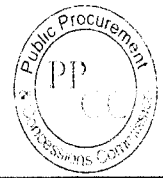




Republic of Liberia

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

PPCC/RL/OIC/0036/'19

January 30, 2019

Hon. Martha K. Woheel
MAYOR
Bentol City Corporation
Republic of Liberia

Dear Hon. Woheel:

Subject: **RECEIPT AND APPROVAL OF CORE (SBA AND NON-SBA) PROCUREMENT PLANS FOR FISCAL YEAR 2018/2019**

We present our compliments and wish to notify you that the Public Procurement and Concessions Commission has received and approved the **Bentol City Corporation** Procurement Plans (*Goods and Services*) for Fiscal Year 2018/2019 in accordance with Section 40(3) of the PPCA, 2010. The Commission wishes to inform the Bentol City Corporation that its 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.

Meanwhile, we request that you kindly submit your contract award information for all procurement contracts awarded in the previous fiscal year (2017/2018)

The Commission urges you to continue to remain in compliance with the PPCA, 2010 as we strive to attain equality, fairness, transparency, accountability and public confidence in our procurement and concessions processes.

Kind regards.

Yours sincerely,


Joseph S. D. Suah, Sr.
OFFICER-IN-CHARGE

Inter-Office Memo

To : Mr. Joseph S.D. Suah, Sr.
Officer in Charge

From: Anthony P. Tarbah, Sr. *ATTN*
Assistant Executive Director of Compliance & Monitoring

Subj. : **Request for Final Approval of the Bentol City Corporation (BCC)
Procurement Plan for FY 18/19**

Date : January 25, 2019

After a thorough review of BCC's annual procurement plans, it was observed that the submitted procurement plans are in compliance with Section 40, subsection 3 of the PPC Act of 2010.

BCC submits the following:

- NON-SBA Core budget procurement plan
- SBA Core budget procurement plan
- Budgets
- Cash Plan
- Explanatory notes

Recommendation

In view of the above, I hereby recommend that BCC's Annual Procurement Plans be approved.

Regards,



Office of the City Mayor

Bentol City, Montserrado County

Republic of Liberia

Cell: +231886520126/+ 231777275546

Email: mawoheel1960@gmail.com



Mr. Joseph S.D. Suah Sr.
Officer-in-charge
Public Procurement and Concession Commission (PPCC)
Capitol Hill, Executive Mansion Grounds
Monrovia, Liberia

RECEIVED
BY: *Deborah M. Khe*
Jan 22, 2019

January 16, 2019

Dear Mr. Suah;

Ref: Submission of Procurement Plan FY- 2018/2019

Please accept my compliments and best wishes, as I am pleased to submit to you my entity Procurement Plan for FY-2018/2019 for your review and subsequent approval to enable the City of Bentol commence its procurement process.

As we look forward to your timely consideration/approval, we remain.

Attached is the Procurement Plan

BENTOL CITY CORP.
BCC OFFICIAL STAMP

Kind regards,

Sincerely yours,

[Signature]
Hon. Martha K. Woheel

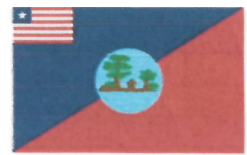
Mayor

Bentol City Corporation (BCC)



Office of the City Mayors

Bentol City, Montserrado County
Republic of Liberia



Cell: +231886520126/+ 231777275546

Email: mawoheel1960@gmail.com

The Executive Director
Public Procurement & Concession Commission (PPCC)
The Executive Grounds
Republic of Liberia

January 16, 2018

REF: Appointment of a Procurement Unit and Procurement Committee

Dear Hon Director;

The Office of the City Mayor of Bentol City presents its compliments and best wishes!

The Administration of the Bentol City Corporation (BCC) in consultation with the City Council is pleased to update you on the constitution of our Procurement Committee and Procurement Unit headed by Mr. Augustus B. Coker who was trained by the PPCC in Procurement Methods on May 17, 2016 he will be supported by Mr. McDaniel Vampelt Secretary and Mr. William Zayzay – Member, all of whom are staff of Bentol City.

