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Ref. PPCC/RL/CEO/0482/'19

September 6, 2019

Hon. G. Wesseh Blamoh

ACTING MINISTER

Ministry of State for Presidential Affairs

Dear Hon. Blamoh:

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

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Ministry of State for Presidential Affairs SBA and 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 MOS'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 Roseline Nagbe Kowo (Atty.)
CHIEF EXECUTIVE OFFICER

MINISTRY OF STATE FOR PRESIDENTIAL AFFAIR
Annual Procurement Plan (Core Budget)
Source of Funding: 2019-2020 National Budget
Fiscal Year 2019/2020

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	ITEM NO	PACKAGE NUMBER (CDBF)	CONTRACT PACKAGE	BASIC DATA	QTY	ESTIMATED COST (USD)	PROCT R EXHIBIT METHOD	TECHNICAL SPECIFICATIONS	PREP. OF BID DOCUMENT	APPROVAL - BID DOCUMENTS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION N O F BID OPENING	BID SUBMISSION N O F BID EVALUATION	APPROVAL - BID DOCUMENTS	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY & INSPECTION	ACCEPTANCE & FINAL PAYMENT	REMARKS
Planned	1	IFB No MOS NCB 001 19 20	General Stationery	G 4701	Assorted	\$ 77,200.00	NCB	27-Jul-19	4-Jul-19	11-Jul-19	18-Jul-19	15-Aug-19	22-Aug-19	29-Aug-19	12-Sep-19	N A	1-Apr-20	30-Jun-20	
Update																			
Actual																			
Planned	2	IFB No MOS NCB 002 19 20	Food Stuff	G 4711	Assorted	\$ 180,000.00	NCB	8-Jul-19	15-Jul-19	22-Jul-19	29-Jul-19	26-Aug-19	2-Sep-19	9-Sep-19	23-Sep-19	N A	1-Jun-20	30-Jun-20	
Update																			
Actual																			
Planned	3	IFB No MOS NCB 003 19 20	General Vehicle Spare Parts	G 4730	Assorted	\$ 80,000.00	NCB	9-Jul-19	16-Jul-19	23-Jul-19	30-Jul-19	27-Aug-19	3-Sep-19	10-Sep-19	24-Sep-19	N A	1-Apr-20	30-Jun-20	
Update																			
Actual																			
Planned	4	IFB No MOS NCB 004 19 20	Computer Supply & IT Service	G 4741	Assorted	\$ 20,000.00	NCB	11-Jul-19	18-Jul-19	25-Jul-19	1-Aug-19	29-Aug-19	5-Sep-19	12-Sep-19	26-Sep-19	N A	1-Apr-20	30-Jun-20	
Update																			
Actual																			
Planned	5	IFB No MOS NCB 005 19 20	Furniture & Fixtures	G 4650	Assorted	\$ 65,000.00	NCB	15-Jul-19	22-Jul-19	29-Jul-19	5-Aug-19	2-Sep-19	9-Sep-19	16-Sep-19	30-Sep-19	N A	1-Apr-20	30-Jun-20	
Update																			
Actual																			
Planned	6	IFB No MOS NCB 006 19 20	Machinery & Other Equipment	G 4730	Assorted	\$ 75,000.00	NCB	16-Jul-19	23-Jul-19	30-Jul-19	6-Aug-19	3-Sep-19	10-Sep-19	17-Sep-19	1-Oct-19	N A	1-Apr-20	30-Jun-20	
Update																			
Actual																			
Planned	7	IFB No MOS SS 001 19 20	Vehicles Spare Parts Presidential	G 4520	Assorted	\$ 300,000.00	SS	18-Jul-19	25-Jul-19	1-Aug-19	N A	N A	N A	N A	N A	N A	1-Apr-20	30-Jun-20	
Update																			
Actual																			
TOTAL						\$ 797,200.00													

Signed 
Shorfe Sherif Khan
Procurement Director

Date August 21, 2019

Signed 
Hon. G. Wessan Blanton
Acting Minister

Date 21/8/19

all Bids
submitted 4, 2019

Pravara
6/10/2019

MINISTRY OF STATE FOR PRESIDENTIAL AFFAIR
Procurement Plan Explanatory notes (CORE BUDGET)
Fiscal year 2019/20120

