

**MINISTRY OF MINES AND ENERGY**  
**UPDATED PROCUREMENT PLAN (SBA Core Budget)**

Source of Funding: Government of Liberia  
 Calendar Year: January – December 2022

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
BASIC DATA											IMPLEMENTATION DATES							
ITEM NO.	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	
PLANN ED	1	IFB NO. MME/S BA/RB/001 /2022	Petroleum Products	G4661	28,730.24 Gallons. @ \$4.20	120,667.00	RB	10/01/21	10/15/21	10/22/21	03/08/22	04/05/22	04/19/22	04/26/22	05/10/22	N/A	05/24/22	12/30/22
UP DATE		IFB NO. MME/S BA/RB/001 /2022	Petroleum Products	G4661	24,661.16 Gallons. @ 6.00	147,967.00	RB	10/01/21	10/15/21	10/22/21	05/25/22	06/22/22	07/06/22	07/13/22	07/27/22	N/A	08/10/22	12/30/22
ACTUAL																		
PLANN ED	2	IFB NO. MME/SBA/ NCB/001/2 022	Vehicle Repair and Maintenance Services	G4520	1 Firm	7,000.00	NCB	10/01/21	10/15/21	10/22/21	03/07/22	03/21/22	03/28/22	04/04/22	04/18/22	N/A	05/02/22	12/30/22
UPDAT E		IFB NO. MME/SBA/ NCB/001/2 022	Vehicle Repair and Maintenance Services	G4520	1 Firm	13,000.00	NCB	10/01/21	10/15/21	10/22/21	05/25/22	06/22/22	07/06/22	07/13/22	07/27/22	N/A	08/10/22	12/30/22
ACTUAL																		
PLANN ED	3	IFB NO. MME/SBA/ RFO/002/2 022	Printing & Binding Services	C1812	1 Firm	6,000.00	RFO	10/01/21	10/15/21	10/22/21	03/07/22	03/21/22	03/28/22	04/04/22	04/18/22	N/A	05/02/22	12/30/22
<b>SUB TOTAL</b>						<b>133,667.00</b>												
<b>UPDATED SUB-TOTAL</b>						<b>166,967.00</b>												

Prepared by:

*[Signature]*  
 James T. Snowea

Procurement Director/ Manager

Approved by:

*[Signature]*  
 Gasler E. Murray

Head of Entity/ Chairman Proc. Cmtee.

Date:

\_\_\_\_\_



**MINISTRY OF MINES AND ENERGY**  
**UPDATED PROCUREMENT PLAN (SBA Core Budget)**  
**Source of Funding: Government of Liberia**  
**Calendar Year: January – December 2022**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
BASIC DATA								IMPLEMENTATION DATES										
ITEM NO.	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	
4	IFB MME/SBA/R FQ/003/202	Publication of IFB/REQ/RFQ	J5813	1 Firm	6,500.00	RFQ	10/01/21	10/15/21	10/22/21	03/07/22	03/21/22	03/28/22	04/04/22	04/18/22	N/A	05/02/22	12/30/22	
5	IFB MME/SBA/R FQ/004/202	Vehicle Insurance	K6512	1 Firm	6,000.00	RFQ	10/01/21	10/15/21	10/22/21	03/07/22	03/21/22	03/28/22	04/04/22	04/18/22	N/A	05/02/22	12/30/22	
6	IFB MME/SBA/R FQ/005/202	Lubricant	G4661	1 firm	1,000.00	RFQ	10/01/21	10/15/21	10/22/21	03/07/22	03/21/22	03/28/22	04/04/22	04/18/22	N/A	05/02/22	12/30/22	
<b>SUB-TOTAL:</b>					<b>13,500.00</b>													

Prepared by:

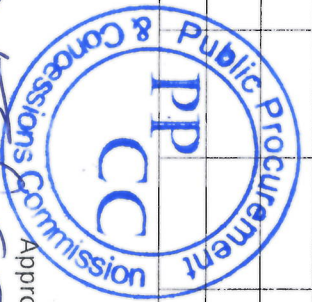
*James T. Snowea*  
**James T. Snowea**  
 Procurement Director/ Manager

Approved by:

*Gester E. Murray*  
**Gester E. Murray**  
 Head of Entity/ Chairman Proc. Committee.