Also please see the lists of BCC Procurement Unit and the Procurement Committee:

1. Procurement Unit

- Augustus B. Coker – Head
- McDaniel Vampelt – Secretary
- William Zayzay -- Member

2. Procurement Committee

- Mrs. Martha K. Woheel - Mayor/Head
- Mrs. Elaine Hall Nemah - Council Member
- Rev/Cllr. Amos M. Fagans - " "
- Mr. J. Franklin Carter Sr. – BCC Ordinance Implementer
- Mr. Eric Vaye - Montserrado County Asst. Supt. for Fiscal Affairs

We thank you for your usual kind consideration and cooperation.

Sentiments of my highest esteem, I remain.

Yours sincerely,


Hon. Martha K. Woheel
Mayor
Bentol City Corporation (BCC)

BENTOL CITY CORP.
BCC OFFICIAL STAMP

Bentol City Corporation
NON SBA Procurement Plan (Core Budget)
Source of Funding: Government of Liberia
Fiscal Year: 2018/2019

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.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	QTY	Business Activity Code	ESTIMATED COST(USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOD/D RANKINGS	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(MOB ILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	
PLANNED	1	IFB No. BCC/MIA/RF-Q/001/18/19	Cleaning Materials	Assorted	G-4773	500.00	RFQ	1/15/2019	1/18/2019	1/21/2019	1/28/2019	2/4/2019	2/12/2019	2/15/2019	2/20/2019	N/A	5/27/2019	6/28/2019	
UPDATE						-													
ACTUAL						-													
PLANNED	2	IFB No. BCC/MIA/RF-Q/002/18/19	Stationery	Assorted	G-4761	500.00	RFQ	1/15/2019	1/18/2019	1/21/2019	1/28/2019	2/4/2019	2/12/2019	2/15/2019	2/20/2019	N/A	5/27/2019	6/28/2019	
UPDATE																			
ACTUAL																			
PLANNED	3																		
UPDATE																			
ACTUAL																			
GRAND TOTAL																1,000.00			

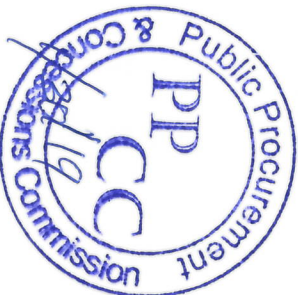
Prepared by: Augustus B. Coker
 Augustus B. Coker
 Head of Procurement Unit

Approved by: [Signature]
BENTOL CITY CORP.
 City Mayor/ Head of Procurement Committee
BCC OFFICIAL STAMP.

Date: 01/21/19



Printed



Bentol City Corporation
NON SBA Procurement Plan Explanatory Note
Fiscal Year:2018/2019

Item No.	Contract Package Code	Contract Package	Content of Contract Package
1	IFB No. BCC/MIA/RFO/001/18/19	Cleaning Materials	This Contract Package is funded from the Budgetline Cleaning Materials & Services which is intended to procure the following items: Tide soap, Tissue, sanitizer, liquid soap, floor mop, soft broom, small size towel, big size towel, air freshner, hand washing soap and clorax, commode brush, paper towel, etc
2	IFB No. BCC/MIA/RFO/002/18/19	Stationery	This Contract package is funded from the Budgetline Stationery which is intended to procure the following: Stipple machine, Stipples remover, HP 123 ink, Permanent marker, Ledgers, White envelope, Thinner, Ink pen, Calculator, A-4 Manila folder, Backup, etc

Prepared by: Augustus B. Otero
Bentol City Corp.
Approved by: [Signature] **BCC/MIA/RFO STAMP.**



Source of Funding: Government of Liberia

[illegible]

01/21/19

Bentol City Corporation
SBA Procurement Plan Explanatory Note
Fiscal Year:2018/2019

Item No.	Contract Package Code	Contract Package	Content of Contract Package
1	IFB No. BCC/MIA/SBA/RFQ/001/18/19	Scratch Card	This Contract Package is funded from the Budgetline Telecommunication and internet which is intended to procure scratch cards from Lonestar and Orange GSM. US\$300 for Lonestar and US\$200 For Orange Modem
2	IFB No. BCC/MIA/SBA/RB/001/18/19	Fuel & Lubricants (generator & Bikes)	This Contract package is funded from the Budgetline Fuel and Lubricants (GEN & Bikes) which is intended to procure the following gallons : 810.81 gals @ 3.70 of gasoline and 270.19 gals @3.70 of fuel/diesel
3	IFB No. BCC/MIA/SBA/RFQ/002/18/19	Bikes Spare parts	This Contract Package is drawn from the Budgetline Repair and Maintenance bikes and it is intended to procure spare parts which include tyres,batteries,spike plugs, break shoes,etc


