



Republic of Liberia

# Public Procurement & Concessions Commission

Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



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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:

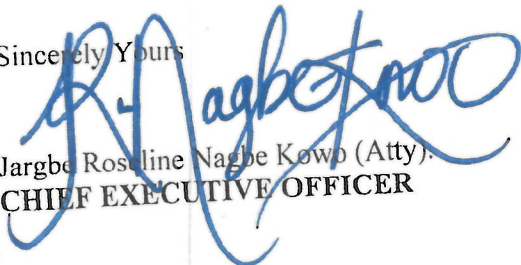
Subject: **RECEIPT AND APPROVAL OF CORE BUDGET PROCUREMENT  
PLANS FOR FISCAL YEAR 2019/2020**

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**

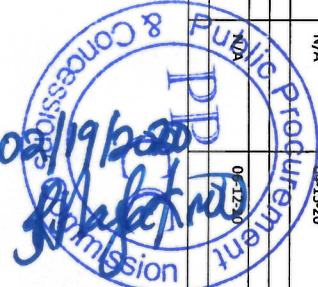
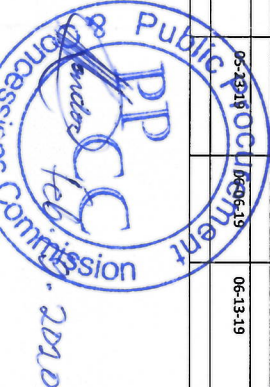
Regulating and Monitoring Compliance with the Public Procurement and Concession Act of Liberia

CENTER FOR NATIONAL DOCUMENTS AND RECORDS AGENCY/NATIONAL ARCHIVES

PROCUREMENT PLAN (SBA INTERNAL REVENUE BUDGET & GOL SBA Core BUDGET WITH MFDP)

FISCAL YEAR: 2019/2020

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	1
ITEM NO.		BASIC DATA			QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	IMPLEMENTATION DATES										ACCEPTED PAY
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	VENDOR'S BUSINESS REGISTRATION CODE				TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL BID SPEC	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION IN PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY INSPECTION (SUBSTANTIAL COMPLETION)	
PLANNED	1	IFB NO. CNDRA/RFQ/SBA/001/19/20	Stationery	G4761	ASSORTED	9,000.00	RFQ	05-08-19	05-15-19	05-22-19	05-29-19	06-12-19	06-19-19	06-26-19	07-03-19	N/A	06-15-20	06-30-2
UPDATE																		
ACTUAL																		
PLANNED	2	IFB NO. CNDRA/RFQ/SBA/002/19/20	Cleaning Materials	G4773	ASSORTED	1,800.00	RFQ	05-03-19	05-10-19	05-17-19	05-23-19	06-06-19	06-13-19	06-20-19	06-27-19	N/A	06-15-19	06-30-2
UPDATE																		
ACTUAL																		
PLANNED	3	IFB NO. CNDRA/RFQ/SBA/003/19/20	Car rental/Domestic Means travel	H4922	1 FIRM	3,500.00	RFQ	06-04-19	06-11-19	06-17-19	06-24-19	07-08-19	07-15-19	07-22-19	07-29-19	N/A	05-02-20	05-29-2
UPDATE																		
ACTUAL																		
PLANNED	4	IFB NO. CNDRA/MCB/SBA/001/19/20	Air ticket	N7911	1 firm	13,800.00	NCB	07-02-19	07-09-19	07-16-19	07-23-19	08-23-19	08-30-19	09-06-19	09-13-19	N/A	06-26-20	06-30-2
UPDATE																		
ACTUAL																		
PLANNED	5	IFB NO. CNDRA/RFQ/SBA/004/19/20	Repair Maint. Civil	F4100	1 Firm	6,500.00	RFQ	07-02-19	07-09-19	07-16-19	07-23-19	08-06-19	08-13-19	08-20-19	08-27-19	N/A	03-09-20	04-02-2
UPDATE																		
ACTUAL																		
PLANNED	6	IFB NO. CNDRA/RFQ/SBA/005/19/20	Refuse Collection	E3811	1 Firm	3,000.00	RFQ	05-03-19	05-10-19	05-17-19	05-23-19	06-06-19	06-13-19	06-20-19	06-27-19	N/A	06-26-20	06-30-2
UPDATE																		
ACTUAL																		
PLANNED	7	IFB NO. CNDRA/RFQ/SBA/006/19/20	Printing & Binding	CL812	1 Firm	1,500.00	RFQ	07-02-19	07-09-19	07-16-19	07-23-19	08-06-19	08-13-19	08-20-19	08-27-19	N/A	03-30-20	04-02-2
UPDATE																		
ACTUAL																		
PLANNED	8	IFB NO. CNDRA/RFQ/SBA/007/19/20	Text Books	G4761	Assorted	5,000.00	RFQ	06-04-19	06-11-19	06-17-19	06-24-19	07-08-19	07-15-19	07-22-19	07-29-19	N/A	04-15-20	05-02-2
UPDATE																		
ACTUAL																		
PLANNED	9	IFB NO. CNDRA/RFQ/SBA/008/19/20	Publication of general announcement	M7310	1 Firm	2,500.00	RFQ	05-08-19	05-15-19	05-22-19	05-29-19	06-12-19	06-19-19	06-26-19	07-03-19	N/A	05-29-20	06-30-2
UPDATE																		
ACTUAL																		
PLANNED	10	IFB NO. CNDRA/RFQ/SBA/009/19/20	Food & Catering Services	H5621	1 Firm	3,500.00	RFQ	07-02-19	07-09-19	07-16-19	07-23-19	08-06-19	08-13-19	08-20-19	08-27-19	N/A	04-15-20	04-30-2
UPDATE																		
ACTUAL																		
PLANNED	11	IFB NO. CNDRA/RFQ/SBA/010/19/20	Food Stuff	G4711	1 Firm	3,600.00	RFQ	05-03-19	05-10-19	05-17-19	05-23-19	06-06-19	06-13-19	06-20-19	06-27-19		06-15-20	06-30-2
UPDATE																		





