



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>

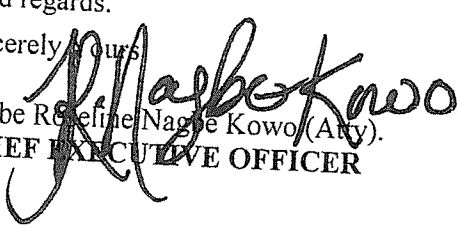
Upon passage of the FY 2019/2020 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for EPA's allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for FY 2019/2020 and staff of your Procurement Unit.

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 (Atty).
CHIEF EXECUTIVE OFFICER

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

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

1	2	3	4	4	6	7	8	9	10	11	12	13	14	15	16	17	18	19		
		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 Payments	Remarks	
planned	1	IFB NO. EPA/SBA/RB/001/ 19/20	Petroleum products	G-4661	54,456.62 Gallons	195,700.00	RB	07/12/19	07/15/19	07/17/19	07/19/19	08/16/19	08/20/19	08/22/19	08/29/19	N/A	09/03/19	6/26/20		
update																				
Actual																				
Planned	2	IFB NO. EPA/SBA/RFQ/001/ 19/20	Vehicle Repairs & Maintenance Service	G 4520	1 Firm	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																				
Planned	3	IFB NO. EPA/SBA/RFQ/002/ 19/20	Motorbike Repairs & Maintenance	G4520	1firm	8,800.00	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				214,500.00														
Submitted By: <u> </u>																				

Submitted By: Rebecca E. Doo
Head of Procurement

Date: 07/31/19

Approved: Nathaniel Blama
Executive Director/ Chairman Procurement Committee

Accepted
August 14, 2019

Nathaniel Blama
08/15/19

ENVIRONMENTAL PROTECTION AGENCY (EPA)
PROCUREMENT PLAN (SBA)
Source of funding (GOL)
FISCAL YEAR (July 1, 2018 – June 30, 2019)

1	2	3	4	4	6	7	8	9	10	11	12	13	14	15	16	17	18	19		
		BASIC DATA										IMPLEMENTATION DATES								
	Item NO.	Package number (Code)	Contract Package	Business s Reg. Code	Qty.	Estimated Cost (USD)	Procure Method	Technical specs./Bo o/Drawn gs	Prepare Bid Doc.	PC Approval Bid Doc/Tech Specs	Bid Invitation & Release of Bid Doc.	Bid Subm. public Opening	Subm. of Bid Evaluatio n Report	PC Approval – Bid Evaluation Report	Contract Award & Signature	Advance payment (Mobilizati on)	Delivery Inspection (substantial Completion)	Accept. & Final Payment	Rem:	
Planned	4	IFB NO. EPA/SBA/RFQ/003/1 9/20	Vehicle Insurance	K-6512	10pcs	9,500.00	RFQ	08/05/19	08/06/19	08/9/19	08/12/19	08/19/19	08/26/19	08/28/19	08/30/18	N/A	09/3/19	6/26/20		
Update																				
Actual																				
Planned	5	IFB NO. EPA/SBA/RFQ/004/1 9/20	Uniform & Specialize clothing	C-4771	Assorted	4,700.00	RFQ	08/05/19	08/06/19	08/9/19	08/12/19	08/19/19	08/26/19	08/28/19	08/30/18	N/A	09/3/19	6/26/20		
Update																				
Actual																				
Plan	6	IFB NO. EPA/SBA/RFQ/005/1 9/20	Repair of equipment	C-3312	Assorted	10,000.00	RFQ	08/05/19	08/06/19	08/9/19	08/12/19	08/19/19	08/26/19	08/28/19	08/30/18	N/A	09/3/19	6/26/20		
Up-date																				
Actual																				
		Sub Total				24,200.00														

Submitted By: Rebecca E. Doo
Head of Procurement

Date: 07/31/19

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

Submitted August 14, 2019

Reviewed by: 08/15/19

ENVIRONMENTAL PROTECTION AGENCY (EPA)
PROCUREMENT PLAN (SBA)
Source of funding (GOL)
FISCAL YEAR (July 1, 2018 – June 30, 2019)

