



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/103/’22**

February 22, 2022

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

Dear Hon. Teah:

Subject: **PROVISIONAL APPROVAL OF COOPERATIVE DEVELOPMENT AGENCY SBA PROCUREMENT PLAN FOR FISCAL YEAR 2022.**

We present our compliments and acknowledge receipt of your letter which sought the Commission’s approval of the Cooperative Development Agency SBA Procurement Plan for FY 2022 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>.

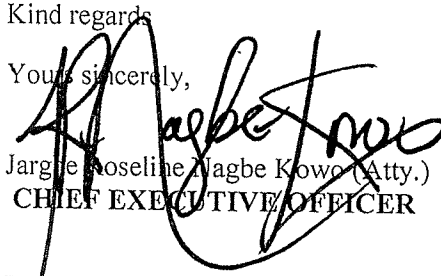
Upon the passage of the National Budget 2022, you are required to submit a revised/updated procurement plan, details budget for CDA’s **allocation** in the approved budget, Cash plan, names and positions of the Procurement Committee members for FY 2022 and staff of the Procurement Unit.

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

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,


Jargle Roseline Nagbe Kowo (Atty.)
CHIEF EXECUTIVE OFFICER

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

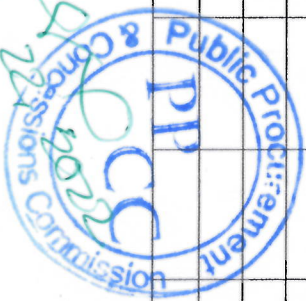


Cooperative Development Agency
NO. 38A Procurement Plan
Source of Funding: GOL National Budget
Calendar Year: 2022

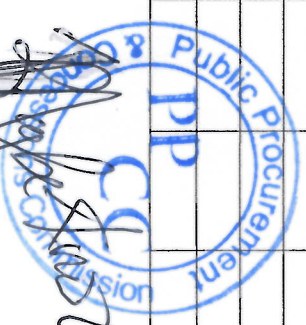


1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
BASIC DATA																			
ITEM NO.	PACKAGE NUMBER (CODE)	BUSINESS ACTIVITY CODE	CONTRACT PACKAGE	QTY	ESTIMATED COST (USD)	PROCU REMEN T METHO D	TECHNICAL SPECS/BOQ/ DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE 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 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	4/8/2022	4/15/2022	4/22/2022	N/A	11/1/2022	12/30/2022	
UPDATE																			
ACTUAL																			
PLANNED	2	IFB No. CDA/RFQ/001/22	G 4530	Vehicle Repairs/Spare parts	Assorted	20,000.00	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																			
ACTUAL																			
PLANNED	3	IFB: No. CDA/RFQ/002/2022	G-4741	Computer Supplies and ICT Services	assorted	2,190	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																			
ACTUAL																			
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																			
ACTUAL																			
GRAND TOTAL																34,190.00			

Prepared by: *[Signature]* Date 2/16/22
 Jerome Gohkpala
 Head of Procurement



Approved by: *[Signature]* Date 2/16/22
 Hon. Regina Sorrah-Tedjeh
 Registrar General for Cooperatives/RL



[Signature] Feb 2/22



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. 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 10,000 USD.
RB/001/2022	Vehicle Repair/Spare parts	G-4520	This contract package is intended to procure spare parts for the servicing of six of CDA vehicles. The amount of 5,000 USD was extracted from the budget line (DOMESTIC MEANS OF TRAVEL) for the repair and maintenance of CDA vehicles to be road worthy to traveling in the leeward countries and thereby increase the total budget for repair and maintenance spare parts to 20,000 USD.
RFQ/002/2022	Computer Supplies and ICT Services	G-4741	This contract package is intended to procure computers and accessories for CDA.
RFQ/003/2022	Vehicle Insurance	K-6512	This contract package is intended to hire an insurance company in order to provide insurance coverage for CDA vehicles.

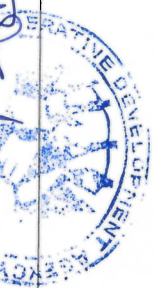
Prepared by: [Signature] Date: Feb. 16, 2022

Mr. Jerome Goukpala
 Head of Procurement/CDA

Approved by: [Signature]

Hon. Regina Sokan-Teah
 Registrar General/CDA

Date: 2/16/22



2022/22
[Handwritten notes and signatures]