



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/335/'21**

August 30, 2021

Hon. Joseph K. Duwor

**DIRECTOR-GENERAL**

Agricultural and Industrial Training Bureau  
Monrovia, Liberia

Dear Hon. Duwor:

Subject: **PROVISIONAL APPROVAL OF DRAFT PROCUREMENT PLAN FOR SPECIAL BUDGET YEAR 2021**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Agricultural and Industrial Training Bureau (AITB) SBA and Non SBA Procurement Plans for FY 2021 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 National Special Budget 2021, you are required to submit a revised/updated procurement plan, detailed budget for **AITB's** allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for Budget Year 2021 and staff of your Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the just ended FY 2020/2021, for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for the Special Budget Year 2021.

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

  
Jergina Roseline Nagbe Kowo (Atty).  
**CHIEF EXECUTIVE OFFICER**



AGRICULTURAL & INDUSTRIAL TRAINING BUREAU(AITB)  
PROCUREMENT PLAN:NON-SBA CORE BUDGET  
SOURCE OF FUNDING: GOL  
FISCAL YEAR: 2021

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
BASIC DATA								IMPLEMENTATION DATES										
Item No.			CONTRACT PACKAGE	BUSINESS Activity CODE	QTY	Estimated Cost (USD)	Procurement Method	Technical Specs/BQ/C/D RAININGS	Prep. BID Document	P.C. Approval - BID DOCTECH SPECS	BID INVITATION, & RELEASE OF BID DOC.	BID SUBMISSION/ PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	P.C. APPROVAL, BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION )	DELIVERY, INSPECTION, (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT
PLANNED	1	IFB NO. AITB/SS/001/2021	Scratch cards	J-6190	200 PCS @ 5.00	1,000	SS	5-Aug-21	12-Aug-21	19-Aug-21	26-Aug-21	23-Sep-21	30-Sep-21	7-Oct-21	28-Oct-21	N/A	26-Nov-21	28-Dec-21
UPDATE																		
ACTUAL																		
PLANNED	2	IFB NO. AITB/SS/002/2021	Internet Connectivity	J-6120	1 Firm	2,500	SS	5-Aug-21	12-Aug-21	19-Aug-21	26-Aug-21	23-Sep-21	30-Sep-21	7-Oct-21	28-Oct-21	N/A	26-Nov-21	28-Dec-21
UPDATE																		
ACTUAL																		
PLANNED	3	IFB NO. AITB/RFQ/001/2021	Spare Parts - Vehicles	G - 4530	1Firm	4,000	RFQ	5-Aug-21	12-Aug-21	19-Aug-21	26-Aug-21	2-Sep-21	9-Sep-21	16-Sep-21	23-Sep-21	N/A	26-Nov-21	28-Dec-21
UPDATE																		
ACTUAL																		
PLANNED	4	IFB NO. AITB/RFQ/002/2021	Spare Parts - Generators	G-4659	Assorted	1,500	RFQ	5-Aug-21	12-Aug-21	19-Aug-21	26-Aug-21	2-Sep-21	9-Sep-21	16-Sep-21	23-Sep-21	N/A	26-Nov-21	28-Dec-21
UPDATE																		
ACTUAL																		
PLANNED	5	IFB NO. AITB/RFQ/003/2021	Cleaning Materials	G-4773	Assorted	8,000	RFQ	5-Aug-21	12-Aug-21	19-Aug-21	26-Aug-21	2-Sep-21	9-Sep-21	16-Sep-21	23-Sep-21	N/A	26-Nov-21	28-Dec-21
		Grand Total				17,000.00												

Prepared by:

*TC. Sayee*

Madam Rhoda C. Sayee

Acting Procurement Director

Date: 08-4-21

Approved by:

*[Signature]*

Joseph K. Duvor

DIRECTOR GENERAL/HEAD OF ENTIRE/CHAIRMAN/PROCUR COMMITTEE

Date: 04/12/21

*0834 D*  
*Aug 30, 2021*

