



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/0456/'19

August 15, 2019

Hon. Nathaniel T. Blama, Sr.
EXECUTIVE DIRECTOR
Environmental Protection Agency
Republic of Liberia

Dear Hon. Blama:

Subject: **PROVISIONAL APPROVAL OF DRAFT PROCUREMENT PLAN FOR FISCAL YEAR 2019/2020**

We present our compliments and wish to acknowledge receipt of your letter dated August 1, 2019 which sought the approval of the Commission for the Environmental Protection Agency SBA and Non SBA Procurement Plans for FY 2019/2020 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 culminating in **framework agreements** for recurrent procurement items. Similarly, you are also advised to carry out procurement activities for non-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>

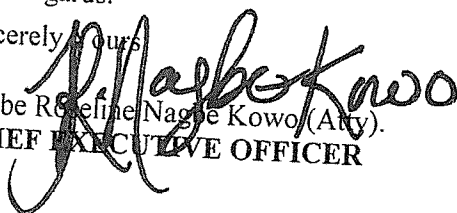
Upon passage of the FY 2019/2020 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for EPA's allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for FY 2019/2020 and staff of your Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the previous fiscal year (2018/2019), for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for fiscal year 2019/2020.

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


Jargbe R. Nagbe Kowo (Any).
CHIEF EXECUTIVE OFFICER

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

ENVIRONMENTAL PROTECTION AGENCY (EPA)
ANNUAL PROCUREMENT PLAN (NON SBA)
Source of funding: (GOL)

FISCAL YEAR (July 1, 2019 – June 30, 2020)

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)	Procure. Method	Technical specs./Boo/Drawings	Prepare Bid Doc.	PC Approval Bid Doc/Tech 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 (substantia Completion)	Accept. & Final Payment	Rem:
Planned	1	IFB NO. EPA/RfQ/001/19/20	Scratch Cards	J-6190	Assorted	10,000.00	RfQ	07/8/19	07/9/19	07/11/19	07/12/19	07/19/19	07/22/19	07/23/19	07/26/19	N/A	07/31/19	6/28/20	
Up-date																			
Actual																			
Planned	2	IFB NO. EPA/RfQ/001/19/20	Cleaning Material	G-4773	Assorted	9,829.00	RfQ	07/8/19	07/9/19	07/11/19	07/12/19	07/19/19	07/22/19	07/23/19	07/25/19	N/A	07/31/19	6/28/20	
Update																			
Actual																			
Planned	3	IFB NO. EPA/RfQ/002/19/20	Printing & Binding service	C-1812	Assorted	7,200.00	RfQ	07/8/19	07/9/19	07/11/19	07/12/19	07/19/19	07/22/19	07/23/19	07/25/19	N/A	07/29/19	6/28/20	
Updated																			
Actual																			
			Sub -Total			27,029.00													

Submitted By: Rebecca E. Doo
Head of Procurement

Date: 07/18/19

Approved: Hon. Nathaniel T. Blama
Executive Director/ Chairman Procurement Committee

08/14/2019

08/13/19

ENVIRONMENTAL PROTECTION AGENCY (EPA)
ANNUAL PROCUREMENT PLAN (NON SBA)
Source of funding: (GOL)
FISCAL YEAR (July 1, 2019 – June 30, 2020)

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)	Procure. Method	Technical specs./Boo/Drawings	Prepare Bid Doc.	PC Approval Bid Doc/Tech 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	Rem:
Planned	4	IFB NO. EPA/RfQ/003/19/20	Scientific equip.	G-4669	Assorted	8,200.00	RfQ	08/05/19	08/06/19	08/9/19	08/12/19	08/19/19	08/21/19	08/23/19	08/27/18	N/A	08/29/19	6/26/20	
Update																			
Actual																			
Planned	5	IFB EPA/NCB/001/19/20	Stationery	G 4761	Assorted	33,900.00	NCB	07/8/19	07/9/19	07/11/19	07/12/19	08/9/19	08/13/19	08/15/19	08/20/19	N/A	08/23/19	6/29/20	
Update																			
Actual																			
Plan	6	IFB EPA/RfQ/004/18/19	Computer Supplies	C-4741	6	9,200.00	RfQ	08/05/19	08/06/19	08/9/19	08/12/19	08/19/19	08/21/19	08/23/19	08/27/18	N/A	08/29/19	6/26/20	
Update																			
Actual																			
	Sub Total					78,329.00													

Submitted By: Rebecca E. Doo
Head of Procurement

Date: 07/31/19

Approved: Hon. Nathaniel T. Blama
Executive Director/ Chairman Procurement Committee

Provisional
08/1/20

ENVIRONMENTAL PROTECTION AGENCY (EPA)
ANNUAL PROCUREMENT PLAN (NON SBA)
Source of funding: (GOL)
FISCAL YEAR (July 1, 2019 – June 30, 2020)

