



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:

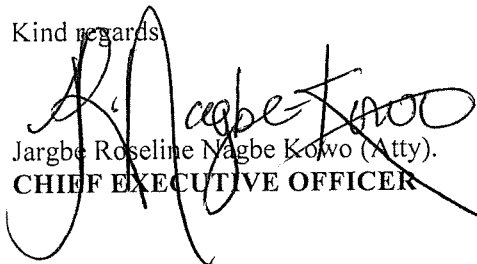
Subject: **RECEIPT AND APPROVAL OF SBA, NON SBA AND CONSULTANCY  
PROCUREMENT PLAN FOR FISCAL YEAR 2019/2020**

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 Koiwo (Atty).  
**CHIEF EXECUTIVE OFFICER**

**MONROVIA CITY CORPORATION**  
**PROCUREMENT PLA (SBA CORE BUDGET)**  
**Source of Funding: GOL and Internal Revenue**  
**Fiscal Year 2019-2020**

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)	DELIVERABLES (SUBSTRATE)
PLANNE D	1	IFB NO.: MCC/ss/001/19/20	Internet Connectivity	J-6130	one (1) firm	18,000.00	SS	1-Nov-19	4-Nov-19	8-Nov-18	N/A	N/A	N/A	N/A	28-Nov-19	N/A	3-Jan-20
UPDATE																	
ACTUAL																	
PLANNE D	2	IFB NO.: MCC/SBA/RfQ/001/19/20	Electronic Media Services	J-5813	3 firms	10,000.00	RfQ	28-Oct-19	30-Oct-19	1-Nov-19	4-Nov-19	18-Nov-19	21-Nov-19	25-Nov-19	28-Nov-19	N/A	5-Jan-20
UPDATE																	
ACTUAL																	
PLANNE D	3	IFB NO.: MCC/SBA/RfQ/002/19/20	Vehicle Insurance coverage	K-6512	one (1) firm	10,000.00	RfQ	11-Nov-19	13-Nov-19	15-Nov-18	18-Nov-19	25-Nov-19	28-Nov-19	3-Dec-19	10-Dec-19	N/A	5-Jan-20
UPDATE																	
ACTUAL																	
PLANNE D	4	IFB NO.: MCC/SBA/RfQ/003/19/20	Publication service	J-5813	Three(3) Firms	1,500.00	RfQ	28-Oct-19	30-Oct-19	1-Nov-19	4-Nov-19	18-Nov-19	21-Nov-19	25-Nov-19	28-Nov-19	N/A	10-Jan-20
UPDATE																	
ACTUAL																	

Prepared By: Eva Y. Holder/Procurement Director

Date: 2/19/20

Approved By: Hdr. Jeffers T. Koljee/Chairman Procurement Committee


Date: 2/19/20





**MONROVIA CITY CORPORATION**  
**PROCUREMENT PLAN (SBA CORE BUDGET)**  
Source of Funding: Gol and Internal Revenue  
Fiscal Year 2019-2020

BASIC DATA																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	
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 N/PUBLIC OPENING	SUBMISSION N OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	IMPLEMENTATION			
PLANNE D	5	IFB No.: MCC/SBA/ RB/001/19/20	Police Materials & Supplies	G-4773	assorted	101,312.00	RB	14-Oct-19	16-Oct-19	18-Oct-19	22-Oct-19	22-Oct-19	28-Nov-18	6-Dec-19	16-Dec-19	N/A	16-Jun
UPDATE																	
ACTUAL																	
PLANNE D	6	IFB No.: MCC/SBA/ NCB/001/19/2	Equipment rental & lease	N-7730	one (1) firm	60,000.00	NCB	7-Oct-19	9-Oct-19	11-Oct-19	15-Oct-19	15-Nov-19	22-Nov-19	28-Nov-19	6-Dec-19	N/A	8-Jun
UPDATE																	
ACTUAL																	
PLANNE D	7	IFB No.: MCC/SBA/ RB/ 002/19/2020	Personnel Insurance non life coverage	K-6512	One (1) Firm	25,000.00	RB	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	19-Jun
UPDATE																	
ACTUAL																	
PLANNE D	8	IFB No.: MCC/SBA/ RFQ / 004/19/20	Uniforms for guest services	G-4771	assorted	3,000.00	RFQ	11-Nov-19	13-Nov-19	15-Nov-18	18-Nov-19	25-Nov-19	28-Nov-19	3-Dec-19	10-Dec-19	N/A	22-May
UPDATE																	
ACTUAL																	
		Sub Total				189,312.00											

Prepared By: 

