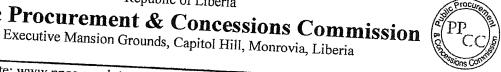
Republic of Liberia

Public Procurement & Concessions Commission





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. Koijee:

Subject: PROVISIONAL APPROVAL OF DRAFT PROCUREMENT PLAN FOR FISCAL YEAR

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

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 procurement http://ppcc.gov.lr/vr/index.php/documents which you

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.

Jargbe Re CHIEF

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

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Z				1-Nov-19			15-Nov-18			1-Nov-19			8-Nov-18	APPROVAL - BID DOC/TECH SPECS	PC		11	ar 2018-2020
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Date: 2/17/19				28-Nov-19			10-Dec-19			28-Nov-19			28-Nov-19	AWARD & SIGNING	CONTRACT	IMPLEMENTATION	16	
				N/A	1		N/A			N/A			N/A	PAYMENT (MOBILIZAT ION)	ADVANCE	Ž	17	
				10-Jun-20			5-Jun-20			5-Jun-20			3-Jun-20	INSPECTION (SUBSTANTIA L COMPLETION)	DELIVERY,		18	
2				26-Jun-20			23-Jun-20			25-Jun-20			28-Jun-20	& FINAL PAYMENT	ACCEPTANCE		19	
									1						REMARK		20	

Eva Y. Holder/Procurement Director

e/Chairman Procurement Committtee

Dec [13] 2019
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MONROVIA CITY CORPORATION PROCUREMENT PLAN (SBA CORE BUDGET) Source of Funding: Gol and Internal Revenue Fiscal Year 2019-2020

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	Prepar				co				7			G				UI			No.	TEN	2	1
Eva Y. Holder/Procurement Director	Prepared By:				IFB No.: MCC/SBA/RFQ / 004/19/20			002/21/200	MCC/SBA/RB/			No.:MCC/SBA/ NCB/001/19/2			RB/001/19/20 &Supplies	IFB		(CODE)	NUMBER	T	3	
ocurement D	tol	Sub Total			Uniforms for guest services			non iffe coverage	Personnel Insurance			Equipment reantal & lease			&Supplies	Police		PACKAGE	CONTRACT		4	
irector					G-4771				K-6512			N-7730	\vdash			G-4773		CODE	ACTIVITIES	BILCINIEC	5	
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					11-Nov-19				1-Oct-19			7-Oct-19				14-Oct-19		/DRAWINGS	SPECS/BOQ		9	
					13-Nov-19				3-Oct-19			9-Oct-19				16-Oct-19	7	DOCUMEN	BID		10	
Eon lossoro	Approved By:				15-Nov-18				7-0ct-19			11-0ct-19				18-Oct-19	DOC/TECH SPECS	BID	APPROVAL -		11	
	K				18-Nov-19				11-Oct-19			15-Oct-19				22-Oct-19	OF BID DOC	& RELEASE	BID		12	F
	B				25-Nov-19				11-Nov-19			15-Nov-19				22-Oct-19	OPENING	N/PUBLIC	SUBMISSIO		13	
}	,				28-Nov-19				18-Nov-19			22-Nov-19				28-Nov-18	N REPORT	EVALUATIO	N OF BID		14	
					3-Dec-19				25-Nov-19			28-Nov-19				6-Dec-19	EVALUATIO N REPORT	BID	PC APPROVAL		15	
7	3				10-Dec-19				4-Dec-19			6-Dec-19				16-Dec-19		SIGNING	CONTRACT AWARD &	IMPLEMENTATION	16	
6. 2110	=)1-/10				N/A				N/A			A/N				N/A	TION)	(MOBILIZA	ADVANCE PAYMENT	Z	17	
111	ha				22-May-20				19-Jun-20			8-Jun-20				16-Jun-20	AL COMPLETIO	(SUBSTANTI	PAYMENT INSPECTION		18	
1					22-Jun-20				30-Jun-20			28-Jun-20				21-Jun-20		PAYMENT	ACCEPTANC E & FINAL		19	
											1			1					REMARI		20	

Hon. Jefferson Koijee/Chr

uman Procurement Committtee

Eva Y. Holder/Procurement Director

MONROVIA CITY CORPORATION PROCUREMENT PLAN (SBA CORE BUDGET)

