



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/0457/'19

August 15, 2019

Hon. Joseph S.D. Suah, Sr.

**DIRECTOR, FINANCE & ADMINISTRATION**

Public Procurement & Concessions Commission

Republic of Liberia

Dear Hon. Suah:

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 July 23, 2019 which sought the approval of the Commission for the Public Procurement & Concessions Commission SBA and Non SBA 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 PPCC'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.

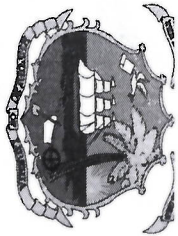
Kind regards.

Sincerely Yours

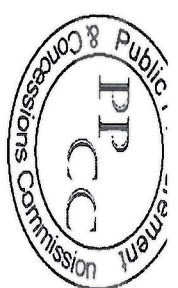
Jargbe Roseline Nagbe Kowo (Atty).

**CHIEF EXECUTIVE OFFICER**

Regulating and Monitoring Compliance with the Public Procurement and Concession Act of Liberia



Public Procurement and Concessions Commission  
PROCUREMENT PLAN (Core Budget)  
Source of Funding: GOL  
2019/2020



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	QTY	BUSINESS ACTIVITY/CO DE	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BO Q/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	1	IFB No. PPCC/RFQ/001/19/20	Repairs- Maint. Equipment & Machineries	1 firm	C3312	1,000	RFQ	11/7/19	13/07/19	16/07/19	18/07/19	25/07/19	30/07/19	31/07/19	02/08/19	N/A	25/06/19	30/06/20
UPDATE																		
ACTUAL																		
PLANNED	2	IFB No. PPCC/RFQ/002/19/20	Stationery	Assorted	G4761	1,000	RFQ	10/7/19	13/07/19	16/07/19	17/07/19	25/07/19	30/07/19	31/07/19	02/08/19	N/A	25/06/19	30/06/20
UPDATE																		
ACTUAL																		
PLANNED	3	IFB No. PPCC/RFQ/003/19/20	Vehicle Repairs & Maint. Service	1Firm	G4520	2,500	RFQ	10/7/19	13/07/19	16/07/19	17/07/19	25/07/19	30/07/19	31/07/19	02/08/19	N/A	25/06/19	30/06/20
UPDATE																		
ACTUAL																		
PLANNED	4	IFB No. PPCC/RFQ/004/19/20	Scratch Cards	740 Pcs. @ \$5.00 USD	J6190	3,700	RFQ	10/7/19	13/07/19	16/07/19	17/07/19	25/07/19	30/07/19	31/07/19	02/08/19	N/A	25/06/19	30/06/20
UPDATE																		
ACTUAL																		
Sub-Total						8,200												

02/08/19  
R. N. Khan

Prepared By:

Procurement Manager

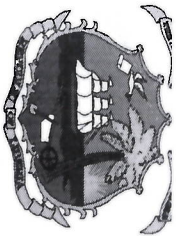
Date: 23/7/2019

Approved by:

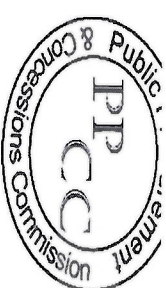
Director of Finance & Administration

Date: 24/7/19

02/08/19  
R. N. Khan



Public Procurement and Concessions Commission  
PROCUREMENT PLAN (Core Budget)  
Source of Funding: GOL  
2019/2020



1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Item	m	BASIC DATA						IMPLEMENTATION DATES										
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	QTY	BUSINESS ACTIVITY/ CODE	ESTIMATED COST (USD)	PROCURE MENT METHOD	TECHNICAL SPECS/BOQ /DRAWING S	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 (MOBILIZ ATION)	DELIVERY, INSPECTION (SUBSTANTI AL COMPLETION)	ACCEPTANCE & FINAL PAYMENT
PLANNED	5	IFB No. PPCC/SBA/Rfq/005/1 9/20	Machinery and other equip	Assorted	G4659	700	Rfq	16/7/19	19/7/19	22/7/19	23/7/19	29/7/19	1/8/19	2/8/19	5/8/19	N/A	15/6/20	18/8/20
UPDATE																		
ACTUAL																		
PLANNED	6	IFB No. PPCC/SBA/Rfq/006/1 9/20	Office Furniture & Fixture	Assorted	G4659	300	Rfq	16/7/19	19/7/19	22/7/19	23/7/19	29/7/19	1/8/19	2/8/19	5/8/19	N/A	15/6/20	18/8/20
UPDATE																		
ACTUAL																		
PLANNED	7	IFB No. PPCC/Rfq/007/19/20	Food Stuff	Assorted	G4741	1,841	Rfq	10/7/19	13/07/19	16/07/19	17/07/19	25/07/19	30/07/19	31/07/19	02/08/19	N/A	25/06/20	30/06/20
UPDATE																		
ACTUAL																		
PLANNED	8	IFB No. PPCC/Rfq/008/19/20	ICT Equipment & Supplies	Assorted	G4741	1,500	Rfq	17/7/19	23/07/19	24/07/19	29/07/19	1/08/19	5/08/19	9/08/19	15/08/19	N/A	25/06/20	30/06/20
UPDATE																		
ACTUAL																		
PLANNED	9	IFB No. PPCC/Rfq/09/19/20	Cleaning Materials	Assorted	G4773	680	Rfq	24/7/19	29/07/19	5/08/19	9/08/19	13/08/19	15/08/19	19/07/19	22/08/19	N/A	25/06/20	30/06/20
UPDATE																		
ACTUAL																		
PLANNED	10	IFB No. PPCC/Rfq/010/19/20	Garbage Collection	1 Firm	E3811	320	Rfq	24/7/19	29/07/19	5/08/19	9/08/19	13/08/19	15/08/19	19/07/19	22/08/19	N/A	25/06/20	30/06/20
UPDATE																		
ACTUAL																		
Sub-Total						9,041												
Grand Total						17,241												

