

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/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 [Small Business Act (SBA)]  
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 SPECS/TOR/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/PU BLC 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	MFDP/ SBA/NCB/00 1/2023	Printing & Binding Services	C - 1812	1 Firm	391,569.00	NCB	1/3/2023	1/6/2023	1/13/2023	1/18/2023	2/15/2023	2/22/2023	3/1/2023	3/8/2023	N/A	12/28/2023	12/28/2023
UPDATE																		
ACTUAL																		
PLANNED	2	MFDP/ SBA/NCB/00 2/2023	Air Tickets	N - 7911	1 Firm	91,480.00	NCB	1/11/2023	1/14/2023	1/21/2023	1/26/2023	2/23/2023	3/2/2023	3/9/2023	3/16/2023	N/A	12/28/2023	12/30/2023
UPDATE																		
ACTUAL																		
PLANNED	3	MFDP/ SBA/NCB/00 3/2023	Refurbishment of Offices/Internal Painting of MFDP Building	F - 4100 F - 4330	1 Firm	589,725.00	NCB	1/20/2023	1/23/2023	1/30/2023	2/4/2023	3/4/2023	3/11/2023	3/18/2023	3/25/2023	N/A	12/28/2023	12/30/2023
UPDATE																		
ACTUAL																		
PLANNED	4	MFDP/ SBA/NCB/00 4/2023	Hall Rental	L - 6810	Assorted	25,000.00	NCB	1/7/2023	1/10/2023	1/17/2023	1/22/2023	2/19/2023	2/26/2023	3/5/2023	3/12/2023	N/A	12/28/2023	12/30/2023
UPDATE																		
ACTUAL																		
PLANNED	5	MFDP/ SBA/NCB/00 5/2023	Food and Catering Services	H - 5621	Assorted	50,000.00	NCB	1/22/2023	1/25/2023	2/1/2023	2/6/2023	3/6/2023	3/13/2023	3/20/2023	3/27/2023	N/A	12/28/2023	12/30/2023
UPDATE																		
ACTUAL																		
TOTAL						1,147,774.00												

Signed:  Date: 3/14/2023

  April 4/2023

  April 11/2023

HEAD OF ENTITY



Ministry of Finance and Development Planning

Draft Annual Procurement Plan [Small Business Act (SBA)]

Government of Liberia National Budget

Fiscal Year: 2023

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PLANNED	6	IFB No. M/BDP/SBA/RFQ/00 1/2023	Employeess Coded ID Cards	C - 1812	1 Firm	6,548.00	RFQ	1/31/2023	2/7/2023	2/14/2023	2/16/2023	2/23/2023	3/2/2023	3/9/2023	3/16/2023	N/A	12/28/2022	12/30/2022
UPDATE																		
ACTUAL																		
PLANNED	7	IFB No. M/BDP/SBA/RFQ/00 2/2023	Repair and Maintenance (Laptops, Desktops, etc)	S- 951.1	1 Firm	6,000.00	RFQ	2/7/2023	2/14/2023	2/21/2023	2/23/2023	3/2/2023	3/9/2023	3/16/2023	3/23/2023	N/A	12/28/2023	12/30/2023
UPDATE																		
ACTUAL																		
PLANNED	8	IFB No. M/BDP/SBA/RB/001/ 2023	Petroleum Products (Diesel & Gasoline)	G - 4661	47,442.9 Gallons	253,820.00	RB	1/3/2023	1/6/2023	1/13/2023	1/18/2023	2/15/2023	2/22/2023	3/1/2023	3/8/2023	N/A	12/28/2023	12/30/2023
UPDATE																		
ACTUAL																		
PLANNED	9	IFB No. M/BDP/SBA/NCB/00 6/2023	Cleaning Materials	G - 4773	Assorted	30,000.00	NCB	1/17/2023	1/20/2023	1/27/2023	2/1/2023	3/1/2023	3/8/2023	3/15/2023	3/22/2023	N/A	12/28/2023	12/30/2023
UPDATE																		
ACTUAL																		
PLANNED	10	IFB No. M/BDP/SBA/RFQ/00 3/2023	Fumigation Services	N - 8121	1 Firm	8,000.00	RFQ	1/3/2023	1/10/2023	1/17/2023	1/19/2023	1/26/2023	2/2/2023	2/9/2023	2/16/2023	N/A	12/28/2023	12/30/2023
UPDATE																		
ACTUAL																		
TOTAL						304,368.00												

