



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/1069/'20

March 4, 2020

Hon. Jefferson T. Kojiee

**MAYOR**

Monrovia City Corporation  
Republic of Liberia

Dear Hon. Kojiee:

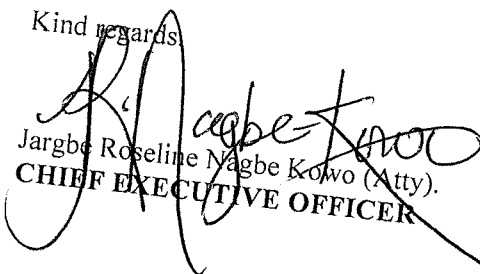
Subject: **RECEIPT AND APPROVAL OF SBA, NON SBA AND CONSULTANCY  
PROCUREMENT PLAN FOR FISCAL YEAR 2019/2020**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Monrovia City Corporation SBA, Non SBA and Consultancy Procurement Plan for FY 2019/2020 in accordance with **Section 40 (3)** of the PPC Act. The Commission however wishes to inform you that your Procurement Plan has been forwarded to the Ministry of Finance and Development Planning (MFDP), and that the MFDP will process allotments in keeping with the approved Procurement Plans.

The Commission advises that you observe **Section 40 (5)** of the PPCA, 2010 which states that a Procuring Entity shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plan. The Commission and the Ministry responsible for Finance should be notified in writing of any material changes in the procurement plan and be provided with a copy of the updated procurement plan. Please note that an approval of a method on the procurement plan is deemed as the Commission's full approval and as such a Procuring Entity will not be required to again request the use of said approved method.

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

  
Jargbe Roseline Nagbe Kowo (Atty).  
**CHIEF EXECUTIVE OFFICER**

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

**MONROVIA CITY CORPORATION**  
**Procurement Plan (NON-SBA CORE Budget)**  
**Source of Funding: GOL & INTERNAL REVENUE**

Fiscal Year: 2019-2020

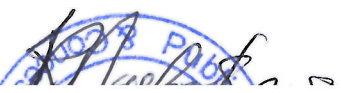
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BASIC DATA																	
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITIES CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION /PUBLIC OPENING	SUBMISSION N OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	
PLANNED	1	IFB No.: MCC/NCB/ 001/19/20	Chemicals & Sanitation Supplies	E-3811	Assorted	65,000.00	NCB	14-Oct-19	16-Oct-19	18-Oct-19	21-Oct-19	21-Nov-19	28-Nov-19	5-Dec-19	13-Dec-19	N/A	10-Jun-20
UPDATE																	
ACTUAL																	
PLANNED	2	IFB No.: MCC/RB/ 001/19/20	Vehicle Purchase	G-4510	Two (2) Cars	40,000.00	RB	8-Jul-19	12-Jul-19	16-Jul-19	23-Jul-19	7-Aug-19	14-Aug-19	22-Aug-19	5-Sep-19	N/A	3-Jun-20
UPDATE																	
ACTUAL																	
PLANNED	3	IFB No.: MCC/NCB/ 002/19/20	Cleaning Materials	G-4773	Assorted	16,000.00	NCB	14-Oct-19	16-Oct-19	18-Oct-19	21-Oct-19	21-Nov-19	28-Nov-19	5-Dec-19	13-Dec-19	N/A	8-May-20
UPDATE																	
ACTUAL																	
Sub Total					121,000.00												

Prepared By: Eva Y. Holder  
 Procurement Director

Date: 2/19/20

Approved By: [Signature]  
 Hon. Jefferson J. Williams  
 Chairman Procurement Committee

Date: 2/18/20



**MONROVIA CITY CORPORATION**  
**Procurement Plan (NON-SBA CORE Budget)**  
**Source of Funding: GOL & INTERNAL REVENUE**  
**Fiscal Year: 2019-2020**

