



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/OIC/040/'23

April 21, 2023

Hon. Florence F. Brandy  
**SUPERINTENDENT**  
Montserrado County  
Republic of Liberia

Dear Hon. Brandy:

Subject: **RECEIPT AND APPROVAL OF THE MONTSERRAD COUNTY ADMINISTRATION SPECIAL PROJECT PROCUREMENT PLAN 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 Montserrado County Special Project Procurement Plan, having reviewed the Procurement Plan which is in compliance with the requirements of Section 40 of the PPCA. The Montserrado County Administration also requested the use of the Single Source method of procurement for four (4) of its Contract packages. But the Commission advises the Montserrado County Administration to use the Restricted Bidding method to execute the Contract Package Rehabilitation of Rural and Feeder Roads instead of the Single Source method of procurement.

The Commission conveys to the Montserrado County Administration that its 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.

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,

Sincerely yours,

Stevenson S. Yond  
**OFFICER-IN-CHARGE**

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Regulating and Monitoring Compliance with the Public Procurement and Concession Act of Liberia

**MONSTERRADO COUNTY/MIA**  
**SBA PROCUREMENT PLAN (Project budget -)**  
**Source of Funding: SDF ( WESTERN CLUSTER)**  
**Special Budget 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										
	IT E M N O.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code (s)	QTY	ESTIMATED COST (USD)	PROCUR EMENT METHOD	TECHNICAL SPECS/BOQ /DRAWING S	PREP. OF BID DOCUMENT T	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 (MOBILIZATI ON)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	AC CE P,
PLANN ED	1	IFB No: Mont/SBA/SP/ SS /001/23	Construction of Public School( D- 16)	F-4100	1	\$60,000.00	SS	04/03/2023	04/07/2023	04/11/2023	N/A	N/A	N/A	N/A	N/A	N/A	06/05/2023	06/05/2023
UPDAT E																		
ACTUA L																		
PLANN ED	2	IFB No: Mont/SP/SS/ SBA/002/23	Construction of Bridge(D-17 Clays Island)	F-4100	1	\$ 60,000.00	SS	04/03/2023	04/07/2023	04/11/2023	N/A	N/A	N/A	N/A	N/A	N/A	06/05/2023	06/05/2023
UPDAT E																		
ACTUA L																		
PLANN ED	3	IFB No: Mont/SP/SS/ SBA/003/23	Construction of Community Clinic(D-15)	F-4100	1	\$ 60,000.00	SS	04/03/2023	04/07/2023	04/11/2023	N/A	N/A	N/A	N/A	N/A	N/A	06/05/2023	06/05/2023
UPDAT E																		
ACTUA L																		
Total						\$ 180,000.00												

Prepared by: H. Kendii  
Helen Kendii  
Procurement Officer

Signed: P.P. Kippa/Budget Officer  
Assist. Supt For Fiscal Affairs

Date: April 23, 2023



MONSTERRADO COUNTY/MIA  
SBA PROCUREMENT PLAN (Project budget -)  
Source of Funding: SDF ( WESTERN CLUSTER)  
Special Budget year: 2023

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	ITEM NO	BASIC DATA							IMPLEMENTATION DATES								
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code (s)	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ /DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION N/PUBLIC OPENING	SUBMISSION N OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)
PLANNE D	4	IFB No: Mont/SBA/SP/SS / 004/23	Construction of Judi Brayant Bridge Convert(D-13)	F-4100	1	\$60,000.00	SS	04/03/2023	04/07/2023	04/11/2023	N/A	N/A	N/A	N/A	N/A	N/A	06/05/2023
UPDATE																	
ACTUAL																	
PLANNE D	5	IFB No: Mont/SBA/SP/SS/005/23	Rehabilitation of Rural & Feeder Roads	F-100	2	\$ 158,000.00	SS	04/03/2023	04/07/2023	04/11/2023	N/A	N/A	N/A	N/A	N/A	N/A	06/05/2023
Subtotal Total						\$ 218,000.00											
Grand Total						\$ 398,000.00											

Prepared by: H. Kendii  
Helen Kendii  
Procurement Officer

Approved by: AF  
AF  
County Superintendent

Signed: PP  
Assist. Supt For Fiscal Affairs

Date: April 3, 2023



MONSTERRADO COUNTY/MIA  
SBA PROCUREMENT PLAN (Project budget -)  
Source of Funding: SDF ( WESTERN CLUSTER)  
Special Budget year: 2023