Date:

*June 6, 2022*  
 June 6, 2022





**MINISTRY OF MINES AND ENERGY**  
**UPDATED PROCUREMENT PLAN (SBA Core Budget)**  
 Source of Funding: Government of Liberia  
 Calendar Year: January – December 2022

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
BASIC DATA											IMPLEMENTATION DATES							
ITEM NO.	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	
PLANN ED	7	IFB NO. MME/SBA/ RFQ/006/2 022	Event Catering	15621	1 Firm	4,200.00	RFQ	10/01/21	10/15/21	10/22/21	03/07/22	03/21/22	03/28/22	04/04/22	04/18/22	N/A	05/02/22	12/30/22
ACTUA L																		
PLANN ED	8	IFB No. MME/SBA/ RFQ/007/2 022	Fumigation Services	M8129	1 firm	8,400.00	RFQ	10/01/21	10/15/21	10/22/21	03/07/22	03/21/22	03/28/22	04/04/22	04/18/22	N/A	05/02/22	12/30/22
UPDAT E																		
ACTUA L																		
PLANN ED	9	IFB No. MME/SBA/ RFQ/008/2 022	Building Materials	G4663	Assorted	6,000.00	RFQ	10/01/21	10/15/21	10/22/21	03/07/22	03/21/22	03/28/22	04/04/22	04/18/22	N/A	05/02/22	12/30/22
UPDAT E																		
ACTUA L																		
<b>SUB-TOTAL:</b>						<b>18,600.00</b>												

Prepared by:

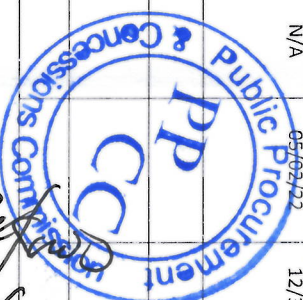
*[Signature]*  
 James T. Snowea  
 Procurement Director/ Manager

Approved by:

*[Signature]*  
 Gesler E. Murray  
 Head of Entity/Chairman, Proc. Cmtee.

Date:

*[Signature]*  
 June 6, 2022



**MINISTRY OF MINES AND ENERGY**  
**UPDATED PROCUREMENT PLAN (SBA Core Budget)**  
**Source of Fundings: Government of Liberia**  
**Calendar Year: January – December 2022**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
BASIC DATA										IMPLEMENTATION DATES								
ITEM NO.	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	
PLANNED	10	IFB NO. MME/SBA/ RFO/009/ 2022	Repair & Maint. Non-residential Building	F4100	1 Firm	9,000.00	RFO	10/01/21	10/15/21	10/22/21	03/07/22	03/21/22	03/28/22	04/04/22	04/18/22	N/A	05/02/22	12/30/22
UPDATE																		
ACTUAL																		
PLANNED	11	IFB NO. MME/SBA/ NCB/002/2 022	Air Tickets	N7911	1 Firm	20,000.00	NCB	10/01/21	10/15/21	10/22/21	03/08/22	04/05/22	04/19/22	04/26/22	05/10/22	N/A	05/24/22	12/30/22
UPDATE																		
ACTUAL																		
PLANNED	12	IFB NO. MME/SBA/ RFO/010/2 022	Hall Rental	L6810	1 Firm	1,800.00	RFO	10/01/21	10/15/21	10/22/21	03/07/22	03/21/22	03/28/22	04/04/22	04/18/22	N/A	05/02/22	12/30/22
UPDATE																		
ACTUAL																		
<b>SUB-TOTAL:</b>						<b>30,800.00</b>												

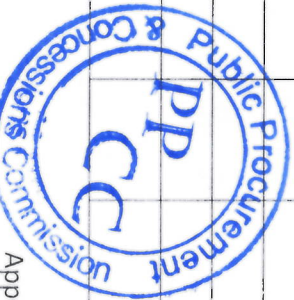
Prepared by: \_\_\_\_\_

**James T. Snowea**  
 Procurement Director/ Manager

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

**Gesler E. Murray**  
 Head of Entity/Chairman Proc. Cmtee.

Date: \_\_\_\_\_



*Handwritten signature and date: June 6, 2022*



*Handwritten signature and date: June 6, 2022*



**MINISTRY OF MINES AND ENERGY**  
**UPDATED PROCUREMENT PLAN (SBA Core Budget)**  
 Source of Funding: Government of Liberia  
 Calendar Year: January – December 2022

