



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,

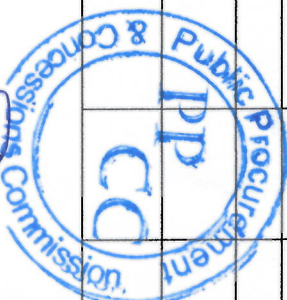
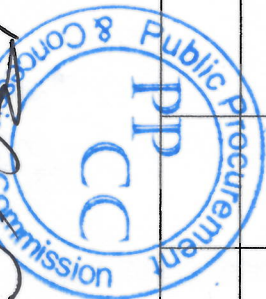
Stevenson S. Yond  
**OFFICER-IN-CHARGE**

Cooperative Development Agency (CDA)  
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	PREF. 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
	1	IFBNO:CDA/SBA/R B/001/23	G-4661	Petroleum Products (Diesel)	8,440.4 @ 5.45	47,503.75.00	RB	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
	PLANNED																	3
	UPDATE																	
	ACTUAL																	
	2	IFB No. CDA/SBA/RFQ/001/23	C-1812	Printing Binding & Publication	1Firm	10,000.00	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
	PLANNED																	3
	UPDATE																	
	ACTUAL																	
	3	IFB: No. CDA/SBA/SS/001/2023	L-6810	Office Building Rental	1 Building	1,200.00	SS	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
	PLANNED																	3
	UPDATE																	
	ACTUAL																	
Sub. TOTAL						58,703.75.00												

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

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



  
April 9, 2023

  
April 2



Cooperative Development Agency (CDA)  
SBA PROCUREMENT PLAN  
Source of Funding: GoL National Budget  
Fiscal Year: 2023

																			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	4	IFBNO:CDA SBA/RFQ/0 02/2023	L-6810 HALL RENTAL	3 HALLS	675.00	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 SBA/RFQ/0 03/2023	I-5621 EVENT CATERING	3 FIRMS	6,690.00	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					66,068.75														

Prepared by:  Date: 3/31/2023  
Jerome Gonkpa  
Procurement Officer

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





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

No:	Contract Package Code	Contract Package	Business Activity Code	Detailed Description
1.	IFBNO:CDA/SBA/RB/001/20-21	Petroleum Product (Gas & Diesel)	G-4661	This contract package is intended to procure Fuel for CDA vehicles and generators. Note: the amount of 1,503.75 was extracted from the budget line workshop conference and thereby increasing the amount to 47,503.75.00.
2.				This contract package is intended to print and bind all CDA office and field works report.
3.	IFBNO:CDA/SBA/RFQ/001/2023	Printing and Binding	C-1812	This contract package is intended to pay the rent of three CDA offices. Grand Gedeh County-----Antonio Gwion-----1,200.00 Note: there are existing lease agreement with the following persons; 1 Esther Yarlatoi (Montserrado County) -----18,000.00 2 Christiansa Dargadou (Nimba County)-----1,800.00
4.	IFBNO:CDA/SBA/SS/001/20-23	Office Building and Rental	L-6810	This contract package is intended to rent three (3) halls for CDA capacity building workshops Note: the amount of 675.00 was extracted from the budget line workshop conference and thereby creating this procurement package. Lot1. Cape Mount County-225.00, Lot2. Bong County-225.00, Lot3. Grand Bassa County -225.00
5.	IFBNO:CDA/SBA/RFQ/002/20-23	Hall Rental	L-6810	This contract package is intended to hire catering services for CDA capacity building workshops Note: the amount of 6,690.00 was extracted from the budget line workshop conference and thereby creating this procurement package. The workshops are to be held at the following locations Lot1. Cape Mount County-2,230.00, Lot2. Bong County-2,230.00, Lot3. Grand Bassa C 2,230.00
	IFBNO:CDA/SBA/RFQ/003/20-23	Event Catering	I-5621	

Signed by: *Jerome Gokkpala* Date: *3/13/2023*  
Procurement Officer

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

