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.

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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 (SBA INTERNAL REVENUEL BUDGET & GOL SBA Core BUDGET WITH MFDP)

FISCAL YEAR: 2019/2020

UPDATE	PLANNED	ACTUAL	UPDATE	PLANNED	ACTUAL	UPDATE	PLANNED	ACTUAL	UPDATE	PLANNED	ACTUAL	UPDATE	PLANNED	ACTUAL	UPDATE	PLANNED	ACTUAL	UPDATE	PLANNED	ACTUAL	UPDATE	PLANNED	ACTUAL	UPDATE	PLANNED	ACTUAL	UPDATE	PLANNED	ACTUAL	UPDATE	PLANNED						1
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	Food Stuff			Food & Catering Services			Publication of general announcement			Text Books			Printing & Binding			Refuse Collection			Repair Maint. Civil			Air ticket			Car rental/Domestic Means travel			Cleaning Materials			Stationery			PACKAGE	CONTRACT	BASIC DATA	4
	G47II			H5621			M7310			G4761			C1812			E3811			F4100			N7911			H4922			G4773			G4761		N CODE	BUSINESS	VENDOR'S	TA	5
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	3,600.00			3,500.00			2,500.00			5,000.00			1,500.00			3,000.00			6,500.00			13,800.00			3,500.00			1,800.00			9,000.00			COST (USD)	ESTIMATED		7
	RFQ			RFQ			RFQ			RFQ			RFQ			RFQ			RFQ			NCB			RFQ			RFQ			RFQ		MEIHOU	ENT	PROCUREM		8
	05-03-19			07-02-19			05-08-19			06-04-19			07-20-70			61-50-50			07-02-19			07-02-19			06-04-19			05-03-19			05-08-19		WINGS	SPECS/BOQ/DRA	TECHNICAL		9
	05-10-19			07-09-19			05-15-19			06-11-19			07-09-19			05-10-19			07-09-19			07-09-19			06-11-19			05-10-19			05-15-19				PREP. OF BID	IMPL	10
	05-17-19		4	07-16-19			05-22-19			06-17-19			07-16-19			05-17-19			07-16-19			07-16-19			06-17-19			05-17-19			05-22-19	SPEC	DOC/TECH	APPROVAL	PC	IMPLEMENTATION DATES	11
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	06-13-19			08-13-19			06-19-19			07-15-19			08-13-19			06-13-19			08-13-19			08-30-19			07-15-19			06-13-19			06-19-19		REPORT	BID EVALUATION	SUBMISSION OF		14
	06-20-19			08-20-19			06-26-19			07-22-19			08-20-19			06-20-19			08-20-19			09-06-19			07-22-19			06-20-19			06-26-19	REPORT	BID	APPROVAL	P		15
	06-27-19			10-03-19			07-03-19			07-29-19			10-03-19			06-27-19			10-03-19			09-13-19			07-29-19			06-27-19			07-03-19	101	SIGNING	AWARD &	CONTRACT		16
P	U.S.	100	100	N/A			N/A			N/A			N/A			N/A			N/A			N/A			N/A			N/A			N/A	1	(MOBOLIZATIO	PAYMENT	ADVANCE		17
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	06-30-2			04-30-2			06-30-2			05-02-2			04-02-2			06-30-2			04-02-2			06-30-2			05-29-2			06-30-2			06-30-2		PAYI	FIF	ACCEPT		_



UPDATE ACTUAL PLANNED ACTUAL Grand TOTAL: IFB NO. CNDRA/NCB/SBA/002/19/20 IFB NO. CNDRA/RFQ/SBA/011/19/20 Security Guard service Gift G4711 N8010 1 firm 1 Firm 1,400.00 28,800.00 NCB RFQ 06-13-19 05-03-19 06-27-19 05-10-19 07-04-19 05-17-19 06-11-19 05-23-19 08-08-19 06-06-19 08-15-19 06-13-19 08-22-19 06-20-19 06-27-19 08-29-19

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06-12-20

06-30-:

N/A

06-30-20

06-30-2

Prepared by:

Julius H. Flomo/ Procurement Director

Approved By:

