



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/424/'21

October 5, 2021

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

Dear Prof. Wilson:

Subject: **PROVISIONAL APPROVAL OF EPA's SPECIAL PROJECT PROCUREMENT PLANS FOR FISCAL YEAR 2021.**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Environmental Protection Agency's Special Project Procurement Plans for FY 2021 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 culminated in **framework agreements** for 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>.

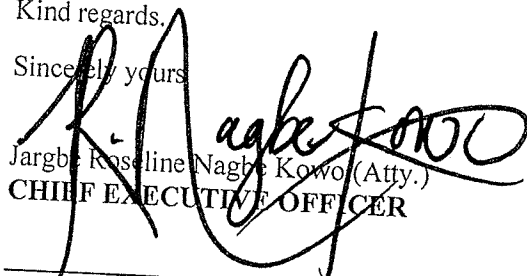
Upon passage of the National Special Budget 2021, you are required to submit a revised/updated procurement plan, detailed budget for the EPA's allocation in the approved budget, Cash Plan, names and positions of procurement committee members for Budget Year 2021 and staff of your Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the just ended FY 2020/2021, for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for the Special Budget Year.

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



Jargb. Roseline Nagbe Kowo (Atty.)
CHIEF EXECUTIVE OFFICER



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

Name of Entity: Environmental Protection Agency
SPECIAL PROJECT PROCUREMENT PLAN
Source of Funding: Green Climate Fund
Budget Period/Fiscal year: July 1, 2021 – December 31, 2021

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
ITEM NO.	BASIC DATA										IMPLEMENTATION DATES									
	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Busin ess Reg. Code	No. of FIRMS/PER SONS	ESTIMATED COST (USD)	SELECT ION METH OD	PREP. OF TOR & PC APPROVAL	INTEREST, if applicable	PUBLICATIO N OF RECI	RECI CLOSING/ OPENING	SUBMISSION OF EVALUATION REPORT	PC APPROVAL- EVALUATIO N REPORT/SH ORTLIST	PREPARATIO N & SUBMISSION OF RFP DOCUMENT	PC APPROVAL- FINAL TOR/RFP DOCUMENT	INVITATION OF PROPOSALS	PROPOSAL SUBMISSIO N & OPENING	SUBMISSION OF TECHNICAL & FINANCIAL EVALUATION REPORT	PC APPROVAL- COMBINED EVALUATION REPORT	CONTRACT AWARD & SIGNING	COMPLETION (FINAL REPOI AND PAYME
PLANNED	1	IFB NO. EPA/GCF/RFP/ 001/21	Audit Services	M- 6920	1 Firm	5,000.00	LCS	09/17/21	N/A	N/A	N/A	N/A	10/15/21	10/25/21	11/05/21	N/A	12/15/21	12/20/21	12/23/21	12/31/21
UPDATE																				
ACTUAL																				
PLANNED	2	IFB NO. EPA/GCF/RFP/ 002/21	Appraisal Services	L-6820	1 Person	5,000.00	ICS	09/17/21	N/A	N/A	N/A	N/A	10/15/21	10/25/21	11/05/21	N/A	12/15/21	12/20/21	12/23/21	12/31/21
UPDATE																				
ACTUAL																				
PLANNED	3	IFB NO. EPA/GCF/RFP/ 003/21	Technical Advisory Consulting Services	M- 7490	2 Person s	5,000.00	ICS	09/17/21	N/A	N/A	N/A	N/A	10/15/21	10/25/21	11/05/21	N/A	12/15/21	12/20/21	12/23/21	12/31/21
UPDATE																				
ACTUAL																				
SUB- TOTAL						15,000.00														

Prepared by: 
 Rescee T. Doe
 Officer in Charge/Procurement

Approved by: 
 Prof. Wilson K. Tarpeh
 Executive Director (CEO) /Chairman Procurement Committee



 Date: September 20, 2021
09/21/05/2021


Name of Entity: Environmental Protection Agency
SPECIAL PROJECT PROCUREMENT PLAN
Source of Funding: Green Climate Fund
Fiscal year: July 1, 2021 – December 31, 2021

