



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>

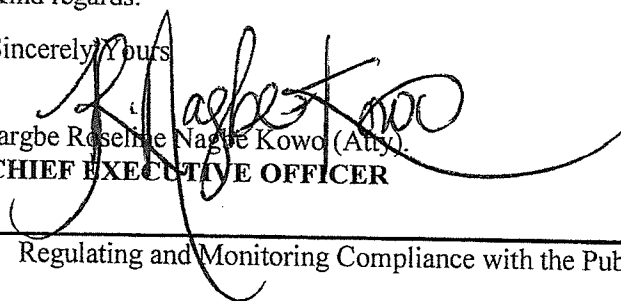
Upon passage of the FY 2019/2020 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for MCC's allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for FY 2019/2020 and staff of your Procurement Unit.

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 Reseline 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 Fundings: GOL & INTERNAL REVENUE

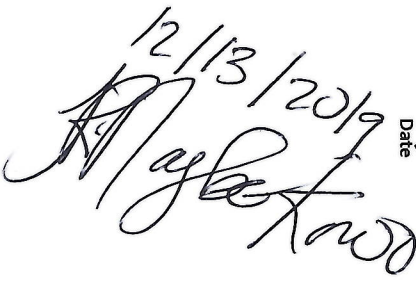
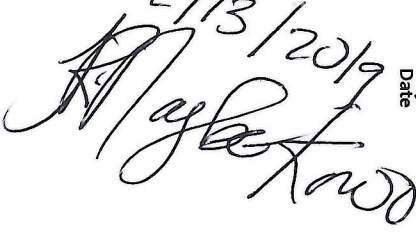
Fiscal Year: 2019-2020

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | |
|------------|----------|-----------------------------|---------------------------------|--------------------------|--------------|----------------------|--------------------|-------------------------------|-----------------------|----------------------------------|-------------------------------------|--------------------------------|---------------------------------------|--------------------------------------|--------------------------|---------------------------------|--|-----------------------------|-----------|--|
| BASIC DATA | | | | | | | | | | | IMPLEMENTATION | | | | | | | | | |
| | ITEM NO. | PACKAGE NUMBER (CODE) | CONTRACT PACKAGE | BUSINESS ACTIVITIES CODE | QTY | 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 SUBMISSION /PUBLIC OPENING | SUBMISSIO N OF BID EVALUATIO N REPORT | PC APPROVAL - BID EVALUATIO N REPORT | CONTRACT AWARD & SIGNING | ADVANCE PAYMENT (MOBILIZATI ON) | DELIVERY, INSPECTION (SUBSTANTI AL COMPLETIO N | ACCEPTANC E & FINAL PAYMENT | REMARKS | |
| 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 | 29-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 | 23-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 | 31-May-20 | |
| UPDATE | | | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | | | |
| Sub Total | | | | | | 121,000.00 | | | | | | | | | | | | | | |

Prepared By: 
Eva Y. Holder
Procurement Director

Date: 12/2/19

Approved By: 
Hon. Jefferson K. Kanneh
Chairman, Procurement Committee

12/5/19
Date

12/13/2019


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 | 19 | 20 |
|-------------|-----------------------|-----------------------------|--------------------------|--------|----------------------|----------------------|-------------------------------|-----------------------|----------------------------------|-------------------------------------|--------------------------------|---------------------------------------|--------------------------------------|--------------------------|---------------------------------|---|-----------------------------|-----------|----|
| BASIC DATA | | | | | | | | | | IMPLEMENTATION | | | | | | | | | |
| ITEM NO. | PACKAGE NUMBER (CODE) | CONTRACT PACKAGE | BUSINESS ACTIVITIES CODE | QTY | ESTIMATED COST (USD) | PROCUREMENT T METHOD | TECHNICAL SPECS/BOQ/D RAWINGS | PREP. OF BID DOCUMENT | PC APPROVAL - BID DOC/TECH SPECS | BID INVITATION & RELEASE OF BID DOC | BID SUBMISSION /PUBLIC OPENING | SUBMISSIO N OF BID EVALUATIO N REPORT | PC APPROVAL - BID EVALUATIO N REPORT | CONTRACT AWARD & SIGNING | ADVANCE PAYMENT (MOBILIZATI ON) | DELIVERY, INSPECTION (SUBSTANTI AL COMPLETIO N) | ACCEPTANC E & FINAL PAYMENT | REMARKS | |
| 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 | 29-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 | 30-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 | 30-Jun-20 | |
| UPDATE | | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | | |
| GRAND TOTAL | | | | | | 165,000.00 | | | | | | | | | | | | | |