Prepared by: Augustus B. Oton


BENTOL CITY CORP.
BCC
ESTAMP
Approved by: [Signature]



MINISTRY OF INTERNAL AFFAIRS
 BENTOL CITY CORPORATION (BCC)
 MONTSERRADO COUNTY
 CASH PLAN – FY-2018/2019

Fiscal Year Sector Name Spending Entity Budget Classification	2018/2019 Municipal Government Ministry of Internal Affairs Recurrent (County Adm.)	PROJECTED SPENDING PLAN												
Row Labels	FY 2018-19 Budget	Total Spending Plan	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar	April	May	June
Bentol City Corporation	17,000	17,000	0	0	0	0	2,125	2,125	2,125	2,125	2,125	2,125	2,125	2,125
Basic Salary Volunteers Compensation)	10,000	10,000	0	0	0	0	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250
Communication And Internet	500	500	0	0	0	0	62.50	62.50	62.50	62.50	62.50	62.50	62.50	62.50
Fuel & Lubricants Generator	2,000	2,000	0	0	0	0	250	250	250	250	250	250	250	250
Fuel & Lubricants Bikes	2,000	2,000	0	0	0	0	250	250	250	250	250	250	250	250
Repairs & Maintenance bikes	1,000	1,000	0	0	0	0	125	125	125	125	125	125	125	125
Cleaning materials & Services	500	500	0	0	0	0	62.5	62.5	62.5	62.5	62.5	62.5	62.5	62.5
Stationery	500	500	0	0	0	0	62.5	62.5	62.5	62.5	62.5	62.5	62.5	62.5
Operational expense	500	500	0	0	0	0	62.5	62.5	62.5	62.5	62.5	62.5	62.5	62.5

Signed: 
 Larry F. Nayanpolu
 Finance Officer

Approved: 
 Hon. Martha K. Wobbe
 Mayor, Bentol City Corporation (BCC)

BCC OFFICIAL STAMP

Ministry Of Finance

Budget Control Summary Report

Fiscal Year : 20182019
Filter Criteria : Budget Control Type - ALLOTMENT, Hierarchical Coding Block Elements - AGENCY : SECN (From : 1050100) (To : 1050615), OBJECT : SSSITM (From : 200000)
Currency : USD

Description	Current Budget	Allocated	Unallocated	YTD Actual	Outstanding Commit/Oblig	FreeBalance	Annual F
SECN / SSSITM	A	B	A - B	C	D	A - (C + D)	E
1050100 Urban Affairs	446,450.00	446,450.00	0.00	175,062.13	0.00	271,387.87	
211101 Basic Salary - Civil Service	32,502.00	32,502.00	0.00	31,676.64	0.00	825.36	
221401 Fuel and Lubricants - Vehicles	626.00	626.00	0.00	0.00	0.00	626.00	
263121 Transfer to Cities	285,000.00	285,000.00	0.00	29,998.94	0.00	255,001.06	
264182 Transfer to Peace Building Plan Intergovernmental	128,322.00	128,322.00	0.00	113,406.55	0.00	14,915.45	
1050200 Operations	187,282.00	187,282.00	0.00	97,766.98	0.00	89,515.02	
211101 Basic Salary - Civil Service	32,922.00	32,922.00	0.00	32,852.83	0.00	69.17	
211110 General Allowance	152,178.00	152,178.00	0.00	64,914.15	0.00	87,263.85	
221401 Fuel and Lubricants - Vehicles	1,042.00	1,042.00	0.00	0.00	0.00	1,042.00	
221502 Repairs and Maintenance - Veh.	1,140.00	1,140.00	0.00	0.00	0.00	1,140.00	
1050300 Research and Development Plan.	20,311.00	20,311.00	0.00	1,531.46	0.00	18,779.54	
211101 Basic Salary - Civil Service	19,998.00	19,998.00	0.00	1,531.46	0.00	18,466.54	
221401 Fuel and Lubricants - Vehicles	313.00	313.00	0.00	0.00	0.00	313.00	
1050400 Administration and Management	704,001.00	704,001.00	0.00	536,504.12	0.00	167,496.88	
211101 Basic Salary - Civil Service	188,658.00	188,658.00	0.00	188,647.08	0.00	10.92	
211110 General Allowance	330,829.00	330,829.00	0.00	172,860.72	0.00	157,968.28	
221209 Scratch- Cards	432.00	432.00	0.00	0.00	0.00	432.00	
Description	Current Budget	Allocated	Unallocated	YTD Actual	Outstanding Commit/Oblig	FreeBalance	Annual F