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
<b>BASIC DATA</b>																		
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE(S)	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQS /DRAWINGS	PREP OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION /PUBLIC OPENING	SUBMISSION N OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	
PLAN NED	13	IFB NO. MME/SBA/ RFO/011/2 022	Computer Repair & Maintenance Services	P9511	1 Firm	9,600.00	RFQ	10/01/21	10/15/21	10/22/21	03/07/22	03/21/22	03/28/22	04/04/22	04/18/22	N/A	05/02/22	12/30/22
UPPDA TE ACTU																		
PLAN NED	14	IFB NO. MME/SBA/ NCB/003/2 022	Food Stuff	G4711	Assorted	19,200.00	NCB	10/01/21	10/15/21	10/22/21	03/08/22	04/05/22	04/19/22	04/26/22	05/10/22	N/A	05/24/22	12/30/22
UPPDA TE ACTU																		
PLAN NED	15	IFB NO. MME/SBA/ RFO/012/2 022	Refuse Collection	E3811	1 Firm	4,000.00	RFQ	10/01/21	10/15/21	10/22/21	03/07/22	03/21/22	03/28/22	04/04/22	04/18/22	N/A	05/02/22	12/30/22
UPPDA TE ACTU																		
<b>GRAND TOTAL</b>					<b>229,367.00</b>													
<b>UPDATED GRAND TOTAL:</b>					<b>262,667.00</b>													

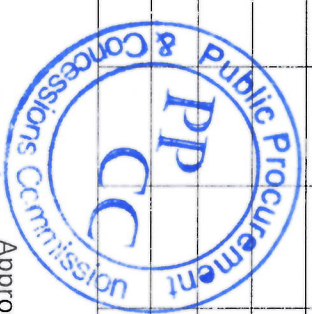
Prepared by: 

**James T. Snowea**  
Procurement Director/ Manager

Approved by: 

**Gesler E. Murray**  
Head of Entity/Chairman Proc. Cmtee.

Date: 





**MINISTRY OF MINES AND ENERGY**  
**NOTES TO THE SBA UPDATED PROCUREMENT PLAN**  
**Calendar Year: January – December 2022**

ITEM NO.	CONTRACT PACKAGE	CONTRACT CODE	PACKAGE DESCRIPTION
1.	Petroleum Products	IFB NO. MME/SBA/RB/001/2022	This contract package comes from the budget lines, Fuel and Lubricants- Vehicle in the amount of <b>50,000USD</b> and Lubricants-Generators in an amount of <b>10,667USD</b> , and from the budget line Domestic Travel-Mean Travel in an amount of <b>60,000USD</b> . The summation of all the three amount is <b>120,667USD</b> and will be used to hire a firm to supply the MME with Gasoline and Diesel coupons.
2.	Vehicle Repair and Maintenance Services	IFB NO. MME/SBA/RB/001/2022	This is an updated contract package from the budget lines, Transfer to Revenue Enhancement Initiative in amount of <b>27,300 USD</b> . This amount is intended to procure fuel and gasoline (in coupons) for MME vehicle carry on intensive field mining operations in the fifteen (15) geographical Sub Divisions of Liberia. The operations are intended for compliance and revenue generation purposes.
		IFB NO. MME/SBA/NCB/001/2022	This Contract Package comes from the Budget Line Repair and Maintenance-Vehicles. A firm will be contracted to provide repair and maintenance services to the Ministry's fleet of vehicles in an amount of <b>7,000USD</b> .
3.	Printing & Binding Services	IFB NO. MME/SBA/NCB/001/2022	This is an updated Contract Package from the Budget Line Transfer to Revenue Enhancement Initiative in amount of <b>6,000 USD</b> . The Ministry intends to utilize said amount through the Budget Line Repair Maintenance-Vehicles to provide repair and maintenance services for MME vehicles procured under Budget Line Transfer to Revenue Enhancement Initiative. A firm will be contracted to provide repair and maintenance services to the Ministry's fleet of vehicles.
4.	Publication of IFB/REO/RFQ	IFB NO. MME/SBA/RFQ/003/2022	This package comes from the budget line Printing, Binding & Publications. It is intended for printing of Letter Heads, Headed Envelopes, Call Cards and Binding of the Ministry's Annual Reports. The Amount is <b>6,000USD</b> .
5.	Vehicle Insurance	IFB NO. MME/SBA/RFQ/004/2022	This package comes from the budget line Advertising and Public Relations and has an estimated amount of <b>6,500USD</b> . It will be used for publication of Invitation for Bid (IFB), Request for the Expression of Interest (REI) and Request for Quotations (RFQ) and other procurement related notices.
6.	Lubricant	IFB NO. MME/SBA/RFQ/005/2022	The MME choose to apply the amount of <b>6,000USD</b> for the insurance of its Vehicles. This Contract Package comes from the Budget Line, Fuel and Lubricant- Generator in an amount of <b>1,000USD</b> . Said amount will be used to procure Lubricant for the Ministry Generators.