Date: 9/18/19

Prepared By: Eva Y. Holder/Procurement Director

Date: 2/19/20

Approved By: Hon. Jefferson T. Kollie/Procurement Committee

Date: 2/28/20



March 2020  
Public Procurement Commission

**MONROVIA CITY CORPORATION**  
**PROCUREMENT PLAN (SBA CORE BUDGET)**  
**Source of Funding: GOL and 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																	
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)	DELIVERABLES COMPLETE	
PLANNE D	9	IFB No.: MCC/SBA/RFQ/006/19/20	Vehicle Spare Parts	G-4530	one (1) firm	10,000.00	RFQ	28-Oct-19	30-Oct-19	1-Nov-19	4-Nov-19	18-Nov-19	21-Nov-19	25-Nov-19	28-Nov-19	N/A	31-Mar-20
UPDATE																	
ACTUAL																	
PLANNE D	10	IFB No.: MCC/SBA/NCB/002/19/20	Repair & Maint. - Vehicle	G-4520	one (1) firm	25,000.00	NCB	3-Oct-19	7-Oct-19	11-Oct-19	15-Oct-19	15-Nov-19	22-Nov-18	4-Dec-19	11-Dec-19	N/A	16-Jun-20
UPDATE																	
ACTUAL																	
PLANNE D	11	IFB No.: MCC/SBA/RFQ/007/19/20	Repair & Maint. - Airconditioners	S-9522	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	5-Jun-20
UPDATE																	
ACTUAL																	
			Sub Total			40,000.00											

Prepared By: [Signature]  
 Eva Y. Holder/Procurement Director

Date: 2/19/20

Approved By: [Signature]  
 Hon. Jefferson Koljee/hairman Procurement Committee

Date: 2/19/20





## Fiscal Year 2019-2020

**Sub Total**

**Eva Y. Holder/Procurement Director**

Date \_\_\_\_\_

Rep. Jennifer K. Koffe/Chairman Procurement Committee

Date: 7/11

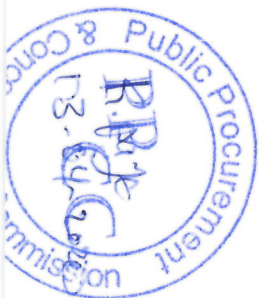
## Fiscal Year 2019-2020

Sub Total

Date \_\_\_\_\_

**Hon. J. Kojee/Chairman Procurement Committee**

Date \_\_\_\_\_





## Fiscal Year 2019-2020

**GRAND TOTAL**

10/10/10

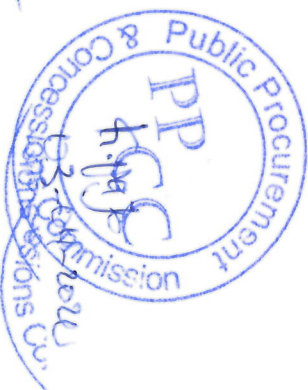
Date \_\_\_\_\_

2/19/20

**Approved By:**

**Hon. Jeffersport. Kojee/Chairman Procurement Committee**

Date \_\_\_\_\_



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

Items No	Contract Package Code	Contract Package	Content of Contract package
1	IFB.NO.MCC/SBA/SS/001/19/20	Internet Connective	This contract package is founded from the budget line telecommunication, internet and postage which is intended to hire Libteloc for the installation of internet connectivity at MCC, and is single source.
2	IFB.NO:MCC/SBA/RFQ/001/19/20	Electronic Media Services	This contract package is funded from the budget line media relation, intelligence and promotion which is intended to carry out talk shows on various out lets.
3	IFB.:NO:MCC/SBA/RFQ/002/19/20	Vehicle Insurance	This contract package is intended to hire a firms to insure MCC 25 vehicles for the fiscal year 2019-2020.
4	IFBNO.MCC/SBA/RFQ/003/19/20	Publication Services	This contract package come from the budget line printing, binding and publication services and is intended to carry on radio announcement and publishing of bid documents.
5	IFBNO.MCC/SBA/RB/001/19/20	Police Materials & Supplies	This contract package is intended to purchase police materials such as handcuffs, pepper spray, rechargeable flash light, and batons etc.
6	IFB.:NO.MCC/SBA/NCB/001/19/20	Equipment Rental & Lease	This contract package is intended to hire trucks, front end loaders for the collection of garbage in and around Monrovia.
7	IFB.: NO:MCC/SBA/RB/002/19/20	Personal Non Lift Insurance Coverage	This contract package is intended for the staff yearly / medical coverage which included all medical treatment, X-Ray, laboratory examination, child birth etc.





**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
<b>Total</b>	<b>3,000.00</b>

**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
<b>Total</b>	<b>\$</b>	<b>35,000.00</b>

**ITEM 3 Repair and mainteance Funitures**

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

**Analysis**

Repair and Maintenance Machinery & Equipment	\$	15,000.00
Repair and Maintenance Funiture	\$	5,000.00
<b>Total</b>	<b>\$</b>	<b>20,000.00</b>

**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
<b>Total</b>	<b>\$</b>	<b>199,047.00</b>



**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
<b>Total</b>	<b>\$</b>	<b>13,000.00</b>

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

other legal fees	\$	1,500.00
Electricity		42,000.00
Other Utilities		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
<b>Total</b>	<b>\$</b>	<b>4,522,316.00</b>

**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. Holder

Procurement Director

Date: \_\_\_\_\_

2/19/20

Approved By: \_\_\_\_\_

Hon. Jefferson T. Koijee

Chairman procurement Committee

Date: \_\_\_\_\_

2/18/20