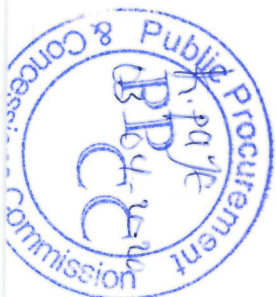
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
BASIC DATA											IMPLEMENTATION						
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITIES CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & 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, ACCEPTANCE
PLANNED	4	IFB No.: MCC/Rfq/001/19/20	Air Ticket	N-7911	One (1) Firm	5,000.00	Rfq	21-Oct-19	23-Oct-19	25-Oct-19	28-Oct-18	11-Nov-19	15-Nov-19	18-Nov-19	22-Nov-20	N/A	8-Jun-20
UPDATE																	
ACTUAL																	
PLANNED	5	IFB No.: MCC/NCB/003/19/20	Stationery	G-4761	assorted	24,000.00	NCB	1-Oct-19	3-Oct-19	7-Oct-19	11-Oct-19	11-Nov-19	18-Nov-19	25-Nov-19	4-Dec-19	N/A	9-Jun-20
UPDATE																	
ACTUAL																	
PLANNED	6	IFB No.: MCC/NCB/004/19/20	Office Furniture	G-4659	assorted	15,000.00	NCB	14-Oct-19	16-Oct-19	18-Oct-19	22-Oct-19	22-Nov-19	28-Nov-19	6-Dec-19	13-Dec-19	N/A	9-Jun-20
UPDATE																	
ACTUAL																	
GRAND TOTAL						165,000.00											

Prepared By:   
 Eva V. Holder/Procurement Director

Date: 21/9/20

Approved By:   
 Hon. Jernson J. Kolie  
 Chairman Procurement Committee

Date: 21/9/20





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

Items No	Contract Package Code	Contract Package	Content of Contract package
1	IFB.NO.MCC/NCB/001/19/20	Chemicals and Sanitation Supplies	This contract package is associated with the collection of garbage within the city of Monrovia. Such as garbage bag, chemicals, shovels, nose mask, hand gloves wheel barrows etc. And it is drawn from the budget line refuse collection.
2	IFB.NO: MCC/RB/001/19/20	Vehicle Purchase	The procurement of Transport Equipment to be used by the Finance and Revenue Department to enhance the activities of the two department.
3	IFB.: NoMCC/NCB/002/19/20	Cleaning Materials	This contract package is intended to purchase the following items: air fresheners spray, tissue papers towel etc.
4	IFB NO.MCC/RB/ 002/19/20	Air Ticket	This contract package is funded from the budget line foreign travels means which is intended to purchase air tickets.
5	IFBNO.MCC/NCB/003/19/20	Stationery	This contract package is funded budget line employee ID cards and stationery & office supplies which is intended to purchase the following items: task board, file label, staple pin stick on pan, A4 papers, hanging folders, note books, ID card printer flexible PVC plastic lamination machines, camera etc.
6	IFB.:NO.MCC/NCB/004/19/20	Office Furniture	This contract package is funded from the budget line furniture & fixture, and is intended to purchase the following items: office desk, Air boxes, Office Chairs, Tables .etc.

Prepared by: \_\_\_\_\_

Eva Y. Holder

Procurement Director

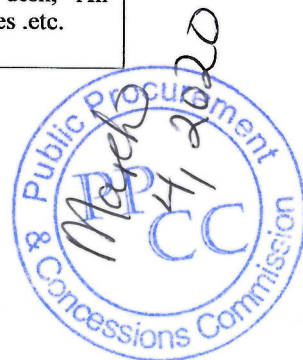
Date: 2/19/20

Approved by: \_\_\_\_\_

Hon. Jefferson L. Koijee

Chairman-Procurement Committee

Date: 3/18/20



**MONROVIA CITY CORPORATION**  
**EXPLANATORY BUDGET NOTE**  
**CORD BUDGET PROCUREMENT PLAN**  
**SOURCE OF FUNDING: GOL and INTERNAL REVENUE**  
**FISCAL YEAR 2019-2020**

**ITEM 1 Purchase of stationery & office Supplies**

This contract package is captured from the budget line Stationery & Office Supplies and Employees ID Cards which is intended to purchase the following items:

A4 Papers	\$ 3,700.00
Legal sheets	700.00
pens	700.00
hanging folders	500.00
milania folders	500.00
ledger	750.00
box files	2,260.00
stick on pad	385.65
note books	501.35
envelopes	250.00
staple machine	575.00
staple pin	200.00
perforator (assorted sizes)	600.00
pins remover	275.00
paper glue	260.00
cartridges	9,343.00
ink and ink pads	250.00
markers	250.00
	<b>\$ 22,000.00</b>
ID Cards Hole	500.00
Fiexible PVC Plastic	500.00
Recycled Rubber	350.00
ID Cards Printer	650.00
	<b>\$ 2,000.00</b>
<b>Total</b>	<b><u>\$ 24,000.00</u></b>

Prepared By: 

Eva Y. Holder  
Procurement Director

Date: 2/19/20

Approved By: 

Hon. Jefferson T. Koijee

Chairman procurement Committee

Date: 2/28/20

