



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/158/'23

April 4, 2023

Hon. Samuel D. Tweah, Jr.
MINISTER
Ministry of Finance & Development Planning
Republic of Liberia

Dear Hon. Tweah:

Subject: **RECEIPT AND APPROVAL OF THE MINISTRY OF FINANCE AND DEVELOPMENT PLANNING DRAFT ANNUAL SBA AND NON SBA PROCUREMENT PLANS FOR FISCAL YEAR 2023.**

We present our compliments and wish to notify you that the Public Procurement and Concessions Commission has received and approved the Ministry of Finance and Development Planning Draft Annual SBA and Non-SBA Procurement Plans in accordance with **Section 40 (3)** of the PPCA, 2010, and Section 55(d).

The Commission conveys to the Ministry of Finance and Development Planning 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, upon conclusion of stipulated processes.

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.

Please note that all contracts which cumulative annual value above the threshold of **US\$250,000.00** must be signed by the Minister responsible for Finance and attested by the Minister responsible for Justice. **The Commission requires that you kindly forward copies of all stipulated contracts upon signing, so as to update our records.**

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,



Jargbe Rosema Nagbe Kowo (Ch.)
CHIEF EXECUTIVE OFFICER

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: 2023

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 SPECIFICATIONS/BOQ/ DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/P BID 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/SS/001/ 2023	Supply and Delivery of Elevators	C - 4329	1 Firm	280,000.00	SS	2/14/2023	N/A	N/A	N/A	N/A	N/A	2/21/2023	2/31/2023	N/A	12/28/2023	12/30/2023
UPDATE																		
ACTUAL																		
PLANNED	2	IFB No. MFDP/NCB/00 1/2023	Supply and Delivery of Computers and Other ICT	G - 4741	Assorted	21,818.00	NCB	1/24/2023	1/27/2023	2/3/2023	2/8/2023	3/8/2023	3/15/2023	3/22/2023	3/29/2023	N/A	12/28/2023	12/28/2023
UPDATE																		
ACTUAL																		
PLANNED	3	IFB No. MFDP/RB/001 /2023	Vehicle Insurance	K - 6511	1 Firm	46,830.00	RB	1/27/2023	1/30/2023	2/6/2023	2/11/2023	3/11/2023	3/18/2023	3/25/2023	4/1/2023	N/A	12/28/2023	12/30/2023
UPDATE																		
ACTUAL																		
PLANNED	4	IFB No. MFDP/SS/002/ 2023	Repair and Maintenance (Generator)	C - 3314	1 Firm	27,360.00	SS	1/3/2023	N/A	N/A	N/A	N/A	N/A	1/30/2023	1/31/2023	N/A	12/28/2023	12/30/2023
UPDATE																		
ACTUAL																		
PLANNED	5	IFB No. MFDP/NCB/00 2/2023	Stationery & Supplies	G - 4761	Assorted	156,361.00	NCB	1/17/2023	1/24/2023	1/31/2023	2/2/2023	2/9/2023	2/16/2023	2/23/2023	3/16/2023	N/A	12/28/2023	12/30/2023
UPDATE																		
ACTUAL																		
SUB TOTAL						532,369.00												

Signed: 
DIRECTOR OF PROCUREMENT

Date: 
April 4, 2023

Approved: 
Public Procurement & Concessions Commission

Approved: 
HEAD OF ENTITY
April 14, 2023
Public Procurement & Concessions Commission

Ministry of Finance and Development Planning
Draft Annual Procurement Plan (Core Budget)
Government of Liberia National Budget
Fiscal Year: 2023

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PLANNED	6	IIFB No. MFDP/NCB/00 3/2023	Repair and Maintenance (Vehicles)	G - 4520	1 Firm	36,750.00	NCB	2/7/2023	2/10/2023	2/17/2023	2/22/2023	3/22/2023	3/29/2023	4/5/2023	4/12/2023	N/A	12/28/2023	12/28/2023
UPDATE																		
ACTUAL																		
PLANNED	7	IIFB No. MFDP/SS/003/ 2023	Scratch Cards	J - 6190	12,120 Pcs @ \$5USD unit price	60,600.00	SS	1/3/2023	N/A	N/A	N/A	N/A	N/A	1/10/2023	1/17/2023	N/A	12/28/2023	12/30/2023
UPDATE																		
ACTUAL																		
SUB TOTAL						97,350.00												
GRAND TOTAL-CORE						629,719.00												

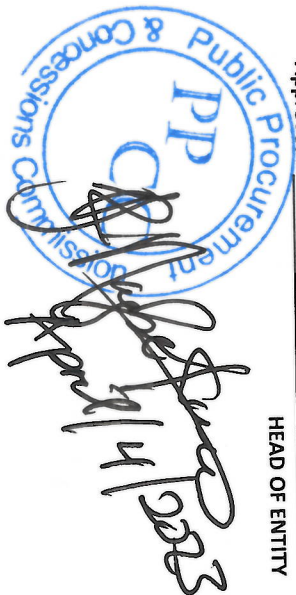
Signed: 
DIRECTOR OF PROCUREMENT

Date:

3/14/2023

Approved:

HEAD OF ENTITY



Ministry of Finance and Development Planning
Annual Procurement Plan [Core Budget]
Government of Liberia National Budget

Fiscal Year: 2023

No	Contract Package	Description	Explanatory note
1	IFB No. MFDP/SS/001/2023	Supply and Delivery of Elevators	Refers to the cost of sole sourcing (CFAO/CAGEM) for the procurement of two new Otis elevators for the Ministry of Finance and Development Planning (MFDP) to be funded from the budgetary line item, Machinery & other Equipment 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.
2	IFB No. MFDP/NCB/001/2023	Supply and Delivery of Computers and Other ICT	Refers to the cost of procuring ICT Equipment such as laptops and desktop computers, cables, printers, scanner, etc. This will be funded from the budgetary line item Computer Supplies, parts and cabling in the cash plan
3	IFB No. MFDP/RB/001/2023	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/002/2023	Repair and Maintenance (Generator)	Refers to the cost of sole sourcing Beever 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 to 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/NCB/002/2023	Stationery & Supplies	Refers to the purchase of assorted stationery and supplies including Bond Paper, printer cartridges, notepads, ball point pens, etc. to be funded from the budgetary line item Stationery in the cash plan

Signed:

DIRECTOR OF PROCUREMENT

Date:

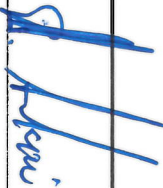
3/14/2023

Approved

HEAD OF ENTITY

No	Contract Package	Description	Explanatory note
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No	Contract Package	Description	Explanatory note
6	IFB No. MFDP/NCB/003/2023	Repair and Maintenance (Vehicles)	Refers to cost of hiring garages to conduct preventive and corrective maintenance services on all MFDP's Vehicles. This is to be funded from the Budgetary Line item Repair and Maintenance - Vehicle in the cash plan.
7	IFB No. MFDP/SS/003/2023	Scratch Cards	Refers to the cost of sole sourcing Orange and Lonestar Cell MTN for the supply of Phone Cards. The decision to enter contractual 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 compines are 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.

Signed: 

DIRECTOR OF PROCUREMENT

Date: 3/14/2023

Approved 

HEAD OF ENTITY

