	20/05/24	27/05/24	27/05/24	31/06/24	01/07/24	05/07/24	08/07/24	15/07/24	N/A	29/07/24	31/12/24		
UPDATE																				
ACTUAL																				
GRAND TOTAL:						\$129,805.58														

Prepared by: James T. Snowea
 Procurement Director/ Manager

[Handwritten Signature]
 01/13/24


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

[Handwritten Signature]
 01/14/24

Date: 11/06/2024

MINISTRY OF MINES AND ENERGY
NOTES TO THE ADDENDUM PROCUREMENT PLAN (CORE BUDGET)
Fiscal Year: January 1, 2024 – December 31, 2024

ITEM NO.	CONTRACT PACKAGE	CONTRACT CODE	PACKAGE DESCRIPTION
1.	Colorimeter	IFB NO. MME/ADD/SS/001/2024	The amount of 40,700.00 USD comes from the Budget Line Transfer to Revenue Enhancement Initiative and will be used to procure Colorimeter, a specialized mineral equipment for valuation and exportation of precious minerals within the Government Diamond Office (GDO) at the Ministry. The Ministry intends to utilize the Single Source (SS) Method due to the urgent need to acquire the goods.
2.	Office Furniture	IFB NO. MME/ADD/RB/001/2024	Due to the deplorable and damaged furniture over the years, the Ministry will utilize the amount of 67,344.08 USD to procure assorted furniture for all the Ministry's offices and Annexes. This contract package comes from the Budget Line, Furniture and Fixture.
3.	Other Electrical Appliances	IFB NO. MME/ADD/RB/002/2024	This contract package comes from the Budget Line Transfer to Revenue Enhancement Initiatives in the amount of \$570,301.00 USD . The amount of \$21,761.50 USD will be used to procure assorted electrical materials such 12 KVA Generator, Submersible Pump (4HP), Leo Pump (2HP), etc. for the Ministry's use.

Prepared by: 
 James T. Snowea
 Procurement Director/ Manager


 6/13/24

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




6/14/24

Date: 11/06/2024

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

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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		
PLAN NED	1	RFP NO. MME/NCB/001/2024	Stationery Supplies	G4761	Assorted	21,980.00	NCB	20/03/24	21/03/24	25/03/24	23/04/24	21/05/24	28/05/24	31/05/24	21/06/24	N/A	03/07/24	31/12/24		
UPDATE																				
ACTUAL																				
PLAN NED	2	IFB NO. MME/NCB/002/2024	Computers (Laptops/ Desktops)	G4741	Assorted	15,000.00	NCB	20/03/24	21/03/24	25/03/24	23/04/24	21/05/24	28/05/24	31/05/24	21/06/24	N/A	03/07/24	31/12/24		
UPDATE		IFB NO. MME/NCB/002/2024	Computers (Laptops/ Desktops)	G4741	Assorted	74,500.00	NCB	20/03/24	21/03/24	25/03/24	16/04/24	16/05/24	20/05/24	22/05/24	05/06/24	N/A	19/06/24	31/12/24		
ACTUAL																				
PLAN NED	3	IFB NO. MME/RB/001/2024	Cleaning Materials	G4773	Assorted	11,100.00	RB	20/03/24	21/03/24	25/03/24	23/04/24	21/05/24	28/05/24	31/05/24	21/06/24	N/A	03/07/24	31/12/24		
UPDATE																				
ACTUAL																				
UPDATED SUB TOTAL:						\$107,580.00														

