



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/0682/'19

October 3, 2019

Hon. Adolphus Benjamin Jacobs
SUPERINTENDENT
Monrovia Consolidated School System
Republic of Liberia

Dear Hon. Jacobs:

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 Consolidated School System SBA and Non SBA 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 MCSS'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 Roseline Nagbe Kowo (Atty.)
CHIEF EXECUTIVE OFFICER

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

Monrovia Consolidated school system
PROCUREMENT PLAN (Core budget)
Source of Funding: GOL
Fiscal year: 2019/2020

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	QTY	BUSINESS ACTIVITY CODE	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	ADVANCEMENT PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS
PLANNED	1	IFB NO.MCSS/RFQ /001/19/20	Publication	Assorted	J-5813	5,000.00 USD	RFQ	4/5/19	4/18/19	4/18/19	5/3/19	5/17/19	5/24/19	5/31/19	6/14/19	NA	6/24/19	6/29/20	
UPDATE																			
ACTUAL																			
PLANNED	2	IFB NO.MCSS/SBA /RFQ/002/19/20	CATERING SERVICES	1FIRM	I-5621	3,000.00 USD	RFQ	3/11/19	3/18/19	3/22/19	3/25/19	4/22/19	5/13/19	5/20/19	6/9/19	NA	6/24/20	6/29/20	
UPDATE																			
ACTUAL																			
PLANNED	3	IFB NO.MCSS/RFQ /003/19/20	Repair & Maintenance Vehicle	4Vehic.	G-4520	\$5,000.00 USD	RFQ	3/22/19	3/29/19	4/5/19	4/12/19	5/10/19	5/20/19	5/31/19	6/17/19	NA	6/24/19	6/29/20	
UPDATE																			
ACTUAL																			
SUB TOTAL						13,000.00U SD													

Prepared by: Norwu Yorgbor
PROCUREMENT DIRECTOR

Approved by: Hon. Adolphus Benjamin Jacobs
HEAD OF ENTITY

Date: 10/3/19

attest
October 3, 2019

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10/3/19

Monrovia Consolidated school system
PROCUREMENT PLAN (Core budget)
Source of Funding: GOL
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 DATES											
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PLANNED	4	IFB NO.M/CSS/NCB/01/19/20	Cleaning Materials & Services	Assorted	G-4773	22,000.00USD	NCB	4/5/19	4/22/19	4/30/19	5/3/19	5/17/19	5/24/19	5/31/19	6/14/19	NA	6/24/19	6/29/20	
UPDATE																			
ACTUAL																			
PLANNED	5	IFB NO.M/CSS/SB/RFQ/004/19/20	Vehicle Insurance	1 Firm	K-6512	2,000.00USD	RFQ	3/22/19	3/29/19	4/5/19	4/12/19	4/30/19	5/20/19	5/31/19	6/17/19	NA	6/23/20	6/30/20	
UPDATE																			
ACTUAL																			
PLANNED	6	IFB NO.M/CSS/RFQ/05/19/20	Printing & Binding	Assorted	C-1812	10,000.00USD	RFQ	4/5/19	4/22/19	4/30/19	5/3/19	5/17/19	5/24/19	5/31/19	6/14/19	NA	6/24/19	6/29/20	
UPDATE																			
ACTUAL																			
SUB TOTAL						34,000.00USD													

Prepared by: Norwu Yorbor
Norwu Yorbor
PROCUREMENT DIRECTOR

Approved by: Hon. Adolphus Benjamin Jacobs
Hon. Adolphus Benjamin Jacobs
HEAD OF ENTITY

Date: 10/3/19
10/15/19

all
05/19/20

Monrovia Consolidated school system
PROCUREMENT PLAN (Core budget)
Source of Funding: GOL
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 DATES											
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PLANNED	7	IFB NO.MCSS/RFQ/006/19/20	LABORATORY CONSUMABLE	Assorted	G-4659	8,000.00 USD	RFQ	3/22/19	3/29/19	4/5/19	4/12/19	5/10/19	5/19/19	5/31/19	6/16/19	NA	6/23/19	6/30/20	
UPDATE																			
ACTUAL																			
SUB TOTAL					8,000.00 USD														
GRAND TOTAL					55,000.00 USD														

Prepared by: Norwu Yorbor
Norwu Yorbor
PROCUREMENT DIRECTOR

Approved by: Hon. Adolphus Benjamin Jacobs
Hon. Adolphus Benjamin Jacobs
HEAD OF ENTITY

Date: 10/3/19

ATB
October 3, 2019

10/3/19
Adolphus Jacobs

Monrovia Consolidated school system
PROCUREMENT PLAN (Core budget)
Source of Funding: GOL
Fiscal year: 2019/2020

