



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/0952/'19**

December 13, 2019

Hon. Jefferson T. Kojiee

MAYOR

Republic of Liberia Monrovia City Corporation

Dear Hon. Kojiee:

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 Monrovia City Corporation (MCC) SBA, Non-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>

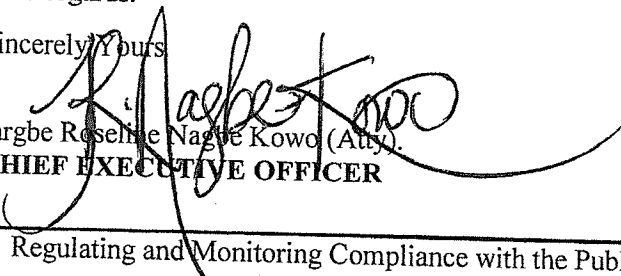
Upon passage of the FY 2019/2020 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for MCC's allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for FY 2019/2020 and staff of your Procurement Unit.

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

MONROVIA CITY CORPORATION
CONSULTANCY PROCUREMENT PLAN (SBA CORE Budget)
Source of Funding: GOL & INTERNAL REVENUE

Fiscal year 2019/2020

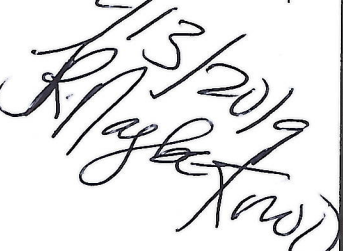
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
ITEM NO.		BASIC DATA																		
PLANNED	1	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITIES CODE	NO. of FIRM/PERSONS	ESTIMATED COST (USD)	SELECTION METHOD	PREP. OF TOR & RFP APPROVAL	PUBLICATION OF REOI	REOI CLOSING/OPENING	SUBMISSION OF EVALUATION REPORT	PC APPROVAL - EVALUATION REPORT/SHORTLIST	PREPARATION & SUBMISSION OF DOCUMENT	PC APPROVAL - FINAL TOR/REP DOCUMENT	INVITATION OF PROPOSALS	PROPOSAL SUBMISSION AND OPENING	SUBMISSION OF TECHNICAL & FINANCIAL EVALUATION REPORT	PC APPROVAL - COMBINED EVALUATION	CONTRACT AWARD & SIGNING	COMPLETION (FINAL REPORT) AND PAYMENT
		REP No.:MCC/SBA / LCS/001/19/20	Waste Management Consultant Advisor	M-7020	One (1) firm	20,000.00	LCS	4-Jun-19	14-Jun-19	21-Jun-19	28-Jun-19	4-Jul-19	12-Jul-19	19-Jul-19	5-Aug-19	16-Aug-19	23-Aug-19	30-Aug-19	15-Jan-20	14-Feb-20
UPDATE																				
ACTUAL																				
PLANNED	2	REP No.:MCC/SBA / LCS/002/19/20	Legal Consultant	M-6920	One (1) firm	5,000.00	LCS	7-Jun-19	21-Jun-19	28-Jun-19	6-Jul-19	15-Jul-19	22-Jul-19	31-Jul-19	9-Aug-19	15-Aug-19	22-Aug-19	29-Aug-19	5-Mar-20	31-Mar-20
UPDATE																				
ACTUAL																				
PLANNED	3	REP No.:MCC/SBA / LCS/003/19/20	Financial Management Consultant	M-6920	One (1) firm	10,000.00	LCS	4-Jun-19	14-Jun-19	21-Jun-19	28-Jun-19	4-Jul-19	12-Jul-19	19-Jul-19	5-Aug-19	16-Aug-19	23-Aug-19	30-Aug-19	2-Jan-20	25-Jan-20
UPDATE																				
ACTUAL																				
PLANNED	4	REP No.:MCC/SBA / LCS/004/19/20	M & E Consultant	M-6920	One (1) firm	5,000.00	LCS	7-Jun-19	21-Jun-19	28-Jun-19	6-Jul-19	15-Jul-19	22-Jul-19	31-Jul-19	9-Aug-19	15-Aug-19	22-Aug-19	29-Aug-19	5-Feb-20	28-Feb-20
UPDATE																				
ACTUAL																				
		TOTAL				40,000.00														

Prepared By: 
Eva V. Holder
Procurement Director

Date: 12/24/19

Approved By: 
Hon. Jefferson Kollie
Chairman Procurement Committee


Date: 5/12/19

12/13/2019


Monrovia City Corporation (MCC)
Consultancy Procurement Plan (SBA CORE BUDGET) Explanatory Notes
Fiscal Year: 2019-2020

Items No	Contract package code	Contract package	Content of Contract Package
1.	RFP NO.MCC/RFPLCS/SBA/001/19/20	Waste Management Advisor	This contract package is funded from the budget line consultancy service which is intended to hire Solid Waste Management Advisor, for the Monrovia City Corporation.
2.	RFP No.: MCC/RFP/LCS/SBA/002/19/20	Legal Consultant	This contract package comes from the budget line consultancy services which is intended to hire legal consultant on legal matter.
3.	RFP No.: MCC/RFP/LCS/SBA/003/19/20	Financial Management Consultant	This comes from the budget line consultancy services and is intended hire financial consultant.
4.	RFP No.: MCC/RFP/LCS/SBA/004/19/20	M & E Consultant	This contract package comes the budget line consultancy services which is intended to hire M & E Consultant.

Prepared by: _____


Eva Y. Holder
Procurement Director

Date: 12/2/19

Approved by: _____


Hon. Jefferson T. Koijee
Chairman Procurement. Committee

Date: 12/5/19

MONROVIA CITY CORPORATION
EXPLANATORY BUDGET NOTE (CONSULTANCY NTOE)
SOURCE OF FUNDING : GOL AND INTERNAL REVENUE
FISCAL YEAR 2019-2020

ITEM 1 Consultancy Services

This contract package is funded from the budget line consultancy services which is intended to hire:

Waste Management Advisor	\$ 20,000.00
Legla Advisor	5,000.00
Financial Management Consultant	10,000.00
M & E Consultant	5,000.00
Total	\$ 40,000.00

Prepared By: 
Eva Y.n Holder
~~Procurement Director~~

Date: 12/2/19

Approved By: 
Hon. Jefferson T. Koijee
Chairman procurement Committee

Date: _____