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

Public procure in 1200 2 820



NOTES TO THE DRAFT PROCUREMENT PLAN (SBA CNDRA INTERNAL REVENUE BUDGET CENTER FOR NATIONAL DOCUMENTS AND RECORDS AGENCY CNDRA 2019/2020

1. IFB NO. 2. IFB NO. 3. IFB NO. 4. IFB NO. 4. IFB NO. 5. IFB NO. 6. CNDRA/RFO/SBA/001/19/20 5. IFB NO. 6. CNDRA/RFO/SBA/002/19/20 6. IFB NO. 6. CNDRA/RFO/SBA/005/19/20 7. IFB NO. 7. IFB NO. 8. CNDRA/RFO/SBA/005/19/20 8. CNDRA/RFO/SBA/005/19/20 8. CNDRA/RFO/SBA/005/19/20 9. IFB NO. 1. CNDRA/RFO/SBA/005/19/20 1. IFB NO. 1. CNDRA/RFO/SBA/005/19/20 9. IFB NO. 1. CNDRA/RFO/SBA/005/19/20 1. IFB NO. 1. CNDRA/RFO/SBA/005/19/20 1. IFB NO. 1. CNDRA/RFO/SBA/005/19/20 1. IFB NO. 2. CNDRA/RFO/SBA/005/19/20 1. IFB NO. 2. CNDRA/RFO/SBA/005/19/20 3. IFB NO. 3. IFB NO. 4. IFB NO. 4. CNDRA/RFO/SBA/005/19/20 5. IFB NO. 5. IFB NO. 5. IFB NO. 6. IFB NO. 6. CNDRA/RFO/SBA/005/19/20 7. IFB NO. 6. CNDRA/RFO/SBA/005/19/20 7. IFB NO. 6. CNDRA/RFO/SBA/005/19/20 8. CNDRA/RFO/SBA/005/19/20 8. CNDRA/RFO/SBA/005/19/20 9. IFB NO. 1. IFB NO. 1. CNDRA/RFO/SBA/005/19/20 2. CNDRA/RFO/SBA/005/19/20 3. IFB NO. 4. IFB NO. 4. IFB NO. 5. IFB NO. 5. IFB NO. 5. IFB NO. 6. IFB NO	•		·	
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IFB NO. CNDRA/RFQ/SBA/001/19/20 IFB NO. CNDRA/RFQ/SBA/002/19/20 IFB NO. CNDRA/RFQ/SBA/003/19/20 IFB NO. CNDRA/RFQ/SBA/001/19/20 IFB NO. CNDRA/RFQ/SBA/005/19/20 IFB NO. CNDRA/RFQ/SBA/005/19/20 IFB NO. CNDRA/RFQ/SBA/005/19/20 IFB NO. CNDRA/RFQ/SBA/005/19/20 IFB NO. CNDRA/RFQ/SBA/008/19/20 IFB NO. CNDRA/RFQ/SBA/008/19/20 IFB NO. CNDRA/RFQ/SBA/009/19/20 IFB NO. CNDRA/RFQ/SBA/010/19/20 IFB NO. GNDRA/RFQ/SBA/010/19/20 IFB NO. GNDRA/RFQ/SBA/010/19/	NO.			
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IFB NO. CRAR RENT CNDRA/RFQ/SBA/002/19/20 IFB NO. CNDRA/NCB/SBA/001/19/20 IFB NO. IFB NO. CNDRA/RFQ/SBA/004/19/20 IFB NO. CNDRA/RFQ/SBA/005/19/20 IFB NO. CNDRA/RFQ/SBA/005/19/20 IFB NO. CNDRA/RFQ/SBA/005/19/20 IFB NO. CNDRA/RFQ/SBA/007/19/20 IFB NO. CNDRA/RFQ/SBA/008/19/20 IFB NO. CNDRA/RFQ/SBA/008/19/20 IFB NO. CNDRA/RFQ/SBA/008/19/20 IFB NO. CNDRA/RFQ/SBA/009/19/20 IFB NO. CNDRA/RFQ/SBA/010/19/20 IFB NO. CNDRA/RFQ/S		CNDRA/RFQ/SBA/001/19/20		folders, certificate cards, paper glue, A4 paper, legal paper, 305A, 05A, 951 & 950, 737, flip charts, note pads,
