



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/490/21**

November 5, 2021

Hon. Adolphus Benjamin Jacobs  
**SUPERINTENDENT**  
Monrovia Consolidated School System (MCSS)  
Republic of Liberia

Dear Hon. Jacobs:

Subject: **PROVISIONAL APPROVAL OF MCSS SPECIAL BUDGET PROCUREMENT PLAN FOR FISCAL YEAR 2021.**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the MCSS Special Budget Procurement Plan for Fiscal Year 2021 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 culminated in **framework agreements** for 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>.

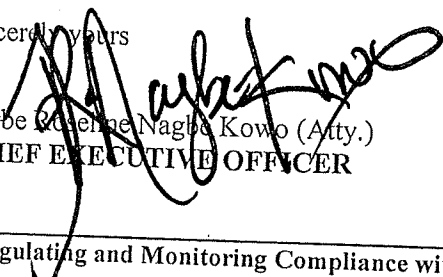
Upon passage of the National Special Budget 2021, you are required to submit a revised/updated procurement plan, detailed budget for MCSS in the approved budget, Cash Plan, names and positions of procurement committee members for Budget Year 2021 and staff of your Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the just ended FY 2020/2021, for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for the Special Budget Year.

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 Roseanne Nagbe Kowo (Atty.)  
**CHIEF EXECUTIVE OFFICER**

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

Monrovia Consolidated school system  
SPECIAL BUDGET PROCUREMENT PLAN (Core budget)  
Source of Funding: GOL  
July-December 2021

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20			
		BASIC DATA													IMPLEMENTATION DATES							
	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	ADVANCE PAYMENT (IMMEDIATE)	DELIVERY, INSPECTION (SUBSTANTIAL)	ACCEPTANCE & FINAL PAYMENT	REMARKS			
PLANNED	1.	IFB NO.MCSS/RB/00 1/20/21	Building Materials	Assorted	G-4663	15,000 USD	RB	10/20/21	10/25/21	10/28/21	11/4/21	12/1/21	12/9/21	12/13/21	12/20/21	NA	12/24/21	12/30/21				
UPDATE																						
ACTUAL																						
SUB TOTAL						15,000 USD																

Prepared by: Norwu Yorbor  
Norwu Yorbor  
PROCUREMENT DIRECTOR

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

Date: 11/1/21



*Handwritten signature and date: 11/2/21*



*Handwritten signature and date: 11/1/21*



Monrovia Consolidated school system  
SPECIAL BUDGET PROCUREMENT PLAN (Core budget)  
Source of Funding: GOL  
July – December 2021

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
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PLANNED	2	IFB NO.MCSS/Rfq/001/2021	Printing & Binding	1FIRM	C-1812	6,000.00 USD	RFQ	10/20/21	10/23/21	10/26/21	11/04/21	11/11/21	11/15/21	11/22/21	11/30/21	NA	12/10/21	12/15/21	
UPDATE																			
PLANNED	3	IFB NO.MCSS/Rb/002/2021	Stationery	Assorted	G-4761	15,000 USD	RB	10/20/21	10/25/21	10/28/21	11/4/21	12/1/21	12/9/21	12/13/21	12/20/21	NA	12/24/21	12/30/21	
UPDATE																			
ACTUAL																			
PLANNED	4	IFB NO.MCSS/Rb/003/2021	Educational Materials	Assorted	G-4761	20,000 USD	RB	10/20/21	10/25/21	10/28/21	11/4/21	12/1/21	12/9/21	12/13/21	12/20/21	NA	12/24/21	12/30/21	
UPDATE																			
ACTUAL																			
SUB TOTAL						41,000.00USD													

Prepared by: Albruffy  
Norwu Yorgbor

PROCUREMENT DIRECTOR



Approved by: [Signature]  
Hon. Adolphus Benjamin Jacobs

HEAD OF ENTITY



Date: 11/1/21

[Signature]  
11/4/21



**Source of Funding: GOL  
July-December 2021**

Prepared by:

**PROCUREMENT DIRECTOR**

Approved by:

## HEAD OF ENTITY



**Monrovia Consolidated school system**  
**SPECIAL BUDGET PROCUREMENT PLAN (core budget)**  
Source of Funding: GOL

July-December 2021

Items No.	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	CONTENT OF CONTRACT PACKAGE
1.	IFB NO.MCSS/RB/001/2021	BUILDING MATERIALS	<p>This contract package is founded from the budget line Repair maintenance civil at 15,000 USD and is intended to renovate / repair the 23 MCSS schools and the central office.</p> <p>2. Roof, 2. Windows, 3. Rest rooms, 4. painting, this package is funded from the budget line Repair and Maintenance-Civil</p> <p>NOTE: RB is being utilized in keeping with Section 50 (b)</p>

Prepared by: *Norwu Yorgbor*

Norwu Yorgbor

PROCUREMENT DIRECTOR

*M. T. Taylor*  
*11/15/2021*



Approved by: *Hon. Adolphus Benjamin Jacobs*

Hon. Adolphus Benjamin Jacobs

HEAD OF ENTITY

*Adolphus Benjamin Jacobs*  
*11/15/2021*



Date: *11/15/21*



**Monrovia Consolidated school system**  
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Items No.	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	CONTENT OF CONTRACT PACKAGE
2.	IFB NO.MCSS/RFQ/001/2021	PRINTING & BINDING	This contract package is intended to produce: Report cards for all MCSS schools, Receipts books for registration and & other, Record & Roll books, Laboratory manual. 6,000 will be used from the budget line printing, Binding and publication.
3.	IFB NO.MCSS/RB/002/20/21	STATIONERY	This contract package is intended to procure assorted stationeries for the MCSS schools and the central office 1. 21/22 ink ..... 110sets 2. A4 Papers ..... 1,988cms 3. White chalk ..... 20ctns 4. 85—A cartridge .... 50pks 5. Ball point pen ..... 10pks (Assorted) 6. Bulk files ..... 45bxs 7. A4 manila folder ..... 70bxs 8. Hanging folder ..... 85bxs 9. Memo ink ..... 35ctns 61 cartridge ..... 65sets etc.... NOTE: RB is being utilized in keeping with Section 50 (b)
4.	IFB NO.MCSS/RB/003/20/21	EDUCATIONAL MATERIAL	This package is intended to pay for Educational materials such as a. postal b. chalks c. pens d. globe e. geometry set f. calculator g. map etc..... NOTE: RB is being utilized in keeping with Section 50 (b)

Prepared by:

Norwu Yorgbor

PROCUREMENT DIRECTOR



Approved by:

Hon. Adolphus Benjamin Jacobs

HEAD OF ENTITY





Date:

11/1/21


**Monrovia Consolidated school system**  
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Items No.	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	CONTENT OF CONTRACT PACKAGE
5.	IFB NO.MCSSS/RFQ/002/2021	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 (\$6,000.00 USD).
6.	IFB NO.MCSSS/RFQ/003/2021	REPAIR & MAINTENANCE VEHICLE	This contract package is intended to repair/service MCSSS Vehicles. 1. LB—0800 2. LB—0803 3. LB—0804 4. LB—0805
7.	IFB NO.MCSSS/RFQ/004/2021	Vehicle insurance	This contract package is intended to insure four (4) vehicle with plate #: 1. LB—0800 2. LB—0803 3. LB—0804 4. LB—0805

Prepared by:   
Norwu Yorgbor  
PROCUREMENT DIRECTOR

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HEAD OF ENTITY

Date: 11/1/21

  
11/2/2021