

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/1518/'20

October 7, 2020

Hon. Samuel D. Tweah, Jr.

**MINISTER**

Ministry of Finance and Development Planning  
Republic of Liberia

Dear Hon. Tweah:

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 Finance and Development Planning SBA and Non SBA Procurement Plan 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.

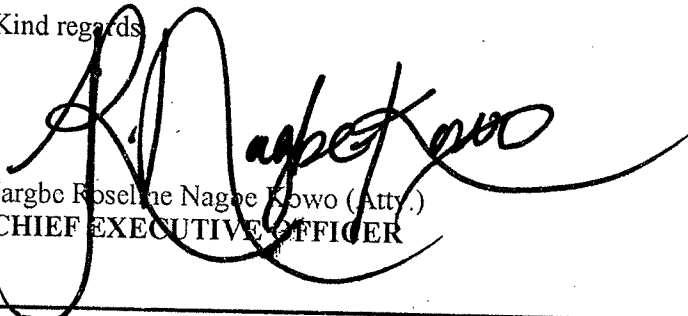
Please be advised that your Entity can carry out procurement activities based on this provisionally approved draft procurement plan culminating in **framework agreements** for recurrent procurement items. Similarly, you are also advised to carry out procurement activities for non-recurrent procurement 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 MFDP'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



Jargbe Roseline Nagbe Kowo (Atty.)  
**CHIEF EXECUTIVE OFFICER**

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

Ministry of Finance and Development Planning  
Draft Annual Procurement Plan (Core Budget)  
Government of Liberia National Budget  
Fiscal Year: 2020 - 2021

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
BASIC DATA								IMPLEMENTATION DATES										
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activities Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPEC/TOB/BOQ /DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/P UBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT
PLANNED	1	IFB No. MFDP/RB/001 /20-21	Petroleum Products (Diesel & Gasoline)	G - 4661	23,018.57 gallons	80,565.00	RB	6/15/2020	6/18/2020	6/25/2020	6/30/2020	7/28/2020	8/4/2020	8/11/2020	8/18/2020	N/A	6/28/2021	6/30/2021
UPDATE																		
ACTUAL																		
PLANNED	2	IFB No. MFDP/NCB/00 1/20-21	Stationery & Supplies	G - 4761	Assorted	91,974.00	NCB	6/15/2020	6/18/2020	6/25/2020	6/30/2020	7/28/2020	8/4/2020	8/11/2020	8/18/2020	N/A	6/28/2021	6/30/2021
UPDATE																		
ACTUAL																		
PLANNED	3	IFB No. MFDP/RB/002 /19-20	Vehicle Insurance	K - 6511	1 Firm	17,730.00	RB	6/15/2020	6/18/2020	6/25/2020	6/30/2020	7/28/2020	8/4/2020	8/11/2020	8/18/2020	N/A	6/28/2021	6/30/2021
UPDATE																		
ACTUAL																		
PLANNED	4	IFB No. MFDP/SS/001/ 20-21	Repair and Maintenance (Generator)	C - 3314	1 Firm	15,390.00	SS	6/15/2020	N/A	N/A	N/A	N/A	N/A	7/20/2020	8/10/2020	N/A	6/28/2021	6/30/2021
UPDATE																		
ACTUAL																		
PLANNED	5	IFB No. MFDP/SS/002/ 20-21	Repair and Maintenance (Elevators)	S - 3312	1 Firm	40,800.00	SS	6/15/2020	N/A	N/A	N/A	N/A	N/A	7/20/2020	8/10/2020	N/A	6/28/2021	6/30/2021
UPDATE																		
ACTUAL																		
SUB TOTAL						246,459.00												

Signed: 

DIRECTOR OF PROCUREMENT

Date: 8/10/2020

Approved: 

HEAD OF ENTITY

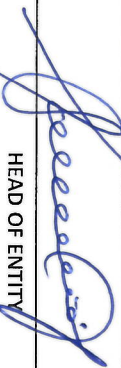


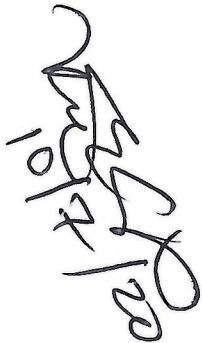
Ministry of Finance and Development Planning  
Draft Annual Procurement Plan (Core Budget)  
Government of Liberia National Budget  
Fiscal Year: 2020 - 2021

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PLANNED	6	IFB No. M/FDP/RFO/00 1/20-21	Repair and Maintenance (laptops, desktops, etc)	S - 9511	1 Firm	6,000.00	RFQ	7/20/2020	7/27/2020	8/3/2020	8/5/2020	8/12/2020	8/19/2020	8/26/2020	9/2/2020	N/A	6/28/2021	6/30/2021
UPDATE																		
ACTUAL																		
PLANNED		IFB No. M/FDP/SS/003/ 20-21	Scratch Cards	J - 6190	5,436 Pcs	27,180.00	SS	6/15/2020	N/A	N/A	N/A	N/A	N/A	7/20/2020	8/10/2020	N/A	6/28/2021	6/30/2021
UPDATE																		
ACTUAL																		
GRAND TOTAL						279,639.00												

