



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/287/'22

May 18, 2022

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

Dear Hon. Sokan-Teah:

Subject: RECEIPT AND APPROVAL OF CDA's UPDATED CORE BUDGET PROCUREMENT PLAN FOR FISCAL YEAR 2022

We present our compliments and wish to notify you that the Public Procurement and Concessions Commission has received and approved the Cooperative Development Agency (CDA) Commission Updated Core Budget Procurement Plan for Fiscal Year 2022 in accordance with **Section 40 (3)** of the PPCA, 2010. The Commission informs the CDA that its Updated Procurement Plan will be 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."

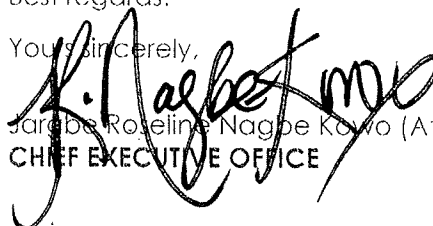
Please note that an approval of a method on the procurement plan is deemed as the Commission's full approval and as such a Procuring Entity will not be required to again request the use of said approved method.

Please note that all contracts which cumulative annual value above the threshold of **US\$250,000.00** must be signed by the Minister responsible for Finance and attested by the Minister responsible for Justice. The Commission requires that you kindly forward copies of all stipulated contracts upon signing, so as to update our records.

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.

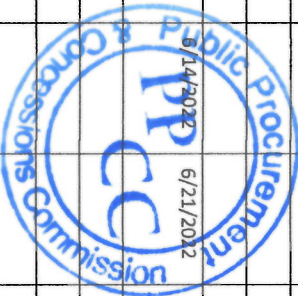
Best regards,

Yours sincerely,


Jacoba Roseline Nagbe Kowu (Atty.)
CHIEF EXECUTIVE OFFICE

Cooperative Development Agency
Procurement Plan (NON SBA)
Source of Funding: GOL National Budget
Calendar Year: 20222

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
	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	
BASIC DATA																			
	PLANNED	1	IFBNO:CDA RFQ/001/22	G-4761	Stationery	assorted	10,000.00	RFQ	2/18/2022	2/24/2022	3/2/2022	3/18/2022	4/1/2022	4/8/022	4/15/2022	4/22/2022	N/A	11/1/2022	12/30/2022
	UPDATE	1	IFBNO:CDA RFQ/001/22	G-4761	Stationery	assorted	5,000.00	RFQ	5/2/2022	5/6/2022	5/12/2022	5/17/2022	5/31/2022	6/7/2022	6/14/2022	6/21/2022	N/A	11/1/20/22	12/30/2022
	ACTUAL																		
	PLANNED	2	IFB No. CDA/RB/001/22	G 4530	Vehicle Repairs/Spare parts	Assorted	20,000,000.00	RB	2/10/2022	2/16/2022	2/22/2022	2/28/2021	3/16/2022	3/23/2022	3/30/2022	4/6/2021	N/A	11/1/2022	12/30/2021
	UPDATE	2	IFB No. CDA/RFQ/002/22	G 4530	Vehicle Repairs/Spare parts	Assorted	7,000.00	RFQ	5/2/2022	5/6/2022	5/12/2022	5/17/2022	5/31/2022	6/7/2022	6/14/2022	6/21/2022	N/A	11/1/2022	12/30/2022
	ACTUAL																		
	PLANNED	3	IFB: No. CDA/RFQ/002/2022	G-4741	Computer Supplies and ICT Services	assorted	2,190	RFQ	5/2/2022	5/6/2022	5/12/2022	5/17/2022	5/31/2022	6/7/2022	6/14/2022	6/21/2022	N/A	11/1/2022	12/30/2022
	UPDATE																		
	ACTUAL																		
IMPLEMENTATION DATES																			
	PLANNED	4	IFB: No. CDA/RFQ/003/22	K-6512	VEHICLE INSURANCE	5 CARS	2,000	RFQ	2/18/2022	2/24/2022	3/2/2022	3/18/2022	4/1/2022	4/15/2022	4/29/2022	5/13/2022	N/A	11/1/2022	12/30/2022
	UPDATE	4	IFB: No. CDA/RFQ/004/22	K-6512	VEHICLE INSURANCE	2 CARS	1,000	RFQ	5/2/2022	5/6/2022	5/12/2022	5/17/2022	5/31/2022	6/7/2022	6/14/2022	6/21/2022	N/A	11/1/2022	12/30/2022
	ACTUAL																		
	GRAND TOTAL						15,190.00												



Prepared by: Jerome Gontkpa Date 4/29/2022

Procurement Officer

Approved by: Hon. Regina Soken-Teah Date May 18, 2022

Registrar General of Cooperatives/RL

May 18, 2022

COOPERATIVE DEVELOPMENT AGENCY (CDA)
NON SBA PROCUREMENT EXPLANATORY NOTE
 SOURCE OF FUNDING: GOL NATIONAL BUDGET
 CALENDER YEAR: 2022

PACKAGE CODE	CONTRACT PACKAGE	BUSINESS ACTIVITIES CODE	DETAIL DESCRIPTION
RFQ/001/2022	Stationery	G-4761	This contract package is intended to procure assorted stationery materials for CDA. Upon the passage or final approval of the national budget, the amount for stationery was reduced to 3,000 USD Note; 2,000 USD was extracted from the budget line (Workshop Conference and Seminar) for the procurement of stationery for this event and is added to the stationery package thereby increasing the total amount to 5,000 USD.
RFQ/002/2022	Vehicle Repair/Spare parts	G-4520	This contract package is intended to procure spare parts for the servicing of six of CDA vehicles. Upon the passage or final approval of the national budget, the amount for repair/spare parts was reduced to 5,000. Note: the amount of 2,000 USD was extracted from the budget line (DOMESTIC MEANS OF TRAVEL) for repair thereby increasing the total budget to 7,000 USD.
RFQ/003/2022	Computer Supplies and ICT Services	G-4741	This contract package is intended to procure computers and accessories for CDA.
RFQ/004/2022	Vehicle Insurance	K-6512	This contract package is intended to hire an insurance company in order to provide insurance coverage for two of CDA vehicles. Upon the passage or final approval of the national budget the amount for vehicle insurance was reduced to 1,000USD

Prepared by:

[Signature]

Date: 4/29/2022

Approved by:

[Signature]

Date:

04/29/22

Mr. Jerome Gokpala
 Procurement Officer/CDA

Hon. Regina Soka-Teah
 Registrar General/CDA
 GENERAL R.L.

[Signature]
 May 18, 2022

[Signature]
 May 16/2022