Prepared by: _____

[Signature]
James T. Snowea
 Procurement Director/ Manager

[Signature]
 06/13/24

Approved by: _____

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



Date: 11/06/2024

MINISTRY OF MINES AND ENERGY
UPDATED & FINAL 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.		BASIC DATA						IMPLEMENTATION DATES												REMARKS
		PACKAGE NUMBER (CODE)	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		
								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	
PLANNED	1	IFB NO.MME/SBA/RB/001/2024	Petroleum Products (Diesel & Gasoline)	G4661	6,686.6 Gallons. @ \$5.01	33,500.00	RB	20/03/24	21/03/24	25/03/24	23/04/24	15/05/24	22/05/24	29/05/24	14/06/24	N/A	03/07/24	31/12/24		
UPDATE		IFB NO.MME/SBA/RB/001/2024	Petroleum Products (Diesel & Gasoline)	G4661	17,370 Gallons @ \$4.28	74,344.50	RB	20/03/24	21/03/24	25/03/24	16/04/24	16/05/24	20/05/24	22/05/24	05/06/24	N/A	19/06/24	31/12/24		
ACTUAL																				
PLANNED	2	IFB No: MME/SBA/NCB/001/2024	Rep. & Maint. of Non - Resident. Bldg.	F4100	1 Firm	52,000.00	NCB	20/03/24	21/03/24	25/03/24	23/04/24	21/05/24	28/05/24	31/05/24	21/06/24	N/A	03/07/24	31/12/24		
UPDATE		IFB No: MME/SBA/NCB/001/2024	Rep. & Maint. of Non -Resident. Bldg.	F4100	1 Firm	310,700.00	NCB	20/03/24	21/03/24	25/03/24	16/04/24	16/05/24	20/05/24	22/05/24	05/06/24	N/A	19/06/24	31/12/24		
ACTUAL																				
PLANNED	3	IFB NO. MME/SBA/NCB/002/2024	Printing & Binding Services	C1812	1 Firm	11,000.00	NCB	20/03/24	21/03/24	25/03/24	23/04/24	21/05/24	28/05/24	31/05/24	21/06/24	N/A	03/07/24	31/12/24		
UPDATED SUB TOTAL:						396,044.50														

Prepared by: James T. Snowea
Procurement Director/ Manager

WJMP
6/13/24

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

Date: 11/06/2024



MINISTRY OF MINES AND ENERGY
NOTES TO THE SBA UPDATED & FINAL PROCUREMENT PLAN
Fiscal Year: January 1, 2024 – December 31, 2024

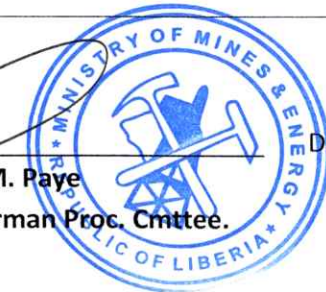
ITEM NO.	CONTRACT PACKAGE	CONTRACT CODE	PACKAGE DESCRIPTION
1.	Petroleum Products	IFB NO. MME /SBA/RB/001/2024	<p>This contract package comes from the budget lines, Fuel and Lubricants- Vehicle in the amount of \$15,000.00 USD, Fuel and Lubricants-Generator in an amount of \$13,500.00 USD and Domestic Means of Travel, \$5,000.00 USD. The summation of all the three amounts is \$33,500.00 USD and will be used to hire a firm to supply the MME with Gasoline and Diesel in coupons.</p> <p>Fuel & Lubricant-Vehicle amount is increased by \$32,344.50 USD amounting to \$47,344.50. Fuel and Lubricants-Generator was increased by \$11,500.00 USD amounting to \$25,000.00 USD. Additional \$2,000.00 USD is added from the Budget Line Domestic Travel Means of Travel. The summation of the three Budget Lines (Fuel & Lubricant-Vehicle & Fuel and Lubricants-Generator & Domestic Travel Means of Travel) is \$74,344.50 USD. The Ministry will hire a firm to supply the MME with Gasoline and Diesel in coupons for fiscal year 2024.</p>
2.	Repair and Maintenance of Non-Residential Building	IFB NO. MME/SBA/NCB/001/2024	<p>This package comes from the budget line Repairs and Maintenance – Civil is intended for the renovation of MME Buildings – Central Office at Capitol Hill, Liberia Hydrological Service and Liberian Geological Survey annexes on the Old Road, Sinkor. The amount of \$52,000.00 USD will be used to hire a firm to perform exclusive renovation services on the Ministry’s facilities as indicated above.</p> <p>This package comes from the budget line Repairs and Maintenance – Civil is intended for the renovation of MME Buildings – Central Office at Capitol Hill, Liberia Hydrological Service and Liberian Geological Survey annexes on the Old Road, Sinkor. The amount of \$52,000.00 USD was increased by \$258,700.00 USD amounting to \$310,700.00 to be used to hire a firm to perform exclusive renovation services on the Ministry’s facilities as indicated above.</p>
3.	Printing & Binding Services	IFB NO. MME/SBA/NCB/002/2024	<p>This package Printing & Binding comes from the budget line Printing, Binding & Publications Services. It is intended for printing of the Ministry’s Letter Heads, Headed Envelopes, Revenue & Expenditure reports, vouchers, official receipts, GDO booklets and binding of annual reports in the amount of \$11,000.00 USD. The amount of \$3,500.00 USD was subtracted from the Budget Line for Publication Services.</p>