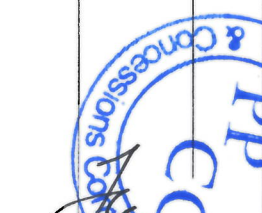
Prepared by:

  
**James T. Snowea**  
 Procurement Director/ Manager

Approved by:

  
**Gesler E. Murray**  
 Head of Entity/ Chairman Proc. Committee.

Date:





7.	Event Catering	IFB NO. MME/SBA/RFQ/006/2022	Event Catering comes from the Budget Line, Workshop, Conferences, Symposia and Seminars. The amount of <b>4,200USD</b> will be utilized to hire the services of a Caterer to provide catering services for the Ministry during Workshop, Conferences, Symposia and Seminars during the Fiscal Year 2022.
8.	Fumigation Services	IFB NO: MME/SBA/RFQ/007/2022	The Ministry will utilize the amount of <b>8,400USD</b> to decontaminate the entire premises of the Ministry and offices in Monrovia. The contract package, Fumigation Services comes from the Budget Line Cleaning Water and Services.
9.	Building Materials	IFB NO. MME/SBA/RFQ/008/2022	This package comes from the budget line Repairs and Maintenance – Civil and is intended for the facilitation of MME Buildings – Central Office at Capitol Hill and Two (2) on the Old Road. <b>6,000USD</b> will be used to procure assorted building Materials for repair works at the Ministry as indicated above.
10	Repair & Maint. Non – Residential Building	IFB NO. MME/SBA/RFQ/009/ 2022	This package comes from the budget line, Repairs and Maintenance – Civil in the amount of <b>9,000USD</b> . This amount will be used for civil works at MME Six (6) Buildings – Three (3) Central Office at Capitol Hill and Two on the Old Road.
11.	Air Tickets	IFB NO. MME/SBA/NCB/002/2022	This contract package comes from the budget line Foreign Travel-Means of Travel. It is intended to procure Air Tickets for foreign travels for personnel of the Ministry. The NCB Method will be applied.
12.	Hall Rental	IFB NO. MME/SBA/RFQ/010/2022	The Ministry will use the amount of <b>1,800USD</b> for Hall Rental Services during Workshops, Conferences, Symposia and Seminars. The contract Package comes from the Budget Line, Workshops, Conferences, Symposia and Seminars.
13.	Computer Repair and Maintenance Services	IFB NO. MME/SBA/RFQ/011/2022	This contract Package in an amount of <b>9,600USD</b> will be used to carryout repair work and maintenance of computers in various offices the Ministry. This Package comes from the budget Line Computer Supplies and Services.
14	Food Stuff	IFB NO. MME/SBA/NCB/003/2022	The Contract Package Food Stuff comes from the Budget Line Food and Catering Services in an amount of <b>12,200.00USD</b> and the Budge Line, Entertainment Representation and Gift, in an amount of <b>7,000.00USD</b> . The Ministry intends to utilize this contract package to procure food stuffs, rice, and other food items for the employees during the Festive season in the amount of <b>19,200USD</b> .
15	Refuse Collection	IFB NO. MME/SBA/RFQ/012/2022	The amount of <b>4,000.00USD</b> is charged towards Garbage Collection and Disposal and it comes from the budget line Refuse Collection.
16.	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 such contracts for Fiscal Year 2022. The cost of office building & lease for the Ministry's two sub offices, the Liberia Hydrological Services (LHS) and the Liberia Geological Survey located on the Old Road in the amount of <b>42,500USD</b> .

Prepared by:

James T. Snowea  
Procurement Director/ Manager

Approved by:

Gesler E. Murray  
Head of Entity/Chairman Proc. Committee

Date:

June 16, 2022

