

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/CEO/1404/'2020

August 19, 2020

Hon. Emmanuel A. Lomax

**DIRECTOR GENERAL**

Center for National Documents and Records

Republic of Liberia

Dear Hon. Tobii:

Subject: **PROVISIONAL APPROVAL OF DRAFT PROCUREMENT PLAN FOR FISCAL YEAR 2020/2021**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Center for National Documents and Records SBA Core Budget Procurement Plan for FY 2020/2021 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 FY 2020/2021 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for CNDRA's allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for FY 2020/2021 and staff of your Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the previous fiscal year (2019/2020), for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for fiscal year 2020/2021.

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 Roseline Nagbe Lowo (Att.)  
**CHIEF EXECUTIVE OFFICER**

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

CENTER FOR NATIONAL DOCUMENTS AND RECORDS AGENCY/NATIONAL ARCHIVES  
PROCUREMENT PLAN (CORE INTERNAL REVENUE BUDGET & GOL CORE BUDGET)

GOL NATIONAL BUDGET  
FISCAL YEAR: 2020/2021

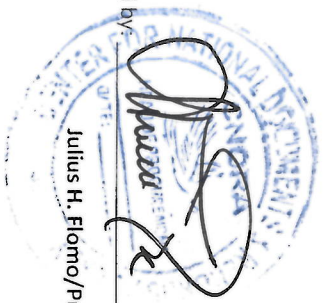
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
ITEM NO.	BASIC DATA																	DELIVERY INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPT FIN PAY
	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	VENDOR'S BUSINESS REGISTRATI ON CODE	QTY	ESTIMATED COST (USD)	PROCUREM ENT METHOD	TECHNICAL SPECS/BOQ/DRA WINGS	PREP OF BID DOCUMENT	PC APPROVAL BID DOC/TECH SPEC	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSIO N PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATIO N)				
PLANNED	1	IFB NO. CNDRA/RB/001/20/21	Petroleum Products (Gasoline & diesel)	G4661	6,875 GALLONS	27,500.00	RB	06-16-20	06-23-20	06-30-20	07-07-20	07-28-20	08-04-20	08-11-20	08-18-20	N/A	06-30-21	06-30-	
UPDATE																			
ACTUAL																			
PLANNED	2	IFB NO. CNDRA/RFQ/001/20/21	OFFICE EQUIPMENT	G4759	ASSORTED	2,500.00	RFQ	07-03-20	07-10-20	07-17-20	07-24-20	08-07-20	08-21-20	08-28-20	09-04-20	N/A	04-30-21	05-08-	
UPDATE																			
ACTUAL																			
PLANNED	3	IFB NO. CNDRA/RFQ/002/20/21	Computer Supplies & ICT Services	G4741	ASSORTED	7,200.00	RFQ	07-03-20	07-10-20	07-17-20	07-24-20	08-07-20	08-14-20	08-21-20	08-28-20	N/A	06-25-21	06-25-	
UPDATE																			
ACTUAL																			
PLANNED	4	IFB NO. CNDRA/SS/001/20/21	INTERNET CONNECTAVITY	J6110	1 firm	23,520.00	SS	06-15-20	N/A	06-22-20	N/A	N/A	N/A	N/A	07-01-20	N/A	06-30-21	06-30-	
UPDATE																			
ACTUAL																			
PLANNED	5	IFB NO. CNDRA/RFQ/003/20/21	Repair Maintenance vehicle	G4520	1 firm	9,000.00	RFQ	07-02-20	07-09-20	07-17-20	07-24-20	08-07-20	08-14-20	08-21-20	08-28-20	N/A	06-30-21	06-30-	
UPDATE																			
ACTUAL																			
PLANNED	6	IFB NO. CNDRA/RFQ/004/20/21	Scratch Cards	J6190	285 pcs	1,425.00	RFQ	07-03-20	07-10-20	07-17-20	07-24-20	08-07-20	08-21-20	08-28-20	09-04-20	N/A	02-26-21	02-26-	
UPDATE																			
ACTUAL																			
PLANNED	7	IFB NO. CNDRA/RFQ/005/20/21	FURNITURE & FIXURES	G4659	ASSORTED	5,400.00	RFQ	07-02-20	07-09-20	07-17-20	07-24-20	08-07-20	08-14-20	08-21-20	08-28-20	N/A	03-31-21	03-31-	
UPDATE																			
ACTUAL																			
PLANNED	8	IFB NO. CNDRA/NCB/001/20/21	Construction of Public Building	F4100	ONE Firm	15,000.00	NCB	06-12-20	06-26-20	07-02-20	07-11-19	08-08-19	08-15-19	08-22-19	08-29-19	N/A	04-30-21	05-03-	
UPDATE																			
ACTUAL																			
PLANNED	9	IFB NO. CNDRA/RFQ/006/20/21	Computer Supplies Parts & Cabling	P9511	Assorted	500.00	RFQ	07-14-20	07-14-20	07-21-20	07-28-20	08-11-20	08-18-20	08-25-20	09-01-20	N/A	03-31-21	03-31-	
UPDATE																			
ACTUAL																			

