



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/1108/'20

March 9, 2020

Hon. Regina Sokan Teah
REGISTRAR GENERAL
Cooperative Development Authority
Republic of Liberia

Dear Hon. Teah:

Subject: **RECEIPT AND APPROVAL OF SBA AND NON SBA 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 Cooperative Development Authority SBA and NON SBA Procurement Plan for FY2019/2020 in the accordance with **Section 40(3)** of the PPCA Act,2010 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 become 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 the 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 require to again request the use of said approved method.

The Public Procurement and Concessions Commission admonishes and it a priority that you remain primarily in compliance with the PPCA, 2010, as we jointly aspire to achieve transparency, accountability, fairness, equality and ultimate public confidence in our procurement and concession processes.

Kind regards.

Jargbe Roseline Nagbe Kowo (Atty).
CHIEF EXECUTIVE OFFICER

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

Cooperative Development Agency (CDA)
Non SBA Procurement Plan
Source of Funding: GoL
Year: 2019/2020

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 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
PLANNE D	1	IFBNO:CDA RFQ/002/2019-20	G-4761	Stationery	assorted	8,000.00	RFQ	7/12/2019	7/19/2019	7/26/2019	8/02/2019	8/19/2019	8/16/2019	8/23/2019	9/6/2019	N/A	6/15/2020	6/30/2020
UPDATE																		
ACTUAL																		
UPDATE																		
ACTUAL																		
PLANNE D	2	IFB No. CDA/RFQ/03/19/20	G 4520	Vehicle Repairs and Maintenance Services	1 FIRM	3,200.00	RFQ	1/6/2020	1/13/2020	1/20/2020	1/27/2020	2/10/2020	2/17/2020	2/24/2020	3/09/2020	N/A	6/15/2020	6/30/2020
UPDATE																		
ACTUAL																		
PLANNE D	3	IFB No. CDA/RFQ/04/19/20	G4761	Computer Supplies	2	1,300.00	RFQ	1/6/2020	1/13/2020	1/20/2020	1/27/2020	2/10/2020	2/17/2020	2/24/2020	3/09/2020	N/A	6/15/2020	6/30/2020
UPDATE																		
ACTUAL																		
UPDATE																		
GRAND TOTAL						12,500.00												

Prepared by: Wilmut Wei Date: 05/12/2019
Procurement Officer

Approved by: Hon. Regina Sokan-Teah
Procurement Committee Head/CDA

Date: 08/12/19



Cooperatives Development Agency
Core Budget Explanatory Note
Source of Funding: GOL National Budget
Fiscal Year: 2019/2020

No	Contract Package Code	Contract Package	Business Activity Code	Detailed Description
1.	IFBNO:CDA/RFO/001/19-20	STATIONERY	G-4761	THE CONTRACT PACKAGE IS INTENDED TO PROCURE THE FOLLOWING STATIONERIES FOR OFFICE USED. A4 PAPER----- 100 CARTOONS LEGAL SHEET----- 100 CARTOONS MANILA FOLDER-----150 BOXES TISSUE - LOVING 60---50 CTNS WHITE BOARD SOLVENT----- 100 PCS FLIP CHART STAND----- 15 PCS CARTRIDGE 61-----20 PCS YELLOW PAD----- 100 PACKS STICK ON PAD----- 15 PACKS CORRECTION PEN-----10 PACKS DESK TRAY-----20 SETS CARTRIDGE BIG SIZE-----20 PCS DESK CALCULATOR 12 DIGITS-----20 PACKS WALL CLOCK -----15 PCS MEMORY STICKS 4GB-----15 PCS CANON PRINTER MF211-----10 PCS BOX FOLDERS-----20 PCS HP TONER 35A -----20 PCS HP TONER 12A-----20 PCS
2.	IFB NO:CDA/RFO/002/19-20	VEHICLE REPAIR AND MAINTENANCE SERVICES	G-4520	THIS CONTRACT IS INTENDED TO HIRE THE SERVICES OF A GARAGE TO PERFORM REPAIR SERVICES FOR CDA SIX VEHICLES.
3.	IFB NO:CDA/RFO/003/19-20	Computer Supplies	G4761	Purchase of One Desktop computer and One HP Laptop

Prepared by: Wilmot Wei Date 08/12/2019
Procurement Office/CDA

Approved by: Hon. Regina Sokaan-Teah Date: 08/12/19
Procurement Committee Head



Wilmot Wei
03/10/20

Regina Sokaan-Teah
09/12/19