CLEANING MATERIALS CNDRA/RFQ/SBA/002/19/20 IFB NO. CNDRA/RFQ/SBA/003/19/20 IFB NO. CNDRA/NCB/SBA/001/19/20 IFB NO. CNDRA/RFQ/SBA/001/19/20 IFB NO. CNDRA/RFQ/SBA/005/19/20 IFB NO. CNDRA/RFQ/SBA/005/19/20 IFB NO. CNDRA/RFQ/SBA/005/19/20 IFB NO. CNDRA/RFQ/SBA/007/19/20 IFB NO. CNDRA/RFQ/SBA/008/19/20 IFB NO. CNDRA/RFQ/SBA/009/19/20 IFB NO. CNDRA/RFQ/SBA/010/19/20 IFB NO. CNDRA/RFQ/SBA/				white boards, white board makers, board erasers etc
CNDRA/RFQ/SBA/002/19/20 IFB NO. CNDRA/NCB/SBA/003/19/20 IFB NO. CNDRA/RFQ/SBA/001/19/20 IFB NO. CNDRA/RFQ/SBA/005/19/20 IFB NO. CNDRA/RFQ/SBA/005/19/20 IFB NO. CNDRA/RFQ/SBA/005/19/20 IFB NO. CNDRA/RFQ/SBA/007/19/20 IFB NO. CNDRA/RFQ/SBA/008/19/20 IFB NO. CNDRA/RFQ/SBA/009/19/20 IFB NO. CNDRA/RFQ/SBA/010/19/20 IFB NO. CNDRA/RFQ/SBA/010/19/20 Gift	2	IFB NO.	CLEANING MATERIALS	THIS LINE ITEM IS APPLIED TO THE PURCHASE OF TISSUES SOAP, NAPKIN, STOWELS, GLOVES, DESK POLISH
CAR RENT CNDRA/RFQ/SBA/003/19/20 IFB NO. IFB NO. IFB NO. IFB NO. IFB NO. CNDRA/RFQ/SBA/004/19/20 IFB NO. CNDRA/RFQ/SBA/005/19/20 IFB NO. CNDRA/RFQ/SBA/007/19/20 IFB NO. IFB NO. IFB NO. IFB NO. CNDRA/RFQ/SBA/008/19/20 IFB NO. IFB NO. CNDRA/RFQ/SBA/009/19/20 IFB NO. IFB NO. CNDRA/RFQ/SBA/009/19/20 IFB NO. CNDRA/RFQ/SBA/009/19/20 IFB NO. CNDRA/RFQ/SBA/009/19/20 IFB NO. CNDRA/RFQ/SBA/010/19/20 IFB N		CNDRA/RFQ/SBA/002/19/20		ETC FOR THE AGENCY.
CNDRA/RFQ/SBA/003/19/20 IFB NO. IFB NO. IFB NO. IFB NO. IFB NO. CNDRA/RFQ/SBA/004/19/20 IFB NO. CNDRA/RFQ/SBA/005/19/20 IFB NO. IFB NO. IFB NO. CNDRA/RFQ/SBA/007/19/20 IFB NO. CNDRA/RFQ/SBA/008/19/20 IFB NO. CNDRA/RFQ/SBA/008/19/20 IFB NO. CNDRA/RFQ/SBA/009/19/20 IFB NO. CNDRA/RFQ/SBA/009/19/20 IFB NO. CNDRA/RFQ/SBA/009/19/20 IFB NO. GNDRA/RFQ/SBA/010/19/20 IFB NO. GNDRA/RFQ/SBA/010/19/20 IFB NO. GNDRA/RFQ/SBA/010/19/20 IFB NO. Gift	ω	IFB NO.	CAR RENT	This contract package will be applied to renting cars for 10 days local travel to rural areas. Contract from the
IFB NO. CNDRA/NCB/SBA/001/19/20 IFB NO. IFB NO. CNDRA/RFQ/SBA/OO4/19/20 IFB NO. CNDRA/RFQ/SBA/005/19/20 IFB NO. CNDRA/RFQ/SBA/006/19/20 IFB NO. CNDRA/RFQ/SBA/007/19/20 IFB NO. CNDRA/RFQ/SBA/008/19/20 IFB NO. CNDRA/RFQ/SBA/009/19/20 IFB NO. CNDRA/RFQ/SBA/009/19/20 IFB NO. CNDRA/RFQ/SBA/009/19/20 IFB NO. CNDRA/RFQ/SBA/009/19/20 IFB NO. GNDRA/RFQ/SBA/010/19/20 IFB NO. Gift		CNDRA/RFQ/SBA/003/19/20		budget line domestic Means of Travel.
