



Republic of Liberia  
**Public Procurement & Concessions Commission**

Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



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Ref: PPCC/RL/CEO/008/'21

January 14, 2021

Hon. Regina Sokan -Teah  
**REGISTRAR GENERAL**  
Cooperative Development Agency  
Republic of Liberia

Dear Hon. Sokan - Teah:

Subject: **RECEIPT AND APPROVAL OF SBA CORE BUDGET PROCUREMENT PLAN FOR FISCAL YEAR 2020/2021**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Cooperative Development Agency (CDA) SBA Core Budget Procurement Plans (*Goods and Services*) for Fiscal Year 2020/2021 in accordance with Section 40 (3) of the PPCA, 2010. The Commission, however, wishes to inform you that your Procurement Plan has been duly forwarded to the Ministry of Finance and Development Planning (MFDP), and that the MFDP will process allotments in keeping with the approved Procurement Plans:

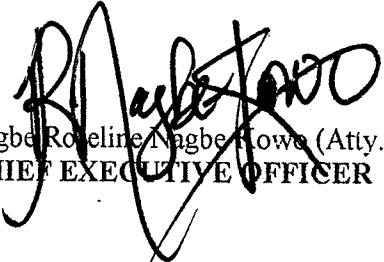
The Commission counsels that you observe Section 40(5) of the PPCA, 2010 which states "each Procuring Entity, shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in its plan. An updated procurement plan shall accompany said notice to the Commission.

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.

Best regards.

Yours sincerely,

  
Jargbe Roweline Nagbe Rowe (Atty.)  
**CHIEF EXECUTIVE OFFICER**

**COOPERATIVE DEVELOPMENT AGENCY (CDA)**  
**CORE BUDGET PROCUREMENT PLAN**  
**SOURCE OF FUNDING: GOL NATIONAL BUDGET 2020-2021**  
**FISCAL YEAR: 2020/2021**

| 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. | PACKAGE NUMBER (CODE)       | BUSINESS ACTIVITY CODE | CONTRACT PACKAGE                         | QTY      | ESTIMATED COST (USD) | PROCUREMENT METHOD | TECHNICAL SPECS/BOQ/DRAWINGS | PREP. OF BID DOCUMENT | PC BID APPROVAL - DOC/TECH SPECS | BID INVITATION & RELEASE OF BID DOC | BID SUBMISSION /PUBLIC OPENING | SUBMISSION OF BID EVALUATION REPORT | PC BID APPROVAL - BID EVALUATION REPORT | CONTRACT AWARD & SIGNING | ADVANCE PAYMENT (MOBILIZATION) | DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION) | ACCEPTANCE & FINAL PAYMENT |
| PLANNE D    | 1        | IFBNO:CDA RFQ/001/2020-21   | G-4761                 | Stationery                               | assorted | 8,000.00             | RFQ                | 7/13/2020                    | 7/22/2020             | 7/31/2020                        | 01/13/2021                          | 01/24/2021                     | 02/11/2021                          | 2/25/2021                               | 03/11/2021               | N/A                            | 07/15/2021                                    | 07/29/2021                 |
| UPDATE      |          |                             |                        |  |          |                      |                    |                              |                       |                                  |                                     |                                |                                     |   |                          |                                |   |                            |
| ACTUAL      |          |                             |                        |  |          |                      |                    |                              |                       |                                  |                                     |                                |                                     |   |                          |                                |   |                            |
| UPDATE      |          |                             |                        |  |          |                      |                    |                              |                       |                                  |                                     |                                |                                     |   |                          |                                |   |                            |
| ACTUAL      |          |                             |                        |  |          |                      |                    |                              |                       |                                  |                                     |                                |                                     |   |                          |                                |   |                            |
| PLANNE D    | 2        | IFB No. CDA/RFQ/002/2020-21 | G 4520                 | Vehicle Repairs and Maintenance Services | 1 FIRM   | 2,077.00             | RFQ                | 9/14/2020                    | 9/22/2020             | 9/30/2020                        | 01/13/2021                          | 01/24/2021                     | 02/11/2021                          | 2/25/2021                               | 03/11/2021               | N/A                            | 07/15/2021                                    | 07/29/2021                 |
| UPDATE      |          |                             |                        |  |          |                      |                    |                              |                       |                                  |                                     |                                |                                     |   |                          |                                |   |                            |
| ACTUAL      |          |                             |                        |  |          |                      |                    |                              |                       |                                  |                                     |                                |                                     |   |                          |                                |   |                            |
| GRAND TOTAL |          |                             |                        |  |          | 10,077.00            |                    |                              |                       |                                  |                                     |                                |                                     |   |                          |                                |   |                            |

Prepared by: Jerome Gonkpala Date: 12/30/20  
Procurement Officer

Approved by: Hon. Regina Sokan-Teaton, Lib.  
Registrar of Cooperatives/CDA

Date: 12/30/20



Robert Kaso  
Jan 14 2021



**COOPERATIVE DEVELOPMENT AGENCY (CDA)  
CORE BUDGET EXPLANATORY NOTE  
SOURCE OF FUNDING: GOL NATIONAL BUDGET 2020-2021  
FISCAL YEAR: 2020/2021**

| Package Code  | Contract Package                       | Business Activities Code | Detailed Description   |
|---------------|--|--------------------------|--|
| RFQ 001/20/21 | STATIONERY                             | G-4761                   | <p>THE CONTRACT PACKAGE IS INTENDED TO PROCURE FOLLOWING STATIONERY FOR OFFICE USED.</p> <p>A4 PAPER .....100 CARTOONS</p> <p>LEGAL PAPER SHEET ..... 100 CARTOONS</p> <p>TISSUE-LOVING 60-.....50 CTN</p> <p>MANILA FOLDER..... 150 BOXES</p> <p>FLIP CHART STAND..... 15 PCS</p> <p>CARTRIDGE 60.....20 PCS</p> <p>YELLOW PAD.....100 PCS</p> <p>CORRECTION PEN..... 10 PACKS</p> <p>DESK TRAY..... 20 SETS</p> <p>CARTRIDGE BIG SIZE..... 20 PCS</p> <p>DESK CALCULATOR 12 DIGITS.....20 PACKS</p> <p>WALL CLOCK..... 15 PCS</p> <p>MEMORY STICKS 8GB..... 15 PCS</p> <p>CANON PRINTER MF211..... 10 PCS</p> <p>BOX FOLDERS..... 20 PCS</p> <p>HP TONER 35A..... 20 PCS</p> <p>HP TONER 12A..... 20 PCS</p> <p>WHITE BOARD SOLVENT..... 100 PCS</p> |
| FRQ/002/20/21 | VEHICLE REPAIR AND MAINTENANCE SERVICE | G-4520                   | <p>THIS CONTRACT SERVICE IS INTENDED TO HIRE THE SERVICES OF A GARGAGE TO PERFORM REPAIR SERVICES FOR CDA SIX VEHICLES.</p>  |

Signed \_\_\_\_\_  
Jerome Gonkpala  
Procurement Officer

Date: 12/30/20

11/13/21

Approved: \_\_\_\_\_  
Hon. Regina Sokoto Jeah R.L.  
Registrar General of Cooperative R.L.

Date: 12/30/20

2021