



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/1351/'20

June 30, 2020

Hon. Randall M. Dobayou, II
ACTING EXECUTIVE DIRECTOR
Environmental Protection Agency
Republic of Liberia

Dear Hon. Dobayou:

Subject: **RECEIPT AND APPROVAL OF THE ENVIRONMENTAL PROTECTION AGENCY SPECIAL PROJECT PROCUREMENT PLAN FROM DECEMBER – JANUARY 2020**

We present our compliments and wish to notify you that the Public Procurement and Concessions Commission has received and approved the Environmental Protection Agency (EPA) Special Project Procurement Plan for Fiscal Year 2020/2021 in accordance with **Section 40 (3)** of the PPCA, 2010. The Commission informs the EPA that its special project Procurement Plan has been duly 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 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.

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.

Best regards.

Yours sincerely,

Jargbe Roseline Nagbe Kowo (Atty.)

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

Name of Entity: ENVIRONMENTAL PROTECTION AGENCY
PROCUREMENT PLAN (Project budget)
Source of Funding: BURI PROJECT (UNFCCC)
Budget Period/Annual year: January – December 2020

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
	ITEM NO.	BASIC DATA					IMPLEMENTATION DATES											
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSIO N/PUBLIC OPENING	SUBMISSIO N OF BID EVALUATIO N REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS
PLANNED	1	IFB NO. EPA/BRU/RFQ/001/2020	Stationery	Assorted	6,000.00	RFQ	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																		
PLANNED	2	IFB NO. EPA/BRU/RFQ/002/2020	Petroleum products	983 Gallons	3,510.00	RFQ	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	09/3/19	6/26/20	
UPDATE																		
ACTUAL																		
PLANNED	3	IFB NO. EPA/BRU/RFQ/003/2020	Internet Connectivity	1firm	5,884.05	RFQ	08/5/19	08/6/19	08/9/19	08/12/19	08/19/19	08/26/19	08/28/19	08/30/19	N/A	09/3/19	6/26/20	
UPDATE																		
ACTUAL																		
SUB TOTAL					15,394.05													

Prepared by: Rebecca Doo
Rebecca Doo/ Head of Procurement

Date: 08/10/20
Approved: [Signature]
Hon. Randall W. Dobayou II,
Acting Executive Director/ Chairman Procurement Committee

Well Done
June 22, 2020

[Signature]
July 14, 2020



Name of Entity: ENVIRONMENTAL PROTECTION AGENCY
PROCUREMENT PLAN (Project budget)
Source of Funding: BURI PROJECT
Budget Period/Annual year: /January – December 2020

1	2	3	4	5	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	QTY	ESTIMATED COST (US\$/U/D)	PROCUREMENT ENT METHOD	TECHNICAL SPECS/BOQ/D RAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION /PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS	
PLANNED	4	IFB NO. EPA/BUR/R FO/004/20	Event Catering	1firm	10,000.00	NCB	05/28/20	06/1/20	06/4/20	06/8/20	06/15/20	06/18/20	06/23/20	06/30/20	N/A	07/3/20	12/28/20		
UPDATE																			
ACTUAL																			
PLANNED	5	IFB NO. EPA/BUR/R FO/005/20	Hall Rental	1firm	10,000.00	RFQ	05/28/20	06/1/20	06/4/20	06/8/20	06/15/20	06/18/20	06/23/20	06/30/20	N/A	07/3/20	12/28/20		
UPDATE																			
ACTUAL																			
GRAND TOTAL					20,000.00														

Prepared by: Rebecca Doo
Rebecca Doo/ Head of Procurement

Date: 06/16/20

Approved: [Signature]
Hon. Kanda M. Dobayou II,
Acting Executive Director/ Chairman Procurement Committee

US\$ 18
June 22, 2020

[Signature]
July 14

Environmental Protection Agency
BURI Project- Procurement Plan Explanatory Notes
Budget Period/Annual year: January – December 2020

Item No.	Contract package code	Contract Package	Content of Contract Package
1	IFB NO.EPA/RFO/001/2020	Stationery	This contract package is intended to procure for assorted stationery for the BUR1 Project for the fiscal year 2019/2020. Originally, \$6,000 was budgeted for stationery. This is a piggyback of the 2019/2020 procurement plan of the EPA.
2	IFB NO. EPA/RFO/002/2020	Fuel & lubricant	US\$3,510 from the budget line is for fuel and lubricants. This contract package is intended to procure the following: Three hundred and eighty nine (389) gallons of gasoline @ the rate of \$3.30 per gallon and Five hundred and ninety four (594) gallons of diesel @ the rate of \$3.80 per gallon. This is a piggyback of the 2019/2020 procurement plan of the EPA.
3	IFB NO. EPA/RFO/003/2020	Internet Connectivity	This package is intended to contract LIBTELCO to provide internet service for the BURI project. The contract value is Five thousand, eight hundred and eighty-four dollars five cents (\$ 5,884.05) for calendar year 2020.
4	IFB NO. EPA/RFO/004/2020	Event Catering	This contract package is intended for the payment for food and drinks for meetings, workshops and seminars. The contract value is Ten thousand United States dollars \$(10,000) .
5	IFB NO. EPA/RFO/005/2020	Hall Rental	This contract package is intended for payment for all halls for meetings, workshops, symposia and seminars. The contract value is Ten thousand United States dollars \$(10,000) .

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

W. E. Doo
June 22, 2020

R. Doo
July 14, 2020