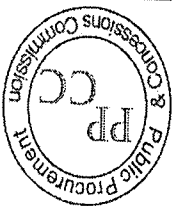


Republic of Liberia
Public Procurement & Concessions Commission
Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia

Website: www.ppsc.gov.lr | Email: info@ppcc.gov.lr | Phone Short Code: 4357



Ref. PPCC/RL/CEO/1422/20

August 31, 2020

Hon. Henry B. Fahnbulleh
ACTING MINISTER

Ministry of Foreign Affairs
Republic of Liberia

Dear Hon Fahnbulleh:

Subject: **PROVISIONAL APPROVAL OF DRAFT PROCUREMENT PLAN FOR FISCAL YEAR 2020/2021**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Ministry of Foreign Affairs SBA, Non SBA and Consultancy Procurement Plans for FY 2020/2021 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 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 2020/2021 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for MoFA's allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for FY 2020/2021 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 (2019/2020), for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for fiscal year 2020/2021.

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.

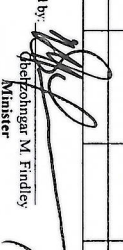
Kind regards

Jargb. Roseline Jargbe Kowo (Atty.)
CHIEF EXECUTIVE OFFICER

MINISTRY OF FOREIGN AFFAIRS
CORE BUDGET PROCUREMENT PLAN (Core Budget)
Source of Funding: GOVERNMENT OF LIBERIA (GOL)
Fiscal year: 2020-2021

1		2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
		BASIC DATA															
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECIFICATIONS/DRAWING	PREP. OF BID DOCUMENT	PG. APPROVAL - BID DOCUMENT SPEC	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/ PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PG. APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE FINAL PAYME
PLANNED UPDATE ACTUAL	1 MFA/RFO/001/20/21	Repairs & Maintenance Services- Vehicles	G-4520	One (1) Firm	\$ 10,000.00	RFQ	25-06-20	02-07-20	09-07-20	16-07-20	23-07-20	30-07-20	06-08-20	13-08-20	N/A	20-08-20	30-06-21
PLANNED UPDATE ACTUAL	2 MFA/RFO/002/20/21	Cleaning Materials	G-4773	Assorted	\$ 10,000.00	RFQ	26-06-20	03-07-20	10-07-20	17-07-20	24-07-20	31-07-20	07-08-20	14-08-20	N/A	21-08-20	30-06-21
PLANNED UPDATE ACTUAL	3 MFA/NCB/001/20/21	Stationery	G-4761	Assorted	35,000.00	NCB	27-06-20	04-07-20	11-07-20	18-07-20	20-08-20	29-08-20	12-09-20	26-09-20	N/A	10-10-20	30-06-21
PLANNED UPDATE ACTUAL	4 MFA/NCB/002/20/21	Printing and Binding services	C-1812	One(1) Firm	140,000.00	NCB	28-06-20	05-07-20	12-07-20	19-07-20	21-08-20	04-09-20	11-09-20	25-09-20	N/A	09-10-20	27-06-21
PLANNED UPDATE ACTUAL	5 MFA/RFO/003/20/21	Medical Drugs	G-4772	Assorted	10,000.00	RFQ	02-07-20	09-07-20	16-07-20	23-07-20	30-07-20	06-08-20	13-08-20	20-08-20	N/A	27-08-20	30-06-21
PLANNED UPDATE ACTUAL	6 MFA/RFO/004/20/21	Food stuff	G-4721	Assorted	10,000.00	RFQ	03-07-20	10-07-20	17-07-20	24-07-20	31-07-20	07-08-20	14-08-20	21-08-20	N/A	28-08-20	30-06-21
PLANNED UPDATE ACTUAL	7 JFB No. MFA/RB/001/20/21	Supply of Vehicle	G-4510	One(1)	65,000.00	RB	04-07-20	11-07-20	18-07-20	25-07-20	26-08-20	02-09-20	09-09-20	16-09-20	N/A	23-09-20	30-06-21
PLANNED UPDATE ACTUAL	8 MFA/NCB/003/20/21	Furniture supply	G-4759	Assorted	50,000.00	NCB	04-07-20	11-07-20	18-07-20	28-07-20	28-08-20	04-09-20	11-09-20	18-09-20	N/A	25-09-20	30-06-21
		TOTAL			\$ 330,000.00												

Prepared by: 
Cyrus G. Fahn, Sr.
Procurement Director

Approved by: 
Deborah M. Findley
Minister

Date: 20/07/20

8/3/20

20/08/20

Explanatory Note-Core budget 2020/2021

No.	Code	Contract Package	Contents
1	IFB No. MFA/RFQ/001/20/21	Repairs & Maintenance Services- Vehicles	This package was derived from the budgetline repairs/maintenance-vehicle, with the total appropriation of 10,000.00. Hence, it will be us services for the Ministry in the very the contents of the package for Fiscal Year 2020/2021.
2	IFB No. MFA/RFQ/002/20/21	Cleaning Materials	This contract package is derived from the budgetline cleaning materials and service with the total appropriation of 10,000.00. Hence, will be use to procure assorted materials in the contents of the package with consideration of the Request For Quotation Procurement in the Procurement legal framework of Liberia.
3	IFB No. MFA/NCB/001/20/21	Stationery	This contract package was derived from the budgetline stationery which is at 35,000.00. This amount is anticipated to be used to procure stationery items for the Ministry which include papers (A4/Legal) manilla folders,pens cartridges, staples pins ,staple machines,etc. He the package value and in keeping with the regulation on threshold,a National Competitive Bidding process is considered .
4	IFB No. MFA/NCB/002/20/21	Printing and Binding Services	This contract package was derived from the budget line printing, binding and publication services with the total appropriation of 150,0(140,000 is being considered for printing and binding of legislations , laws etc.
5	IFB No. MFA/RFQ/003/20/21	Medical Drugs	Complex Injection(20 Boxes),Menthol syrups (25 Boxes),Ampicillin(20 Boxes),Lonart DS(35 Boxes) and others necessary for the operation of the Ministry Clinic.
6	IFB No. MFA/RFQ/004/20/21	Food stuff	This contract package is taken from the Entertainment & Representation budget line item. And will be used to facilitate the procur food stuff for the Ministry with consideration of the RFQ procurement method.
7	IFB No. MFA/RB/001/20/21	Vehicle Supply	This contract package is taken from the budgetline transport equipment-other, and it will be used to facilitate procurement in the content (budgetline(i.e. Transport equipment-others) . Hence, the total amount is US 65,000.00.
8	IFB No. MFA/NCB/003/20/21	Furniture Supply	This contract package is taken from the budgetline furniture and fixture with the total amount of 50,000. Hence, it will be used to purch furniture for the Ministry.

Prepared by:


Cyrus G. Fahn
Procurement Director

Approved by:


Ghehromgar M. Findley
Minister


T. Lewis
24/11/20
08/31/20


Ghehromgar M. Findley
24/11/20