



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/1034/'20

February 19, 2020

Hon. Emmanuel A. Lomax

DIRECTOR

Center for National Documents and Records Agency

Republic of Liberia

Dear Hon. Lomax:

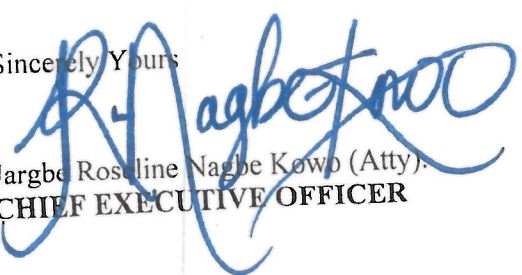
Subject: **RECEIPT AND APPROVAL OF CORE BUDGET PROCUREMENT
PLANS FOR FISCAL YEAR 2019/2020**

We present our compliments and wish to notify you that the Public Procurement and Concessions Commission has received and approved the **Center for National Documents and Records Agency** Procurement Plan (*Goods, Works and Services*) for Fiscal Year 2019/2020 in accordance with **Section 40 (3)** of the PPCA, 2010. The Commission wishes to inform the Center for National Documents and Records Agency that its Procurement Plan has been forwarded to the Ministry of Finance and Development Planning (MFDP), and that the MFDP will process allotments in keeping with the approved Procurement Plans.

The Commission advises that you observe **Section 40 (5)** of the PPCA, 2010 which states that a Procuring Entity shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plan. The Commission and the Ministry responsible for Finance should be notified in writing of any material changes in the procurement plan and be provided with a copy of the updated procurement plan. Please note that an approval of a method on the procurement plan is deemed as the Commission's full approval and as such a Procuring Entity will not be required to again request the use of said approved method.

The Public Procurement and Concessions Commission 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.

Sincerely Yours


Jargbe Roseline Nagbe 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 CNDRA

NOTES TO THE PROCUREMENT PLAN CORE INTERNAL BUDGET 2019/2020

Item No.	Contract Package Code	Contract Package	Contract Description
1	IFB NO. CNDRA/RB/001/19/20	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/RFQ/001/19/20	Office Equipment	We intend acquiring assorted office equipment such as A/Cs, ICE Boxes, Power shock Protectors ect.
3	IFB NO. CNDRA/RFQ/002/19/20	Computer supplies & ICT Services	This contract will be applied to building and upgrading CNDRA Customer Service Software Systems.
4	IFB NO. CNDRA/SS/001/19/20	Internet Connectivity	We will be hiring the services of LIBTELCO and we will apply this package to procuring Internet Services from LIBTELCO.
5	IFB NO. CNDRA/RFQ/003/19/20	Repair Maintenance Vehicle	This package is applied to vehicle repair and services (3pieces)
6	IFB NO. CNDRA/RFQ/004/19/20	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/RFQ/005/19/20	FURNITURE & FIXURES	The Agency intends to purchase assorted furniture items for the CNDRA Offices.
8	IFB NO. CNDRA/NCB/001/19/20	Construction & 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.
9	IFB NO. CNDRA/RFQ/006/19/20	Computer supplies parts and cabling	This contract package will be used to carryout internet cabling and acquire cable sockets & adapters.
10	IFB NO. CNDRA/RFQ/007/19/20	Scholarship Local	The Agency intends to award scholarships to hardworking and deserving Staff. Package amount (4,500.00)

Prepared By: James Z

Approved by:  Emmanuel A. Lomax/Director General/Chairman

date: 31/01/20

Julius H. Flomo/Procurement Director

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