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)	Procure. Method	Technical specs./Boo/Drawings	Prepare Bid Doc.	PC Approval Bid Doc/Tech 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	Rem:
Actual																			
Planned	7	IFB NO. EPA/RfQ/005/19/20	Air Ticket	N-7911	Assorted	8,200.00	RfQ	08/05/19	08/06/19	08/9/19	08/12/19	08/19/19	08/21/19	08/23/19	08/27/18	N/A	08/29/19	6/26/20	
Update																			
Actual																			
Planned	8	IFB EPA/RfQ/006/19/20	Hall Rental	L-6810	Assorted	10,000.00	RfQ	08/05/19	08/06/19	08/9/19	08/12/19	08/19/19	08/21/19	08/23/19	08/27/18	N/A	08/29/19	6/26/20	
Update																			
Actual																			
Plan	9	IFB EPA/RB/002/18/19	Personnel Insurance	C-4741	1 Firm	21,564.71	RB	07/8/19	07/9/19	07/11/19	07/12/19	07/19/19	07/22/19	07/23/19	07/25/19	N/A	07/29/19	6/28/20	
		Grand Total				145,122.71													

Submitted By: Rebecca E. Doo
Head of Procurement

Date: 07/31/19

Approved: Hon. Nathaniel T. Blama
Deputy Executive Director/ Chairman Procurement Committee

attest
August 14, 2019

Submitted
08/13

Protection Agency
Procurement Plan Explanatory Notes (NON SBA)
GOL &Environmental Social Impact Assessment (ESIA)
Fiscal Year: 2019/2020

Item No.	Contract package code	Contract Package	Content of Contract Package
1	IFB NO. EPA/RB/001/19/20	Scratch Cards	This package is from the budget line tele communication to the following: A. Leone Star scratch cards B. Cellcom scratch cards C. Refill modems D. Pay for the group call at Leone Star Communication This is from the budget lines Telecommunication, Internet, Postage & Courier
2	IFB NO. EPA/RfQ/001/19/20	Cleaning material & Service	This package is intended to purchase the following A. Tie soap B. Clorox C. Bloom D. Liquid soap E. Soap F. Floor mop G. Towels etc
3	IFB NO. EPA/RfQ/002/19/20	Printing & Binding services	This contract will include the following A. Printing of documents B. Advertising in news papers C. Binding documents D. Printing of call cards E. Printing if invitations This is from the budget line Advertising and publication relations.

Submitted By: Rebecca E. Doo
Rebecca E. Doo/ Head of Procurement

2019
August 14, 2019

Provisioned
08/15/19
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GOL & Environmental Social Impact Assessment (ESIA)
Fiscal Year: 2019/2020

Item No.	Contract package code	Contract Package	Content of Contract Package
4	IFB NO. EPA/RFQ/003/19/20	Scientific & Techn. Equip.	This contract package is intended to procure the following items: A. Nitrite reagent ----- 17 pks B. Phosphate reagent --- 5pks C. Lead reagent----- 5 pks D. Iron reagent ----- 5pks E. Cyanide reagent-----5pks F. Molybdate reagent-----4bottles G. Sulfate reagent hydrochloric acid-----1ctn H. COD reagent-----5pks I. Sodium hydroxide-----5ml
5	IFB EPA/NCB/001/19/20	Stationery	This contract package is intended to purchase stationery supply for various departments and Unit of the EPA. The following will be purchase. A. A4 paper ----- 30 ctn B. HP 61----- 15 set C. HP63----- 15 set D. Cartridge 85A----- 10pcs E. Cartridge 737 ----- 10pcs F. Legal paper----- 5 ctn G. Folder A4 size----- 5 ctn H. Canon 440/441----- 10 set I. Canon 445/446----- 10 Set J. Cartridge 728----- 10 pcs
6	IFB NO. EPA/RFQ/004/19/20	Computers	This package is intended to purchase ten (4) desktop computers and nine (2) laptops

Submitted By: Rebecca E. Doo
Rebecca E. Doo/ Head of Procurement

Submitted
August 14, 2019

Provisioned
8/15/19
[Signature]

GOL & Environmental Social Impact Assessment (ESIA)
Fiscal Year: 2019/2020

Item No.	Contract package code	Contract Package	Content of Contract Package
7	IFB NO. EPA/RFQ/005/19/20	Air Ticket	This contract package is intended to procure Air tickets for EPA, this is taken from the budget line Foreign Travel-Means of travel
8	IFB EPA/RFQ/006/19/20	Hall Rental	This contract package is intended to pay for hall for meetings, workshops and conferences. this is from the budget line workshops, conferences , symposium.
9	IFB EPA/RB/002/18/19	Personnel Insurance	This is to procure Medical Insurance for the EPA Employees

Submitted By: Rebecca E. Doo
Rebecca E. Doo/ Head of Procurement

NOTE: Environmental Social Impact Assessment (ESIA): Environment impact assessment permits are issue to Projects activities and fees are collected, these funds are intended for the EPA to monitor the projects activities in the country.

OSAB
August 14, 2019

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