



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/492/'21**

November 8, 2021

Hon. Emmanuel A. Lomax  
**DIRECTOR-GENERAL**  
Center for National Documents & Records Agency  
Republic of Liberia

Dear Hon. Lomax:

Subject: **PROVISIONAL APPROVAL OF CNDRA's SBA 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 Center for National Documents & Records SBA Procurement Plan for Special Fiscal Year 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 culminated in **framework agreements** for 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>.

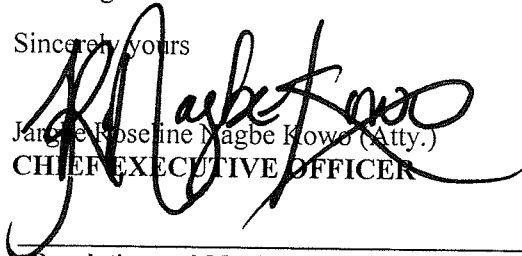
Upon passage of the National Special Budget 2021, you are required to submit a revised/updated procurement plan, detailed budget for CNDRA in the approved budget, Cash Plan, names and positions of procurement committee members for Budget Year 2021 and staff of your Procurement Unit.

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.

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

  
Jangle Roseline Magbe Kowo (Atty.)  
**CHIEF EXECUTIVE OFFICER**

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

# CENTER FOR NATIONAL DOCUMENTS AND RECORDS AGENCY/NATIONAL ARCHIVES

## PROCUREMENT PLAN (Non-SBA)

Source of Funding: GOL & INTERNAL REVENUE BUDGET

### FISCAL YEAR: 2021 Special Budget

FISCAL YEAR: 2021 Special Budget																				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19		
ITEM NO.	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 SUBMISSION PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBOLIZATIO N)	DELIVERY INSPECTION (SUBSTANTIAL COMPLETION )	ACCEPTANCE & FINAL PAYMENT
PLANNED	1	IFB NO. CNDRA/RB/001/21	Petroleum Products (Gasoline & diesel)	G4661	3500 GALLONS	14,000.00	RB			10-11-21	10-18-21	10-25-21	11-12-21	11-26-21	12-03-21	12-10-21	12-17-21	N/A	12-22-21	12-31-21
UPDATE																				
ACTUAL																				
PLANNED	2	IFB NO. CNDRA/RFQ/001/21	OFFICE EQUIPMENT	G4759	ASSORTED	1,500.00	RFQ			10-11-21	10-18-21	10-25-21	11-12-21	11-26-21	12-03-21	12-10-21	12-17-21	N/A	12-22-21	12-31-21
UPDATE																				
ACTUAL																				
PLANNED	3	IFB NO. CNDRA/RFQ/002/21	Computer Supplies & ICT Services	G4741	ASSORTED	1,000.00	RFQ			10-11-21	10-18-21	10-25-21	11-12-21	11-26-21	12-03-21	12-10-21	12-17-21	N/A	12-22-21	12-31-21
UPDATE																				
ACTUAL																				
PLANNED	4	IFB NO. CNDRA/SS/001/21	INTERNET CONNECTIVITY	J6110		5,600.00	SS											N/A	12-22-21	12-31-21
UPDATE																				
ACTUAL																				
PLANNED	5	IFB NO. CNDRA/RFQ/003/21	Repair Maintenance vehicle SERVICES	G4520	1 firm	5,000.00	RFQ			06-15-21	N/A	06-22-21	N/A	N/A	N/A	N/A	11-05-21	N/A	11-12-21	12-30-21
UPDATE										10-20-21	10-27-21	11-03-21	11-09-21	11-23-21	11-30-21	12-07-21	12-14-21	N/A	12-21-21	12-31-21
ACTUAL																				
PLANNED	6	IFB NO. CNDRA/RFQ/004/21	Scratch Cards	J6190	285 pcs	1,425.00	RFQ			10-20-21	10-27-21	11-03-21	11-09-21	11-23-21	11-30-21	12-07-21	12-14-21	N/A	12-21-21	12-31-21
UPDATE																				
ACTUAL																				
PLANNED	7	IFB NO. CNDRA/RFQ/005/21	FURNITURE & FIXTURES	G4659	ASSORTED	1,500.00	RFQ			10-20-21	10-27-21	11-03-21	11-09-21	11-23-21	11-30-21	12-07-21	12-14-21	N/A	12-21-21	12-31-21
UPDATE																				
ACTUAL																				
PLANNED	8	IFB NO. CNDRA/RFQ/006/21	Construction of Public Building	F4100	ONE Firm	20,000.00	RFQ			10-20-21	10-27-21	11-03-21	11-09-21	11-23-21	11-30-21	12-07-21	12-14-21	N/A	12-21-21	12-31-21
UPDATE																				
ACTUAL																				
Grand TOTAL:						50,025.00														

Prepared By: \_\_\_\_\_

James A. Fahnbulleh/Procurement Director

Prepared By: James A. Fahnbueh/Procurement Director

*James A. Fahnbueh*

Approved By: Emmanuel A. Lomax/Director General/Chairman Proc. Committee

*Emmanuel A. Lomax*

Date: 10/28/21

