



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/0673/'19

September 26, 2019

Hon. Samora P.Z. Wolokolie

DEPUTY MINISTER FOR FISCAL AFFAIRS

Ministry of Finance and Development Planning

Republic of Liberia

Dear Hon. Wolokolie:

Subject: **PROVISIONAL APPROVAL OF DRAFT PROCUREMENT PLAN FOR FISCAL YEAR 2019/2020**

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 Plans for FY 2019/2020 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 2019/2020 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 2019/2020 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 (2018/2019), for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for fiscal year 2019/2020.

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 Roseline Nagn Kowo (Atty)
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: 2018 - 2019

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 SPECS/TOR/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	6	IFB No. MFDP/RFQ/00 1/19-20	Repair and Maintenance (ICT Equipment)	S - 9511	1 Firm	1,500.00	RFQ	9/16/2019	9/23/2019	9/30/2019	10/2/2019	10/9/2019	10/16/2019	10/23/2019	10/30/2019	N/A	6/29/2020	6/29/2020
UPDATE																		
ACTUAL																		
PLANNED	7	IFB No. MFDP/RFQ/00 2/19-20	Computer Accessories	G - 4651	Assorted	9,475.00	RFQ	9/16/2019	9/23/2019	9/30/2019	10/2/2019	10/9/2019	10/16/2019	10/23/2019	10/30/2019	N/A	6/29/2020	6/29/2020
UPDATE																		
ACTUAL																		
PLANNED	8	IFB No. MFDP/RB/003 /19-20	Vehicle Insurance	K - 6512	1 Firm	23,960.00	RB	6/10/2019	6/13/2019	6/20/2019	6/25/2019	7/23/2019	7/30/2019	8/6/2019	8/13/2019	N/A	6/29/2020	6/29/2020
UPDATE																		
ACTUAL																		
PLANNED		IFB No.																
	9	MFDP/NCB/00 2/19-20	Computers	G - 4651	Assorted	20,000.00	NCB	10/7/2019	10/10/2019	10/17/2019	10/22/2019	11/19/2019	11/26/2019	12/3/2019	12/10/2019	N/A	6/29/2020	6/29/2020
UPDATE																		
ACTUAL																		
GRAND TOTAL						365,702.00												

Signed:

DIRECTOR OF PROCUREMENT

Date:

Approved:

HEAD OF ENTITY

T. Thomas
9/23/19

ALB
9/23/2019

[Signature]


7/15/19

[Signature]

[Signature]

Ministry of Finance and Development Planning
Draft Procurement Plan [Core Budget]
Government of Liberia National Budget
Fiscal Period: 2019 - 2020

No	Contract Package	Description	Explanatory note
1	IFB No. MFDP/RB/001/19-20	Petroleum Products (Diesel & Gasoline)	Cost of purchasing 31,234.6 gallons @ \$3.70 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/001/19-20	Stationery & Supplies	Refers to the purchase of assorted stationery and supplies including Bond Paper, printer cartridges, notepads, ball point pens, e to be funded from the budgetary line item Stationery in the cash plan
3	IFB No. MFDP/RB/002/19-20	Personnel Health Insurance Services	Refers to cost of hiring an insurance firm to cover insurance services for MFDP's employees to be funded from the budgetary li item Personnel Insurances in the cash plan
4	IFB No. MFDP/SS/001/19-20	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
5	IFB No. MFDP/SS/002/19-20	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
6	IFB No. MFDP/RFO/001/19-20	Repair and Maintenance (ICT Equipment)	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 machinery, equipment and furniture in the cas plan
7	IFB No. MFDP/RFO/002/19-20	Computer Accessories	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 Repair and Maintenance ICT Equipment in the cash plan
8	IFB No. MFDP/RB/003/19-20	Vehicle Insurance	refers to the cost of insuring MFDP's Vehicles to be funded from the budgetary line, Vehicle Insurance in the cash plan
9	IFB No. MFDP/NCB/002/19-20	Computers	refers to the cost of procuring Laptops, desktops and printers for outstation staff for the implementation of the PAPD to be funded from the budgetary line, Computer Hardware in the cash plan
10		Residential Property Rental & Lease	refer to the cost of rental fees for the County Treasury Officers and Budget Officers in the Four (4) pilot counties namely: Grand Bassa, Bong, Nimba and Margibi
11		Transportation Reimbursement Allowance	refers to transportation reimbursement to the County Treasury Officers and Budget Officers in the Four (4) pilot counties name Grand Bassa, Bong, Nimba and Margibi
12		Consultancy Services	refers to cost representing payments to individual consultants working with the ministry on specific projects who have been wit the MFDP for a period
13		Water & Sewage	refers to payment made to Liberia water and sewage corporation for water supply
14		Media Relations, Intelligence & Promotion	refers to payment made to media outlets during press conferences, talk shows, etc

Signed: 

Director of Procurement

Date: 7/15/19

T. Taylor
9/23/19

CELESTINE
9/23/19