1	2	3	4	4	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
		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	Remarks
Planned	7	IFB NO. EPA/SBA/RFO/006/19/20	Furniture & Fixture	C-4659	Assorted	5,700.00	RFO	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 NO. EPA/SBA/RFO/007/19/20	Generator repairs & maint service	C-3314	Assorted	9,300.00	RFO	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 NO. EPA/SBA/RFO/008/19/20	Air conditioner repair & maintn service	C-4759	30	6,500.00	RFO	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	
Up-date																			
Actual																			
		Sub Total				21,500.00													

Submitted By: Rebecca E. Doo
Head of Procurement

Date: 07/31/19

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

COB
August 14, 2019

Provisional
8/1/19

ENVIRONMENTAL PROTECTION AGENCY (EPA)
PROCUREMENT PLAN (SBA)
Source of funding (GOL)
FISCAL YEAR (July 1, 2018 – June 30, 2019)

1	2	3	4	4	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
FISCAL YEAR (July 1, 2018 – June 30, 2019)																			
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	10	IFB NO. EPA/SBA/RFQ/009/19/20	Garbage Collection	E-3831	Assorted	9,800.00	RFQ	08/05/19	08/06/19	08/9/19	08/12/19	08/19/19	08/26/19	08/28/19	08/30/18	N/A	09/3/19	6/26/20	
Update																			
Actual																			
Planned	11	IFB NO. EPA/SBA/NCB/10/19/20	Publication of general announcements	M-7310	Assorted	19,800.00	NCB	08/05/19	08/06/19	08/9/19	08/12/19	08/19/19	08/26/19	08/28/19	08/30/18	N/A	09/3/19	6/26/20	
Update																			
Actual																			
Planned	12	IFB NO. EPA/SBA/RFQ/11/19/20	Vehicle Rental	H-4922	Assorted	10,000.00	RFQ	08/05/19	08/06/19	08/9/19	08/12/19	08/19/19	08/26/19	08/28/19	08/30/18	N/A	09/3/19	6/26/20	
Up-date																			
Actual																			
Plan	13	IFB NO. EPA/SBA/RFQ/12/19/20	Event Catering	I-5621	Assorted	7500.00	RFQ	08/05/19	08/06/19	08/9/19	08/12/19	08/19/19	08/26/19	08/28/19	08/30/18	N/A	09/3/19	6/26/20	
Update																			
Actual																			
		Sub- Total				301,300.00													
Submitted By: <i>[Signature]</i>																			

Submitted By: Rebecca

Rebecca E. Doo
Head of Procurement

Date: 07/31/19

Approved: [Signature]
Hon. Nathaniel Blama
Executive Director/ Chairman Procurement Committee

08/24, 2019

ENVIRONMENTAL PROTECTION AGENCY (EPA)
PROCUREMENT PLAN (SBA)
Source of funding (GOL)
FISCAL YEAR (July 1, 2018 – June 30, 2019)

1	2	3	4	4	6	7	8	9	10	11	12	13	14	15	16	17	18	19		
		BASIC DATA										IMPLEMENTATION DATES								
	Item NO.	Package number (Code)	Contract Package	Business Reg. Code	Qty.	Estimated Cost (USD)	Procure Method	Technical specs./Boo o/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	Remarks	
Planned	14	IFB NO. EPA/SBA/RFCQ/009/1 9/20	Internet Service	J-6120	1 Firm	5,000.00	RFCQ	08/05/19	08/06/19	08/09/19	08/12/19	08/19/19	08/26/19	08/28/19	08/30/18	N/A	09/3/19	6/26/20		
Update																				
Actual																				
		Grand Total				306,300.00														

Submitted By: REBECCA
Rebecca E. Doo
Head of Procurement

Date: 07/31/19

Approved: [Signature]
Hon. Nathaniel Blama
Executive Director/ Chairman Procurement Committee

