



REPUBLIC OF LIBERIA

Public Procurement & Concessions Commission

Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Website: www.ppcc.gov.lr | Email: info@ppcc.gov.lr | Phone Short Code: 4357

Ref. **PPCC/RL/CEO/1030/'20**

February 13, 2020

Hon. Prof. Ansu D. Sonii, Sr.

MINISTER

Ministry of Education

Republic of Liberia

Dear Prof. Sonii:

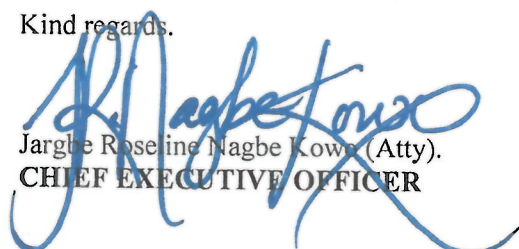
Subject: **RECEIPT AND APPROVAL OF SBA, NON SBA AND CONSULTANCY PROCUREMENT PLAN FOR FISCAL YEAR 2019/2020**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Ministry of Education 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 Procurement Plan has been forwarded to the Ministry of Finance and Development Planning (MFDP), and that the MFDP will process allotments in keeping with the approved Procurement Plans.

The Commission advises that you observe **Section 40 (5)** of the PPCA, 2010 which states that a Procuring Entity shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plan. The Commission and the Ministry responsible for Finance should be notified in writing of any material changes in the procurement plan and be provided with a copy of the updated procurement plan. Please note that an approval of a method on the procurement plan is deemed as the Commission's full approval and as such a Procuring Entity will not be required to again request the use of said approved method.

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.




Jargbe Roseline Nagbe Kown (Atty).
CHIEF EXECUTIVE OFFICER

MINISTRY OF EDUCATION
PROCUREMENT PLAN (CORE BUDGET)
SOURCE OF FUNDING: NATIONAL BUDGET
Fiscal Year: July 1, 2019 - June 30, 2020

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Item No	Package Number Code	Contract Package	Business Activity Code	Qty	Est. Cost (USD)	Procurement Method	Technical Specs/BOQ/ Drawing	Prepare Bid Document	PC Approval- Bid Doc/Tech	Bid Invitation & Release of Bid Doc	Bid Sub/ Public Opening	Submission of Bid Evaluation Report	PC Approval- Bid Evaluation	Contract Award & Signing	Advance Payment (Mobilization)	Delivery, Inspection (Substantial Completion)	Acceptance & Final Payment	
Planned	1	IFB No. MOE/NCB/001/19/20	Stationery	G-4761	Assorted	NCB	6/12/2019	6/19/2019	6/26/2019	7/3/2019	7/31/2019	8/5/2019	8/12/2019	2/28/20	N/A	6/30/2020	6/30/2020	
Update																		
Actual																		
Planned	2	IFB No. MOE/ICB/002/19/20	Teaching Materials	P-8550	Assorted	NCB	6/12/2019	6/19/2019	6/26/2019	7/3/2019	7/14/2020	7/19/2020	7/26/2020	2/28/20	N/A	6/30/2020	6/30/2020	
Update																		
Actual																		
Planned	3	IFB No. MOE/NCB/001/19/20	Vehicle Spare Parts	G-4530	Assorted	NCB	6/19/2019	6/26/2019	7/3/2019	7/10/2019	8/7/2019	8/7/2019	8/14/2019	2/28/20	N/A	6/30/2020	6/30/2020	
Update																		
Actual																		
Planned	4	IFB No. MOE/NCB/002/19/20	Food Stuffs	G-4630	Assorted	NCB	6/25/2019	7/2/2019	7/9/2019	7/16/2019	8/13/2019	8/27/2019	9/3/2019	2/28/20	N/A	6/30/2020	6/30/2020	
Update																		
Actual																		
Planned	5	IFB No. MOE/RB/001/19/20	Scratch Cards	J-6209	3,440	RB	6/17/2019	6/24/2019	7/1/2019	7/8/2019	8/5/2019	8/12/2019	8/19/2019	2/28/20	N/A	6/30/2020	6/30/2020	
Update																		
Actual																		
Sub Total						1,370,200.00												
Planned		IFB No. MOE/NCB/003/19/20	Laboratory Equipment	G-4772	Assorted		7/31/2019	8/7/2019	8/14/2019	8/21/2019	N/A	8/26/2019	9/2/2019	2/27/20	N/A	6/30/2020	6/30/2020	
Update																		
Actual	6																	
Planned	7	IFB No. MOE/NCB/004/19/20	Equipment & Household Materials	G-4663	Assorted													
Update																		
Actual																		
Sub Total						180,000.00												
GRAND TOTAL						1,550,200.00												

