



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/0452/'19

August 13, 2019

Hon. Henry B. Fahnbulleh  
**ACTING MINISTER**  
Ministry of Foreign Affairs  
Republic of Liberia

Dear Hon. Fahnbulleh:

Subject: **PROVISIONAL APPROVAL OF DRAFT PROCUREMENT PLAN FOR FISCAL YEAR 2019/2020**

We present our compliments and wish to acknowledge receipt of your letter dated August 2, 2019 which sought the approval of the Commission for the Ministry of Foreign Affairs SBA, Non SBA and Consultancy Procurement Plans for FY 2019/2020 in accordance with **Section 40 (3)** of the PPC Act. The Commission however wishes to inform you that your plan has been **Provisionally Approved** pending the passage of the national budget.

Please be advised that your Entity can carry out procurement activities based on this provisionally approved draft procurement plan culminating in **framework agreements** for recurrent procurement items. Similarly, you are also advised to carry out procurement activities for non-recurrent procurement items in advance of the passage of the National Budget, but contracts for these packages **MUST** not be signed until the budget is approved by the President and you **ascertain the availability of funding**. Please ensure to include notifications of this information in the tender documents for both framework agreements and advance procurement. For your guidance, the Commission has produced a short note explaining the processes for framework agreements and advance procurement which you can download at <http://ppcc.gov.lr/vr/index.php/documents>

Upon passage of the FY 2019/2020 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for MOFA's allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for FY 2019/2020 and staff of your Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the previous fiscal year (2018/2019), for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for fiscal year 2019/2020.

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.

Kind regards.

Sincerely,  
Yours

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

**Fiscal year: 2019-2020**

Pranshu  
Date 07/9/19  
J. J. K. K. W.  
08/13/19

## Source of Funding: GOVERNMENT OF LIBERIA (GOL)

[illegible]

Prepared By: Cyrus G. Flahn, Sr  
PROCUREMENT DIRECTOR

Approved by: *Deweh E. Gray*  
Deweh E. Gray (Jr.)  
ACTING MINISTER

Date: 07/9/19

att'd  
July 24, 2013

Provisional  
08/13/19  
Ryke Towne



Explanatory Note-Core budget

No.	Code	Contract Package	Contents
1	IFB No. MFA/RFQ/001/19/20	Repairs & Maintenance-Civil	This contract package is taken from the budgetline repairs and maintenance- Civil, and will be used to procure civil works for Ministry
2	IFB No. MFA/RFQ/002/19/20	Repairs & Maintenance Services- Vehicles	Funds on this line will be used to contract reputable firm(s) to provide repairs/maintenance services on the Ministry's vehicles during the 2019/20 Fiscal Year.
3	IFB No. MFA/RFQ/003/19/20	Cleaning Materials	This contract package is taken from the cleaning materials and services budget line item and will be used to procure assorted cleaning materials for Ministry. And will include: Liquid soap, Tie soap, Small and Medium size Clorox. Small and Medium size Dettol, Dust pan and etc., Soft a brooms, Commode brushes, Commode detergent, Hand sanitizers and others
4	IFB No. MFA/NCB/001/19/20	Stationery	This line shall be used for the purchase of assorted stationery items for the Ministry . These materials shall include papers (A4/Legal) manilla folders, cartridges, staples pins, staple machines, etc. bases upon the package value and in keeping with the regulation on threshold a National Competitive Bidding process will be done .
5	IFB No. MFA/NCB/002/19/20	Printing and Binding Services	This contract package was taken from the budget line printing , binding and publication services, and will be used to procure printing and binding service such as the printing of : law, regulations , proclamation etc.
6	IFB No. MFA/RFQ/004/19/20	Medical Drugs	This contract package is taken from the Drugs and Medical Consumables budget line items and will be used to procure the medical items for Ministry's Clinic operation The medical items will include: Paracetamol tablets (15 Cms), B-Complex Injection(20 Boxes), Menthofol Boxes), Amoxicillin (30 Boxes), Ampicillin(20 Boxes), Lomart DS(35 Boxes) and others drugs as may be necessary.
7	IFB No. MFA/RFQ/005/19/20	Food stuff	This contract package is taken from the Entertainment, Representation and gifts budget line item. It is intended to procure the assorted items in the context of the contract package.
8	IFB No. MFA/NCB/003/19/20	Vehicle Insurance services	This contract package is taken from the budget line vehicle insurance. It is intended to procure insurance service from registered insurance companies aimed at insuring the Minister Vehicles.
9	IFB No. MFA/RFQ/006/19/20	Machinery and office equipment	This contract package is taken from the budgetline machinery and office equipment and will be used to procure office equipment such as laptop computers, printer etc.
10	IFB No. MFA/NCB/004/19/20	Supply of office furniture	This contract package is taken from the budgetline furniture and fixture, and will be used to procure furniture for newly appointed Minister office DMFA and DMA etc.

2025  
 July 24 2019

Provided  
 08/13/19  
 R. J. [Signature]