Prepared by: James T. Snowea
 Procurement Director/ Manager

WJ.M. Paye
 6/13/24

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

Wilmot J.M. Paye
 6/14/24



Date: 11/06/2024

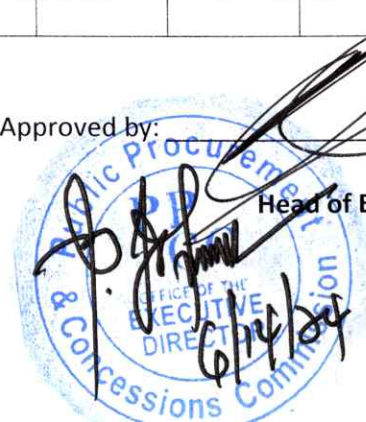
MINISTRY OF MINES AND ENERGY
UPDATED & FINAL PROCUREMENT PLAN (SBA Core budget)
Source of Funding: Government of Liberia
Fiscal Year: January 1, 2024 – December 31, 2024

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			BUSINESS ACTIVITY CODE(S)	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD HOD	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			
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PLANNED	4	IFB NO. MME/SBA/RFQ/001/2024	Publication Services	J5813	1 Firm	3,500.00	RFQ	20/03/24	21/03/24	25/03/24	23/04/24	07/05/24	15/05/24	22/05/24	29/05/24	N/A	12/06/24	31/12/24		
UPDATE																				
ACTUAL																				
PLANNED	5	IFB NO. MME/SBA/RFQ/002/2024	Refuse Collection	E3811	1 Firm	5,000.00	RFQ	20/03/24	21/03/24	25/03/24	23/04/24	07/05/24	15/05/24	22/05/24	29/05/24	N/A	12/06/24	31/12/24		
UPDATE																				
ACTUAL																				
PLANNED	6	IFB NO. MME/SBA/RFQ/003/2024	Food Stuffs	G4711	1 Firm	10,000.00	RFQ	20/03/24	21/03/24	25/03/24	23/04/24	07/05/24	15/05/24	22/05/24	29/05/24	N/A	12/06/24	31/12/24		
UPDATE																				
ACTUAL																				
UPDATED SUB TOTAL:						18,500.00														

Prepared by: 
James T. Snowea
 Procurement Director/ Manager


 6/13/24

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

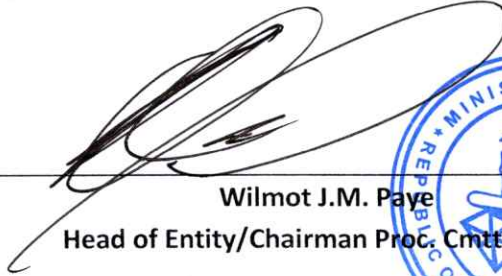


Date: 11/06/2024

MINISTRY OF MINES AND ENERGY
NOTES TO THE SBA UPDATED & FINAL PROCUREMENT PLAN
Calendar Year: January 1, 2024 – December 31, 2024