Signed:

APR 14, 2023

Date: 3/14/2023

Approved:

PPCC

HEAD OF ENTITY



Ministry of Finance and Development Planning  
Draft Annual Procurement Plan [Small Business Act (SBA)]  
Government of Liberia National Budget

Fiscal Year: 2023

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PLANNED	11	IFB No. MFDP/SBA/SS/001/ 2023	Repair and Maintenance (Elevators)	C - 3312	1 Firm	69,800.00	SS	2/16/2023	N/A	N/A	N/A	N/A	N/A	2/23/2023	2/31/2023	N/A	12/28/2023	12/30/2023
UPDATE																		
ACTUAL																		
PLANNED	12	IFB No. MFDP/SBA/RFQ/00 4/2023	Repair and Maintenance (Motor Cycles)	G - 4540	1 Firm	6,400.00	RFQ	2/7/2023	2/14/2023	2/21/2023	2/23/2023	3/2/2023	3/9/2023	3/16/2023	3/23/2023	N/A	12/28/2023	12/30/2023
UPDATE																		
ACTUAL																		
PLANNED	13	IFB No. MFDP/SBA/NCB/00 7/2023	Food Stuff	G - 4630	Assorted	11,589.00	NCB	6/6/2023	6/9/2023	6/16/2023	6/21/2023	7/19/2023	7/26/2023	8/2/2023	8/9/2023	N/A	12/28/2023	12/30/2023
UPDATE																		
ACTUAL																		
TOTAL						87,789.00												

GRAND TOTAL-SBA 1,539,931.00

Signed:   
DIRECTOR OF PROCUREMENT

Date: 3/14/2023

Approved:   
HEAD OF ENTITY



  
April 14 / 2023



Ministry of Finance and Development Planning  
Annual Procurement Plan [Small Business Act (SBA)]  
Government of Liberia National Budget  
Fiscal Year: 2023

No	Contract Package	Description	Explanatory note
1	IFB No. MFDP/SBA/NCB/001/2023	Printing & Binding Services	Refers to the cost for printing the National Budget, Fiscal Outturn, Revenue forecast, 2% & 4% Withholding Forms, Letter Heads etc. to be funded from the budgetary line item Printing, Binding, Publication in the cash plan. Eventhough, the Framework contract will consider one (1) supplier, the MFDP will evaluate and shortlist three (3) other suppliers as standby firms in the case where the 1st ranked supplier fail. The MFDP intends to conduct the process in this manner due to supply risk issue.
2	IFB No. MFDP/SBA/NCB/002/2023	Air Tickets	Refers to the budgetary line that facilitates payments for Air tickets for travels out of Liberia. This amount is taken from the budgetary line item Foreign Means of Travel in the Cash Plan. Eventhough, the Framework contract will consider one (1) supplier, the MFDP will evaluate and shortlist three (3) other suppliers as standby firms in the case where the 1st ranked supplier fail. The MFDP intends to conduct the process in this manner due to supply risk issue.
3	IFB No. MFDP/SBA/NCB/003/2023	Refurbishment of Offices/Interior Painting of MFDP Building	Refers to the Cost of hiring contractor to refurbish offices at the Ministry of Finance and Development (MFDP) to be funded from the budgetary line item Repairs and Maintenance Civil in the cash plan
4	IFB No. MFDP/SBA/NCB/004/2023	Hall Rental	Refers to the cost of renting halls across the country for retreats, workshops, etc. This amount is taken from the budgetary line item Workshops, Conferences, Seminars in the Cash Plan.
5	IFB No. MFDP/SBA/NCB/005/2023	Food and Catering Services	Refers to the cost of hiring catering service providers to provide catering services for MFDP workshops, economic plan review meetings, budget preparation workshops, fiscal policy meetings, etc. to be funded from the budgetary line items Workshops, Conferences, Seminars in the cash plan. Eventhough, the Framework contract will consider one (1) supplier, the MFDP will evaluate and shortlist three (3) other suppliers as standby firms in the case where the 1st ranked supplier fail. The MFDP intends to conduct the process in this manner due to supply risk issue.
6	IFB No. MFDP/SBA/RFO/001/2023	Employees Coded ID Cards	Refers to the cost of hiring a desktop publishing firm to produce coded ID cards for employees and contractors of MFDP to be funded from the Budgetary Line item employees ID Cards in the cash plan
7	IFB No. MFDP/SBA/RFO/002/2023	Repairs & 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 equipment in the cash plan

