



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/262/'21**

July 14, 2021

Hon. Gesler E Murray  
**MINISTER**  
Ministry of Mines and Energy  
Republic of Liberia

Dear Hon. Williams:

Subject: **PROVISIONAL APPROVAL OF DRAFT PROCUREMENT PLAN FOR SPECIAL BUDGET YEAR 2021**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Ministry of Mines and Energy (MME) Core Budget, SBA and Consultancy Procurement Plans for FY 2021 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 National Special Budget 2021, you are required to submit a revised/updated procurement plan, detailed budget for MME's allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for Budget Year 2021 and staff of your Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the just ended FY 2020/2021, for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for the Special Budget Year 2021.

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

  
Jargoe Roseanne Ragbe Kowo (Atty).  
**CHIEF EXECUTIVE OFFICER**

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

Ministry of Mines and Energy  
NON - SBA PROCUREMENT PLAN  
Source of Funding: Government of Liberia  
SPECIAL FISCAL YEAR: 2021

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 ACTIVITY CODE(S)	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECIFICATIONS	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 (SUBSTANTIATION)	COMPLETION	ACCEPTANCE & FINAL PAYMENT
1	IFB NO. MME/R FO/001/SFY/2021	Scratch Cards	1620	281 pcs. @ 5.00	1,408.00	RFO	17/05/21	31/05/21	07/06/21	05/07/21	19/07/21	02/08/21	09/08/21	23/08/21	N/A	31/08/21	31/12/21	
2	IFB NO. MME/RB/OI/SFY/2021	Stationery Supplies	C4761	Assorted	12,544.00	RB	17/05/21	31/05/21	07/06/21	05/07/21	02/08/21	16/08/21	23/08/21	13/09/21	N/A	27/09/21	31/12/21	
UP DATE																		
ACT UAL																		
GRAND TOTAL:					\$13,952.00													

Prepared by: James T. Snowea  
Procurement Director/ Manager

Approved by: Gesler E. Murray  
Head of Entity/Chairman Proc. Cmttee

Date: 2021 June 1

*[Signature]*



**MINISTRY OF MINES AND ENERGY**  
**NOTES TO THE PROCUREMENT PLAN (CORE BUDGET)**  
**SOURCE OF FUNDING: GOVERNMENT OF LIBERIA**  
**SPECIAL FISCAL YEAR: 2021**

ITEM NO.	CONTRACT PACKAGE	Package Number/Code	PACKAGE DESCRIPTION
1.	Scratch Cards	IFB NO. MME/RFQ/001/SFY/2021	This contract package comes from the Budget Line, Telecommunication & Internet. The amount of US\$1,408.00 will be used to procure scratch cards for the use of the ministry through the RFQ Method.
2.	Stationery Supplies	IFB NO. MME/RB/001/SFY/2021	<p>The Ministry is to procure office stationery items through Framework Contract extension for the Special Fiscal Year 2021 in the sum value of US\$12,544.00. United Office Supplies &amp; Equipment was selected following a competitive process. Stationery items to procure include and not limited to the following:</p> <p> Paper=  Ink=  Envelopes=  Cartridges=  Box Files=  Pens=  Ledgers=  Note Pads=  Laptops=  Stapler=  Staple Pins=  Carbon Papers=  Paper Clips=  Record Book=  Poster Sheets=  Staple Remover=  Marker=  Manila Folder=  Memory Stick=  Yellow Pad= </p>

**Prepared by:**   
**James T. Snowea**  
**Procurement Director/ Manager**

**Approved by:**   
**Geffler E. Murray**  
**Head of Entity/Chairman Proc. Committee**  
**Date:** 2021 June 15

