



# 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/343/'22

June 10, 2022

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

Dear Hon. Sirleaf:

Subject: **RECEIPT AND APPROVAL OF MIA's SPECIAL PROJECT PROCUREMENT PLAN (GENDER RESPONSIVE BUDGETING AND PLANNING) FOR FISCAL YEAR 2022.**

We present compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Ministry of Internal Affairs (MIA) submission of its Special Project Procurement Plan (Gender Responsive Budgeting and Planning). The Commission has received and approves the MIA's Special Project Procurement Plan for Fiscal Year 2022 in accordance with **Section 40** (3) of the PPCA, 2010, and informs the MIA 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 Plans.

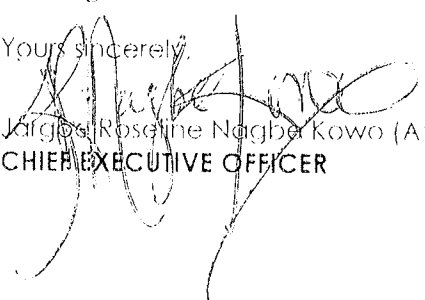
The Commission counsels that you observe Section 40(5) of the PPCA, 2010 which states "each Procuring Entity, shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes 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.

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,

  
Jargos Roseline Nagbe Kowo (Atty.)  
**CHIEF EXECUTIVE OFFICER**

Ministry of Internal Affairs  
SPECIAL PROJECT: PROCUREMENT PLAN/GENDER UNIT  
Source of Funding: Government of Liberia  
Fiscal Year: 2022

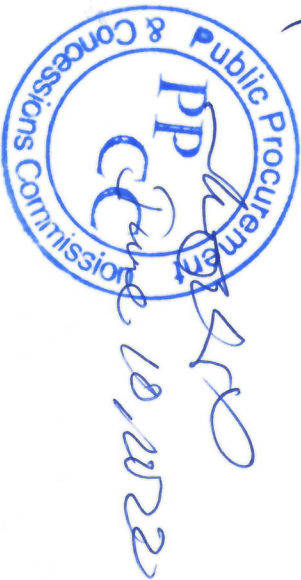
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
BASIC DATA								IMPLEMENTATION DATES											
	Item No.	Package Number (CODE)	Contract PACKAGE	BUSINESS ACTIVITIES CODE	QTY	ESTIMATED COST USD	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/ DRAWING	PREP. OF BID DOCUMENT	PC APPROVAL- BID	BID & RELEASE	BID SUBMISSION/ PUBLIC	SUBMISSION OF BID EVALUATION	PC APPROVAL- BID EVALUATION	CONTRACT AWARD& SIGNING	ADVANCE PAYMENT (MOBILIZ	DELIVERY, INSPECTIO N/SUBSTAN	ACCEPTANCE & FINAL PAYMENT	REMARKS
Planned	1	IFB NO/MIA/RFQ/001/2022	Stationery	G4761	Assorted	900.00	RFQ	17-May-22	27-May-22	8-Jun-22	15-Jun-22	30-Jun-22	7-Jul-22	14-Jul-22	21-Jul-22	N/A	29-Jul-22	15-Dec-22	
Update																			
Actual																			
Planned	2	IFB NO/MIA/RFQ/002/2022	Catering	15621	Assorted	2,400.00	RFQ	17-May-22	27-May-22	8-Jun-22	15-Jun-22	30-Jun-22	7-Jul-22	14-Jul-22	21-Jul-22	N/A	29-Jul-22	15-Dec-22	
Update																			
Actual																			
Planned	3	IFB NO/MIA/RFQ/003/2022	Printing Materials	C1811	Assorted	6,600.00	RFQ	17-May-22	27-May-22	8-Jun-22	15-Jun-22	30-Jun-22	7-Jul-22	14-Jul-22	21-Jul-22	N/A	29-Jul-22	15-Dec-22	
Update																			
Actual																			
Planned	4	IFB NO/MIA/RFQ/004/2022	ICT Equipment	G4741	1	1,500.00	RFQ	17-May-22	27-May-22	8-Jun-22	15-Jun-22	30-Jun-22	7-Jul-22	14-Jul-22	21-Jul-22	N/A	29-Jul-22	15-Dec-22	
Update																			
Actual																			
Planned	5	IFB NO/MIA/RFQ/005/2022	Communication/ Internet	16120	1	3,500.00	RFQ	17-May-22	27-May-22	8-Jun-22	15-Jun-22	30-Jun-22	7-Jul-22	14-Jul-22	21-Jul-22	N/A	29-Jul-22	15-Dec-22	
Update																			
Actual																			
Planned	6	IFB NO/MIA/RFQ/006/2022	Cleaning Materials	G4478	Assorted	500.00	RFQ	17-May-22	27-May-22	8-Jun-22	15-Jun-22	30-Jun-22	7-Jul-22	14-Jul-22	21-Jul-22	N/A	29-Jul-22	15-Dec-22	
Update																			
Actual																			
Planned	7	IFB NO/MIA/RFQ/007/2022	Hall Rental	07721	1	1,600.00	RFQ	17-May-22	27-May-22	8-Jun-22	15-Jun-22	30-Jun-22	7-Jul-22	14-Jul-22	21-Jul-22	N/A	29-Jul-22	15-Dec-22	
Update																			
Actual																			
Grand Total						17,000.00													

