



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/OIC/036/'23

April 20, 2023

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

Dear Hon. Teah:

Subject: **PROVISIONAL APPROVAL OF THE COOPERATIVE DEVELOPMENT AGENCY (CDA) PROCUREMENT PLAN FOR FISCAL YEAR 2023.**

We present our compliments and acknowledge receipt of your letter which sought the Commission's approval of the Cooperative Development Agency (CDA) Procurement Plan for FY 2023 in accordance with **Section 40(3)** of the PPC Act. The Commission hereby informs 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 notification of this information in the tender document for your guidance, the Commission has produced a short note explaining the process for framework agreements and advance procurement which you can download at **<http://ppcc.gov.lr/vr/index.php/documents>**.

Upon the passage of the National Budget 2023, you are required to submit a revised/updated procurement plan, details budget for the CDA's **allocation** in the approved budget, Cash plan, names and positions of the Procurement Committee members for FY 2023 and staff of the Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in FY 2022 for stated submission will serve as a precursor for the Commission granting you final approval of your recurrent procurement plan for fiscal year 2023.

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.

Yours sincerely,

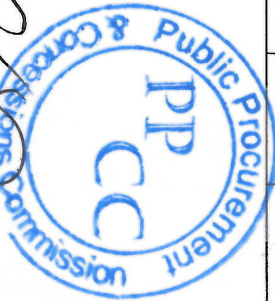
Stevenson S. Yond  
**OFFICER-IN-CHARGE**

Cooperative Development Agency (CDA)  
NONE SBA PROCUREMENT PLAN  
Source of Funding: GoL National Budget  
Fiscal Year: 2023

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
PLANNED	1	IFBNO:CDA/NCB/001/23	G-4761	STATIONERY	ASSORTED	11,315.00	NCB	4/13/2023	4/20/2023	4/27/2023	5/4/2023	6/5/2023	6/12/2023	6/19/2023	6/26/2023	N/A	11/1/2023	12/29/2023
UPDATE																		
ACTUAL																		
PLANNED	2	IFB No. CDA/NCB/002/23	G-4520	VEHICLE SPARE PARTS	1Firm	20,000.00	NCB	4/13/2023	4/20/2023	4/27/2023	5/4/2023	6/5/2023	6/12/2023	6/19/2023	6/26/2023	N/A	11/1/2023	12/29/2023
UPDATE																		
ACTUAL																		
PLANNED	3	IFB: No. CDA/RFQ/001/23	G-4741	COMPUTER SUPPLIES	ASSORTED	6,175.00	RFQ	4/13/2023	4/20/2023	4/27/2023	5/4/2023	5/18/2023	5/25/2023	6/1/2023	6/7/2023	N/A	11/1/2023	12/29/2023
UPDATE																		
ACTUAL																		
Sub. TOTAL						37,490.00												

Prepared by: Stephane Date 3/3/2023  
Jerome Gonkpala  
Procurement Officer

Approved by: Stephane Date: 3/13/2023  
Hon. Regina Sokan-Teah  
Registrar General of Cooperatives/R.L.



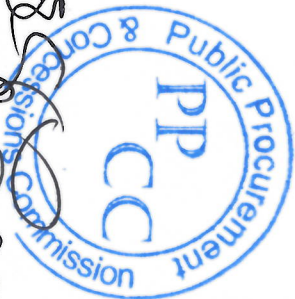
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April 17, 2023

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April 21, 2023

Cooperative Development Agency (CDA)  
NONE SBA PROCUREMENT PLAN  
Source of Funding: Gol National Budget  
Fiscal Year: 2023

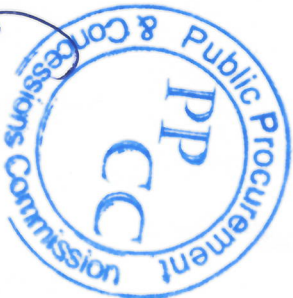
BASIC DATA							IMPLEMENTATION DATES										
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PLANNE D	4	IFBNO:CDA /RFQ/002/23	VEHICLE INSURANCE	1 FIRM	2,300.00	RFQ	4/13/2023	4/20/2023	4/27/2023	5/4/2023	5/18/2023	5/25/2023	6/1/2023	6/7/2023	N/A	11/1/2023	12/29/2023
UPDATE																	
ACTUAL																	
PLANNE D	5	IFBNO:CDA /RFQ/003/23	INTERNET CONNECTIVITY	1 FIRMS	7,500.00	RFQ	4/13/2023	4/20/2023	4/27/2023	5/4/2023	5/18/2023	5/25/2023	6/1/2023	6/7/2023	N/A	11/1/2023	12/29/2023
UPDATE																	
ACTUAL																	
Grand total					47,290.00												

Prepared by: Jerome Gonkapa Date 3/13/2023  
Procurement Officer



April 17, 2023

Approved by: Regina Sokan-Teah Date 3/3/2023  
Registrar General of Cooperatives/R.L.



April 21, 2023

**Cooperative Development Agency (CDA)**  
**NON SBA EXPLANATORY NOTE**  
**Source of Funding: Gol National Budget**  
**Fiscal Year: 2023**

Package Code	Contract Package	Business Activities Code	Detailed Description
IFBNO:CDA/NCB/ 001/20/23	Stationery	G-4761	<p>This contract package is intended to procure assorted stationery materials for CDA.</p> <p>Note: the amount of 1,315.00 was extracted from the line workshop conference and seminar increasing the amount of the stationery package to 11,315.00</p> <p><u>List of Items</u></p> <p>A4-papers, Legal papers, Manila Folders, Ball Pen, Legal folders, Staple machine/pin, Postal sheet, (</p>
IFBNO:CDA/NCB/002/20/23	Vehicle Spare parts	G-4530	<p>This contract package is intended to procure spare parts the servicing of four of CDA vehicles.</p> <p><u>List of Items</u></p> <p>Brakes pad, Oil filter, Fuel Filter, Air Filter, Tires, Be Clutch disc, Engine Oil, Pressure plate, Differential, ( pump, etc.</p>
IFBNO:CDA/RFQ/001/2023	Computer Supplies	G-4741	<p>This contract package is intended to procure compute accessories for CDA</p>
IFBNO:CDA/RFQ/002/2023	Vehicle Insurance	K-6512	<p>This contract package is intended to hire an insurance company to provide insurance coverage for CDA veh</p>
IFBNO:CDA/RFQ/003/2023	Internet Connectivity	J-6120	<p>This contract package is intended to procure internet for CDA</p>

Prepared by: Jerome Gonkपाला  
Procurement Officer

Date: 31/3/2023

Approved:

Hon. Regina Sokan-Jeah  
Registrar General of Cooperatives/R.L

Date: 31/3/2023