Fiscal Year 2019-2020

Source of Funding: GOL and Internal Revenue

		ACTUAL	UPDATE	D	ACTUAL	UPDATE	PLANNE	ACTUAL	UPDATE	PLANNE			12
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11/11	1			IFB No.: MCC/SBA/RFQ/0 07/19/20			IFB No.: MCC/SBA/NCB/0 02/19/20			IFB No.: Vehicle MCC/SBA/RFQ/0 Spare Parts 06/19/20	NUMBER (CODE)		3
	Sub Total			Repair & Mint. Aircondition ers			Repair & Mint Vehicle			Vehicle Spare Parts	CONTRACT PACKAGE		4
				S-9522			G-4520			G-4530	BUSINESS ACTIVITIES CODE		5
				one (1) frim			one (1) Frim			one (1) frim	QTY		6
	40,000.00			5,000.00			25,000.00			10,000.00	ESTIMATED COST (USD)	BASIC DATA	7
				RFQ			NCB			RFQ	PROCUREME NT METHOD		60
				21-Oct-19			3-Oct-19			28-Oct-19	PROCUREME TECHNICAL PREP. OF BID PC NT METHOD SPECS/BOQ/D DOCUMENT APPROVAL - BID RAWINGS DOC/TECH SPECS		9
				23-Oct-19			7-0ct-19			30-Oct-19	PREP. OF BID DOCUMENT		10
				25-Oct-19			11-0ct-19			1-Nov-19	PC APPROVAL - BID DOC/TECH SPECS		11
/				28-Oct-18			15-Oct-19			4-Nov-19	BID INVITATION & RELEASE OF BID DOC		12
				11-Nov-19			15-Nov-19			18-Nov-19	BID SUBMISSION /PUBLIC OPENING		13
				15-Nov-19			22-Nov-18			21-Nov-19	SUBMISSION OF BID EVALUATION REPORT		14
				18-Nov-19			4-Dec-19			25-Nov-19	PC APPROVAL - BID EVALUATION REPORT	IMPLE	15
				22-Nov-20			11-Dec-19			28-Nov-19	CONTRACT AWARD & SIGNING	IMPLEMENTATION DATES	16
				N/A			N/A			N/A	ADVANCE DELIVERY, PAYMENT INSPECTION (MOBILIZAT (SUBSTANTIA ION) L COMPLETION)	ATES	17
				5-Jun-20			16-Jun-20			31-May-20			18
				23-Jun-20			30-Jun-20			25-Jun-20	ACCEPTANCE & FINAL PAYMENT		19
											REMARK		20



Prepared By Author Director

Approved By:

Hairmen Procurement Committee

12/13/2017 All glastown

PROCUREMENT PLAN (SBA CORE BUDGET) MONROVIA CITY CORPORATION

Source of Funding: GOL and Internal Revenue

Fiscal Year 2019-2020

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urement Dir		Sub Total			Repair & Mint.Moto rcycles			repair & Mint- Equipment			Generator Repair Mint. & services			Building Materials	PACKAGE		4	
ector					G-4540			C-3312			C-3314			G-4663	ACTIVITIES CODE		ъ	
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1	101				1-Nov-19			1-0ct-19			1-Nov-19		,	14-Oct-19	TECHNICAL SPECS/BOQ/D RAWINGS		9	
					2-Nov-18			3-Oct-19			2-Nov-18			16-Oct-19	PREP. OF BID DOCUMENT		10	Name and Address of the Owner, where
	Approved By:				4-Nov-19			7-0ct-19			4-Nov-19			18-Oct-19	PC APPROVAL - BID DOC/TECH SPECS		11	
Hon. J	1				6-Nov-19			11-0ct-19			6-Nov-19			22-0ct-19	BID INVITATION & RELEASE OF BID DOC	IMPLEMENTATION DATES	12	
I kojije ž/d					20-Nov-19			11-Nov-19			20-Nov-19			22-Nov-19	BID SUBMISSION /PUBLIC OPENING	TION DATES	13	
Hon. Julian L. Koije / Chairman Procurement Committee					25-Nov-19			19-Nov-19			25-Nov-19			28-Nov-19	SUBMISSION OF BID EVALUATION REPORT		14	
urement Com	'				28-Nov-19			26-Nov-19			28-Nov-19			6-Dec-19	PC APPROVAL - BID EVALUATION REPORT		15	
mittee					2-Dec-19			5-Dec-19			2-Dec-19			13-Dec-19	CONTRACT AWARD & SIGNING		16	
					N/A			N/A			N/A			N/A	ADVANCE PAYMENT (MOBILIZAT ION)		17	
1	Date: 17/2/14				3-Jun-20			31-May-20			31-May-20			8-Jun-20	DELIVERY, INSPECTION (SUBSTANTIA L COMPLETION		18	
1116	2/4				25-Jun-20			19-Jun-20			19-Jun-20			25-Jun-20	ACCEPTANCE & FINAL PAYMENT		19	
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MONROVIA CITY CORPORATION PROCUREMENT PLAN (SBA CORE BUDGET) Source of Funding: GOL and Internal Revenue

