



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/0498/'19

September 11, 2019

Hon. Benjamin Tennessee Plewon II

DEPUTY MANAGING DIRECTOR FOR FINANCE & ADMINISTRATION

Forestry Development Authority

Republic of Liberia

Dear Hon. Plewon:

Subject: **PROVISIONAL APPROVAL OF DRAFT PROCUREMENT PLAN FOR FISCAL YEAR 2019/2020**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Forestry Development Authority SBA and Consultancy 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 FDA'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 Roseline Nagbe Kowo (Atty).

CHIEF EXECUTIVE OFFICER

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



FORESTRY DEVELOPMENT AUTHORITY
PROVISIONAL PROCUREMENT PLAN (SBA CORE BUDGET)
Source of Funding: GOVERNMENT OF LIBERIA NATIONAL BUDGET
Fiscal year: 2019/2020

1	2	3	BASIC DATA			7	8	9	10	IMPLEMENTATION DATES							17	18	19	20
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	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	
PLANNED	1	IFB No. FDA/SBA/RB/001/19/20	Petroleum Product	G 4661	5,405.40gals @3.70	\$ 20,000.00	RB	2-Jun-19	9-Jun-19	16-Jun-19	19-Jun-19	16-Jul-19	30-Jul-19	6-Aug-19	20-Aug-19	N/A	26-Apr-20	24-May-20		
UPDATE																				
ACTUAL																				
PLANNED	2	IFB No. FDA/SBA/NCB/001/19/20	Repair & Maintenance (Vehicle)	G 4520	1 Firm	\$ 13,500.00	NCB	4-Jun-19	11-Jun-19	18-Jun-19	21-Jun-19	18-Jul-19	1-Aug-19	8-Aug-19	22-Aug-19	N/A	28-Apr-20	26-May-20		
UPDATE																				
ACTUAL																				
PLANNED	3	IFB No. FDA/SBA/RF Q/001/19/20	Vehicle Insurance	K 6512	1 Firm	2,771.00	RFQ	4-Jun-19	11-Jun-19	15-Jun-19	18-Jun-19	25-Jun-19	9-Jul-19	16-Jul-19	30-Jul-19	N/A	5-Apr-20	3-May-20		
UPDATE																				
ACTUAL																				
PLANNED	4	IFB No. FDA/SBA/NCB/002/18/19	Stationery	G 4761	Assorted	\$ 25,000.00	NCB	2-Jun-19	9-Jun-19	16-Jun-19	19-Jun-19	16-Jul-19	30-Jul-19	6-Aug-19	20-Aug-19	N/A	26-Apr-20	24-May-20		
UPDATE																				
ACTUAL																				
PLANNED	5	IFB No. FDA/SBA/RF Q/002/19/20	Lubricant	G 4661	Assorted	\$ 2,500.00	RFQ	4-Jun-19	11-Jun-19	15-Jun-19	18-Jun-19	25-Jun-19	9-Jul-19	16-Jul-19	30-Jul-19	N/A	5-Apr-20	3-May-20		
UPDATE																				
ACTUAL																				
Grand Total						63,771.00														

Prepared by:
Wynn G. Bryant, Jr.
Manager, Procurement Unit

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

R. J. Gburecku
09/11/19

Date: 09/09/2019



Forestry Development Authority
Provisional Procurement Plan Explanatory Notes (SBA)
Fiscal Year: 2019/2020

Item No.	Contract Package Code	Contract Package	Content of Contract Package
1	IFB No. FDA/SBA/RB/01/19/20	Petroleum Product	This package will be procured under the budget line of Fuel & Lubricants for both Vehicles and Generators. (Diesel & Gasoline for Vehicle and Generator sumup to 5,405.40gals @US\$3.70)
2	IFB No. FDA/SBA/NCB/001/19/20	Repair & Maintenance (Vehicle)	This package will be procured under the budget line items of Repair & Maintenance for ten (10) Vehicles
3	IFB No. FDA/SBA/RFQ/002/19/20	Vehicle Insurance	This package will be procured under the budget line item of Vehicle Insurance for ten (10) Vehicles
4	IFB No. FDA/SBA/NCB/002/19/20	Stationery	This package will be procured under the budget line item of Stationery A4 Paper - 100ctns, Cartridges - 300 boxes, Legal Papers - 50ctns, Manila folders - 20boxes ect.
5	IFB NO. FDA/SBA/RFQ/002/19/20	Lubricant	This package will be procured under the budget line of Fuel & Lubricants for both Vehicles and Generators. (Lubricant for Vehicle and Generator. Drump Heavy Grease - 1, 15W40 Engine oil - 1 drump etc.

Prepared by: _____

Wynn G. Bryant, Jr.
Manager, Procurement Unit

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

Date: _____

09/9/2019

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