105 MINISTRY OF INTERNAL AFFAIRS

POLICY AREA/DEPARTMENT	FY2016-17 Actual	FY2017-18 Budget	FY2017-18 Est. Outturn	FY2018-19 Budget	FY2019-20 Projection	FY2020-21 Projection
612 Nimba County	818,730	613,957	602,206	1,262,155	1,262,155	1,262,155
613 River Cess County	513,650	332,651	320,413	544,004	544,004	544,004
614 River Gee County	509,133	436,717	419,453	627,996	627,996	627,996
615 Sinoe County	1,222,287	1,005,422	990,019	1,204,487	1,204,487	1,204,487
500 General Claims	1,649,994	0	0	0	0	0
Total	13,846,955	11,871,736	10,638,268	14,269,391	13,065,863	12,111,369

Summary of PSIP (Non-financial Assets) by Funding Source

Summary of Detailed Line Items

OBJECTS OF EXPENDITURE	FY2016-17 Actual	FY2017-18 Budget	FY2017-18 Est. Outturn	FY2018-19 Budget	FY2019-20 Projection	FY2020-21 Projection
21 COMPENSATION OF EMPLOYEES	8,119,029	8,333,515	8,339,549	8,090,935	8,090,935	8,090,935
211101 Basic Salary - Civil Service	6,100,225	6,230,056	6,234,569	6,205,538	6,205,538	6,205,538
211110 General Allowance	2,018,804	2,103,459	2,104,980	1,885,397	1,885,397	1,885,397
22 USE OF GOODS AND SERVICES	779,233	491,801	402,744	362,064	362,064	362,064
221104 Domestic Travel-Means of Travel	6,619	35,000	28,662	7,000	7,000	7,000
221105 Domestic Travel-Daily Subsistence Allowance	35,889	70,000	57,325	14,000	14,000	14,000
221203 Telecommunications, Internet, Postage & Courier	7,560	7,154	5,861	0	0	0
221209 Scratch-Cards	0	0	0	8,179	8,179	8,179
221305 Vehicle Rental and Lease	20,000	0	0	0	0	0
221401 Fuel and Lubricants - Vehicles	290,522	105,313	86,239	97,208	97,208	97,208
221402 Fuel and Lubricants – Generator	15,943	10,554	8,643	9,750	9,750	9,750
221501 Repair and Maintenance–Civil	144,939	0	0	48,709	48,709	48,709
221502 Repairs and Maintenance - Vehicles	27,370	47,880	39,214	28,728	28,728	28,728
221601 Cleaning Materials and Services	27,750	66,000	54,048	33,000	33,000	33,000
221602 Stationery	28,054	61,225	50,132	24,490	24,490	24,490
221603 Printing, Binding and Publications Services	9,388	10,000	8,189	2,000	2,000	2,000
221901 Educational Materials and Supplies	10,284	32,000	26,205	32,000	32,000	32,000
222101 Celebrations, Commemorations and State Visit	39,500	43,875	35,930	0	0	0
222102 Workshops, Conferences, Symposia and Seminars	952	2,800	2,296	7,000	7,000	7,000
222109 Operational Expenses	114,463	0	0	50,000	50,000	50,000
23 CONSUMPTION OF FIXED CAPITAL	43,476	0	0	0	0	0
232201 Transport Equipment	43,476	0	0	0	0	0
26 GRANTS	4,905,217	3,046,420	1,895,975	5,816,392	4,612,864	3,658,370
263121 Transfer to Cities	582,934	527,250	328,141	570,000	452,056	358,516
263184 Transfer to Peace Ambassador	172,297	245,716	152,925	250,000	198,270	157,244
263192 Transfer to County Service Centers Running Cost	100,000	427,999	266,366	420,000	333,094	264,170
263503 GOL County Development Fund	2,399,992	0	0	2,937,333	2,329,540	1,847,512