ITEM NO.	CONTRACT PACKAGE	CONTRACT CODE	PACKAGE DESCRIPTION
4.	Publication Services	IFB NO. MME/SBA/RFQ/001/2024	This Contract Package Publication Services come from the Budget Line Printing, Binding and Publication Services in an amount of 3,500.00 USD . The Ministry intends to utilize this contract package to procure publication services for Fiscal Year 2024. This amount (\$3,500.00) was subtracted from the above Budget Line.
5.	Refuse Collection	IFB NO. MME/SBA/RFQ/002/2024	The amount of 5,000.00USD is charged towards Garbage Collection and Disposal and it comes from the budget line Refuse Collection.
6.	Food Stuffs	IFB NO. MME/SBA/RFQ/003/2024	This Contract Package Food Stuffs come from the Budget Line Food and Catering Services in an amount of 10,000.00 USD . The Ministry intends to utilize this contract package to procure food stuffs, rice, and other food items for the employees and senior staff during the festival season / Fiscal Year 2024.

Prepared by: 
James T. Snowea
 Procurement Director/ Manager

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

Date: 11/06/2024


 6/13/24



MINISTRY OF MINES AND ENERGY
UPDATED & FINAL PROCUREMENT PLAN (\$BA 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)	CONTRACT PACKAGE	BASIC DATA				IMPLEMENTATION DATES													REMARKS
			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			
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PLANNED	7	IFB NO. MME/SBA/RFQ/004/2024	Vehicles Repair & Maintenance Services	G4520	1 Firm	4,283.00	RFQ	20/03/24	21/03/24	25/03/24	23/04/24	07/05/24	15/05/24	22/05/24	29/05/24	N/A	12/06/24	31/12/24		
UPDATE		IFB NO. MME/SBA/RFQ/004/2024	Vehicles Repair & Maintenance Services	G4520	1 Firm	10,000.00	RFQ	20/05/24	27/05/24	27/05/24	29/05/24	05/06/24	07/06/24	10/06/24	17/06/24	N/A	12/06/24	31/12/24		
ACTUAL																				
UPDATED GRAND TOTAL						\$424,544.50														

Prepared by: _____
James T. Snowea
 Procurement Director/ Manager

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

Date: 11/06/2024



MINISTRY OF MINES AND ENERGY
NOTES TO THE SBA UPDATED & FINAL PROCUREMENT PLAN
Calendar Year: January 1, 2024 – December 31, 2024

ITEM NO.	CONTRACT PACKAGE	CONTRACT CODE	PACKAGE DESCRIPTION
7.	Vehicle Repair and Maintenance Services	IFB NO. MME/SBA/RFQ/004/2024	This procurement package comes from the budget line, Repair and Maintenance - Vehicles, in the sum of US\$4,283.00 . It is intended to be used for the repair and maintenance of the Ministry fleet of vehicles for the Fiscal Year 2024. An increase amount of \$5,717.00 USD to a summation amount US\$10,000.00 . It is intended to be used for the repair and maintenance of the Ministry fleet of vehicles for the Fiscal Year 2024.
8.	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 .
9.	Provision of Sewage Services	-	This package will be provided to the Ministry by the Liberia Water & Sewer Corporation (LWSC). The sum amount \$3,000.00 USD is paid directly through the Finance and Budget Section of the Ministry. This package derives from the Budget Line Water and Sewage.
10.	Electricity	-	This package comes from the Budget Line Electricity and will be provided to the Ministry by the Liberia Electricity Corporation (LEC). The amount of \$7,000.00 USD is paid to the Liberia Electricity Corporation (LEC) for the provision of electricity to the Ministry.

Prepared by: _____
James T. Snowea
Procurement Director/ Manager

Approved by: _____ Date: 11/06/2024
Wilmot J.M. Paye
Head of Entity/Chairman Proc. Cmttee

