



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/139/23

March 24, 2023

Prof. Wilson K. Tarpeh
EXECUTIVE DIRECTOR
Environmental Protection Agency
Republic of Liberia

Dear Prof. Tarpeh:

Subject: **ENVIRONMENTAL PROTECTION AGENCY PROJECT PROCUREMENT PLAN –
MAINSTREAMING ENERGY & ENVIRONMENT FY2023.**

We present our compliments and wish to notify you that the Public Procurement and Concessions Commission has received and approved the Environmental Protection Agency Project Procurement Plan – Mainstreaming Energy & Environment in accordance with **Section 40 (3)** of the PPCA, 2010, and **Section 55(d)**.

The Commission conveys to the Liberia Telecommunication that its Procurement Plan will be duly forwarded to the Ministry of Finance and Development Planning (MFDP), and that the MFDP will process allotments in keeping with the approved Procurement Plan, upon conclusion of stipulated processes.

The Commission counsels that you observe **Section 40(5)** of the PPCA, 2010 which states “each Procuring Entity, shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in its plan. An updated procurement plan shall accompany said notice to the Commission.”

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.

Please note that all contracts which cumulative annual value above the threshold of **US\$250,000.00** must be signed by the Minister responsible for Finance and attested by the Minister responsible for Justice. **The Commission requires that you kindly forward copies of all stipulated contracts upon signing, so as to update our records.**

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 ensure the National Interest is assured and ultimately public confidence is maintained in all Public Procurement and Concession processes.

Best regards.


Jagne Roseanne Nagbe Koyo (Cllr.)
CHIEF EXECUTIVE OFFICER

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

ANNUAL PROCUREMENT PLAN (SBA)

Source of funding: UNDP

FISCAL YEAR (January 1, 2023 – December 30, 2023)

[illegible]

Pescee T. Doe

Assistant Manager/Procurement Unit



Approved:

Prof. W. Mark Tarpeh
Executive Director/ Chairman Procurement Committee



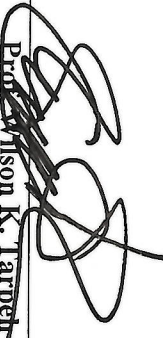
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ENVIRONMENTAL PROTECTION AGENCY (ERA)
ANNUAL PROCUREMENT PLAN (SBA)
Source of funding: UNDP
FISCAL YEAR (January 1, 2023 – December 30, 2023)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
BASIC DATA										IMPLEMENTATION DATES									
	Item NO.	Package number (Code)	Contract Package	Business Reg. Code	Qty.	Estimated Cost (USD)	Procurement Method	Technical Specs./Bids/Drawings	Prepare Bid Doc.	PC Approval Bid Doc/Technical Specs	Bid Invitation & Release of Bid Doc.	Bid Subm. public Opening	Subm. of Bid Evaluation Report	PC Approval – Bid Evaluation Report	Contract Award & Signature	Advance payment (Mobilization)	Delivery Inspection (substantial Completion)	Accept. & Final Payment	Remarks
Planned	4	IFB NO. EPA/E&E/SBA/RFQ/004/2023	Printing Materials	J 5813	3 firm	2,000.00	RFQ	12/1/22	12/7/22	12/10/22	3/1/7/23	3/24/23	3/29/23	3/28/23	4/3/23	6/14/23	7/18/23	12/30/23	
Update																			
Actual																			
Update																			
Actual																			
Actual																			
Sub-Total						2,000.00													
Grand Total						10,000.00													

Submitted by: 
Pescee T. Doe

Date: March 13, 2023

Approved: 
Pradimon K. Tarpah

Executive Director/ Chairman Procurement Committee



March 24, 2023

Environmental Protection Agency
SBA-Procurement Plan Explanatory Notes
Fiscal Year: 2023

Item No.	Contract Package Code	Contract Package	Content of Contract Package
1	IFB NO. EPA/E&E/SBA/RFQ/001/2023	Stationery	<p>This contract package comes from the budget line Activity 1.2 for various meeting, training and workshop and is intended to procure the following items:</p> <ol style="list-style-type: none">1. A4 sheet2. White Board3. Posters4. Makers5. Note pad6. Pen <p>This budget line is value Ten Thousand United States Dollars (\$10,000.00). Three Thousand United States Dollars (3,000) amount goes towards stationery.</p>
2	IFB NO. EPA/E&E/SBA/RFQ/002/2023	Event Catering	<p>This contract package intended to hire/contract catering services for several workshops, meetings, and trainings at different locations.</p> <p>1. Clean-up campaign, tree planting, and Project support for celebrations of global environmental events (World Environment Day, World Wetland Day, and National Tree Planting Day).</p> <p>This budget line value Ten Thousand United States Dollars (\$10,000.00). Three Thousand United States Dollars (\$3,000) amount goes towards catering.</p>
3	IFB NO. EPA/E&E/SBA/RFQ/003/2023	Hall Rental	<p>This contract package is intended for payment of all halls for meetings, workshops, and training for several activities under the Mainstreaming Energy & Environment in Development Processes in Liberia.</p> <p>The contract value is This budget line value Ten Thousand United States dollars (\$10,000.00). Two Thousand United States Dollars (\$2,000) of this amount goes towards hall rental.</p>
4	IFB NO. EPA/E&E/SBA/RFQ/004/2023	Printing and Binding	<p>This contract package is intended to procure, T-shirt, printing, flyers, brochures and banners for meetings, workshops, and training held under the Mainstreaming Energy & Environment in Development Processes in Liberia.</p> <ol style="list-style-type: none">1. World Environment Day2. World wetland Day3. National Tree Planting Day, etc <p>This budget line value Ten Thousand United States Dollars (\$10,000.00). Two Thousand United States Dollars (\$2,000) of this amount goes towards printing & binding.</p>

Submitted by:  Mardi 13, 2023
Pescee T. Doe/ Assistant Manager/Procurement Unit



Mardi 13, 2023