Signed:  DIRECTOR OF PROCUREMENT

Date: 8/10/2020

Approved:  HEAD OF ENTITY



  
Oct 17/2020



10/17/20

Ministry of Finance and Development Planning  
Draft Procurement Plan [Core Budget]  
Government of Liberia National Budget  
Fiscal Period: 2020 - 2021

No	Contract Package	Description	Explanatory note
1	IFB No. MFDP/RB/001/20-21	Petroleum Products (Diesel & Gasoline)	Cost of purchasing 23,018.57 gallons @ \$3.50 based on the approved LPRC and MOC price for vehicles and generators fuel to be funded from the budgetary line items, Fuel and Lubricants - Vehicle and Fuel and Lubricants - Generator in the cash plan
2	IFB No. MFDP/NCB/001/20-21	Stationery & Supplies	Refers to the purchase of assorted stationery and supplies including Bond Paper, printer cartridges, notepads, ball point pens, et to be funded from the budgetary line item Stationery in the cash plan
3	IFB No. MFDP/RB/002/19-20	Vehicle Insurance	Refers to cost of hiring an insurance firm to cover insurance services for MFDP's vehicles to be funded from the budgetary line item Vehicle Insurances in the cash plan
4	IFB No. MFDP/SS/001/20-21	Repair and Maintenance (Generator)	Refers to the cost of sole sourcing Beaver Company to carry out preventive and corrective maintenance on MFDP's 810KVA generator as they are the importer, dealer & only provider of original spare parts and maintenance services for MFDP Machine . be funded from the budgetary line item Repair and Maintenance - Generator in the cash plan. The request to use Sole Source is in consonance with Section 55 (1b) of the PPC Act of 2010 which states: For additional deliveries of goods by the original supplier which are intended either as replacement parts for existing goods, services or installations or as the extension of existing goods, services or installations where a change of supplier would compel the Procuring Entity to procure equipment or services not meeting requirements of interchangeability with already existing equipment or services.
5	IFB No. MFDP/SS/002/20-21	Repair and Maintenance (Elevators)	refers to the cost of sole sourcing CFAO/CAGEM to carry out preventive and corrective maintenance Services for MFDP's two (2) Elevators. This will be funded from the budget line Repairs and Maintenance machinery, equipment and furniture in the cash plan. The request to use Sole Source is in consonance with Section 55 (1b) of the PPC Act of 2010 which states: For additional deliveries of goods by the original supplier which are intended either as replacement parts for existing goods, services or installations or as the extension of existing goods, services or installations where a change of supplier would compel the Procuring Entity to procure equipment or services not meeting requirements of interchangeability with already existing equipment or services.
6	IFB No. MFDP/RFQ/001/20-21	Repair and Maintenance (laptops, desktops, etc)	Refers to the cost of Hiring ICT repairs and maintenance company to conduct routine maintenance and/or repairs on MFDP's IC Equipment to be funded from the budgetary line item Repairs and Maintenance ICT in the cash plan
7	IFB No. MFDP/SS/003/20-21	Scratch Cards	Refers to the cost of sole sourcing Orange and Lonestar Cell MTN for the supply of Phone Cards. The decision to enter contractu agreement with both companies comes from the fact that getting the Phone Cards from distributor or retailers has proven difficult over the years; in some instances making the MFDP to pay more than the required price. Additionally, both companies at the manufacturers of the phone cards. This will be funded from the budgetary line item Scratch Cards in the cash plan. The request to use Sole Source is in consonance with Section 55 (1a) of the PPC Act of 2010 which states: When only one (1) supplier has the exclusive right to manufacture the goods, carry out the works or perform the services to be procured and no suitable alternative is available.

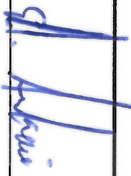
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No	Contract Package	Description	Explanatory note
8		Residential Property Rental & Lease	refers to the cost of rental fees for the County Treasury Officers and Budget Officers in the Four (4) pilot counties namely: Garissa, Baringo, Mandera and Marsabit
9		Consultancy Services	refers to cost representing payments to individual consultants working with the ministry on specific projects who have been with the MFDP for a period
10		Water & Sewage	refers to payment made to Liberia water and sewage corporation for water supply
11		Media Relations, Intelligence & Promotion	refers to payment made to media outlets during press conferences, talk shows, etc

Signed: 

Director of Procurement

Date: 8/10/2020

  
 10/17/20

  
 10/7/2020

To Treasury  
 10/7/2020