



Republic of Liberia

Public Procurement & Concessions Commission

Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia

Website: www.ppcc.gov.lr | Email: info@ppcc.gov.lr | Phone Short Code: 1357



Ref. PPCC/RL/CEO/326/'22

May 31, 2022

Hon. Mawine G. Diggs
MINISTER
Ministry of Commerce
Republic of Liberia

Dear Hon. Diggs:

Subject: **RECEIPT AND APPROVAL OF MOC SBA AND CONSULTANCY PROCUREMENT PLANS FOR FISCAL YEAR 2022**

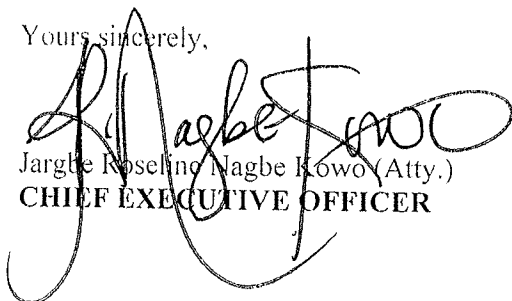
We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Ministry of Commerce (MOC) SBA and Consultancy Procurement Plans for Fiscal Year 2022 in accordance with **Section 40 (3)** of the PPCA, 2010. The Commission, however, wishes to inform you that your Procurement Plans 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, upon conclusion of all 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 plan. The Commission and the Ministry responsible for finance should be notified in writing of any material changes in the procurement plan and provide with a copy of the updated procurement plan. 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,



Jarghe Roseline Nagbe Kowo (Atty.)
CHIEF EXECUTIVE OFFICER

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

Ministry of Commerce & Industry
PROCUREMENT PLAN SBA
Source of funding: GOL,
Fiscal Year 2022

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
BASIC DATA																		
	Item No.	Package Number (Code)	Contract Package	Business Activities Code	QTY	Estimated Cost	Procurement Method	Technical Specs/BOQ Drawing	Prep. Of Bid Document	PC Approval Bid Doc/Tech Spec	Bid Invitation & Release of Bid Doc	Bid Submission /Public Opening	Bid 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	22	Security Guard Services	N8010	1Firm	S 33,600.00	NCB	4/20/2022	4/26/2022	4/29/2022	06/01/2022	06/29/22	07/06/2022	07/13/22	07/20/22	N/A	11/30/2022	12/29/2022
Update																		
Actual																		
Planned	2	/SBA/NCB/002/2022	Stationery Materials	G4761	Assorted	S 32,500.00	NCB	4/20/2022	4/26/2022	4/29/2022	06/01/2022	06/29/2022	07/06/2022	07/13/2022	07/20/2022	N/A	11/30/2022	12/29/2022
Update																		
Actual																		
Planned	3	/SBA/NCB/003/2021	Printing & Binding	C1812	Assorted	S 65,000.00	NCB	4/20/2022	4/26/2022	4/29/2022	06/01/2022	06/29/2022	07/06/2022	07/13/2022	07/20/2022	N/A	11/30/2022	12/29/2022
Update																		
Actual																		
Planned	4	/SBA/RFO/001/2022	Cleaning Materials	G4773	Assorted	S 7,500.00	RFO	4/20/2022	4/26/2022	4/29/2022	06/06/2022	06/10/2022	6/15/2022	6/20/2022	6/20/2022	N/A	11/30/2022	12/29/2022
Update																		
Actual																		
Planned	5	/SBA/RFO/002/2022	Computer Supplies	G4651	Assorted	S 7,500.00	RFO	4/20/2022	4/26/2022	4/29/2022	06/06/2022	06/10/2022	6/15/2022	6/20/2022	6/20/2022	N/A	11/30/2022	12/29/2022
Update																		
Actual																		
Sub Total						S 146,100.00												

Prepared By: [Signature]
Roland K. Karpch
Acting Procurement Director /Manager

Approved By: [Signature]
Mawne G. Diggins
Minister / Chairperson Proc. Committee

Date: 5/25/2022
[Signature]
May 31, 2022

Ministry of Commerce & Industry
PROCUREMENT PLAN SBA
Source of funding: GOL
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	Procurement Method	Technical Specs/BOQ Drawing	Prep. Of Bid Document	PC Approval Bid Doc/Tech Spec	Bid Invitation & Release of Bid Doc	Bid Submission /Public Opening	Bid Submission of Bid Evaluation Report	PC Approval Bid Evaluation Report	Contract Award & Signing	Advance Payment (Mobilization)	Delivery, Inspection (Substantial Completion)	Acceptance & Final Payment	Remarks
Planned	6	IFB NO. MCI/SBA/NCB/04/2022	Internet Connectivity	J6120	1 Firm	50,000.00	NCB	4/20/2022	4/26/2022	4/29/2022	06/01/2022	06/29/2022	07/06/2022	07/13/2022	07/20/2022	N/A	11/30/2022	12/29/2022	
Update																			
Actual																			

Prepared By:

[Signature]

Roland K. Karpch

Acting Procurement Director /Manager

Approved By:

[Signature]

Mawine G. Degg

Minister / Chairperson Pro. Committee



Date:

5/25/22

[Signature]
May 30, 2022

[Signature]
May 31, 2022

Ministry of Commerce and Industry
 Procurement Plan Explanatory Notes
 Fiscal Year: 2022

ITEM NO.	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	BUSINESS ACTIVITIES CODE	CONTENT OF CONTRACT PACKAGE
1.	IFB NO. MCI/QCBS/001/20/22	ICT Infrastructure, Hardware, Software and Networks.	M7020 \$33,620USD	This Contract Package is to manage the ICT infrastructure system at the Liberia Business Registry.
2.	IFB NO. MCI/SBA/NCB/001/20/22	Security Guard Services	N8010 \$33,600USD	This Contract Package is intended to hire Security Firm to protect the properties at the Liberia Business Registry, the Monrovia Industrial Park located at LPRC Former Somalia Drive; presently known as Japanese's Free Way. Please note that 24,960 was transferred to security line on the Procurement Plan from Internal Revenue to be precise Monrovia Industrial Park Budget.
3.	IFB NO. MCI/SBA/NCB/002/20/22	Stationery Materials	G4761 \$32,500USD 	This Contract Package is intended to procure the following items: a. Computer Cartridges 105pcs b. A4 paper 20cins c. Legal paper 20cins d. Staple Pin.....pks e. Manila Folders.....50cins f. Brown Envelop 20cins g. Ball pens..... 50pks h. Box File5cins i. Ledger book.....2cins j. Stick on pad.....10pks k. Correction Fluid 20pks 

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May 30, 2022

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				<p>l. Steno pad2cns</p> <p>m. Hanging Folder10cns</p> <p>Please note that \$12, 500 was transferred to Stationery line on the Procurement Plan from Revenue Enhancement within the National Budget of 2022 (which has the total budget of \$100,000USD.)</p>
4.	IFB NO. MCI /SBA/NCB/003/20/22	Printing & Binding	C1812 \$65,000USD	<p>This Contract Package is intended to print Liberia Business Registration Certificates, Printing of the Ministry Quarterly and Annual report which will be presented to the National legislature, Printing of Call Cards for officials of the Ministry etc. Please note that 15,000 was transferred to Printing line on the Procurement Plan from Revenue Enhancement within the National Budget 2022 (which have the Total Budget of \$100,000USD.)</p>
5	IFB NO. MCI/RFQ/001/20/22	Cleaning materials	N8121 \$7,500USD	<p>This Contract Package is intended to procure the below listed items:</p> <p>a. Tide soap20cns</p> <p>b. Tissue20dzns</p> <p>c. Floor mop.....20pcs</p> <p>d. Dettol10cns</p> <p>e. Air fresheners24cns</p> <p>f. 7clora12Cms</p> <p>g. Broom.....10dms</p> <p>h. Napkins.....200pks</p> <p>i. Floor towel200pcs</p> <p>Please note that this \$7,500USD is from Transfer to Revenue Enhancement on the National Budget 2022</p> <p>This Contract Package is intended to purchase chemicals such as:</p>
6	IFB NO. MCI/NCB/005/20/22	Laboratory Chemicals	M7490 \$55,000USD	<p>a. Ammonium chloride</p> <p>b. Boric acid solution</p> <p>c. Hydrogen peroxide</p> <p>d. Kkajeldahl table</p>



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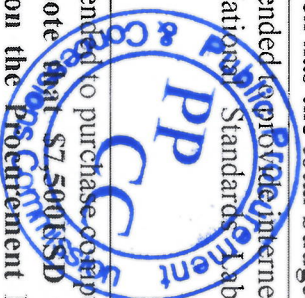
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May 30, 2022

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				e. Sulfuric acid 98% f. Sodium Hydrodium pallet g. Methylene Blue h. Methyl red indicator Potassium sulphate / sodium sulphate to conduct test for the National Standard Lab; testing of goods, water, and conducting surveillance
7	IFB NO. MCI/SBA/RB/001/20/22	Petroleum Product Vehicle & Generator	G4661 \$47,500USD	This Contract Package is intended to procure fuel for the standby generator that will supply the Ministry in the absence of LEC. Please note that \$27,500USD was transferred to Petroleum Products line on the Procurement Plan from Revenue Enhancement within the National Budget 2022 (which has the total budget of \$100,000USD.)
8	IFB NO. MCI/SBA/NCB/004/2022	Internet Connectivity	J6120 \$50,000USD	This Contract Package is intended to provide internet connectivity for the Ministry of Commerce, National Standards Laboratory and Liberia Business Registry.
	IFB NO. MCI/SBA/RFO/002/2022	Computer Supplies	G4651 \$7,500USD	This Contract Package is intended to purchase computers and accessories for the Ministry. Please note that \$7,500USD was transferred to Computer Supplies Line on the Procurement Plan from Revenue Enhancement on the National Budget 2022 (which has the Total Budget of \$100,000USD.)



Signed:

Procurement Director/Manager

May 30, 2022

May 31, 2022

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