Prepared by: 
Juley S. Jarboah
Acting Procurement Director


Reviewed by: 
Hon. Lamin Dar-Yoon
Deputy Minister/Administration

Approved by: 
Prof. D. Ansu South Sr.
Head of Procurement Committee

Date: 05-02-2020




Feb. 13, 2020

Feb/13/2020


MINISTRY OF EDUCATION
PROCUREMENT PLAN EXPLANATORY NOTES
FISCAL YEAR 2019/2020

Item No.	Contract Package Code	Contract Package	Content of Contract Package
1			<p>This contract package is funded from the budget line Stationery and it is intended to procure at least the quantity of stationery as listed below:</p> <p>A. paper (A-4)----- 20,000 cts</p> <p>B. paper (legal)----- 200 cts</p> <p>C. ink cartridges----- 12,000 pcs</p> <p>D. pens----- 30 cts</p> <p>E. pencils----- 2 cts</p> <p>F. staplers ----- 5 cts</p> <p>G. paper clips----- 5 cts</p> <p>H. perforator----- 2 cts</p> <p>I. markers----- 4 cts</p> <p>J. correction pens----- 2 cts</p> <p>K. highlighters ----- 2 cts</p> <p>J. Flip Chart----- 200 cts</p> <p>K. Flip Chart Board----- 30 pcs</p> <p>L. Note Pad----- 10 cts</p> <p>M. Postal Sheets----- 2 cts</p> <p>N. Paper Tape----- 5 cts</p> <p>O. Other related stationery items not listed</p>
2	IFB No.MOE/NCB/001/19/20	Stationery	
	IFB No.MOE/ICB/002/19/20	Teaching Materials	<p>This contract package is funded from the budget line Educational Materials & Supplies and it is intended to procure at least the following:</p> <p>A. teacher's plan & roll books ----- 60,000 pcs</p> <p>B. chalk ----- 147,600 pks</p> <p>C. calculators ----- 60,000 pcs</p> <p>D. duster ----- 60,000 pcs</p> <p>E. ledger (FS4QR) ----- 60,000 pcs</p> <p>F. Paper (A4 Size) ----- 10,000 cts</p> <p>F. Other related educational materials not listed</p> <p>Please also note that, this package will be divided into two lots. US\$147,400.00 of the total budget is for Chalk and the balance of US\$741,900.00 will be use to procure the rest of the other</p>

3	IFB No. MOE/NCB/001/19/20	Vehicle Spare Parts	This contract package is funded from the budget line Repairs & Maintenance-Veh. and it is intended to procure vehicle spare parts for vehicle maintenance & repair services for the following Vehicles: A. Car ----- 43 vehicles B. Motorbike..... 85 motorbikes Please note that, the vehicles servicing will be done by MOE staff at the Motorpool on Newport Street.
4	IFB No. MOE/NCB/002/19/20	Food Stuffs	This contract package is funded from the budget lines Entertainment Representation & Gifts and Workshops, Conferences, Symposia and Seminars and it is intended to procure the following items: water, juices, tea, coffee, rice, etc.
5	RFQ No. MOE/RB/001/19/20	Scratch Card	This contract package is funded from the budget line Scratch Cards and it is intended to procure scratch cards. Scratch cards----- 3,440 pcs
8	IFB No. MOE/NCB/004/19/20	Laboratory Equipment	This contract package funded from the budget line Laboratory Consumables and it is intended to procure laboratory consumables: charts and posters, anatomical models, microbiology kit, chemicals, aprons, test tubes, microscope, disposable dust ma science kits, etc.
9	IFB No. MOE/NCB/004/19/20	Equipment & Household Materials	This contract package is funded from the budget line Equipment & Household Materials and it is intended to procure the following materials: A. Laptop..... 5 pcs B. Drafting laptop..... 1 pc C. T-square..... 50 pcs D. Triangle 30/60..... 50 pcs E. Mechanical pencils..... 50 pcs F. Architectural scale..... 100 pcs G. Tracing paper..... 10 rolls H. Lettering guide..... 40 pcs

Prepared by:

[Signature] 1/28/2020
Julay S. Jargbah

Acting Procurement Director

Approved:

[Signature]
Hon. Latim Da-Tihong

Deputy Minister/Administration

Approved by

[Signature]
Prof. D. Ansu Smith, Sr.

Head of Procurement Committee

Date 05-02-2020

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