



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>

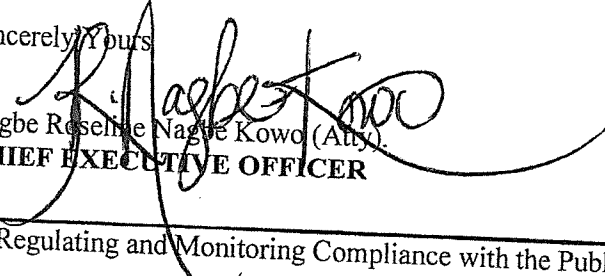
Upon passage of the FY 2019/2020 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for MCC's allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for FY 2019/2020 and staff of your Procurement Unit.

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 (Att.)
CHIEF EXECUTIVE OFFICER

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

MONROVIA CITY CORPORATION
PROCUREMENT PLA (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	19	20
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 & COMPLETION	ACCEPTANCE & FINAL PAYMENT	REMARK
PLANNE D	1	FIB NO.: MCC/ss/001/19/20	Internet Connectivity	J-6190	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-Jun-20	28-Jun-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-Jun-20	25-Jun-20	
UPDATE																			
ACTUAL																			
PLANNE D	3	IFBNO.: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-Jun-20	23-Jun-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-Jun-20	26-Jun-20	
UPDATE																			
ACTUAL																			
			Sub Total			39,500.00													

Prepared By:

Date: 12/24/19

Approved By:

Date: 12/24/19

Hon. Jefferson/Chairman Procurement Committee

Dec 13/2019

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

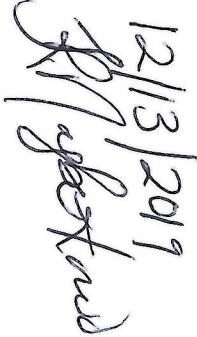
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
		BASIC DATA										IMPLEMENTATION								
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PLANNE D	5	IFB No.:MCC/SBA/RB/001/19/20	Police Materials &Supplies	G-4773	assorted	101,312.00	RB	14-Oct-19	16-Oct-19	18-Oct-19	22-Oct-19	22-Oct-19	28-Nov-18	6-Dec-19	16-Dec-19	N/A	16-Jun-20	21-Jun-20		
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-20	28-Jun-20		
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-20	30-Jun-20		
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-20	22-Jun-20		
UPDATE																				
ACTUAL																				
			Sub Total			189,312.00														

Prepared By: 
Eva Y. Holder/Procurement Director

Date: 12/2/19

Approved By: 
Hon. Jefferson Kollie/Craigmah Procurement Committee

Date: 12/12/19

12/13/2019


Fiscal Year 2019-2020

[illegible]

12/13/2017
JL Westwood

Fiscal Year 2019-2020

12/13/2019
J. J. J. J. J.

Fiscal Year 2019-2020

6 Prepared By: [Signature]

Eva Y. Holder/Procurement Director

Date _____

Approved By:

Hon. Jefferson P. Pijie/Chairman Procurement Committee

Date _____

Date 12/13/17
R. J. J. J. J.

Fiscal Year 2019-2020

GRAND TOTAL

Date _____

Hon. Jefferson T. Kojice/Chairman Procurement Committee

Date _____

12/13/17
K. A. Gabet

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.

Items No	Contract Package Code	Contract Package	Content of Contract package
8	IFB.NO.MCC/SBA/RFQ/004/19/20	Uniforms for Guest Services	This contract package is intended to purchase following items: trousers suit, T- shirt, Skirt and lappers for the Guest Services Unit.
9	IFB.:NO:MCC/SBA/RFQ/006/19/20	Vehicles Spare Parts	This contract package is intended to hire a firms to insure MCC 25 vehicles for the fiscal year 2019-2020.
10	IFBNO.MCC/SBA/NCB/002/19/20	Repair and Maintenance of Vehicle	This contract package is intended to hire a firm to repair and maintain MCC 25 vehicles for the fiscal year 2019-2020.
11	IFBNO.MCC/SBA/RFQ/007/19/20	Repair and Maintenance Air Conditioner	This contract package is intended to purchase materials to repair and maintain the entity air conditioner for 2019-2020.
12	IFB.:NO.MCC/SBA/NCB/003/19/20	Building Materials	This contract package funded from the budget line repair and maintenance civil which is intended to procure the following building materials: plywood doors, cylinder lock etc.
13	IFB.: NO:MCC/SBA/RFQ/008/19/20	Repair & Maintenance Generator	This contract package is intended to hire firm to repair and maintain MCC generators.
14	IFB.: NO:MCC/SBA/NCB/004/19/20	Repair & Maintenance of Equipment	This contract package is funded the budget line Repair and Maintenance Equipment & Furniture which is to hire a firms to repair and maintain MCC equipment
15	IFB.NO.MCC/SBA/RFQ/009/19/20	Repair & Maintenance Motor cycles	This contract package is intended to repair and maintain the entity motorcycles. A firm will be selected to do the service.
16	IFB.NO:MCC/SBA/RFQ/010/19/20	Printing and Binding Services	This contract package is intended to carry on the following services for the entity: Bill boards, Directional signs, Wall paintings etc.

17	IFB.:NO:MCC/SBA/RFQ/011/19/20	Computer & ICT Supplies	This contract package is drawn from the budget line computer and ICT supplies, and is intended to purchase computer desk top and laptops. ICT materials such as routers, projector, printer, digital cameras and pen drive for the entity.
18	IFBNO.MCC/SBA/NCB/005/19/20	Petroleum Products (Dies)	This contract package is intended to purchase 52,380.78 gallon of diesel @ \$3.8 for the entity vehicle, generators and domestic travel for the year 2019-2020.
19	IFBNO.MCC/SBA/NCB/006/19/20	Event and catering Services	This contract package is drawn from the budget line Food & catering Services and Workshop, Conference Symposia which is intended to hire a firm to render catering services for MCC.
20	IFB.:NO.MCC/SBA/RFQ/012/19/20	Scratch Cards	This contract package funded from the budget line telecommunication, internet, postal and courier, and is intended to purchase scratch cards such as lone star 300 pcs and Orange cards 400pcs for MCC
21	IFB.: NO:MCC/SBA/RFQ/013/19/	Repair & Maintenance Furniture	This contract package is capture from the budget line repair and maintenance machinery equipment and furniture, which is intended to maintain the office furniture such as desks, chair, drawing board coffee table etc.

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Prepared by:



Eva Y. Holder

Procurement Director

Date:

12/2/19

Approved by:



Hon. Jefferson Kojee

Chairman- Procurement Committee

Date:

5/12/19