Prepared By:   
Procurement Director

DATE: 6-7-22

Approved By:   
Hon. Varney A. Sirleaf

DATE: 07/06/22



**MINISTRY OF INTERNAL AFFAIRS**  
**Special Project Procurement Plan/ Gender Unit**  
**Explanatory Note**  
**Source of Funding: Government of Liberia**  
**Fiscal year: 2022**

NO.	Contract Package code	Contract Package	Content of the contract Package
1.	IFB No./MIA/RFQ/001/2022	Stationery	<p>This contract package is intended to procure stationery supplies:</p> <ol style="list-style-type: none"> <li>1. Pen(digno snapy xl) ----- 10pks</li> <li>2. Notepad ----- 3bxe</li> <li>3. Stick- on pad ----- 2pk</li> <li>4. Permanent markers ----- 16pks</li> <li>5. A4 paper ----- 9bxs</li> <li>6. Flip chart paper ----- 5pks</li> <li>7. Name tag ----- 4bxs</li> <li>8. Plastic folder----- 20pks</li> <li>9. Color posters ----- 2pks</li> <li>10. Push pins ----- 1pk</li> <li>11. Staple machine(medium) ----- 2pcs</li> <li>12. Staple pins(medium) ----- 2pks</li> <li>13. Scissors(large)----- 1pcs</li> <li>14. Color paper clips(large&amp;medium)---2pks</li> <li>15. Correction fluid ----- 1pk</li> <li>16. Binding Clip(medium) ----- 1pk</li> <li>17. Medium folder(A4 size) ----- 2pks</li> <li>18. Ledgers(medium) ----- 4pcs</li> <li>19. A4 medium envelopes ----- 2pks</li> <li>20. Desk tray ----- 4pcs</li> <li>21. Oxford dictionary ----- 1pcs</li> <li>22. Extension cord 5 outlets ----- 3pcs</li> <li>23. Desk organizer ----- 1pc</li> <li>24. Colored magnet for white board ----- 2pcs</li> </ol>

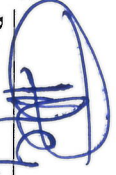


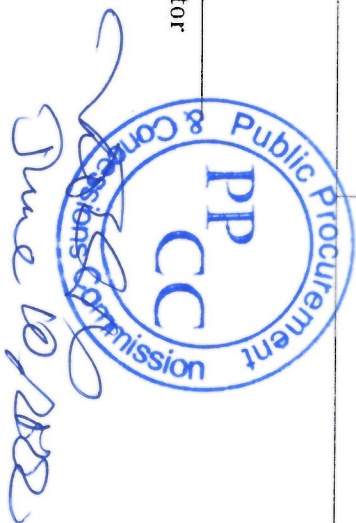
*PPCC*  
*June 10, 2022*


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*June 10, 2022*



2.	IFB No./MIA/RFO/002/2022	Catering	This contract Package is intended to provide catering services for sixty(60) persons in workshops.
3.	IFB No./MIA/RFO/003/2022	Printing Materials	This contract Package is intended to procure the following items: 1. Banners ----- 600pcs 2. T-shirt/caps ----- 1500pcs 3. Copies of unit brochure ----- 1500 copies
4.	IFB No./MIA/RFO/004/2022	ICT Equipment	This contract Package is intended to procure one laptop computer for use by the gender in
5.	IFB No./MIA/RFO/005/2022	Communication/ Internet	This contract Package is intended to procure the following communication items 1. Internet modern(orange)-----1 2. Scratch card-----700pcs
6.	IFB No./MIA/RFO/006/2022	Cleaning Materials	This contract Package is intended to procure the following cleaning materials: 1. Sanitary (tissue, chlorax, detol, soap, Airfreshner, Sanitizer, COVID Mask.)
	IFB No./MIA/RFO/007/2022	Hall Rental	This contract Package is intended to provide a hall for the workshop.

Prepared by:   
Procurement Director



Approved by   
Minister

