


MINISTRY OF INTERNAL AFFAIRS
CORE BUDGET PROCUREMENT PLAN
SOURCE OF FUNDING: GOVERNMENT OF LIBERIA
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	ESTIMTED COST USD	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWING	PREP. OF BID DOCUMENT	PC APPROVAL- BID	BID INVITATIO N&	BID SUBMISSION/ PUBLIC	SUBMISSIO N OF BID EVALUATI	PC APPROVAL- BID EVALUATION	CONTRACT AWARD& SIGNING	ADVANCE PAYMENT (MOBILIZ	DELIVERY, INSPECTIO N(SUBSTAN	ACCEPTANCE & FINAL PAYMENT	REMARKS	
Planned	1	IFB NO.MIA/RB/01/2024	Stationery	G 4761	Assorted	25,000.00	RB	27-May-24	03-Jun-24	10-Jun-24	18-Jun-24	15-Jul-24	22-Jul-24	25-Jul-24	07-Aug-24	N/A	28-Aug-24	18-Dec-24		
Update																				
Actual																				
Planned	2	IFB NO.MIA/RB/02/2024	Office Materials	G4759	Assorted	13,897.00	RB	27-May-24	03-Jun-24	10-Jun-24	18-Jun-24	15-Jul-24	22-Jul-24	25-Jul-24	07-Aug-24	N/A	28-Aug-24	18-Dec-24		
Update																				
Actual																				
Planned	3	IFB NO.MIA/RB/03/2024	R&M-Vehicles	G 4520	10	25,000.00	RB	27-May-24	03-Jun-24	10-Jun-24	18-Jun-24	15-Jul-24	22-Jul-24	25-Jul-24	07-Aug-24	N/A	28-Aug-24	18-Dec-24		
U+17:21pdate																				
Actual																				
Planned	4	IFB NO.MIA/RFQ/01/2024	Computer&ICT Services	G4741	Assorted	9,000.00	RFQ	14-Jun-24	18-Jun-24	21-Jun-24	24-Jun-24	03-Jul-24	08-Jul-24	10-Jul-24	12-Jul-24	N/A	24-Jul-24	18-Dec-24		
Update																				
Actual																				
Planned	5	IFB NO.MIA/RFQ/02/2024	Printing, Binding & Publication	J5819	Assorted	9,000.00	RFQ	14-Jun-24	18-Jun-24	21-Jun-24	24-Jun-24	03-Jul-24	08-Jul-24	10-Jul-24	12-Jul-24	N/A	24-Jul-24	18-Dec-24		
Update																				
Actual																				
Grand Total						\$ 81,897.00														

Prepared BY: 
 Helena F. Musa, Director of Procurement

DATE: 17/06/2024


Approved BY: ,
 Hon. Francis S. Nyumalin, Minister
 DATE: 18/6/24


6/25/24



MINISTRY OF INTERNAL AFFAIRS (MIA)
PROCUREMENT PLAN (NON SBA) EXPLANATORY NOTES
FISCAL YEAR: 2024

NO.	Contract Package code	Contract Package	Content of the contract Package
1.	IFB NO.MIA/RB/01/2024 	Stationery 	<p>This contract package is intended to procure office Stationery for the fiscal year 2024.</p> <ol style="list-style-type: none"> 1. A-4 Paper -----15Cartons 2. Legal Size Paper -----1 carton 3. Certificate Paper -----1 carton 4. Hanging Folder: All Size ----- 5 Cartons 5. Manila Folder: All Size ----- 2 cartons 6. Staple pin -----2 cartons 7. Staple machine S/S -----2 Carton 8. Paper Clips ----- 5cartons 9. Staple Machine L/S ----- 2cartons0 10. Ball point Pen ----- 5cartons 11. Flip Chart Board ----- 5 cartons 12. Flip chart Markers ----- 2 cartons 13. Flip Chart ----- 2 cartons 14. Correction Fluid ----- 4 cartons 15. Non-Permanent/Erasable Maker ----- 5 cartons 16. Box Folder ----- 5cartons 17. Laminator (A4 size) -----5 pc 18. Ledger -----25 Ledgers 19. Carbon Paper -----5 cartons 20. Canon Cartridge 728 Starter ----- 10 21. Binding Machine ----- 2 22. Binding pins-----2cartons 23. Paper cutters-----5pieces 24. Permanent marker ----- 5 cartons 25. Pen(Obama) -----5 cartons 26. Stich on pad ----- 3 cartons

2.	IFB NO.MIA/RB/02/2024	Office Materials	<p>This contract package is intended to procure assorted office materials for the fiscal year 2024. It will comprise assorted furniture and other office materials.</p> <ol style="list-style-type: none"> 1. Office chair ----- 16 pieces 2. Executive desk -----5 piece 3. Ordinary desk -----18pieces 4. Executive Cabinet -----7 pieces 5. Executive Chair -----20 pieces 6. Visitor Chairs -----40 pieces 7. Double door cabinet-----10pieces 8. Air conditioners 1200BTU-----6 9. Air conditioners 900BTU-----7 10. Water Dispenser-----10 11. Printer -----4 12. Window Blinds(all Doubles)-----15
3.	IFB NO.MIA/RB/03/2024	Repairs& Maintenance-Vehicle	<p>This contract package is intended to procure a service provider to repairs all official vehicles belonging to the Ministry of Internal Affairs.</p> <ol style="list-style-type: none"> 1. Minister vehicle ----- 2 2. Deputy Minister/ Administration -----1 3. Deputy Minister/ Operation ----- 1 4. Deputy minister/ Research ----- 1 5. Deputy Minister/ Urban ----- 1 6. All Assistant Minister ----- 8
4.	IFB NO.MIA/RFQ/01/2024 <i>WESLO</i> <i>9/25/24</i>	Computer Supplies & ICT Services 	<p>This contract package is intended to procure ICT Equipment:</p> <ol style="list-style-type: none"> 1. Laptop -----5 2. Three in one Printer -----5 3. Desktop Computer-----2 4. Scanner-----2 5. External hard drive-----2 6. Anti-virus-----2 7. Photocopier-----2
5.	IFB NO.MIA/RFQ/02/2024	Printing, Binding & Publication	<p>This contract package is intended to procure Printing, Binding & publication materials.</p> <ol style="list-style-type: none"> 1. Letter Head----- minister, all deputy and assistant Ministers

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| | | | 2. Call Cards ----- minister, all deputy and assistant Ministers |
| | | | 3. Brochure ----- 100 pieces |
| | | | 4. Bidding documents----- 30pieces |
| | | | 5. Advertisements ----- all contract packages |

Prepared by: *[Signature]*
Procurement director

Approved by *[Signature]*
Minister/ Chairman PC

Date: 18/6/24

[Handwritten signature]
6/25/24

