



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/130/'23

March 22, 2023

Hon. C. Mike Doryen

MANAGING DIRECTOR

Forestry Development Authority (FDA)

Republic of Liberia

Dear Hon. Doryen:

Subject: **PROVISIONAL APPROVAL OF THE FORESTRY DEVELOPMENT AUTHORITY
PROCUREMENT PLAN FISCAL YEAR 2023.**

We present our compliments and acknowledge receipt of your letter which sought the Commission's approval of the Forestry Development Authority Core, SBA and Chain of Custody Procurement Plan for FY 2023 in accordance with **Section 40(3)** of the PPC Act. The Commission hereby informs 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 notification of this information in the tender document for your guidance, the Commission has produced a short note explaining the process for framework agreements and advance procurement which you can download at **<http://ppcc.gov.lr/vr/index.php/documents>**.

Upon the passage of the National Budget 2023, you are required to submit a revised/updated procurement plan, details budget for the FDA's **allocation** in the approved budget, Cash plan, names and positions of the Procurement Committee members for FY 2023 and staff of the Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the just ended FY 2022 for stated submission will serve as a precursor for the Commission granting you final approval of your recurrent procurement plan for fiscal year 2023.

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.

Yours sincerely,


Jafge Rosemary Nagbe Kowo (Cllr.)
CHIEF EXECUTIVE OFFICER

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



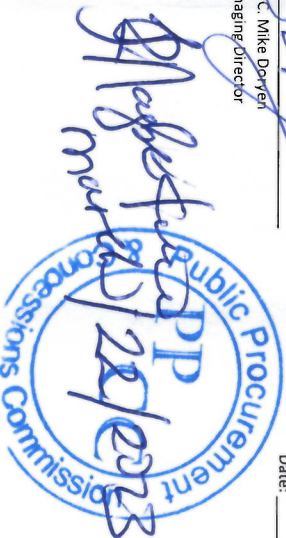
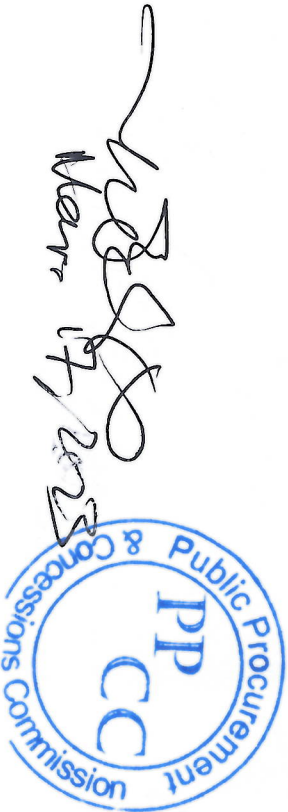
FORESTRY DEVELOPMENT AUTHORITY
CHAIN OF CUSTODY SPECIAL PROCUREMENT PLAN (SBA Budget)
Source of Funding: GOVERNMENT OF LIBERIA TRANSITORY ACCOUNT
Calendar Year: 2023

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
ITEM NO.	PACKAGE NUMBER (CODE)	BASIC DATA			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 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
		CONTRACT PACKAGE	BUSINESS ACTIVITY CODE																
PLANNED	1	IFB No. FDA- COC/SBA/NCB/001/2023	Repair & Maintenance (Vehicle)	G 4520	1 Firm	\$ 15,000.00	NCB	24-Apr-23	27-Apr-23	2-May-23	5-May-23	5-Jun-23	12-Jun-23	19-Jun-23	22-Jun-23	N/A	28-Jun-23	10-Jul-23	
UPDATE																			
ACTUAL																			
PLANNED	2	IFB No. FDA- COC/SBA/RB/001/2023	Non Life Insurance	K 6512	1 Firm	30,000.00	RB	25-Apr-23	28-Apr-23	4-May-23	8-May-23	7-Jun-23	14-Jun-23	20-Jun-23	26-Jun-23	N/A	6-Jul-23	18-Jul-23	
UPDATE																			
ACTUAL																			
PLANNED	3	IFB No. FDA- COC/SBA/NCB/002/2023	Stationery	G 4761	Assorted	\$ 15,000.00	NCB	26-Apr-23	4-May-23	8-May-23	11-May-23	12-Jun-23	19-Jun-23	22-Jun-23	27-Jun-23	N/A	6-Jul-23	24-Jul-23	
UPDATE																			
ACTUAL																			
PLANNED	4	IFB No. FDA- COC/SBA/RFQ/001/2023	Lubricant	G 4661	Assorted	\$ 10,000.00	RFQ	27-Apr-23	2-May-23	9-May-23	12-May-23	29-May-23	6-Jun-23	13-Jun-23	20-Jun-23	N/A	4-Jul-23	18-Jul-23	
UPDATE																			
ACTUAL																			
PLANNED	5	IFB No. FDA- COC/SBA/RB/002/2023	Life Insurance	K 6511	Assorted	\$ 30,000.00	RB	1-May-23	4-May-23	9-May-23	11-May-23	12-Jun-23	19-Jun-23	27-Jun-23	6-Jul-23	N/A	18-Jul-23	27-Jul-23	
UPDATE																			
ACTUAL																			
PLANNED	6	IFB No. FDA- COC/RFQ/002/2023	Office Furniture	G-4759	Assorted	\$ 10,000.00	RFQ	4-May-23	9-May-23	16-May-23	31-May-23	14-Jun-23	20-Jun-23	27-Jun-23	4-Jul-23	N/A	18-Jul-23	1-Aug-23	
UPDATE																			
ACTUAL																			
		Sub Total				\$ 110,000.00													