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
BASIC DATA								REQUEST FOR EXPRESSION OF INTEREST, if applicable												
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Busin ESS Reg. Code	No. of FIRMS/PERSONS	ESTIMATED COST (USD)	SELECTED METHOD	PREP. OF TOR & PC APPROVAL	PUBLICATION OF REQ	REQ. CLOSING/OPENING	SUBMISSION OF EVALUATION REPORT	PC APPROVAL - EVALUATION REPORT/SHORTLIST	IMPLEMENTATION DATES								
												PREPARATION OF RFP DOCUMENT	PC APPROVAL - FINAL TOR/RFP DOCUMENT	INVITATION OF PROPOSALS	PROPOSAL SUBMISSION & OPENING	SUBMISSION OF TECHNICAL & FINANCIAL EVALUATION REPORT	PC APPROVAL - COMBINED EVALUATION REPORT	CONTRACT AWARD & SIGNING	COMPLETION (FINAL REPORT) AND PAYMENT	
PLANNED	4	IFB NO. EPA/GCF/RFP/004/21	Management consultancy services	M-7020	1 Firm	7,500.00	LCS	07/16/21	N/A	N/A	N/A	10/15/21	10/25/21	11/05/21	N/A	12/15/21	12/20/21	12/23/21	12/31/21	
UPDATE																				
ACTUAL																				
PLANNED	5	IFB NO. EPA/GCF/RFP/005/21	Technical Advisory Consultancy Services	M-7490	1 Firm	9,000.00	ICS	07/16/21	N/A	N/A	N/A	10/15/21	10/25/21	11/05/21	N/A	12/15/21	12/20/21	12/23/21	12/31/21	
UPDATE																				
ACTUAL																				
PLANNED	6	IFB NO. EPA/GCF/RFP/006/21	Technical Advisory Consultancy Services	M-7490	1 Firm	12,000.00	ICS	07/16/21	N/A	N/A	N/A	10/15/21	10/25/21	11/05/21	N/A	12/15/21	12/20/21	12/23/21	12/31/21	
UPDATE																				
ACTUAL																				
SUB- TOTAL		28,500.00																		

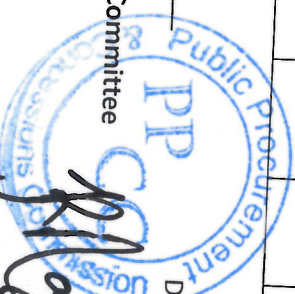
Public Procurement


Procurement

Prepared by: 
 Resce T. Doe
 Officer in Charge/Procurement

Approved by: 
 Prof. Wilson K. Jarpeh
 Executive Director (CEO) /Chairman Procurement Committee

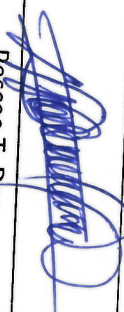
Date: 
 September 29 2021





 10/15/21

Name of Entity: Environmental Protection Agency
SPECIAL PROJECT PROCUREMENT PLAN
Source of Funding: Green Climate Fund
Fiscal year: July 1, 2021 – December 31, 2021

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Reg. Code	No. of FIRMS/PERSONS	ESTIMATED COST (USD)	SELECTED METHOD	BASIC DATA													
							PREP. OF TOR & PC APPROVAL	REQUEST FOR EXPRESSION OF INTEREST, if applicable	REQUEST FOR PROPOSALS AND APPROVAL OF AWARD	IMPLEMENTATION DATES										
PLANNED	7	IFB NO. EPA/GCF/RFP/007/21	Technical Advisory Consulting service	M-7490	1 Person	12,000.00	ICS	09/17/21	N/A	N/A	N/A	N/A	10/15/21	10/25/21	11/05/21	N/A	12/15/21	12/20/21	12/23/21	12/31/21
UPDATE																				
ACTUAL																				
SUB-TOTAL						12,000.00														
Grand-Total						55,500.00														

Prepared by: 
Pescee T. Doe
Officer in Charge/Procurement

Approved by: 
Prof. Wilson K. Tarpel
Executive Director (CEO) /Chairman Procurement Committee

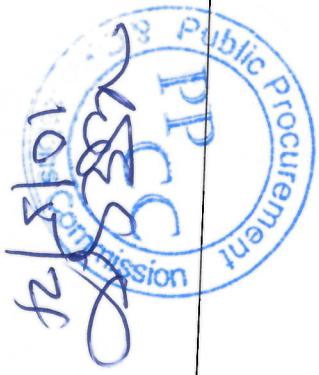
Date:  September 29, 2021



Environmental Protection Agency
Green Climate Fund Project- Special Project Procurement Plan Explanatory Notes
 Fiscal Year: **(July 1, 2021 - December 31, 2021)**

