



**LAW REFORM COMMISSION**  
**PROCUREMENT PLAN (Non-SBA Budget)**  
**EXPLANATORY NOTES**  
**SPECIAL BUDGET JULY - DECEMBER 2021**

NO.	Contract Package Code	Contract Package	Content of Contract Package
1.	IFB NO. LRC/RFQ/001/2021	Stationery	<p>This budget line comes from Stationery it is intended to procure the following stationery items:</p> <ol style="list-style-type: none"> <li>1. A4 Ream of sheet ..... 5 Boxes</li> <li>2. Executive Ball pens (12pcs) ..... 1 pack</li> <li>3. Pen (assorted) ..... 2packs</li> <li>4. Plastic binding ring (big &amp; small) ..... 1 Box</li> <li>5. Transparent binding sheet (A4 size) ..... 1 pack</li> <li>6. White board marker ..... 1 pack</li> <li>7. Flash drive ..... 2 pieces</li> <li>8. Kodak max battery (double A) ..... 1 Box</li> <li>9. Kodak max battery (Triple A) ..... 1 Box</li> <li>10. Ledger (legal) ..... 1 piece</li> </ol> <p><b>Cartridges:</b></p> <ol style="list-style-type: none"> <li>1. HP 61 combo Cartridge (Black) ..... 4 pieces</li> <li>2. HP 61 combo Cartridge ( Colour) ..... 1 piece</li> <li>3. HP Cartridge 85A ..... 3 pieces</li> <li>4. HP Cartridge 78A ..... 1 piece</li> <li>5. HP Cartridge 280A ..... 1 piece</li> <li>6. 05A Cartridge ..... 1 piece</li> <li>7. CGR3371737 ..... 1 piece</li> <li>8. LaserJet print Cartridge 26A ..... 1 piece</li> <li>9. LaserJet print Cartridge 827A ..... 1 piece</li> </ol>
2.		Office Building Lease	<p>This Budget \$25,000.00 comes from Office Building Rental and Lease it will be applied to annual payment toward the lease of office building located North Gibson Street, Old CID Road, Mamba Point, Monrovia, Liberia.</p>

Signed:   
 Rachel G. Saywah  
 Supervisor/ Procurement Unit

Approved by:   
 Cllr. Boakai N. Kanneh  
 Head of Entity/ Chairman Proc. Committee

Date: Sept 16/2021  
