



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/0821/2019

November 6, 2019

Dr. Stephen B. Kennedy  
**SECRETARY GENERAL**  
Liberia College of Physicians and Surgeons  
Republic of Liberia

Dear Dr. Kennedy:

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

I present my compliments and acknowledge receipt of your letter dated August 2, 2019, which sought the approval of the Commission for the Liberia College of Physicians and Surgeons SBA, and Non SBA Procurement Plan for FY 2019/2020 in accordance with section 40 (3) of the PPC Act. The Commission 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 process for framework agreements and advance procurement which you can download at <http://ppcc.gov.lr/vr/index.php/document>.

Upon passage of the FY 2019/2020 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for the LCPS' 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 & 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,

  
Jargbe Roseline Magbe Kowo (Att.)  
**CHIEF EXECUTIVE OFFICER**

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

Liberia College of Physicians and Surgeon (LCPS)  
Non-SBA- Procurement Plan (Core Budget)  
Source of funding (Government of Liberia (GOL) National Budget  
Fiscal Year: 2019/2020

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	Business Activity Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL	PREP. OF BID	PC	BID	BID	SUBMISSION	SUBMISSION	PC	CONTRACT	ADVANCE	DELIVERY,	ACCEPTANCE & FINAL PAYMENT
							SPECS/BOQ/DRAWINGS	DOCUMENT	APPROVAL - BID DOC/TECH SPECS	INVITATION & RELEASE OF BID DOC	SUBMISSION /PUBLIC OPENING	OF BID EVALUATION REPORT	APPROVAL - BID EVALUATION REPORT	AWARD & SIGNING	PAYMENT (MOBILIZATION)	INSPECTION (SUBSTANTIAL COMPLETION)		
PLANNED	1	IFB NO. LCPS/NCB/001/19/20	Catering Services	1-firm	\$20,000.00	NCB	9/2/2019	9/6/2019	9/12/2019	9/18/2019	10/17/2019	10/23/2019	10/30/2019	11/21/2019	N/A	6/25/2020	6/30/2020	
UPDATE																		
ACTUAL																		
PLANNED	2	IFB NO. LCPS/RB/01/19/20	Security Guard Services	1-firm	16,500.00	RB	5/1/2019	5/3/2019	5/9/2019	5/13/2019	5/22/2019	5/28/2019	6/05/2019	6/19/2019	N/A	6/25/2020	6/30/2020	
UPDATE																		
ACTUAL																		
PLANNED	3	IFB NO. LCPS/SS/001/19/20	Office Building Rental & Lease	1	\$60,000.00	SS	5/1/2019	N/A	5/9/2019	N/A	N/A	5/28/2019	6/05/2019	6/19/2019	N/A	N/A	6/30/2020	
Total					\$96,500.00													

Prepared by: SS-26-19  
Serbastin N.Totoe  
Procurement Manager

Approved by: hdt  
Dr.Benetta C. Andrews  
Assistant Secretary General

Date: Sept 27, 2019

OTLDAK  
November 5, 2019

[Signature]

[Signature]

Liberia College of Physicians & Surgeons

Explanatory Note to Procurement Plan for (FY 2019/2020)

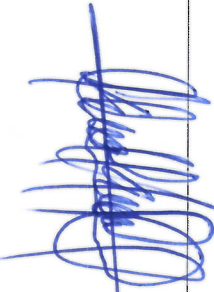
The appropriation of Liberia College of Physicians & Surgeons has component that were not captured in the procurement plan as per PPCC instruction as seen below:

- 1. Office Building Rental & Lease in the amount of \$60,000 (Sixty thousand United States Dollars )
- 2. The budget line Consultancy Services will be used for monthly Compensation for residents doctors in an amount of \$202,037.00

NON SBA PROCUREMENT PLAN EXPLANATORY NOTES

No	Code	Contract Package	Explanation
1.	IFB NO. LCPS/NCB/001/19/20	Catering services	This contract package originated from budget line item of workshop, conference & similar with an initial amount of \$25,000.00 to be used for convocation, ( Annual General & Scientific Meeting (AGSM) ). An amount of \$20,00.00 will be used for food and catering services while the balance \$5,000.00 will be used for stationery materials such as note pad, pen folders , flaps chat, white board markers thereby increasing the amount from \$3,000.00 to \$8,000.00 . At this graduation, representatives from the West African region are full attendance.
2.	IFB NO. LCPS/RB/001/19/20	Security guard services	This contract package is drawn from the budget line item guard and security service which is intended to hire trained, qualified and reputable security firm to provide security guard services at the premises and property of Liberia College of Physicians & Surgeons (LCPS).

Actual  
November 5, 2019

  
RP