



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: 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>

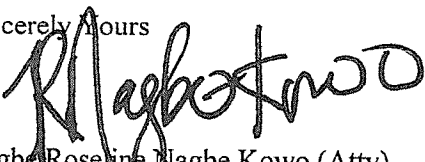
Upon passage of the FY 2019/2020 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for MOFA's allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for FY 2019/2020 and staff of your Procurement Unit.

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


Jarabe Roseanne Nagbe Kowo (Atty).
CHIEF EXECUTIVE OFFICER

MINISTRY OF FOREIGN AFFAIRS
SMALL BUSINESS ACT PROCUREMENT PLAN (SBA-Core Budget)
Source of Funding: GOVERNMENT OF LIBERIA (GOL)
Fiscal year: 2019-2020

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECIFICATIONS/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOCTECH 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 (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS	
PLANNED	1 IFB No MFA/SBA/RFQ/001/19/20	Publications services	J-5819	One(1) Firms	10,000.00	RFQ	14/06/2019	21/06/2019	28/06/2019	09/07/2019	16/07/2019	23/07/2019	30/07/2019	13/08/2019	N/A	18/09/2019	30/06/2020		
UPDATE																			
ACTUAL																			
PLANNED	2 IFB No MFA/SBA/RB/001/19/20	Petroleum Products	G-4661	Gallons (15,236.8@3.70)	56,376.00	RB	18/06/2019	25/06/2019	09/07/2019	19/07/2019	19/08/2019	02/09/2019	16/09/2019	30/09/2019	N/A	14/10/2019	03/07/2020		
UPDATE																			
ACTUAL																			
PLANNED	3 IFB No MFA/SBA/RB/002/19/20	Airline tickets	N-7911	Four(4) firms	350,000.00	RB	19/06/2019	26/06/2019	10/07/2019	27/07/2019	27/08/2019	10/09/2019	24/09/2019	08/10/2019	N/A	29/07/2019	30/06/2020		
UPDATE																			
ACTUAL																			
PLANNED	4 IFB No MFA/SBA/RFQ/002/19/20	Repair and Maintenance- Office Equipment	S 9522	One (1) Firm	10,000.00	RFQ	23/06/2019	30/06/2019	09/07/2019	26/07/2019	05/08/2019	12/08/2019	19/08/2019	18/09/2019	N/A	30/07/2019	30/06/2020		
UPDATE																			
ACTUAL																			
PLANNED	5 IFB No MFA/SBA/RFQ/003/19/20	News papers	G-4761	Assorted	600.00	RFQ	18/06/2019	25/06/2019	02/07/2019	09/07/2019	16/07/2019	23/07/2019	30/07/2019	06/08/2019	N/A	20/08/2019	30/06/2020		
UPDATE																			
ACTUAL																			
PLANNED	6 IFB No MFA/SBA/RFQ/004/19/20	Book and Periodicals	G-4761	Assorted	500.00	RFQ	20/06/2019	27/06/2019	04/07/2019	11/07/2019	18/07/2019	25/07/2019	01/08/2019	08/08/2019	N/A	22/08/2019	30/06/2020		
UPDATE																			
ACTUAL																			
PLANNED	7 IFB No MFA/SBA/RFQ/005/19/20	Supply of uniform	C-1410	Assorted	3,000.00	RFQ	21/06/2019	28/06/2019	05/07/2019	12/07/2019	19/07/2019	26/07/2019	02/08/2019	09/08/2019	N/A	08/09/2019	30/06/2020		
UPDATE																			
ACTUAL																			
PLANNED	8 IFB No MFA/SBA/RB/003/19/20	Scratch Card	J-6190	1600pcs @ 5 US\$	8,000.00	RB	25/06/2019	02/07/2019	09/07/2019	16/07/2019	21/08/2019	28/08/2019	04/09/2019	18/09/2019	N/A	20/07/2019	30/06/2020		
UPDATE																			
ACTUAL																			
PLANNED	9 IFB No MFA/SBA/SS/001/19/20	Internet Connectivity	J-6120	Fifteen(15) meg	22,400.00	SS	25/06/2019	02/07/2019	16/07/2019	23/07/2019	22/08/2019	29/08/2019	05/09/2019	19/09/2019	N/A	19/10/2019	30/06/2020		
UPDATE																			
ACTUAL																			
PLANNED	10 IFB No MFA/SBA/NCB/001/19/20	Vehicle Rental Service	N-7710	Two (2) Firms	30,000.00	NCB	26/06/2019	03/07/2019	10/07/2019	17/07/2019	16/08/2019	23/08/2019	30/08/2019	06/09/2019	N/A	20/09/2019	30/06/2020		
UPDATE																			
ACTUAL																			
TOTAL					5	490,876.00													

Prepared By:

Cyrus G. Pahn, Sr.

PROCUREMENT DIRECTOR

Approved by:

Daniel E. Gray (Cler)

ACTING MINISTER

Date:

07/9/19

24, 2019

08/13/19

No.	Code	Contract Package	Contents
1	IFB No. MFA/SBA/RFQ/001/19/20	Publications services	This contract package is taken from the Printing, Binding and Publications budget line item and will be used to procure services such as the publications of Invitation for bid(IFB) etc
3	IFB No. MFA/SBA/RB/001/19/20	Petroleum Products	This contract package was derived from the budget lines (fuel & Lubricant vehicle and Generator) and is intended to to procure petroleum products (Diesel fuel & Gasoline) and lubricants for the Ministry' consumption for the budget year 2019/2020.
4	IFB No.MFA/SBA/RB/002/19/20	Airline tickets	This contract package is taken from the Foreign Means of Travel budget line item. It is intended to procure air tickets for senior MFA officials attending the UN, AU, ECOWAS General and other important foreign assignments of the Ministry of Foreign Affairs for the budget year 2019/2020.
5	IFB No. MFA/SBA/RFQ/002/19/20	Repair and Maintenance- Office Equipment	This contract package is taken from the budget line Repairs and Maintenance Service and will be used to procure service for the repair and amintances of Air conditioners, Refrigerators , and other office equipment
6	IFB No. MFA/SBA/RFQ/003/19/20	Newspaper	This contract package is taken from the budget line Newspaper and Periodical , and shall be used to procure local dailies for the Ministry senior staff
7	IFB No. MFA/SBA/RFQ/004/19/20	Books and Periodical	This contract package is taken from the budget line Newspaper and Periodical , and shall be used to procure books and peridical for the Ministry for the fiscal year 2019/2020
8	IFB No. MFA/SBA/RFQ/005/19/20	Supply of Uniform	This contract package is taken from the budget line Uniform ans specialized cloths, and will be used to procure uniforms for certain staff such as protocol, passport staff etc.
8	IFB No. MFA/SBA/RB/003/19/20	Scratch Card	This Contract package is taken from two budget lines(telecommunication , internet and Scratch Cards) as represented on the budget note as 2a & 2b. Note , the total quantity to be procured is 1600 pcs @ 5.00 us\$
9	IFB No.MFA/SBA/SS/001/19/20	Internet Connectiveity	This Contract package is taken from two budget lines(telecommunication , internet and Internet Service Provider) as represented on the budget note / procurement contract derivation log as 3a & 3b. Note , the single source method of procurement is considered consistent with section 55(1a) of PPCA.
10	IFB No.MFA/SBA/NCB/001/19/20	Vehicle Rental Service	This contract package is taken from the budget line Domestic Travel- means of travel, and will be used to procure vehicle rental service for the Ministry to facilitate local travel for foreign guests.

attest
July 24, 2019

Provisional
R. J. G. J. J. J.
08/13/19