



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/056/'22

January 25, 2022

Hon. Samuel D. Tweah  
**MINISTER**  
Ministry of Finance and Development Planning  
Republic of Liberia

Dear Hon. Tweah:

Subject: **PROVISIONAL APPROVAL OF THE MINISTRY OF FINANCE & DEVELOPMENT  
PLANNING ANNUAL PROCUREMENT PLAN FOR FISCAL YEAR 2022.**

We present our compliments and acknowledge receipt of your letter which sought the Commission's approval of the Ministry of Finance & Development Planning Annual Procurement Plan for FY 2022 in accordance with **Section 40(3)** of the PPC Act. The Commission hereby informs 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 notification of this information in the tender document for your guidance, the Commission has produced a short note explaining the process for framework agreements and advance procurement which you can download at <http://ppcc.gov.lr/vr/index.php/documents>.

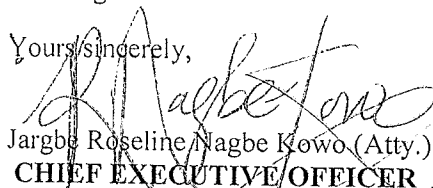
Upon the passage of the National Budget 2022, you are required to submit a revised/updated procurement plan, details budget for MFDP's allocation in the approved budget, Cash plan, names and positions of the Procurement Committee members for FY 2022 and staff of the Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the just ended six months budget, for stated submission will serve as a precursor for the Commission granting you final approval of your recurrent procurement plan for fiscal year 2022.

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

Yours/sincerely,

  
Jargbe Roseline Nagbe 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: 2022

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/PUBLIC 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. MEDP/RB/01/2022	Supply and Delivery of Vehicles	G - 4510	7 pieces	280,000.00	NCB	2/14/2022	2/21/2022	2/28/2022	3/2/2022	3/9/2022	3/16/2022	3/23/2022	4/13/2022	N/A	12/28/2022	12/30/2022
UPDATE																		
ACTUAL																		
PLANNED	2	IFB No. MEDP/NCB/01/2022	Supply and Delivery of Computers and Other ICT	G - 4741	Assorted	350,000.00	NCB	1/24/2022	1/31/2022	2/7/2022	2/9/2022	2/16/2022	2/23/2022	3/2/2022	3/23/2022	N/A	12/28/2022	12/30/2022
UPDATE																		
ACTUAL																		
PLANNED	3	IFB No. MEDP/RB/02/2022	Vehicle Insurance	K - 6511	1 Firm	17,730.00	RB	12/27/2021	12/30/2021	1/6/2022	1/11/2022	2/8/2022	2/15/2022	2/22/2022	3/1/2022	N/A	12/28/2022	12/30/2022
UPDATE																		
ACTUAL																		
PLANNED	4	IFB No. MEDP/SS/01/2022	Repair and Maintenance (Generator)	C - 3314	1 Firm	15,390.00	SS	1/3/2022	N/A	N/A	N/A	N/A	N/A	1/10/2022	1/31/2022	N/A	12/28/2022	12/30/2022
UPDATE																		
ACTUAL																		
PLANNED	5	IFB No. MEDP/NCB/02/2022	Supply and Delivery of Furniture	J - 6190	Assorted	268,904.00	NCB	1/14/2022	1/24/2022	1/31/2022	2/2/2022	2/9/2022	2/16/2022	2/23/2022	3/16/2022	N/A	12/28/2022	12/30/2022
UPDATE																		
ACTUAL																		
SUB TOTAL						932,024.00												

01/25/22

Signed: *[Signature]*

DIRECTOR OF PROCUREMENT

01/18/2022

Date: *[Signature]*

HEAD OF ENTITY

01/25/22

*[Signature]*

HEAD OF ENTITY



Ministry of Finance and Development Planning  
Draft Annual Procurement Plan (Core Budget)  
Government of Liberia National Budget  
Fiscal Year: 2022

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BASIC DATA								IMPLEMENTATION DATES										
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PLANNED	6	IFB No. MEDP/NCB/03 /2022	Maintenance & Repair of Motor Vehicles	G - 4520	Firms	43,200.00	NCB	2/7/2022	2/14/2022	2/21/2022	2/23/2022	3/2/2022	3/9/2022	3/16/2022	3/23/2022	N/A	12/28/2022	12/30/2022
UPDATE																		
ACTUAL																		
PLANNED		IFB No. MEDP/SS/03/2 0-21	Scratch Cards	J - 6190	5,436 Pcs	27,180.00	SS	1/3/2022	N/A	N/A	N/A	N/A	N/A	1/10/2022	1/31/2022	N/A	12/28/2022	12/30/2022
UPDATE																		
ACTUAL																		
GRAND TOTAL						1,002,404.00												

Signed: [Signature]  
DIRECTOR OF PROCUREMENT

Date: 01/12/2022

Approved: [Signature]  
HEAD OF ENTITY

[Signature]  
01/25/22



[Signature]  
Jan. 25, 2022

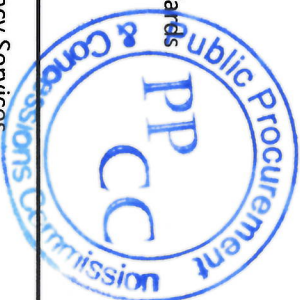
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01/25/2022





Ministry of Finance and Development Planning  
Draft Procurement Plan [Core Budget]  
Government of Liberia National Budget  
Fiscal Period: 2022

No	Contract Package	Description	Explanatory note
1	IFB No. MFDP/RB/03/2022	Supply and Delivery of Vehicles	Cost of purchasing seven vehicles for the operation of the Ministry to be funded from the budget line Transport Equipment in the cash plan
2	IFB No. MFDP/NCB/01/2022	Supply and Delivery of Computers and Other ICT Equipment	Refers to the cost of purchasing computers, printers and other ICT equipment for the operation of the Ministry to be taken from the budget lines Computer Supplies, Parts & Cabling and Machinery and Equipment in the cash plan
3	IFB No. MFDP/RB/02/2022	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/01/2022	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/NCB/02/2022	Supply and Delivery of Furniture	Cost of purchasing office furniture (desk, table, chairs, cabinets, etc) for the operation of the Ministry to be funded from the budget line Furnitures and Fixtures in the cash plan
6	IFB No. MFDP/NCB/03/2022	Maintenance & Repair of Motor Vehicles	Refers to the cost of hiring about two (2) or three (3) Mechanical Garages for the Preventive and Corrective Maintenance of all MFDP Vehicles to be funded from the budgetary line item Repair and Maintenance - Vehicles. The MFDP intends to conduct the process in this manner due to supply risk issue.
7	IFB No. MFDP/SS/003/20-21	Scratch Cards	Refers to the cost of sole sourcing Orange and Lonestar Cell MTN/Agent of 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 distributors or retailers has proven difficult over the years; in some instances making the MFDP to pay more than the required price. Additionally, both companies 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.
8		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
9		Water & Sewage	refers to payment made to Liberia water and sewage corporation for water supply
10		Media Relations, Intelligence & Promotion	refers to payment made to media outlets during press conferences, talk shows, etc



Signed:

*[Signature]*

Director of Procurement

Date:

01/12/2022

*[Signature]*  
Jan. 25, 2022

*[Signature]*  
Jan 25, 2022