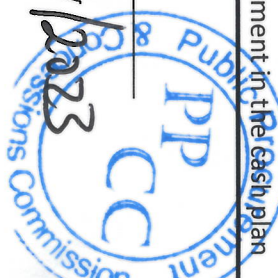
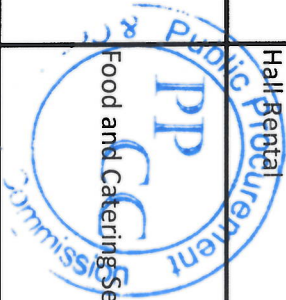
Signed:   
DIRECTOR OF PROCUREMENT

Date: 3/14/2023

Approved:   
HEAD OF ENTITY

APPROVED 4/1/2023

APPROVED April 1/1/2023





Ministry of Finance and Development Planning  
Annual Procurement Plan [Small Business Act (SBA)]  
Government of Liberia National Budget

Fiscal Year: 2023

No	Contract Package	Description	Explanatory note
8	IFB No. MFDP/SBA/RB/001/2023	Petroleum Products (Diesel & Gasoline)	Cost of purchasing 47,442.9 gallons @ \$5.35 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
9	IFB No. MFDP/SBA/NCB/006/2023	Cleaning Materials	Cost of purchasing assorted household cleaning materials such as chlorax, soaps, detols, brooms, to clean MFDP bathrooms and offices etc. to be funded from the budget line Cleaning Materials and Services in the cash plan
10	IFB No. MFDP/SBA/RFQ/003/2023	Fumigation Services	Refers to cost for the spraying of the entire building for insects, flies, cockroaches, etc. to be funded from the Budgetary Line item Cleaning Materials and Services in the cash plan
11	IFB No. MFDP/SBA/SS/001/2023	Repair and Maintenance (Elevators)	Refers to the cost of sole sourcing CFAO/CAGEM to carry out preventive and corrective maintenance Services (Overhauling) of 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 installation: 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.
12	IFB No. MFDP/SBA/RFQ/004/2023	Repair and Maintenance (Motor Cycles)	Refers to cost of hiring garages to conduct preventive and corrective maintenance services on all MFDP's Motor Cycles. This is to be funded from the Budgetary Line item Repair and Maintenance - Motor Cycles in the cash plan
13	IFB No. MFDP/SBA/NCB/007/2023	Food Stuff	Refers to the cost of procuring bags of rice, gallons of oil, etc to be distributed to staff during the festive season. This will be funded from the budgetary line, Entertainment Representation in the cash plan

Signed:   
DIRECTOR OF PROCUREMENT

Date:

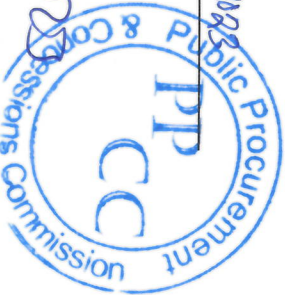
3/14/2023


Approved

HEAD OF ENTITY



  
April 4, 2023



  
April 14, 2023