105 MINISTRY OF INTERNAL AFFAIRS

OBJECTS OF EXPENDITURE	FY2016-17	FY2017-18	FY2017-18	FY2018-19	FY2019-20	FY2020-21
	Actual	Budget	Est. Outturn	Budget	Projection	Projection
263504 Nimba County (MITTAL)	454,305	680,000	423,207	435,975	345,763	274,218
263505 Bong County (MITTAL)	141,462	226,667	141,069	266,667	211,488	167,727
263506 Grand Bassa County (MITTAL)	342,121	453,333	282,138	533,333	422,976	335,454
263507 Margibi (Firestone)	200,000	42,500	26,450	25,000	19,827	15,724
263508 Montserrado (Firestone)	150,000	0	0	0	0	0
263515 Bong Mines CDF: Margibi County	268,892	0	0	0	0	0
263538 GoL-County Dev.Fund(RiverCess)	0	0	0	207,666	164,696	130,617
263542 Maryland County:(Cavalla Rubb Plantation)	93,214	0	0	0	0	0
264182 Transfer to Peace Building Plan (Intergovernmental)	0	442,955	275,679	170,418	135,155	107,189
Total	13,846,955	11,871,736	10,638,268	14,269,391	13,065,863	12,111,369

1.5 Allocations by County

Code	County	FY2016-17	FY2017-18	FY2017-18	FY2018-19	FY2019-20	FY2020-21
		Actual	Budget	Est. Outturn	Budget	Projection	Projection
00	NATIONWIDE	9,796,969	0	0	3,105,842	2,917,545	2,768,210
01	BOMI COUNTY	250,000	290,879	278,833	501,150	451,972	412,970
02	BONG COUNTY	241,462	621,050	523,541	871,814	767,457	684,694
03	GBARPOLU	100,000	339,227	327,277	551,930	502,752	463,750
04	GRAND BASSA	442,121	814,632	631,503	1,077,335	924,007	802,407
05	GRAND CAPE MOUNT	100,000	247,409	233,356	448,005	398,827	359,825
06	GRAND GEDEH	100,000	373,003	357,430	573,644	524,466	485,464
07	GRAND KRU	100,000	862,102	848,236	1,060,046	1,010,868	971,866
08	LOFA	200,000	287,836	273,475	486,877	437,699	398,697
09	MARGIBI	668,892	322,170	294,127	486,473	438,330	400,148
10	MARYLAND	293,214	644,336	627,281	834,240	785,062	746,060
11	MONTSERRADO	349,992	4,000,345	3,487,911	664,183	579,742	512,774
12	NIMBA	654,305	1,293,957	1,025,413	1,232,155	1,098,973	993,349
13	RIVER CESS	200,000	332,651	320,413	543,214	494,036	455,034
14	RIVER GEE	100,000	436,717	419,453	627,996	578,818	539,816
15	SINOE	250,000	1,005,422	990,019	1,204,487	1,155,307	1,116,304
Total		13,846,955	11,871,736	10,638,268	14,269,391	13,065,863	12,111,369

Section 2: Department and Sub Department Expenditures and Budget Projections (GoL)

Summary of Allocations by Department and Economic Classification

ECONOMIC CLASSIFICATION	FY2016-17	FY2017-18	FY2017-18	FY2018-19	FY2019-20	FY2020-21
	Actual	Budget	Est. Outturn	Budget	Projection	Projection
0100 Urban Affairs	637,139	1,039,268	672,194	809,168	655,961	534,455
21 COMPENSATION OF EMPLOYEES	40,348	65,000	65,047	65,000	65,000	65,000
22 USE OF GOODS AND SERVICES	13,857	4,063	3,327	3,750	3,750	3,750
26 GRANTS	582,934	970,205	603,820	740,418	587,211	465,705
Total	637,139	1,039,268	672,194	809,168	655,961	534,455

2.2 Detailed Allocation by Deparment and Line Item