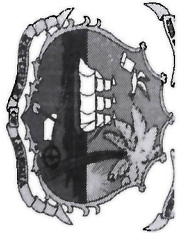
Prepared By: [Signature]  
Procurement Manager

Date: 25/7/2019  
Approved by: [Signature]  
Director, Finance & Administration

Date: 24/7/19  
[Signature]  
15/12/19

[Signature]  
24/11/19, 2019





**Public Procurement and Concessions Commission**  
**Procurement Plan Notes (Core Budget)**  
**Source of Funding: GOL**  
**2019/2020**



*Approved*

Item NO.	Contract Package Code	Contract Package	Contents of Contract Package
1	IFB No. PPCC/RFO/001/19/20	Repairs-Maint. Equipment, &Machineries	This contract package is intended to procure the services of a contractor to repair machinery such as generator air conditioners, printers, etc. at a cost of US\$1,000. Payment for this item will be drawn from repairs and maintenance machinery, other equipment and furniture budget line.
2	IFB No. PPCC/RFO/002/19/20	Stationery	This package is intended to procure assorted stationery materials : 1. A4 paper-----20boxes 2. A4 size Brown Envelop-----5 pks 3. A3 brown envelope-----5 pks 4. Letter size white envelop-----10 boxes 5. Paper clips-----10 pks 6. Glue Stick-----5pks 7. Legal Sheet-----10 boxes 8. Poster sheet-----3 reams 9. Big size Scissor-----5 pcs. 10. Staple pins-----10pks 11. Staple machines-----10pcs. 12. Surge protector-----5pcs. 13. Ball pen-----20pks 14. Printer cartridges-----10 sets
3	IFB No. PPCC/RFO/003/19/20	Vehicle Repairs & Maint. Service	This package is intended to acquire vehicle maintenance services for the Commission's fleet of vehicles at US\$2,500.00) for this package will be made from the Vehicle repairs and maintenance service budget line.
4	IFB No. PPCC/RFO/04/19/20	Scratch Cards	Is from the Budget line scratch cards. The amount of US\$ 3,700.00 is used to hire a firm to supply Scratch Cards for the operations of the commission. LONESTAR CARDS-340pcs @ 5usd ORANGE CARD-400pcs @5usd Total Cards:740 pieces
5	IFB No. PPCC/RFO/005/19/20	Machinery and other equip	This contract package is intended to acquire machinery and equipment such as generator, air conditioners, and other office equipment at a cost of US\$700.00. This payment will be drawn from machinery, other equipment and furniture budget line.

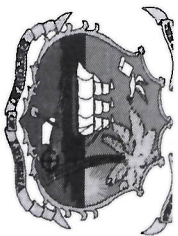
Prepared By: *[Signature]*  
Procurement Manager

Date: *23/2/2019*  
Approved by: *[Signature]*  
Director, Finance & Administration

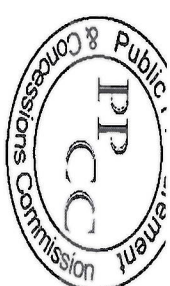
Date: *24/7/19*

*Authy*  
*August 14, 2019*


*[Signature]*  
*28/1/19*



**Public Procurement and Concessions Commission**  
**Procurement Plan Notes (Core Budget)**  
**Source of Funding: GOL**  
**2019/2020**



6	IFB No. PPCC/ RFQ/006/19/20	Office Furniture and Fixtures	This contract package is intended to acquire office furniture and fixtures such as chairs, tables, desks etc. at a cost of US\$300.00. Payment for this package will be drawn from machinery, other equipment and furniture budget line.
7	IFB No. PPCC/RFQ/007/19/20	Food stuffs	This package will be used to acquire assorted general office consumables, such as napkins, plastic cups, water, sugar, ovaltin, milk, etc.
8	IFB No. PPCC/RFQ/008/19/20	ICT Equipment and Supplies	This contract package will be used to procure computer supplies and ICT equipment such as floppy disc, pen drive, adaptor, power cables, etc.
9	IFB No. PPCC/RFQ/009/19/20	Cleaning Materials	This package is intended to procure cleaning materials such as brooms, chlorax, soap, towels, rakes, wheel barrels, cutlasses, wipers, Dettol, vims, mobs, detergent, etc. Payment for this package will be made from Cleaning Materials and services budget line @ US\$680.00. Payment for this package will be drawn from Cleaning Materials budget line.
10	IFB No. PPCC/RFQ/010/19/20	Garbage Collection	This package is intended to procure the Services of a firm to provide garbage collection services from the premises of the Commission @ US\$320.00. Payment for this package will be drawn from Cleaning Materials budget line.

Prepared By:   
Procurement Manager

Date: 23/7/2019

Approved by:   
Director, Finance & Administration

Date: 24/7/19

8/15/19  