Items No.	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	CONTENT OF CONTRACT PACKAGE
1.	IFB NO.MCSS/RFO/001/19/20	PUBLICATION	This contract package is intended for advertisement. Portion of the funding from the budget line printing, Binding, and publication will be used to finance this package (\$3,600.00).
2.	IFB NO.MCSS/SBA/RFO/002/19/20	CATERING SERVICES	This contract package is intended to pay catering services during workshops, conferences and Seminars and is funded from the budget line workshop, conferences, Seminar
3.	IFB NO.MCSS/RFO/003/19/20	REPAIR & MAINTENANCE VEHICLE	This contract package is intended to repair/service MCSS Vehicles. 1. LB—0800 2. LB—0803 3. LB—0804 4. LB—0805

Prepared by: Norwu Yorbor
PROCUREMENT DIRECTOR

Approved by: Hon. Adolphus Benjamin Jacobs
HEAD OF ENTITY

Date: 10/8/17

attest
04/03/2019

10/13/17
10/13/17

Monrovia Consolidated school system
PROCUREMENT PLAN (Core budget)
Source of Funding: GOL
Fiscal year: 2019/2020

Items No.	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	CONTENT OF CONTRACT PACKAGE
4.	IFB NO.MCSS/NCB/001/19/20	CLEANING MATERIALS & SERVICES	<p>This contract package is intended to procure cleaning materials for the 23 schools and the central office of the MCSS.</p> <ol style="list-style-type: none"> 1. Liquid soap28doz 2. Tissue200sacks 3. Sanitizers45doz 4. Soft brooms15doz 5. Floor mobs125pcs 6. Towels m/s30doz 7. Tide soap25ctns 8. Wheel barrow10pcs 9. Shovels25pcs 10. Rakes20pcs
5.	IFB NO.MCSS/RFQ/004/19/20	VEHICLE INSURANCE	<p>This contract package is intended to insure MCSS Vehicles.</p> <ol style="list-style-type: none"> 1. LB—0800 2. 6. LB—0805 3. LB—0802 5. LB—0804
6.	IFB NO.MCSS/RFQ/005/19/20	PRINTING & BINDING	<p>This contract package is intended to produce: Report cards for all MCSS schools, Receipts books for registration and & other, Record & Roll books, Laboratory manual. 10,000 will be used from the budget line printing, Binding and publication.</p>

Prepared by: Norwu Yorbor
Norwu Yorbor
PROCUREMENT DIRECTOR

Approved by: Hon. Adolphus Benjamin Jacobs
Hon. Adolphus Benjamin Jacobs
HEAD OF ENTITY

Date: 10/8/19

02/08/2019

10/03/19

Monrovia Consolidated school system
PROCUREMENT PLAN (core budget)

Source of Funding: GOL
Fiscal year: 2019/2020

Items No.	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	CONTENT OF CONTRACT PACKAGE
7.	IFB NO.MCSS/RFQ/004/19/20	LABORATORY CONSUMABLE	<p>This package is intended to pay for laboratory apparatus for the labs at the various senior high schools.</p> <p>1. Microscope, 2. Graduated cylinder 3. Osmis Acid 4. Eye wash cup 5. Safety goggle 6. Hares apparatus on wooden stand 7. Radiometer 8. Thermopile 9. Syringe disposable 10. Boss head 11. Monometer 12. Hydrometer</p>

Prepared by: Norwu
Norwu Vorgbor
PROCUREMENT DIRECTOR

Approved by: Benjamin Jacobs
Hon. Adolphus Benjamin Jacobs
HEAD OF ENTITY

Date: 10/8/19

CEB
October 3, 2019

Approved
10/13/19
[Signature]

Monrovia Consolidated school system
PROCUREMENT PLAN (Core budget)

Source of Funding: GOL

Fiscal year: 2019/2020

Items No.	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	CONTENT OF CONTRACT PACKAGE
8		LEASE AND RENTAL	s10,000 is intended to pay rent for one structure hosting MCSS students in the Gaye Town Elementary school.
9		ELECTRICITY	\$4,000 is intended to pay for services render by LEC to MCSS.
10		WATER AND SEWAGE	\$4,000 is intended to pay for services render by LWSC to MCSS

Prepared by: *Norwu*
Norwu Yorgbor
PROCUREMENT DIRECTOR

Approved by: *Adolphus*
Hon. Adolphus Benjamin Jacobs
HEAD OF ENTITY

Date: 10/3/19

Monrovia
10/3/19
Adolphus Jacobs

all ready
October 3, 2019