Item No.	Contract package code	Contract Package	Content of Contract Package
1	IFB NO. EPA/GCF/RFP/001/21	Audit services	This contract package is value \$5,000.00 and is intended to hire an Auditing Firm to conduct an audit of the GCF project. This comes from the budget line Audit Fee
2	IFB NO. EPA/GCF/RFP/002/21	Appraisal Services	This contract package is value \$5,000.00 and is intended to hire a consulting service of a Local Consultant to; 1. source and carry out desk review of existing documents 2. Conduct gap analysis to determine challenges faced by counties 3. Compile analysis report This comes from the budget line Consultant – Individual –Local
3	IFB NO. EPA/GCF/RFP/003/20/21	Technical Advisory Consulting service	This contract package is value \$5,000.00 and is intended to hire two Local consultants to develop two (2) high impact concept notes. This comes from the budget line Consultant –Individual - Local
4	IFB NO. EPA/GCF/RFP/004/20/21	Management consultancy services	This contract package is value \$7,500.00 and is intended to hire a local consultant for three months as Project Leader. This come from the budget line Consultant – Individual - Local.
5	IFB NO. EPA/GCF/RFP/005/21	Technical Advisory Consulting service	This contract package is value \$9,000.00 and is intended to hire an international consultant to develop an investment plan for priority measures in consultation with public and private investors. This comes from the budget line Consultant – Individual - International
6	IFB NO. EPA/GCF/RFP/006/21	Technical Advisory Consulting service	This contract package is value \$12,000.00 and is intended to hire a consulting service of an international consultant to; 1. Conduct desk review of the PAPD and other relevant literature 2. Document stakeholder perspectives 3. Run economic and fiscal modelling scenarios This comes from the budget line Consultant – Individual - International
7	IFB NO. EPA/GCF/RFP/007/21	Technical Advisory Consulting service	This contract package is value \$12,000.00 and is intended to hire a consulting service of an international consultant to; 1. Review analysis report on the impact of COVID-19 2. Draft country perspectives of the impact of COVID-19 3. Facilitate This comes from the budget line Consultant – Individual - International


Submitted by: 
 Pescee T. Doe
 Officer in Charge/Procurement





 10/13/24
 2020/05/2021

ENVIRONMENTAL PROTECTION AGENCY (EPA)
 SPECIAL PROJECT PROCUREMENT PLAN (SBA)
 Source of funding: Green Climate Fund Project
 FISCAL YEAR (July 1, 2021 – December 31, 2021)

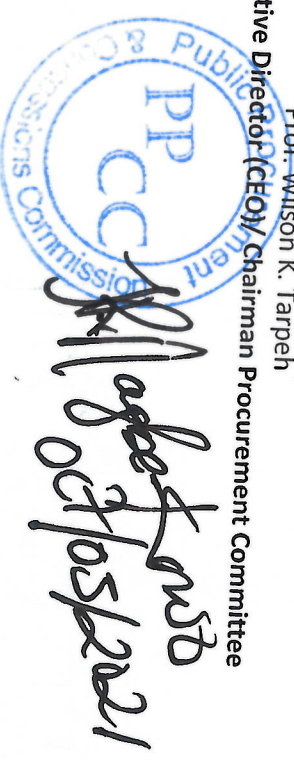
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
BASIC DATA										IMPLEMENTATION DATES									
	Item NO.	Package number (Code)	Contract Package	Business Reg. Code	Qty.	Estimated Cost (USD)	Procure. Method	Technical specs./Boo /Drawings	Prepare Bid Doc.	PC Approval Bid Doc/Tech Specs	Bid Invitation & 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	Re
Planned	1	IFB NO. EPA/GCF/SBA/ RFQ/001/21	Stationery	G 4761	Assorted	2,162.50	RFQ	09/17/21	09/21/21	09/24/21	10/01/21	10/08/21	10/15/21	10/22/21	11/19/21	N/A	12/17/21	12/31/21	
Update																			
Actual																			
Planned	2	IFB NO. EPA/GCF/SBA/ RFQ/002/21	Air Ticket	N-7911	Assorted	7,500.00	RFQ	09/17/21	09/21/21	09/24/21	10/01/21	10/08/21	10/15/21	10/22/21	11/19/21	N/A	12/17/21	12/31/21	
Updated																			
Actual																			
Sub -Total						9,662.50													

Submitted by: 
 Pescee T. Doe
 Officer in Charge/Procurement

Date:  September 20, 2021

Approved by: 
 Prof. Wilson K. Tarpoh

Executive Director (CEO)/ Chairman Procurement Committee



ENVIRONMENTAL PROTECTION AGENCY (EPA)
SPECIAL PROJECT PROCUREMENT PLAN (SBA)
Source of funding: (Green Climate Fund)
FISCAL YEAR (July 1, 2021 – December 31, 2021)

