

Republic of Liberia  
**Public Procurement & Concessions Commission**

Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Website: [www.ppcc.gov.lr](http://www.ppcc.gov.lr) | Email: [info@ppcc.gov.lr](mailto:info@ppcc.gov.lr) | Phone Short Code: 4357

Ref. PPCC/RL/CEO/1474/'20

September 29, 2020

Hon. C. Mike Doryen

**MANAGING DIRECTOR**

Forestry Development Authority

Republic of Liberia

Dear Hon. Doryen:

Subject: **PROVISIONAL APPROVAL OF DRAFT PROCUREMENT PLAN FOR FISCAL YEAR 2020/2021**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Forestry Development Authority's SBA Procurement Plan for FY 2020/2021 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.

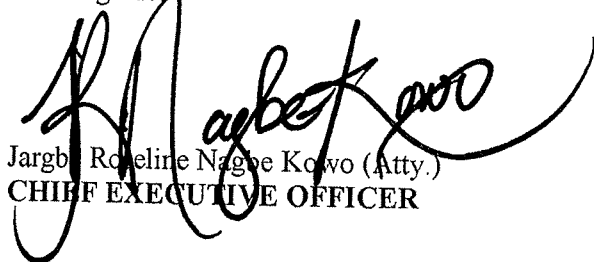
Please be advised that your Entity can carry out procurement activities based on this provisionally approved draft procurement plan culminating in **framework agreements** for recurrent procurement items. Similarly, you are also advised to carry out procurement activities for non-recurrent procurement 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 2020/2021 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for FDA's allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for FY 2020/2021 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 (2019/2020), for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for fiscal year 2020/2021.

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



Jargb. Rodeline Nagbe Kowo (Atty.)  
**CHIEF EXECUTIVE OFFICER**



FORESTRY DEVELOPMENT AUTHORITY  
DRAFT PROCUREMENT PLAN (CORE BUDGET)  
Source of Funding: GOVERNMENT OF LIBERIA NATIONAL BUDGET  
Fiscal year: 2020/2021

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	ITEM NO.	PACKAGE NUMBER (CODE)	BASIC DATA			ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/D RAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL- BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSIO N/PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL BID EVALUATIO N REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)
			CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY												
PLANNED	1	IFB No. FDA/RB/001/20/21	Petroleum Product	G 4661	3,947.37 gals @3.80	\$ 15,000.00	RB	17-Sep-20	24-Sep-20	1-Oct-20	6-Oct-20	3-Nov-20	17-Nov-20	24-Nov-20	8-Dec-20	N/A	29-Mar-21
UPDATE																	
ACTUAL																	
PLANNED	2	IFB No. FDA/SBA/RFQ/01/20/21	Lubricant	G 4661	Assorted	\$ 2,500.00	RFQ	21-Sep-20	28-Sep-20	5-Oct-20	13-Oct-20	21-Oct-20	4-Nov-20	11-Nov-20	25-Nov-20	N/A	9-Apr-21
UPDATE																	
ACTUAL																	
PLANNED	3	IFB No. FDA/SBA/RFQ/02/20/21	Repair & Maintenance (Vehicle)	G 4520	1 Firm	\$ 7,500.00	RFQ	19-Sep-20	26-Sep-20	30-Sep-20	5-Oct-20	13-Oct-20	27-Oct-20	3-Nov-20	17-Nov-20	N/A	1-Apr-21
UPDATE																	
ACTUAL																	
PLANNED	4	IFB No. FDA/SBA/NCB/01/20/21	Stationery	G 4761	Assorted	\$ 19,761.00	NCB	18-Sep-20	29-Sep-20	6-Oct-20	13-Oct-20	10-Nov-20	24-Nov-20	1-Dec-20	15-Dec-20	N/A	4-Apr-21
UPDATE																	
ACTUAL																	
PLANNED	5	IFB No. FDA/SBA/RF Q/003/20/21	Non Life Insurance	K 6512	1 Firm	\$ 3,071.00	RFQ	22-Sep-20	29-Sep-20	7-Oct-20	12-Oct-20	20-Oct-20	3-Nov-20	10-Nov-20	24-Nov-20	N/A	8-Apr-21
UPDATE																	
ACTUAL																	
		Sub	Total			\$ 47,832.00											

Prepared by:

Wynn G. Bryant, Jr.  
Manager, Procurement Unit

Hon. Benjamin Tennessee Plewou, III  
Deputy Managing Director Administration/Finance

Date:



**FORESTRY DEVELOPMENT AUTHORITY**  
**DRAFT PROCUREMENT PLAN (CORE BUDGET) EXPLANATORY NOTE**  
**Source of Funding: GOVERNMENT OF LIBERIA NATIONAL BUDGET**  
**Fiscal year: 2020/2021**

Item	Contract Package Code	Contract Package	Content of Contract Package
1	IFB No. FDA/RB/001/20/21	Petroleum Product	This contract packaged will be procure under the budget line item of Fuel & Lubricant for Vehicles & Generators with a value of US\$15,000.00 for contract package.
2	IFB NO. FDA/SBA/RFQ/001/20/21	Lubricant	This contract package will be procured under the budget line item of Fuel & Lubricant with the value US\$2,500, (eg. One (1) bucket of heavy grease, engine oil, two (2) stroke oil etc.)
3	IFB No. FDA/SDA/RFQ/002/20/21	Repair & Maintenance (Vehicle)	This package will be procured under the budget line items of Repair & Maintenance for seven (7) Vehicles
4	IFB NO. FDA/SBA/NCB/001/20/21	Stationery	This package will be procured under the budget line item of Stationery (Papers - 100ctn, box files -25boxes, cartridges - assorted, folders 50ctn, stipple pin, stipple remover, stapple machine, poster sheet, etc.)
5	IFB No. FDA/SBA/RFQ/003/19/20	Non Life Insurance	This contract package will be procured under the budget line item of Vehicle Insurance for three (3) vehicles

Prepared by:

Wynn G. Bryant, Jr.

Manager, Procurement Unit

Hon. Benjamin Tennessee Plewon, III  
Deputy Managing Director Administration/Finance

P. T. Tugbo

17/9/2020

9/29/2020