Prepared By: 
Eva Y. Holder/Procurement Director

Date: 12/21/19

Approved By: 
Hon. Jackson N. Kollie
Chairman Procurement Committee

Date: 3/12/19

Dec 13/2017


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: _____

12/2/19

Approved by: _____



Hon. Jefferson T. Kollie

Chairman- Procurement Committee

Date: _____

5/12/19

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

ITEM 5 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 |
| | \$ 22,000.00 |
| ID Cards Hole | 500.00 |
| Fiexible PVC Plastic | 500.00 |
| Recycled Rubber | 350.00 |
| ID Cards Printer | 650.00 |

\$ 2,000.00

Total \$ 24,000.00

Prepared By: 

Eva Y.n Holder
Procurement Director

Date: 12/12/19

Approved By: 

Hon. Jefferson T. Kojee
Chairman procurement Committee

Date: 5/12/19

MONROVIA CITY CORPORATION
EXPLANATORY BUDGET NOTE
PROCUREMENT PLAN (SBA CORE BUDGET)
SOURCE of FUNDING: GPL and INTERNAL REVENUE
FISCAL YEAR 2019-2020

ITEM 1 Publication services

Which is funded from budget line printing , binding and publication service, and is intended to carry on MCC information on the radio

Analysis

| | |
|-----------------------------|-----------------|
| Publication services | 1,500.00 |
| Printing & binding servises | 1,500.00 |
| Total | 3,000.00 |

ITEM 2 Repair and maintenance- vehicles

This contract package comes from the budget line repair and maintenance of vehicles which include:

| | | |
|---------------------|-----------|------------------|
| Vehicle maintenance | \$ | 25,000.00 |
| vehicle spare parts | \$ | 10,000.00 |
| Total | \$ | 35,000.00 |

ITEM 3 Repair and mainteance Funitures

This contract package is capture from the Budget Line -repair and maintenance macginery equipment and Funitures:

Analysis

| | | |
|--|-----------|------------------|
| Repair and Maintenance Machinery & Equipment | \$ | 15,000.00 |
| Repair and Maintenance Funiture | \$ | 5,000.00 |
| Total | \$ | 20,000.00 |

ITEM 4 Petroleum Products

This contract is funded from the budget line Fuel & Lubricant and Domestic travel - means of travel.

Analysis

| | | |
|--|-----------|-------------------|
| Fuel & Lubricant -Vehicles MCC | \$ | 156,547.00 |
| Fuel & Lubricant - Generator | \$ | 35,500.00 |
| Fuel & Lubricant -Moter Cycles and Other | \$ | 5,000.00 |
| Domestiv travel -means of travel | \$ | 2,000.00 |
| Total | \$ | 199,047.00 |

ITEM 5 Event & Catoring Services

This contract package is drawn from the budget line workshop, conferences, symposin , and food and catoring services.

Analysis

| | | |
|---------------------------------|-----------|------------------|
| Workshop, Conferences, symposia | \$ | 3,000.00 |
| Food and Catoring Services | \$ | 10,000.00 |
| Total | \$ | 13,000.00 |

ITEM 6 The below listed budgetary items will be uesd for**Administrative procedures:**

| | | |
|---|----|--------------|
| other legal fees | \$ | 1,500.00 |
| Electricity | | 42,000.00 |
| Other Utlities | | 2,000.00 |
| Council fees | | 19,500.00 |
| Professionals | | 2,666,713.00 |
| Non Professionals (Casual Workers) | | 326,103.00 |
| Operational Expenses | | 50,000.00 |
| Banks Charges | | 15,000.00 |
| Donation and Contributin | | 25,000.00 |
| Staff Training -Foreign | | 5,000.00 |
| Staff training -Local | | 5,000.00 |
| Scholarship- local | | 5,000.00 |
| Foreign-travel iindendtal and daily allowance | | 9,500.00 |

Projects

| | | |
|---|-----------|---------------------|
| Weah for Clean City | \$ | 600,000.00 |
| Cheemanburg Landfill & Urban Sanitation | \$ | 750,000.00 |
| Total | \$ | 4,522,316.00 |

Please note: the preperation of budget and cash plan for Weah for Clean City is ongoing and the cheemanburg landfill & urban Sanitatin procurement plan is handle by the Cheemanburg Landfill project.

Prepared By: _____

Eva Y.n Holder

Procurement DirectorDate: 12/2/19

Approved By: _____

Hon. Jefferson T. Kojee

Chairman procurement CommitteeDate: 5/12/19