CNDRA/NCB/SBA/001/19/20 IFB NO. IFB NO. IFB NO. IFB NO. IFB NO. CNDRA/RFQ/SBA/005/19/20 IFB NO. CNDRA/RFQ/SBA/005/19/20 IFB NO. CNDRA/RFQ/SBA/007/19/20 IFB NO. CNDRA/RFQ/SBA/008/19/20 IFB NO. CNDRA/RFQ/SBA/009/19/20 IFB NO. CNDRA/RFQ/SBA/009/19/20 IFB NO. CNDRA/RFQ/SBA/009/19/20 IFB NO. CNDRA/RFQ/SBA/009/19/20 IFB NO. GNDRA/RFQ/SBA/010/19/20 IFB NO. GNDRA/RFQ/SBA/010/19/20 IFB NO. GNDRA/RFQ/SBA/010/19/20 IFB NO. Gift Gift	4	IFB NO.	FOREIGN MEANS OF TRAVEL	This package is intended to acquire air ticket for foreign travel means.
IFB NO. CNDRA/RFQ/SBA/OO4/19/20 IFB NO. CNDRA/RFQ/SBA/005/19/20 IFB NO. CNDRA/RFQ/SBA/005/19/20 IFB NO. CNDRA/RFQ/SBA/007/19/20 IFB NO. CNDRA/RFQ/SBA/007/19/20 IFB NO. CNDRA/RFQ/SBA/008/19/20 IFB NO. CNDRA/RFQ/SBA/009/19/20 IFB NO. CNDRA/RFQ/SBA/009/19/20 IFB NO. CNDRA/RFQ/SBA/010/19/20 IFB NO. GNDRA/RFQ/SBA/010/19/20 IFB NO. Gift CNDRA/RFQ/SBA/010/19/20 Gift		CNDRA/NCB/SBA/001/19/20		
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IFB NO. CNDRA/RFQ/SBA/005/19/20 IFB NO. IFB NO. IFB NO. IFB NO. IFB NO. CNDRA/RFQ/SBA/006/19/20 IFB NO. CNDRA/RFQ/SBA/007/19/20 IFB NO. CNDRA/RFQ/SBA/008/19/20 IFB NO. CNDRA/RFQ/SBA/008/19/20 IFB NO. CNDRA/RFQ/SBA/009/19/20 IFB NO. CNDRA/RFQ/SBA/009/19/20 IFB NO. CNDRA/RFQ/SBA/010/19/20 Awards to deserve		CNDRA/RFQ/SBA/004/19/20		non-residential assets.
CNDRA/RFQ/SBA/005/19/20 IFB NO. IFB NO. IFB NO. IFB NO. IFB NO. CNDRA/RFQ/SBA/008/19/20 IFB NO. CNDRA/RFQ/SBA/008/19/20 IFB NO. IFB NO. CNDRA/RFQ/SBA/009/19/20 IFB NO. IFB NO. IFB NO. CNDRA/RFQ/SBA/009/19/20 IFB NO. CNDRA/RFQ/SBA/010/19/20 IFB NO. IFB NO. CNDRA/RFQ/SBA/010/19/20 IFB NO. Gift Awards to deservation of the package for many production of the package is for many production o	6	IFB NO.	REFUSE COLLECTION	Contracting a firm for collecting and controlling waste for two of our facilities.
IFB NO. CNDRA/RFQ/SBA/006/19/20 IFB NO. IFB NO. IFB NO. IFB NO. IFB NO. CNDRA/RFQ/SBA/007/19/20 IFB NO. CNDRA/RFQ/SBA/008/19/20 IFB NO. IFB NO. IFB NO. IFB NO. CNDRA/RFQ/SBA/009/19/20 IFB NO. IFB NO. CNDRA/RFQ/SBA/010/19/20 Awards to deserve		CNDRA/RFQ/SBA/005/19/20		
CNDRA/RFQ/SBA/006/19/20 IFB NO. CNDRA/RFQ/SBA/007/19/20 IFB NO. CNDRA/RFQ/SBA/008/19/20 IFB NO. CNDRA/RFQ/SBA/009/19/20 IFB NO. CNDRA/RFQ/SBA/009/19/20 CNDRA/RFQ/SBA/010/19/20 IFB NO. CNDRA/RFQ/SBA/010/19/20 Gift CNDRA/RFQ/SBA/010/19/20 Awards to deservent to the special content of t	7	IFB NO.	PRINTING & BINDING	
