



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/OIC/012/'23

April 4, 2023

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

Dear Hon. Diggs:

Subject: **RECEIPT AND APPROVAL OF MINISTRY OF COMMERCE SPECIAL PROJECT CONSULTANCY PROCUREMENT PLAN (SBA) FOR FISCAL YEAR 2023.**

We present compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Ministry of Commerce (MOC) submission of its Special Project Procurement Plan (Consultancy-SBA). The Commission has received and approves the MOC Special Project Procurement Plan for Fiscal Year 2023 in accordance with **Section 40** (3) of the PPCA, 2010, and informs the MOC 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,

Stevenson S. Yond
OFFICER IN CHARGE

Ministry Of Commerce & Industry
SPECIAL PROJECT CONSULTANCY PROCUREMENT PLAN (SBA)
Source of Funding: (National Road Fund)
Fiscal Year 2023

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
|--------------------|---|-----------------------------|--|----------------------|-------------------------|------------------|---|-------------------------|-----------------------------|--|---|--|---|-------------------------------|-------------------------------------|--|---|--------------------------------|--|
| ITEM NO. (CODE) | PACKAGE NUMBER (CODE) | Business Activities Code | CONTRACT PACKAGE | No. OF FIRMS/PERSONS | ESTIMATED COST (USD) | SELECTION METHOD | REQUEST FOR EXPRESSION OF INTEREST, if applicable | | | | | | | | | | | | |
| | | | | | | | PREP. OF TOR & PC APPROVAL | PUBLICATIO N OF REOI | REOI CLOSING/ OPENING | SUBMISSION OF EVALUATION REPORT | PC APPROVAL- N & PC EVALUATION REPORT/SHO RTLIST | PREPARATIO N & PC SUBMISSION OF RFP DOCUMENT | PC APPROVAL- FINAL TOR/RFP DOCUMENT | INVITATION OF PROPOSALS | PROPOSAL SUBMISSION & OPENING | SUBMISSION OF TECHNICAL & FINANCIAL EVALUATION REPORT | PC APPROVAL- COMBINED EVALUATION REPORT | CONTRACT AWARD & SIGNING | COMPLETION (FINAL REPORT AND PAYMENT |
| PLANNED | 1 MCI /PROJ/S BA/SSS/0 01/2023 | M7020 | Consultancy (National SME Engagement) | 1 Firm | \$107,208 | SSS | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | 12/29/2023 |
| update | | | | | | | | | | | | | | | | | | | |
| Actual | | | | | | | | | | | | | | | | | | | |
| GRAND TOTAL | | | | | \$107,208 | | | | | | | | | | | | | | |

Prepared by: 
Roland K. Karpel
Acting Procurement Director / Manager

Approved By: 
Mawine G. Diggs
Minister / Chairman Proc. Cmtee

Date: March 28, 2023



Ministry of Commerce & Industry

Special Project Consultancy Procurement Plan (SBA)

Source of Funding: National Road Fund

Explanatory Notes

Fiscal Year 2023

| ITEM NO: | CONTRACT PACKAGE CODE | CONTRACT PACKAGE | CONTRACT PACKAGE DESCRIPTION |
|----------|------------------------------------|---------------------------------------|--|
| 1. | RFP NO. MCI /PROJ/SBA/SSS/001/2023 | CONSULTANCY (NATIONAL SME ENGAGEMENT) | <p>The objective of this activity is the following:</p> <p>Since the establishment of the National Road Fund, not much is known about their activities and what is being funded by them. Users of road have little or no knowledge that maintenance of these roads and bridges are funded by charges collected from the purchase directly or indirectly or petroleum products and that there is a need to take ownership of the maintenance. In this light the Ministry of Commerce and industry, with support from the National Road Fund will carry out the following activities:</p> <p>3. Detailed Activities</p> <ul style="list-style-type: none">• Create awareness and sensitize SMEs and their various organizations (LIBA, LSB A, and PATEL)• Engage Petty Traders through their union (FEPTIWUL)• Engagement with Motorcyclist Tricyclist and their respective unions• Conduct radio talk shows• Hold discussion with county market leadership.• Hold town hall discussions with residents and CBOs• Prepare messages to be dramatized• Prepare jingles in English and some local vernaculars• Produce materials such as flyers, brochures T-shirts etc |



[Handwritten signatures and dates]
Apr. 4, 2023
April 17, 2023
M. J. J.