Fiscal Year 2019-2020

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		Prepared By: _				18	П		17			16	NO.		2	-
	Eva Y. Holder/Procurement Director	ed By:				IFB No.; MCC/SBA/NCB/0 Product 05/18/19 Gasoline			IFB No.: MCC/SBA/RFQ/ 11/19/20			IFB No.: MCC/SBA/RFQ/0 10/19/20	PACKAGE NUMBER (CODE)		3	
	rement Direct	*				, , , ,			Computer & ICT Supplies			Printing & Bindmg Servises	CONTRACT PACKAGE		4	
	ğ		Sub Total			G-4661			G 4741			C-1812	BUSINESS ACTIVITIES CODE		ъ	Contract Con
)					52.380.78 gal.			assorted			one (1) frim	QTY		6	The state of the s
200	•		207,332.00			199,047.00			6,785.00			1,500.00	ESTIMATED COST (USD)	BASIC DATA	7	
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						17-Oct-19			28-Oct-19			28-Nov-19	PREP. OF BID DOCUMENT		10	
×		Approved By:				21-Oct-19			29-Oct-19			2-Dec-19	PC APPROVAL - BID DOC/TECH SPECS		11	
	Hon. Jefferson	九				23-Oct-19			31-Oct-19			4-Dec-19	BID INVITATION & RELEASE OF BID DOC	IMPLEMENT	12	
	bijee/Chai					22-Nov-19			14-Nov-19			18-Dec-19	BID SUBMISSION /PUBLIC OPENING	IMPLEMENTATION DATES	13	
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	nent Committe					6-Nov-19			21-Nov-19			23-Dec-19	PC APPROVAL - BID EVALUATION REPORT		15	
5	Date	12/12/19				14-Dec-19			25-Nov-19			26-Dec-19	CONTRACT AWARD & SIGNING		16	
5 D	_					N/A			N/A			N/A	ADVANCE PAYMENT (MOBILIZAT ION)		17	
13	_					10-Jun-20			10-Jun-20			19-May-20	DELIVERY, INSPECTION (SUBSTANTIA L COMPLETION)		18	
3						22-Jun-20			24-Jun-20			10-Jun-20	ACCEPTANCE & FINAL PAYMENT		19	
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Date 12/13/19

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

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PLANNE	19	MCC/SBA/NCB/0 Caterting 06/19/20 Services	Event & Caterting Services	I-5621	one (1) firm	13,000.00	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	8-Jun-20	25-Jun-20	
UPDATE																			
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PLANNE	20	IFB No.: MCC/SBA/RFQ/0 12/19/20	Scratch Card	J- 6190	700 pcs.	3,500.00	RFQ	26-Nov-19	28-Nov-19	2-Dec-19	4-Dec-19	18-Dec-19	20-Dec-19	23-Dec-19	26-Dec-19	N/A	27-May-20	18-Jun-20	
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	T			L															
D	21	IFB NO: MCC/SBA/RFQ/0 13/19/20	Repair & Mint-Funitures	S-9524	One(1) Firm	5,000.00	RFQ	1-Nov-19	2-Nov-18	4-Nov-19	6-Nov-19	20-Nov-19	25-Nov-19	28-Nov-19	2-Dec-19	N/A	8-Jun-20	25-Jun-20	
UPDATE						21,500.00													
ACTUAL																			
			GRAND TOTAL	OTAL		543,394,00													
		,																	



Prepared By: 🗡

Eva Y. Holder/Procurement Director

e/Chairman Procurement Committe

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

Items	Contract Package Code	Contract	Content of Contract
No		Package	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	Contract Package Code	Contract	Content of Contract
No		Package	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.

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17	IFB.:NO:MCC/SBA/RFQ/011/19/20	Computer & ICT	This contract package is drawn
		Supplies	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
10	TERRIO BECCIOTA DE CONTRA DE		the entity.
18	IFBNO.MCC/SBA/NCB/005/19/20	Petroleum	This contract package is
		Products (Dies)	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	This contract package is
		catering Services	drawn from the budget line
		outering out vices	Food & catering Services and
			Workshop, Conference
			Symposia which is intended
			to hire a firm to render
20	IFB.:NO.MCC/SBA/RFQ/012/19/20	Camabala Camba	catering services for MCC.
20	IFBNONICC/3BA/RFQ/012/19/20	Scratch Cards	This contract package funded from the budget line
			l and a subject in the
			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 &	This contract package is capture
	2019 111 29 229 237	Maintenance	from the budget line repair and
			maintenance machinery
		Furniture	equipment and furniture, which
			is intended to maintain the office
			furniture such as desks, chair,
			drawing board coffee table etc.

Prepared by:

Eva Y. Holder

Date:

Approved by:

efferson

Procurement Director

bairman- Procurement Committee

Date: <u>5/12/1</u>