Item NO	Contract Package Code	Contract Package	Content of Contract Package
1	IFB NO.MOS/NCB/001/19/2020	General Stationeries	<p>This contract package is intended to procure the following Stationeries items</p> <ol style="list-style-type: none"> 1. A4 Sheets ----- 330ctns 2. Legal Sheets----- 60ctns 3. Manila Folders S/S----- 48ctns 4. Manila Folders L/S----- 36ctns 5. Records Books----- 12ctns 6. Box File----- 18ctns 7. Staple Machines----- 114pks 8. Staple Pins----- 72Boxes 9. Steno Pad----- 72Dozs 10. Writing Pad----- 12ctns 11. Brown Envelopes S/S----- 12ctns 12. Brown Envelopes L/S----- 6ctns 13. Hanging Folders ----- 12ctns 14. Pencils----- 36Dozs 15. Paper Clips----- 144pks 16. Extension Cords ----- 12ctns

Attchd 4, 2017

Provisioned
09/06/19

17. Adapters-----	144pcs
18. Paper Binders-----	144pks
19. Stick on Pad-----	36Dozs
20. White Envelopes-----	12ctns
21. Balls Pens-----	72pks
22. Highlighters-----	36Dozs
23. Permanent Markers-----	24pks
24. Scotch Tapes-----	144pcs
25. Sharpeners-----	72pcs
26. Desk Trays-----	70sets
27. Dictionaries-----	36pcs
28. Scissors-----	60pcs

- The Estimated cost of US\$61,400.00 is the sum of the following:
- Financial Management \$ 7,900.00
- Domestic Services \$,7500.00
- National Security Council \$ 3,000
- Presidential Advisory Board \$ 3,000
- Technical Services \$ 5,000
- Ministry of State Without Portfolio \$ 5,000
- Public Affairs, Communication \$ 10,000
- Finance, Economic Legal Affairs \$ 10,000
- Administration & Management \$ 10,000
- Presidential Stationery \$ 15,800

Total:USD\$77,200.00

Provided
 09/06/19

Oct 25
 September 4, 2019

2.	IFB NO.MOS/MOS/002/19/2020	Food Stuff	<p>This Contract Package is intended to procure: Food Stuff for the president office.</p> <p>Total USD\$180,000.00</p>
3.	IFB NO.MOS/NCB/003/19/20	General Vehicle Spare Parts	<p>This contract package is intended to procure: the following items</p> <ol style="list-style-type: none"> 1. Release Bearings----- 60pcs 2. Clutch Disc----- 100pcs 3. Pressure Plates----- 100pcs 4. Shafts----- 15pcs 5. Brake Master Cylinder ----- 25pcs 6. Wheel Cylinder----- 30pcs 7. Tie Rod Ends----- 60pcs 8. Universal Joint----- 50pcs 9. Stabilizer Link (Back & Front)----- 300pcs 10. Deferential (Back & Front)----- 30pcs 11. Stabilizer Bushing----- 10pcs 12. Adjuster ----- 25pcs 13. Fan Belt----- 200pcs 14. Fan Blade----- 20pcs 15. Radiator----- 30pcs <p>The estimated cost of US\$80,000.00 is the sum of:</p>

All Day
 September 4, 2018

President
 9/10/19

			<ul style="list-style-type: none"> National Security Council \$5,000.00 Administration& Management \$75,000.00
4.	IFB NO.MOS/ NCB/004/18/19	Computer Supply& IT Service	<p>This Contract Package is intended to procure the following</p> <p>The estimated cost of USD\$20,000.00 is the sum of : Computers and assorted.</p>
5.	IFB NO.MOS/NCB/005/19/20	Furniture &Fixtures	<p>This contract Package is intended to procure the following items.</p> <ul style="list-style-type: none"> The estimated cost of US\$65,000.00 is the sum of: <ul style="list-style-type: none"> Executive Chair Executive Desk Semi Executive Desk Semi Executive Chairs
6	IFB NO./MOS/NCB/006/19/20	Machinery & Other Equipment	<p>This Contract Package is intended to procure: the following items.</p> <ul style="list-style-type: none"> The estimated cost of US\$ 75,000.00 is the sum of: <ul style="list-style-type: none"> Generator and other Equipment item.
	IFB NO.:MOS/SS/002/19/20	Repairs & Maintenance / Presidential Vehicles.	<ul style="list-style-type: none"> This Contract Package is intended to procure the below items. The estimated cost of USD\$ 300,000.00 is the sum of:

all total
summa 4,2018

Approved by
09/10/19

			Based on the Security nature attached to this package we cannot itemize the spares part that is to be procure to repair the President Vehicles.

Prepared by: Ms. Smita M. Sharma

Procurement Director

Date: August 21, 2019

ALTERED
September 4, 2019

Provided
for signature
09/06/19