Provisional
[Signature]
08/15/19

00654
August-14-2019

Environmental Protection Agency
SBA-Procurement Plan Explanatory Notes
Fiscal Year: 2019/2020

Item No.	Contract package code	Contract Package	Content of Contract Package
1	IFB NO. EPA/RB/001/19/20	Petroleum Product (Gasoline & Diesel)	US\$100,200 from the budget line fuel and lubricant for generator, US\$65,000.00 from the budget line fuel and lubricant for vehicle and US\$ 30,500.00 from the budget line fuel and lubricant for motorbike was collapsed. This contract package is intended to procure the following : Twenty six thousand three hundred sixty-eight (26,368) Gallons of Fuel@ the rate of \$3.90 per gallon and twenty eight (28,088) gallons of Gasoline at the rate of 3.50 per gallon.
2	IFB NO. EPA/RFQ/002/19/20	Vehicle repair & Maintenance services	This contract package is intended to maintain and service 10 vehicles in EPA
3	IFB NO. EPA/RFQ/003/19/20	Motor bike repair and maintenance service	This contract package is intended to repair and maintain thirty (48) motor bikes for the EPA Inspectorate Unit.
4	IFB NO. EPA/RFQ/004 19/20	Vehicle Insurance	This contract is intended to pay insurance for 16 vehicles.
5	IFB NO. EPA/RFQ/0045/19/20	Uniform and Specialize Clothing	This package will be use to procure uniform for EPA Securities
6	IFB NO. EPA/RFQ/0045/19/20	Routine repair & Maintenance office Equipment	This contract package is intended to repair and maintain the following items: A. Thirty-five (35) desktops computer, B. Thirty-two(32) laptops computers and C. Sixty-two printers
7	IFB NO. EPA/RFQ/006/19/20	Garbage Collection	This contract package is to collect garbage from the EPA compound. This is coming from the budget line sanitation services
8	IFB NO. EPA/RFQ/007/19/20	Publication of general announcements	This contract package is intended to put advert in the news papers and on radio. This is from the budget line advertising and publication

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

Rebecca
August 14, 2017

Provisional
R/Agenda
08/15/19

Environmental Protection Agency
SBA-Procurement Plan Explanatory Notes
Fiscal Year: 2018/2019

Item No.	Contract package code	Contract Package	Content of Contract Package
9	IFB NO. EPA/RFQ/005/19/20	Vehicle Rental	This contract package is for renting vehicles for programs, this is coming form the budget line workshops conference and seminars.
10	IFB. NO. EPA/RFQ/007/19/20	Event Catering	This package is intended to hire caterer for workshops and other program
	IFB. NO. EPA/RFQ/007/19/20	Furniture & Fixture45	This contract package will be use to procure the below listed items: A. Executive desk -----5pcs B. Semi executive desk ---4pcs C. Executive chairs -----4pcs D. Semi executive chairs---4pcs E. Visitor chairs-----12pcs
11	IFB. NO. EPA/RFQ/007/19/20	Servicing of Generator	This contract package is indented to do routine repair of the EPA generator
12	IFB. NO. EPA/RFQ/008/19/20	Air Conditioner Servicing and repair	This contract package is indented to do routine repair of the 30 air conditioners in EPA
13	IFB. NO. EPA/RFQ/008/19/20	Office building Rental/ Lease	There is a Lease agreement that is in force between the owner of a building that is used as the central office on 4 th Street and an annex for the Environmental Protection Agency (EPA). Therefore, the contract is an extension and he is the sole owner. The contract amount is eighty-eight thousand five-hundred \$(81,500.00USD) 2019/2020
14	IFB. NO. EPA/RFQ/008/19/20	Electricity	This contract package is indented to pay electricity bill for the EPA
15	IFB. NO. EPA/RFQ/008/19/20	Internet Service	There is a contractual agreement that is in force between the LIBTELCO and the Environmental Protection Agency (EPA). This contract is an extension The contract value is ten thousand Dollars (\$10,000), for the fiscal year 2019/2020

Submitted By: Rebecca E. Doo/ Head of Procurement

all good
August 14, 2019

Approved
11/15/19