



Republic of Liberia

# Public Procurement & Concessions Commission

Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Website: [www.ppcc.gov.lr](http://www.ppcc.gov.lr) | Email: [info@ppcc.gov.lr](mailto:info@ppcc.gov.lr) | Phone Short Code: 4357

Ref. PPCC/RL/CEO/0453/'19

August 13, 2019

Hon. Gesler E. Murray

**MINISTER**

Ministry of Mines and Energy

Republic of Liberia

Dear Hon. Murray:

Subject: **PROVISIONAL APPROVAL OF DRAFT PROCUREMENT PLAN FOR FISCAL YEAR 2019/2020**

We present our compliments and wish to acknowledge receipt of your letter dated August 1, 2019 which sought the approval of the Commission for the Ministry of Mines and Energy SBA, Non SBA and Consultancy Procurement Plans for FY 2019/2020 in accordance with **Section 40 (3)** of the PPC Act. The Commission however wishes to inform you that your plan has been **Provisionally Approved** pending the passage of the national budget.

Please be advised that your Entity can carry out procurement activities based on this provisionally approved draft procurement plan culminating in **framework agreements** for recurrent procurement items. Similarly, you are also advised to carry out procurement activities for non-recurrent procurement items in advance of the passage of the National Budget, but contracts for these packages **MUST** not be signed until the budget is approved by the President and you **ascertain the availability of funding**. Please ensure to include notifications of this information in the tender documents for both framework agreements and advance procurement. For your guidance, the Commission has produced a short note explaining the processes for framework agreements and advance procurement which you can download at <http://ppcc.gov.lr/vr/index.php/documents>

Upon passage of the FY 2019/2020 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for MME's allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for FY 2019/2020 and staff of your Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the previous fiscal year (2018/2019), for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for fiscal year 2019/2020.

The Public Procurement and Concessions Commission admonishes and deems it a priority that you remain **primarily** in compliance with the PPCA, 2010, as we jointly aspire to achieve transparency, accountability, fairness, equality and ultimately public confidence in our procurement and concessions processes.

Kind regards.

Sincerely Yours

  
Jargbe Rosehne Nagbe Kowo (Atty).  
**CHIEF EXECUTIVE OFFICER**

Ministry of Mines and Energy  
SBA PROCUREMENT PLAN  
Source of Funding: Government of Liberia  
Fiscal Year: 2019/2020

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
BASIC DATA																		
ITEM NO	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE(S)	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECIFICATIONS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOCUMENT 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 (SUBSTANTIATION)	ACCEPTANCE FINAL PAYMENT	
PLAN NED	1	IFB NO. MME/SBA/RFQ/001/19/20	Repair and Maint. of Non-Residential Building	C4663	Assorted	1,500.00	RFQ	19/6/19	26/6/19	03/7/19	10/7/19	24/7/19	31/7/19	07/8/19	14/8/19	N/A	15/6/20	30/6/20
UPD ATE																		
ACTU AL																		
PLAN NED	2	IFB NO. MME/SBA/RFQ/002/19/20	Repair and Maint. Vehicle	C4520	1 Firm	8,838.00	RFQ	19/6/19	26/6/19	03/7/19	10/7/19	24/7/19	31/7/19	07/8/19	14/8/19	N/A	15/6/20	30/6/20
UPD ATE																		
ACTU AL																		
PLAN NED	3	IFB NO. MME/SBA/RFQ/001/19/20	Vehicle Rental & Lease	H4922	1 Firm	4,000.00	RFQ	19/6/19	26/6/19	03/7/19	10/7/19	24/7/19	31/7/19	07/8/19	14/8/19	N/A	15/6/20	30/6/20
UPD ATE																		
ACTU AL																		
SUB TOTAL:						14,338.00												

MINES & E

Prepared by:

James T. Snowed

Actg. Procurement Director/ Manager

Approved by:

Cedric E. Murray

Head of Entity/Chairman Proc. Committee

Date:

09 Aug 20

Attchus  
August 12, 2019



Provisional  
08/13/19

Ministry of Mines and Energy  
SBA PROCUREMENT PLAN  
Source of Funding: Government of Liberia  
Fiscal Year: 2019/2020

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
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	4	IFB NO. MME/SBA/RB /002/19/20	Petroleum Products	G4661	5,667 Gallons @ 3.70	20,968.00	RB	14/6/19	24/6/19	08/7/19	16/7/19	30/7/19	13/8/19	20/8/19	03/9/19	N/A	05/6/20	30/6/20
PLAN NED																		
UPD ATE																		
ACTUAL																		
GRAND TOTAL:						35,306.00												

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

Approved by: Cesler E. Murray  
Head of Entity/Chairman Proc. Committee.



Date: 09 Aug 2020


*Attended*  
*August 13, 2019*

*Presided*  
*08/12/20*




**MINISTRY OF MINES AND ENERGY**  
**NOTES TO THE SBA PROCUREMENT PLAN**  
**SOURCE OF FUNDING: GOVERNMENT OF LIBERIA**  
**FISCAL YEAR: 2019/2020**

1.	Repair and Maintenance of Non-Residential Building	IFB NO. MME/SBA/RFQ/001/19/20	This Contract Package derived from the Budget Line Repair and Maintenance Civil. The sum of US\$1,500 will be used to purchase civil works materials for Repair and Maintenance at MME facilities; located at Capitol Hill (Head Office) and Old Road (Liberia Geological Survey & Liberia Hydrological Service).
2.	Repair and maintenance Vehicle	IFB NO. MME/SBA/RFQ/002/19/20	The Ministry's eleven (11) vehicles will be repaired and maintained by a firm using the contract package Repair and Maintenance Vehicle.
3.	Vehicle Rental & Lease	IFB NO. MME/SBA/RFQ/001/19/20	This Contract Package, Vehicle Rental & Lease, is from the Budget Line Domestic Travel - Means of Travel; the amount of US\$4,000 is apportioned for vehicle rental for MME personnel local field trips.

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

*October*  
*August 17, 2019*


Approved by:   
Geiler E. Murray  
Head of Entity/Chairman, Proc. Cmtee.




Date: 09 Aug 2019  
*Provisional*  
*R. J. J. J. J. J.*  
*08/13/19*

**NOTES TO THE SBA PROCUREMENT PLAN**  
**SOURCE OF FUNDING: GOVERNMENT OF LIBERIA**  
**FISCAL YEAR: 2019/2020**

4.	Petroleum Products	IFB NO. MME/SBA/RB/002/19/20	An amount of US\$20,968.00 will be utilized for Petroleum Products. This contract package comes from the Budget Lines Fuel-Vehicles and Fuel-Generators. (Fuel-Vehicles=US\$18,968.00; Fuel-Generators=US\$2,000.00). A firm will be hired to supply the Ministry with Diesel coupons at the estimated rate of US\$3.70 per gallon using the Restricted Bidding (RB) Method.
5.	Office Building 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 2019/2020. US\$42,500 will be utilized for such building & lease.
6.	Provision of Sewage Services	-	This package will be provided to the Ministry by the Liberia Water and Sewer Corporation (LWSC). The sum of US\$7,000 is paid directly through the Finance Section of the Ministry. This package derives from the Budget Line Office Building Rental and Lease.

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

Approved by:   
Gelel E. Murthy  
Head of Entity/Chairman, Proc. Committee.

Date: 09 Aug 2019

*Oct 5<sup>th</sup>  
August 13, 2019*

*Provisioned  
08/13/19*