# CENTER FOR NATIONAL DOCUMENTS AND RECORDS AGENCY CNDRA

## NOTES TO THE DRAFT PROCUREMENT PLAN (SBA CNDRA INTERNAL REVENUE BUDGET

### 2019/2020

Item No.	Contract Package Code	Contract Package	Contract Description
1	IFB NO. CNDRA/RFO/SBA/001/19/20	STATIONERY	This contract package will be applied to procuring assorted (Stationery items & Inks) such as: pens, manila folders, certificate cards, paper glue, A4 paper, legal paper, 305A, 05A, 951 & 950, 737, flip charts, note pads, white boards, white board makers, board erasers etc
2	IFB NO. CNDRA/RFO/SBA/002/19/20	CLEANING MATERIALS	THIS LINE ITEM IS APPLIED TO THE PURCHASE OF TISSUES SOAP, NAPKIN, STOWELS, GLOVES, DESK POLISH ETC FOR THE AGENCY.
3	IFB NO. CNDRA/RFO/SBA/003/19/20	CAR RENT	This contract package will be applied to renting cars for 10 days local travel to rural areas. Contract from the budget line domestic Means of Travel.
4	IFB NO. CNDRA/NCB/SBA/001/19/20	FOREIGN MEANS OF TRAVEL	This package is intended to acquire air ticket for foreign travel means.
5	IFB NO. CNDRA/RFO/SBA/004/19/20	REPAIR MAINT. CIVIL	This line item is for small renovation works on the CNDRA 12 <sup>th</sup> Facility and Ashmun Street both of whom are non-residential assets.
6	IFB NO. CNDRA/RFO/SBA/005/19/20	REFUSE COLLECTION	Contracting a firm for collecting and controlling waste for two of our facilities.
7	IFB NO. CNDRA/RFO/SBA/006/19/20	PRINTING & BINDING	This package for printing holidays cards, call cards and cards carrying documents processing information.
8	IFB NO. CNDRA/RFO/SBA/007/19/20	TEXT BOOKS	This package is for acquiring text books for the National Library.
9	IFB NO. CNDRA/RFO/SBA/008/19/20	MEDIA PROMOTION	Radio interviews, announcements and talk shows.
10	IFB NO. CNDRA/RFO/SBA/009/19/20	FOOD & CATERING	The Agency will contract a firm to provide catering services for workshops and strategic meetings.
11	IFB NO. CNDRA/RFO/SBA/010/19/20	Food Stuff	This is applied to acquiring provisions for Senior Staff offices and awards to deserving staff.
12.	IFB NO. CNDRA/RFO/SBA/011/19/20	Gift	Awards to deserving staff in the form of Gowns and Artifacts.

