



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/331/'21**

August 26, 2021

Hon. Samuel D. Tweah, Jr.

**MINISTER**

Ministry of Finance and Development Planning  
Monrovia, Liberia

Dear Hon. Tweah:

Subject: **PROVISIONAL APPROVAL OF DRAFT PROCUREMENT PLAN FOR SPECIAL BUDGET YEAR 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 (**MFDP**) SBA and Core Budget Procurement Plans and extension of contracts for FY 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 National Special Budget 2021, 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 Budget Year 2021 and staff of your Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the just ended FY 2020/2021, for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for the Special Budget Year 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.

Sincerely yours

  
Sarah 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 Special National Budget


Fiscal Year: 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<br>(CODE)       | CONTRACT PACKAGE                             | Business<br>Activities<br>Code | QTY                 | ESTIMATED COST (USD) | PROCUREMENT<br>METHOD | TECHNICAL<br>SPECS/TOR/BOQ<br>/DRAWINGS | PREP. OF BID<br>DOCUMENT | PC APPROVAL -<br>BID DOC/TECH<br>SPECS | BID INVITATION &<br>RELEASE OF BID<br>DOC | BID<br>SUBMISSION/P<br>PUBLIC OPENING | SUBMISSION OF<br>BID EVALUATION<br>REPORT | PC APPROVAL -<br>BID EVALUATION<br>REPORT | CONTRACT<br>AWARD &<br>SIGNING | ADVANCE<br>PAYMENT<br>(MOBILIZATION) | DELIVERY,<br>INSPECTION<br>(SUBSTANTIAL<br>COMPLETION) | ACCEPTANCE &<br>FINAL PAYMENT |
| PLANNED    | 1        | IFB No.<br>MFDP/SS/01/2<br>021 | Petroleum<br>Products (Diesel<br>& Gasoline) | G - 4661                       | 22,778.9<br>gallons | 79,726.00            | SS                    | 7/26/2021                               | N/A                      | N/A                                    | N/A                                       | N/A                                   | N/A                                       | 8/5/2021                                  | 8/12/2021                      | N/A                                  | 12/28/2021   | 12/28/2021                    |
| UPDATE     |          |                                |  |                                |                     |                      |                       |   |                          |  |   |                                       |   |   |                                |                                      |  |                               |
| ACTUAL     |          |                                |  |                                |                     |                      |                       |   |                          |  |   |                                       |   |   |                                |                                      |  |                               |
| PLANNED    | 2        | IFB No.<br>MFDP/SS/02/2<br>021 | Stationery &<br>Supplies                     | G - 4761                       | Assorted            | 127,231.00           | SS                    | 7/26/2021                               | N/A                      | N/A                                    | N/A                                       | N/A                                   | N/A                                       | 8/5/2021                                  | 8/12/2021                      | N/A                                  | 12/28/2021   | 12/28/2021                    |
| UPDATE     |          |                                |  |                                |                     |                      |                       |   |                          |  |   |                                       |   |   |                                |                                      |  |                               |
| ACTUAL     |          |                                |  |                                |                     |                      |                       |   |                          |  |   |                                       |   |   |                                |                                      |  |                               |
| PLANNED    | 3        | IFB No.<br>MFDP/SS/03/2<br>021 | Maintenance &<br>Repair of Motor<br>Vehicles | G - 4520                       | Firms               | 78,915.00            | SS                    | 7/26/2021                               | N/A                      | N/A                                    | N/A                                       | N/A                                   | N/A                                       | 8/5/2021                                  | 8/12/2021                      | N/A                                  | 12/28/2021   | 12/28/2021                    |
| UPDATE     |          |                                |  |                                |                     |                      |                       |   |                          |  |   |                                       |   |   |                                |                                      |  |                               |
| ACTUAL     |          |                                |  |                                |                     |                      |                       |   |                          |  |   |                                       |   |   |                                |                                      |  |                               |
| PLANNED    | 4        | IFB No.<br>MFDP/SS/04/2<br>021 | Repair and<br>Maintenance<br>(Generator)     | C - 3314                       | 1 Firm              | 17,640.00            | SS                    | 7/26/2021                               | N/A                      | N/A                                    | N/A                                       | N/A                                   | N/A                                       | 8/5/2021                                  | 8/12/2021                      | N/A                                  | 12/28/2021   | 12/28/2021                    |
| UPDATE     |          |                                |  |                                |                     |                      |                       |   |                          |  |   |                                       |   |   |                                |                                      |  |                               |
| ACTUAL     |          |                                |  |                                |                     |                      |                       |   |                          |  |   |                                       |   |   |                                |                                      |  |                               |
| PLANNED    | 5        | IFB No.<br>MFDP/SS/05/2<br>021 | Repair and<br>Maintenance<br>(Elevators)     | S - 3312                       | 1 Firm              | 40,400.00            | SS                    | 7/26/2021                               | N/A                      | N/A                                    | N/A                                       | N/A                                   | N/A                                       | 8/5/2021                                  | 8/12/2021                      | N/A                                  | 12/28/2021   | 12/28/2021                    |
| UPDATE     |          |                                |  |                                |                     |                      |                       |   |                          |  |   |                                       |   |   |                                |                                      |  |                               |
| ACTUAL     |          |                                |  |                                |                     |                      |                       |   |                          |  |   |                                       |   |   |                                |                                      |  |                               |
| SUB TOTAL  |          |                                |  |                                |                     | 343,912.00           |                       |   |                          |  |   |                                       |   |   |                                |                                      |  |                               |

