



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/278/'21

August 2, 2021

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

Dear Hon. Teah:

Subject: **PROVISIONAL APPROVAL OF DRAFT PROCUREMENT PLAN FOR SPECIAL BUDGET YEAR 2021**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Cooperative Development Agency (CDA) SBA and Non SBA Procurement Plans for FY 2021 in accordance with **Section 40 (3)** of the PPC Act. The Commission however wishes to inform 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 notifications of this information in the tender documents for both framework agreements and advance procurement. For your guidance, the Commission has produced a short note explaining the processes for framework agreements and advance procurement which you can download at <http://ppcc.gov.lr/vr/index.php/documents>

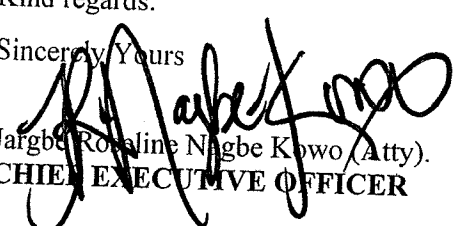
Upon passage of the National Special Budget 2021, you are required to submit a revised/updated procurement plan, detailed budget for CDA's allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for Budget Year 2021 and staff of your Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the just ended FY 2020/2021, for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for the Special Budget Year 2021.

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.

Sincerely Yours



Jargbe Rosaline Nagbe Kwo (Atty).
CHIEF EXECUTIVE OFFICER

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

Cooperative Development Agency (CDA)
PROCUREMENT PLAN (NON SBA)
Source of Funding: GoL National Special Budget
Fiscal Year: 2021

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
BASIC DATA								IMPLEMENTATION DATES											
	ITEM NO.	PACKAGE NUMBER (CODE)	BUSINESS ACTIVITY CODE	CONTRACT PACKAGE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/DOQ /DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION N/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	REMARKS
PLANNE D	1	IFBNO:CD A RFO/001/21	G-4761	Stationery	assorted	3,922.00	RFO	7/5/2021	7/12/2021	7/19/2021	7/23/2021	8/6/2021	8/13/2021	8/20/2021	8/27/2021	N/A	12/10/2021	12/30/2021	
UPDATE																			
ACTUAL																			
UPDATE																			
ACTUAL																			
PLANNE D	2	IFB No. CDA/RFO/003/21	G 4520	Vehicle Repairs and Maintenance Services	1 FIRM	5000.00	RFO	7/5/2021	7/12/2021	7/19/2021	7/23/2021	8/6/2021	8/13/2021	8/20/2021	8/27/2021	N/A	12/10/2021	12/30/2021	
UPDATE																			
ACTUAL																			
GRAND TOTAL						8,922.00													

Prepared by:  Date 6/10/21
Jerome Gorkpala
Procurement Officer/CDA

Approved by:  Date: 07/08/21
Hon. Regina Sokan-Treah
Registrar General of Cooperatives/RL



Cooperative Development Agency (CDA)
EXPLANATORY NOTE (NON SBA)
Source of Funding: Col. National Special Budget
Fiscal Year: 2021

Package Code	Contract Package	Business Activities Code	Detailed Description
RFQ 001/2021	STATIONERY	G-4761	THE CONTRATE PACKAGE IS INTENDED TO PROCURE FOLLOWING STATIONERY FOR OFFICE USED. A4 PAPER100 CARTOONS LEGAL PAPER SHEET 100 CARTOONS TISSUE-LOVING 60-.....50 CTN MANILA FOLDER..... 150 BOXES FLIP CHART STAND..... 15 PCS CARTRIDGE 60.....20 PCS YELLOW PAD.....100 PCS 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 8GB..... 15 PCS CANON PRINTER MF211..... 10 PCS BOX FOLDERS..... 20 PCS HP TONER 35A..... 20 PCS HP TONER 12A..... 20 PCS WHITE BOARD SOLVENT 100 PCS
FRQ/002/2021	VEHICLE REPAIR AND MAINTENANCE SERVICE	G-4520	THIS CONTRACT SERVICE IS INTENDED TO HIRE THE SERVICES OF A GARGAGE TO PERFORM REPAIR SERVICES FOR CDA SIX VEHICLES.

Signed _____
Jerome Gonkpala
Procurement Officer

Date: 07/07/21

Approved: _____
Hon. Regina Sokan-Teah
Registrar General of Cooperatives

Date: 07/08/21