28/19/20

Prepared by:



Julius H. Flomo/Procurement Director



8/19/20

Approved By:



Date:



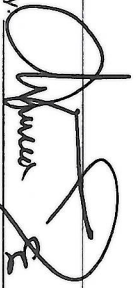
Emmanuel A. Lomax/Director General/Chairman Proc. Committee



# CENTER FOR NATIONAL DOCUMENTS AND RECORDS AGENCY CNDRA


## NOTES TO THE PROCUREMENT PLAN CORE INTERNAL BUDGET 2020/2021

Item No.	Contract Package Code	Contract Package	Contract Description
1	IFB NO. CNDRA/RB/001/20/21	Petroleum Products	This Package will be used to acquire fuel for CNDRA's vehicles and Generators at an estimated cost of US\$ 4.00 a gallon. Said contract is from the contract package Fuel and Lubricant Vehicle and Generator.
2	IFB NO. CNDRA/RFOQ/001/20/21	Office Equipment	We intend acquiring assorted office equipment such as A/Cs, ICE Boxes, Power shock Protectors ect.
3	IFB NO. CNDRA/RFOQ/002/20/21	Computer supplies & ICT Services	This contract will be applied to building and upgrading CNDRA Customer Service Software Systems.
4	IFB NO. CNDRA/SS/001/20/21	Internet Connectivity	We will be hiring the services of LIBTELCO and we wish to apply this package to again procure Internet Services with LIBTELCO.
5	IFB NO. CNDRA/RFOQ/003/20/21	Repair Maintenance Vehicle	This package is applied to vehicle repair and services (3pieces)
6	IFB NO. NO.CNDRA/RFOQ/004/20/21	Scratch Cards	This contract will be applied to acquiring scratch cards with package amount US\$ 1,425.00 from Contract Package Telecommunications, Internet, Postage and Courier.
7	IFB NO. CNDRA/RFOQ/005/20/21	FURNITURE & FIXTURE	The Agency intends to purchase assorted furniture items for the CNDRA Offices.
8	IFB NO. CNDRA/NCB/001/20/21	Construction of Public Building	The Agency has in its strategic plan the construction of 14 Local Libraries around the country. This Contract Package will be applied towards constructing one of those Units. From the Contract Package Infrastructure.
9	IFB NO. CNDRA/RFOQ/006/20/21	Computer Supplies Parts & Cabling	This contract package will be used to carryout internet cabling and acquire cable sockets & adopters.
10		Staff Training (Foreign)	This Contract Package is intended to be applied to sourcing and providing foreign training means to deserving Staff members of the CNDRA in the spirit of capacity building @ US\$ 20,000.00 (at least two).
11		Scholarship Local	The Agency intends to award scholarships to hardworking and deserving Staff. Package Amount (4,500.00)

Prepared By: 

Julius H. Flomo/Procurement Director

  
8/19/20

Approved by:  date: 08/17/20

Emmanuel A. Lomax/Director General/Chairman Proc. Committee