Signed: 

DIRECTOR OF PROCUREMENT

Date:  8/2/2021

Approved: 

DESIGNATED CHAIRPERSON - PROCUREMENT COMMITTEE



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

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| PLANNED     | 6        | IFB No.<br>M/FDP/RFO/00<br>1/2021 | Repair and<br>Maintenance<br>(laptops,<br>desktops, etc) | S - 9511                       | 1 Firm    | 1,150,00             | RFQ                   | 8/23/2021                               | 8/30/2021                | 9/6/2021                               | 9/8/2021                                  | 9/15/2021                             | 9/22/2021                                 | 9/29/2021                                 | 10/6/2021                      | N/A                                  | 12/28/2021   | 12/28/2021                    |
| UPDATE      |          |                                   |  |                                |           |                      |                       |   |                          |  |   |                                       |   |   |                                |                                      |  |                               |
| ACTUAL      |          |                                   |  |                                |           |                      |                       |   |                          |  |   |                                       |   |   |                                |                                      |  |                               |
| PLANNED     |          |                                   |  |                                |           |                      |                       |   |                          |  |   |                                       |   |   |                                |                                      |  |                               |
|             | 7        | IFB No.<br>M/FDP/SS/006/<br>2021  | Scratch Cards  | J - 6190                       | 5,436 Pcs | 44,100.00            | SS                    | 7/26/2021                               | N/A                      | N/A                                    | N/A                                       | N/A                                   | N/A                                       | 8/5/2021                                  | 8/12/2021                      | N/A                                  | 12/28/2021   | 12/28/2021                    |
| UPDATE      |          |                                   |  |                                |           |                      |                       |   |                          |  |   |                                       |   |   |                                |                                      |  |                               |
| ACTUAL      |          |                                   |  |                                |           |                      |                       |   |                          |  |   |                                       |   |   |                                |                                      |  |                               |
| GRAND TOTAL |          |                                   |  |                                |           | 389,162.00           |                       |   |                          |  |   |                                       |   |   |                                |                                      |  |                               |

Signed:   
DIRECTOR OF PROCUREMENT

Date: 8/21/2021

Approved:   
DESIGNATED CHAIRPERSON, PROCUREMENT COMMITTEE





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

| No | Contract Package        | Description                               | Explanatory note   |
|----|-------------------------|---|--|
| 1  | IFB No. MFDP/SS/01/2021 | Petroleum Products<br>(Diesel & Gasoline) | refers to sole sourcing Super Petroleum for the purchasing 22,778.9 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. 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 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. There was a competitive process conducted last fiscal year but due to limited funding, the Ministry could not implement the contract in full.          |
| 2  | IFB No. MFDP/SS/02/2021 | Stationery & Supplies                     | Refers to sole sourcing Class Stationery who was contracted by the Ministry for Fiscal Year 2020/2021 for 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. 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 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 interchangeability with already existing equipment or services. There was a competitive process conducted last fiscal year but due to limited funding, the Ministry could not implement the contract in full. |
| 3  | IFB No. MFDP/SS/02/2021 | Vehicle Repairs and Maintenance           | refers sole sourcing CICA Motors, Prestige Motor, GBK Motor and Elias Antoune Motor to conduct preventive and corrective maintenance service MFDP Vehicles that are under warranty with the listed companies. This is to be funded from the Budgetary Line item Repair and Maintenance - Vehicle 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.   |
| 4  | IFB No. MFDP/SS/04/2021 | Repair and Maintenance<br>(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 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 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.  |

23, 2024  
Aug



26/2021





| No | Contract Package          | Description                                     | Explanatory note  |
|----|---------------------------|---|---|
| 5  | IFB No. MFDP/SS/05/2021   | 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 v be funded from the budget line Repairs and Maintenance machinery, equipment and furniture in the cash plan. The request to use Sole Source is consonance with Section 55 (1b) of the PPC Act of 2010 which states: For additional deliveries of goods by the original supplier which are intende either as replacement parts for existing goods, services or installations or as the extension of existing goods, services or installations where a chai of supplier would compel the Procuring Entity to procure equipment or services not meeting requirements of interchangeability with already exis equipment or services.                         |
| 6  | IFB No. MFDP/RFO/001/2021 | 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 ICT Equipment to be funded from the budgetary line item Repairs and Maintenance ICT in the cash plan   |
| 7  | IFB No. MFDP/SS/006/2021  | 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 instan making the MFDP to pay more than the required price. Additionally, both compines are the manufacturers of the phone cards. This will be funde 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 o 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 b procured and no suitable alternative is available. |
| 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: [Signature]  
Director of Procurement

Date: \_\_\_\_\_

