



# 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/482/'22

July 14, 2022

Hon. Varney A. Sirleaf  
**MINISTER**  
Ministry of Internal Affairs  
Monrovia, Liberia

Dear Hon. Varney:

Subject: **RECEIPT AND APPROVAL OF MINISTRY OF INTERNAL AFFAIRS SPECIAL PROJECT PROCUREMENT PLAN (REVENUE SHARING BILL) FOR FISCAL YEAR 2022**

We present our compliments and wish to notify you that the Public Procurement and Concessions Commission has received and approved the Ministry of Internal Affairs (**MIA**) Special Project Procurement Plan (**Revenue Sharing Bill**), for Fiscal Year 2022 in accordance with **Section 40** (3) of the PPCA, 2010. The Commission informs the MIA that its Special Project 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 Plans.

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 achieve transparency, accountability, fairness, equality and ultimately public confidence in our procurement and concessions processes.

Best regards,

Yours sincerely,

  
Jargue Roseline Nagbe Kowo (Atty.)  
CHIEF EXECUTIVE OFFICE



Office of the Minister

# REPUBLIC OF LIBERIA MINISTRY OF INTERNAL AFFAIRS

Capitol Hill, P. O. Box 9008  
1000 Monrovia, 10 Liberia



MIA-RL/DMA/164/180/'22

July 4, 2022

Hon. Jargbe Roseline Nagbe Kowo (Atty.)  
Chief Executive Officer  
Public Procurement & Concessions Commission  
Executive Mansion Grounds, Capitol Hill,  
Monrovia, Liberia

*Received:  
Theophilus Kollie  
July 5, 2022  
Time: 2:21pm*

Dear Honorable:

We present compliments and wish to submit to you the Ministry of Internal Affairs' Special Project Procurement Plan for funding received from the United Nation Development Program for MIA and GC to engage the Legislature to pass the bill for Revenue Sharing between Central and Local Governments

Attached are copies of the approved budget and Procurement Plan.

Thanks for your understanding as we work together to ensure compliance and achievement of value for money in public expenditures.

Sincerely yours,

*V. A. Sirleaf 04/07/22*

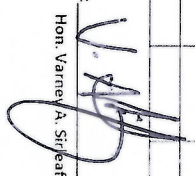
Hon. Varney A. Sirleaf  
MINISTER

Ministry of Internal Affairs  
SPECIAL PROJECT PROJECT IMPLEMENT PLAN/REVENUE SHARING BILL  
Source of Funding : FNDP  
Fiscal Year : 2022

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
BASIC DATA										IMPLEMENTATION DATES									
Item No.	Package Number (CODE)	Contract PACKAGE	BUSINESS ACTIVITIES CODE	QTY	ESTIMATED COST USD	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/ DRAWING	PREP. OF BID DOCUMENT	PC APPROVAL- BID	BID INVITATION & RELEASE	BID SUBMISSION/ PUBLIC	SUBMISSION OF BID EVALUATION	PC APPROVAL- BID EVALUATION	CONTRACT AWARD& SIGNING	ADVANCE PAYMENT (MOBILIZ	DELIVERY, INSPECTIO N/SUBSTIAN	ACCEPTANCE & FINAL PAYMENT	REMARKS	
Planned	1	IFB NO. M. A. RFQ/001/2022	Stationery	GA761	Assorted	400.00	RFQ	4-Jul-22	11-Jul-22	12-Jul-22	18-Jul-22	25-Jul-22	27-Jul-22	28-Jul-22	1-Aug-22	N/A	4-Aug-22	8-Aug-22	
Update																			
Actual																			
Planned	2	IFB NO. M. A. RFQ/002/2022	Catering	15621	Assorted	3,615.00	RFQ	4-Jul-22	11-Jul-22	12-Jul-22	18-Jul-22	25-Jul-22	27-Jul-22	28-Jul-22	1-Aug-22	N/A	4-Aug-22	8-Aug-22	
Update																			
Actual																			
Planned	3	IFB NO. M. A. RFQ/003/2022	Publication	C1811	Assorted	1,800.00	RFQ	4-Jul-22	11-Jul-22	12-Jul-22	18-Jul-22	25-Jul-22	27-Jul-22	28-Jul-22	1-Aug-22	N/A	4-Aug-22	8-Aug-22	
Update																			
Actual																			
Planned	4	IFB NO. M. A. RFQ/006/2022	Petroleum Products	GA661	589.28gal	4,125.00	RFQ	4-Jul-22	11-Jul-22	12-Jul-22	18-Jul-22	25-Jul-22	27-Jul-22	28-Jul-22	1-Aug-22	N/A	4-Aug-22	8-Aug-22	
Update																			
Actual																			
Planned	5	IFB NO. M. A. RFQ/007/2022	Hall Rental	D7721	3	2,500.00	SS	4-Jul-22	11-Jul-22	12-Jul-22	18-Jul-22	25-Jul-22	27-Jul-22	28-Jul-22	1-Aug-22	N/A	4-Aug-22	8-Aug-22	
Update																			
Actual																			
Grand Total						12,440.00													

Prepared By:   
Procurement Director

DATE: 7/7/22

Approved By:   
Hon. Varney A. Sireat

DATE 07/07/22





MINISTRY OF INTERNAL AFFAIRS  
SPECIAL PROJECT PROCUREMENT PLAN EXPLANATORY NOTES 2022

NO.	CONTRACT PACKAGE NUMBER	CONTRACT PACKAGE	AMOUNT	CONTENT OF CONTRACT PACKAGE
1	IFB NO. MIA/RFQ/001/2022	Stationery	400	under this budgetline, assorted stationeries are procure to be use during the legislative management. Eg, Paper, Ink, glue etc.
2	IFB NO. MIA/RFQ/006/2022	Petroleum Products	4,125	Petroleum products meanly fuel for vehicles of each Participants
3	IFB NO. MIA/RFQ/002/2022	Catering	3,615	Breakfast, Luch & Snacks for Participants
4	IFB NO. MIA/RFQ/003/2022	Publications	1,800	This has to do with media relation for News Papers
5	IFB NO. MIA/SS/001/2022	Hall Rental	2,500	To procure venue for meetings

Prepared by Tebet A. M Glay Procurement Director

Date: 11/7/22

