



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/484/'22

June 5, 2022

Hon. Thelma E. Duncan Sawyer
ACTING MINISTER
Ministry of Foreign Affairs
Monrovia, Liberia

Dear Hon. Sawyer:

Subject: **RECEIPT AND APPROVAL OF MINISTRY OF FOREIGN AFFAIRS ADDENDUM SBA PROCUREMENT PLAN FOR FISCAL YEAR 2022.**

We present our compliments and wish to notify you that the Public Procurement and Concessions Commission has received and approved the Ministry of Foreign Affairs Addendum SBA Procurement Plan in accordance with **Section 40 (3)** of the PPCA, 2010.

The Commission conveys to the Ministry of Ministry of Foreign Affairs that this Procurement Plan will be duly forwarded to the Ministry of Finance and Development Planning (MFDP), and that the MFDP will process allotments in keeping with the approved Procurement Plan.

The Commission counsels that you observe Section 40(5) of the PPCA, 2010 which states "each Procuring Entity, shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in its plan. An updated procurement plan shall accompany said notice to the Commission." Please note that an approval of a method on the procurement plan is deemed as the Commission's full approval and as such a Procuring Entity will not be required to again request the use of said approved method. Additionally, given the stipulated procurement method, kindly ensure the usage of Vendors on the PPCC's Vendor Registry at <http://ppcc.gov.lr/vr/index.php/documents>.

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 ensure the National Interest is assured and ultimately public confidence is maintained in all Public Procurement and Concession processes.

Best regards,


Jargba Roseline Nagbe Kowo (Atty.)
CHIEF EXECUTIVE OFFICER

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



REPUBLIC OF LIBERIA
MINISTRY OF FOREIGN AFFAIRS
MONROVIA, LIBERIA

RL/MFA/2-3c/001 /'22

June 30, 2022

Madam Chief Executive Officer:

Re: SUBMISSION OF ADDENDUM PROCUREMENT PLANS

I present my compliments and forward herewith Addendum procurement plans for fiscal year 2022 for the Ministry of Foreign Affairs in keeping with Sections 40 (5) of the Revised PPC Act, approved 2010 which states:

Each Procuring Entity, shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in its plan. An updated procurement plan shall accompany said notice to the Commission.

Also attached are the Addendum Procurement Plan, Explanatory Note, and a copy of an allotment letter from the Ministry of Finance and Development Planning for budget line items (i.e. **Supply of Food stuff**).

With kind regards,


Thelma E. Duncan Sawyer
Acting Minister

Jargbe Roseline, Nagbe Kowo (Atty)
Chief Executive Officer
Public Procurement & Concessions Commission (PPCC)
Capitol Hill
Monrovia, Liberia

Received:
Theophilus Kollie
July 1, 2022
Time: 1:25 PM

MINISTRY OF FOREIGN AFFAIRS
ADDENDUM SBA PROCUREMENT PLAN
Source of Funding: GOVERNMENT OF LIBERIA (GOL)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	19	20
BASIC DATA						IMPLEMENTATION DATES												
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOCTECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/PU BLC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	ACCEPTANCE & FINAL PAYMENT	REMARKS	
1	IFB NO. MFA/SBA/RB/001/22	SUPPLY OF FOOD STUFF	G-4724	ASSORTED	\$ 65,000.00	RB	06-30-2022	7-1-2022	7-4-2022	7-5-2022	7-15-2022	7-17-2022	7-19-2022	7-21-2022	N/A	7-24-2022		
PLANNED																		
UPDATE																		
ACTUAL																		
					TOTAL	\$	65,000.00											

Prepared by: 
Cyrus G. Flaherty, Sr.
PROCUREMENT DIRECTOR



Approved by: 
Thelma E. Duncan Sawyer
ACTING MINISTER

Date: 6/30/22



ADDENDUM SBA PROCUREMENT PLAN EXPLANATORY NOTE

No.	Code	Contract Package	Contents
1	IFB NO.MFA/SBA/RB/001/22	SUPPLY OF FOOD STUFF	Fund on this line was taken from the budgetline Entertainment and Representation from which the contract package food stuff was derived as w in the June, 2022 allotment of the Ministry as attached. Hence, it will be used to procure assorted food items (i.e Rice 3,309.3 25kg bags @ 13 45,337.41 and Vegetable Oil: 25 tins @ US\$ 28.00 = US\$ 700; 410 gals @ \$ 7.50 = \$3,075 and 1025 3gals @ \$15.50=15,887.50 totalling \$ 19 for staff of the Ministry tailored to the July 26 celebration . As such ,you will observe that it is labled as an Addendum procurement plan on that it was not initially appropriated for in the budget of the Ministry as was approved by the President which informed the preparation of our plan tailored to the budget year as was approved by the Commission. Considering the limitation of time with focus on the July 26 independence d celebration for which this procurement is intended, the Ministry is here in requesting the reduction in leadtime to two (2) so as to ensure the avr the goods to be distributed prior to July 26 celebration.

Prepared by _____

Cyrus G. Flahn Sr.

PROCUREMENT DIRECTOR

Approved by: _____

Thelma E. Duncan-Sawyer (MIS)

ACTING MINISTER

Date: 6/30/22