Explanatory Notes

Number	PACKAGE CODE	CONTRACT PACKAGE	PACKAGE DESCRIPTION
1.	IFB No: Mont/SBA/SP/SS /001/23	Construction of Public School(D-16)	This contract package is funded from the budget line Western Cluster Funds; which is intended for the Construction of a Public School in District -16. With that said, the County requesting the Commission" No Objection" to Single Source this Contract Package due to the limited of funds toward advertisement of this contract package.
2.	IFB No: Mont/SBA/SP/SS/002/23	Construction of Bridge(D-17 Clays Island)	This contract package is funded from the budget line Western Cluster Funds; which is intended for the Construction of a Bridge in Clays Island/ District -17. With that said, the County therefore is requesting the Commission" No Objection" to Single Source this Contract Package due to the limited of funds toward advertisement of this contract package.
3.	IFB No: Mont/SBA/SP/SS /003/23	Construction of Community Clinic(D-15)	This contract package is funded from the budget line Western Cluster Funds; which is intended for the Construction of a Community Clinic/ District -15. With that said, the County therefore is requesting the Commission" No Objection" to Single Source this Contract Package due to the limited of funds toward advertisement of this contract package.
4.	IFB No: Mont/SBA/SP/SS /004/23	Construction of Judi Brayant Bridge Convert(D-13)	This contract package is funded from the budget line Western Cluster Funds; which is intended for the Construction of a Judi Brayant Convert Bridge in District -13. With that said, the County therefore is requesting the Commission" No Objection" to Single Source this Contract Package due to the limited of funds toward advertisement of this contract package.
5.	IFB No: Mont/SBA/SP/SS/005/23 <i>RB</i>	Rehabilitation of Rural & Feeder Roads	This contract package is funded from the budget line Western Cluster Funds; which is intended for the Rehabilitation of Rural & Feeder Roads in 14 District Montserrado County that said, the County therefore is requesting the Commission" No Objection" to Single Source this Contract Package due to the limited of funds toward advertisement of this contract package.

Prepared by: *H. Kendii*  
Helen Kendii  
Procurement Officer

Approved by: *[Signature]*  
County Superintendent  
MONTERRADO COUNTY  
ADMINISTRATIVE  
APR 16, 2023

Signed: *[Signature]*  
Asst. Supr For Fiscal Affairs

Date: *April 3, 2023*

*[Signature]*  
*April 6, 2023*

*[Signature]*  
Public Procurement  
& Concessions Commission  
APR 14, 2023

*[Signature]*  
Public Procurement  
& Concessions Commission  
APR 14, 2023



**MONSTERRADO COUNTY/MIA**  
**SBA PROCUREMENT PLAN (Project budget -)**  
**Source of Funding: SDF ( WESTERN CLUSTER)**  
**Special Budget year: 2023**

**BUDGET NOTES**

1. The contract package Construction of Bridges and Clinic within the various district such as; D-13, 15, 16 and D-17 have an approve County Legislative Caucus Resolution. The budget line item as seen in the resolution under description ( **Projects for all affected Communities**) from which this project will be funded under is value at **USD\$ 300,000.00( Three Hundred Thousand United States Dollars)**, with that said, the total amount for the four line items on the procurement plan total **USD\$ 240,000.00( Two Hundred and Forty Thousand United States Dollars)**. With this current fiscal period, the entity is now seeking **No Objection** to Single Source the above Contract packages on the entity procurement plan to be executed with in time given the rush of the raining season in country With that, the balance of **USD\$ 60,000.00** will be used to funds the rehabilitation of Rural and Feeders Roads within parts of Montserrado county and its environment using the single source method of procurement.
  - a. Construction of Public School-----**USD\$ 60,000.00**
  - b. Construction of Bridge -----**USD\$ 60,000.00**
  - c. Construction of a Community Clinic----- **USD\$ 60,000.00**
  - d. Construction of Judi Brayant Bridge Convert-----**USD\$ 60,000.00**Total: **USD\$ 240,000.00**

2. The contract package Rehabilitation of Rural and Feeder Roads within the various district within Montserrado County and its environment have an approve County Legislative Caucus Resolution. The budget line item as seen in the resolution under description ( **Interventions to recondition Community roads & bridges( 14 District)**) from which this project will be funded under is value at **USD\$ 98,000.00( Ninety Eight -Thousand United States Dollars)**. with that said , the balance of **USD\$ 60,000.00** above will be added to this **USD\$ 98,000.00** which bring the total balance to **USD\$ 158,000.00( One Hundred and Fifty Eight Thousand United States Dollar** will be used to funds the rehabilitation of Rural and Feeders Roads within parts of Montserrado county and its environment using the single source method of procurement. Against this backdrop , the entity is now seeking **No Objection** to Single Source the above Contract packages on the entity procurement plan to be executed with in time given the rush of the raining season in country.

1. Rehabilitation of Rural and Feeder Roads -----**USD\$ 98,000.00**

**USD\$ 60,000.00-** less balance brought forward

**Total: USD\$ 158,000.00**

Prepared by: H. Kendii  
Helen Kendii  
Procurement Officer

Approved by: \_\_\_\_\_

Signed: \_\_\_\_\_

Assist. Supt For Fiscal Affairs

Date

April 5, 2023

*[Handwritten signatures and stamps]*  
**MONSTERRADO COUNTY**  
**Procurement**  
**Commission**  
**April 24, 2023**  
**Public Procurement**  
**April 5, 2023**