IFB NO. CNDRA/RFQ/SBA/007/19/20 IFB NO. O IFB NO. CNDRA/RFQ/SBA/008/19/20 O IFB NO. CNDRA/RFQ/SBA/009/19/20 CNDRA/RFQ/SBA/009/19/20 IFB NO. CNDRA/RFQ/SBA/010/19/20 Food Stuff CNDRA/RFQ/SBA/010/19/20 IFB NO. Gift		CNDRA/RFQ/SBA/006/19/20		
CNDRA/RFQ/SBA/007/19/20 IFB NO. O IFB NO. CNDRA/RFQ/SBA/008/19/20 CNDRA/RFQ/SBA/009/19/20 IFB NO. CNDRA/RFQ/SBA/010/19/20 CNDRA/RFQ/SBA/010/19/20 IFB NO. Gift CNDRA/RFQ/SBA/010/19/20 Gift	∞	IFB NO.	TEXT BOOKS	This package is for acquiring text books for the National Library.
IFB NO. CNDRA/RFQ/SBA/008/19/20 O IFB NO. CNDRA/RFQ/SBA/009/19/20 IFB NO. CNDRA/RFQ/SBA/010/19/20 CNDRA/RFQ/SBA/010/19/20 Food Stuff CNDRA/RFQ/SBA/010/19/20 Gift Gift		CNDRA/RFQ/SBA/007/19/20		
CNDRA/RFQ/SBA/008/19/20 IFB NO.	9	IFB NO.	MEDIA PROMOTION	
IFB NO. FOOD & CATERING CNDRA/RFQ/SBA/009/19/20 IFB NO. Food Stuff CNDRA/RFQ/SBA/010/19/20 IFB NO. Gift		CNDRA/RFQ/SBA/008/19/20		
CNDRA/RFQ/SBA/009/19/20 IFB NO. Food Stuff CNDRA/RFQ/SBA/010/19/20 IFB NO. Gift	10	IFB NO.	FOOD & CATERING	The Agency will contract a firm to provide catering services for workshops and strategic meetings.
IFB NO. Food Stuff This is applied to CNDRA/RFQ/SBA/010/19/20 Gift Awards to deserve		CNDRA/RFQ/SBA/009/19/20		
CNDRA/RFQ/SBA/010/19/20 IFB NO. Gift Awards to deserv	11	IFB NO.	Food Stuff	
IFB NO. Gift		CNDRA/RFQ/SBA/010/19/20		
	12.	IFB NO.	Gift	Awards to deserving staff in the form of Gowns and Artifacts.

DP Justin Just

CNDRA/RFQ/SBA/011/19/20

This Contract Package is Single Source to LWSC because they are the only service provider.		CNDRA/SS/SBA/002/19/20	
This contract package of US\$ 6,591.25 is applied to getting water and sewage services for the LWSC.	WATER & SEWAGE	IFB NO.	15
contract package is single source to LEC because they are the only service provider.		CNDRA/33/3BA/UU1/19/2U	1
This contract package is applied to getting electric power from the LEC in the amount of US\$ 5,000.00. This		CNDBA /55 /5BA /001 /10 /20	
This contract package is applied to gotting placetic power from the LEG is the	FIECTRICITY	IFB NO.	14
Facilities in Monrovia, Nimba and Maryland Counties.		CNDRA/NCB/SBA/002/19/20	
This contract package will be applied to hiring a security guard firm to provide security services for the CNDRA	Security Guard service	IFB NO.	13

Prepared By:

Julius H. Flomo/Procurement Director

pproved by:

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