Prepared by:
Drace S. Baar
Manager, Projects Procurement

Hon. C. Mike Doryen
Managing Director

Date: _____



FORESTRY DEVELOPMENT AUTHORITY
CHAIN OF CUSTODY SPECIAL PROCUREMENT PLAN (SBA Budget)
Source of Funding: GOVERNMENT OF LIBERIA TRANSITORY ACCOUNT
Calendar Year: 2023

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCURE-MENT METHOD	TECHNICAL SPECS/BOQ/D RAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL- BID DOC/TECH SPECS	IMPLEMENTATION DATES								REMARK	
											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		
PLANNED	7	IFB No. FDA- COC/SBA/RFQ/003/2023	Cleaning Materials	G-4773	1 Firm	\$ 5,000.00	RFQ	18-Apr-23	21-Apr-23	26-Apr-23	27-Apr-23	15-May-23	22-May-23	30-May-23	5-Jun-23	19-Jun-23	N/A	13-Jun-23	20-Jun-23	
UPDATE																				
ACTUAL																				
PLANNED	8	IFB No. FDA- COC/SBA/NCB/003/2023	Catering	I-5621	1 Firm	\$ 20,000.00	NCB	19-Apr-23	21-Apr-23	25-Apr-23	28-Apr-23	30-May-23	6-Jun-23	14-Jun-23	19-Jun-23	N/A	26-Jun-23	6-Jul-23		
UPDATE																				
ACTUAL																				
PLANNED	9	IFB No. FDA- COC/SBA/RFQ/004/2023	Advertising & Publication	G-4659	Assorted	\$ 6,000.00	RFQ	20-Apr-23	25-Apr-23	2-May-23	4-May-23	22-May-23	30-May-23	5-Jun-23	15-Jun-23	N/A	27-Jun-23	12-Jul-23		
UPDATE																				
ACTUAL																				
		Grand Total				\$ 141,000.00														

Prepared by *Drace S. Baar*
Manager, Projects procurement



Mar 07 2023

Hon. C. Mike Doryen
Managing Director



March 22/2023



FORESTRY DEVELOPMENT AUTHORITY
CHAIN OF CUSTODY SPECIAL PROCUREMENT PLAN (SBA BUDGET)
SOURCE OF FUNDING: GOVERNMENT OF LIBERIA TRANSITORY ACCOUNT
CALENDAR YEAR: 2023

Item	Contract Package Code	Contract Package	Content of Contract Package
1	IFB No. FDA- COC/SBA/NCB/001/2023	Repair & Maintenance Vehicle	This contract packaged will be procure under the budget line item of Repair & Maintenance Transport Equipment (eleven cars)
2	IFB No. FDA- COC/SBA/RB/001/2023	Non - Life Insurance	This package will be procured under the budget line item of Vehicle Insurance (13 vehicles)
3	IFB No. FDA- COC/SBA/NCB/002/2023	Stationery	This contract package will be procurement under the budget line item of Stationery such as cartridges, folders, files, staple pins, envelopes, A4 papers, Legal Sheet, and staple machines
4	IFB No. FDA- COC/SBA/RfQ/001/2023	Lubricant	This package will be procured under the budget line item Fuel & Lubricant Vehicle and Generator Engine Oil, two stroke oil, and oil 50.....)
5	IFB No. FDA- COC/SBA/RB/002/2023	Life Insurance	This package will be procured under the budget line items of Personnel Insurance (67 person)
6	IFB No. FDA- COC/SBA/RfQ/002/2023	Office Furniture	This contract package will be procured under the budget line item of furniture & fixture (executive desk, chairs, and cabinet....)
7	IFB No. FDA- COC/SBA/RfQ/003/2023	Cleaning Materials	This package will be procured under the budget line item of cleaning materials & services (liquid soap, tile soap.....)
8	IFB No. FDA- COC/SBA/NCB/003/2023	Catering Service	This contract package will be procured under the budget line item of workshop, conferences, symposia, and siminars
9	IFB No. FDA- COC/SBA/RfQ/004/2023	Advertising & Publication	This package will be procured under the budget line item Printing, Binding, and Publication. Such as the publication of invitation to bid.

Prepared by:
Grace S. Baar
Manager, Projects Procurement

Hon. C. Mike Dorman
Managing Director



Mar-17, 2023

March 22/2023