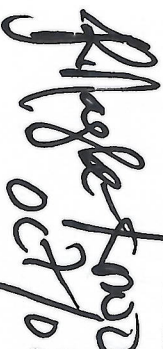
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
BASIC DATA										IMPLEMENTATION DATES									
	Item NO.	Package number (Code)	Contract Package	Business Reg. Code	Qty.	Estimated Cost (USD)	Procurement Method	Technical specs./Boo Drawings	Prepare Bid Doc.	PC Approval Bid Doc/Tech Specs	Bid Invitation & Release of Bid Doc.	Bid Subm. Opening	Subm. of Bid Evaluation Report	PC Approval - Bid Evaluation Report	Contract Award & Signature	Advance payment (Mobilization)	Delivery Inspection (substantial Completion)	Accept. & Final Payment	Re
Planned	3	IFB NO. EPA/SBA/RB/001 /21	Hall Rental	L-6810	Assorted	50,000.00	RB	09/17/21	09/21/21	09/24/21	10/01/21	10/15/21	10/22/21	10/26/21	11/09/21	N/A	12/07/21	12/31/21	
Update																			
Actual																			
Planned	4	IFB NO. EPA/GCF/SBA/RB /002/21	Event Catering	I-5621	Assorted	75,000.00	RB	09/17/21	09/21/21	09/24/21	10/01/21	10/15/21	10/22/21	10/26/21	11/09/21	N/A	12/07/21	12/31/21	
Update																			
Actual																			
Plan	5	IFB NO. EPA/GCF/SBA/N CB/001/21	Printing & Binding Services	C-1812	1 firm	25,000.00	NCB	09/17/21	09/21/21	09/24/21	10/01/21	10/29/21	11/3/21	11/5/21	11/12/21	N/A	12/13/21	09/17/21	
Update																			
Actual																			
		Sub Total				150,000.00													

Submitted by: 
Pescee T. Doe
Officer in Charge/Procurement

Date:  09/20/21

Approved by: 
Prof. Wilson K. Tarpeh
Executive Director (CEO)/ Chairman Procurement Committee




09/27/2021

BASIC DATA

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
FISCAL YEAR (July 1, 2021 – December 31, 2021)																		
BASIC DATA																		
	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 (Mobilizati on)	Delivery Inspection (substantial Completion)	Accept. & Final Payment
Planned	6	IFB NO. EPA/GCF/SBA/ NCB/002/21	Computer and accessories	G 4/41	Assorted	13,695.00	NCB	09/17/21	09/21/21	09/24/21	10/01/21	10/29/21	11/3/21	11/5/21	11/12/21	N/A	12/13/21	09/17/21
Update																		
Actual																		
	Sub Total					13,695.00												
	Grand Total					173,357.50												
IMPLEMENTATION DATES																		

Pescee T. Doe
Officer in Charge/Procurement

Date: September 20, 2021

Approved by:

Prof. Wilson K. Tarpeh
Executive Director (CEO)/Chairman Procurement Committee




07/05/2021

Environmental Protection Agency
SPECIAL PROJECT SBA-Procurement Plan Explanatory Notes
Fiscal Year: July 1, 2021 – December 31, 2021

Item No.	Contract Package Code	Contract Package	Content of Contract Package
1	IFB NO. EPA/GCF/SBA/RFO/001/21	Stationery	<p>This package is intended to procure the following items:</p> <ul style="list-style-type: none"> A. A4 Paper B. Pen Assorted C. Marker D. Note pad E. Name tag F. Folder A4 Size G. 207A Ink H. Staple machines I. 30A Cartridge J. Plastic Folder A4 Size 5 boxes, etc. <p>This comes from the budgeted amount allotted for \$125,000.00 for Workshop/Training</p>
2	IFB NO. EPA/GCF/SBA/RFO/002/21	Air Tickets	<p>This contract package is from the budget line foreign travel and is intended to procure air ticket for three (3) international consultants.</p>
3	IFB NO. EPA/GCF/SBA/RB/001/21	Hall Rental	<p>This contract package is intended for payment for renting of halls for several meeting, workshops and training seminars at different location and time across the Country.</p>
4	IFB NO. EPA/GCF/SBA/RB/002/21	Event Catering	<p>This comes from the budgeted amount allotted for \$125,000.00 for Workshop/Training.</p> <p>This contract package is intended to hire catering service for several meeting, workshops and training seminars be held at different location and time across the Country.</p> <p>This comes from the budgeted amount allotted for \$125,000.00 for Workshop/Training</p>
5	IFB NO. EPA/GCF/SBA/NCB/001/21	Printing & Binding Services	<p>This contract package is intended to procure audio visual and printing services for the following:</p> <ol style="list-style-type: none"> 1. Reports 2. banners 3. Flyers 4. Binding of documents 5. Audio Video, etc.
6	IFB NO. EPA/GCF/SBA/NCB/002/21	Computer supplies and accessories	<p>This contract package is intended to procure supplies, parts and cables.</p> <ul style="list-style-type: none"> A. Laptop Computers B. Multifunctional Printers C. Router D. R4 Server E. 600 AV UPS F. Window OS Multiple User Software License

Submitted by: 
Pescee T. Doe/ Officer in Charge/Procurement


1615728


11 pages of MSB
Oct/05/2021