



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/326/'21

August 23, 2021

Hon. Mawine G. Diggs  
**MINISTER**  
Ministry of Commerce and Industry  
Republic of Liberia

Dear Hon. Diggs:

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 Commerce and Industry (MOC) 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>

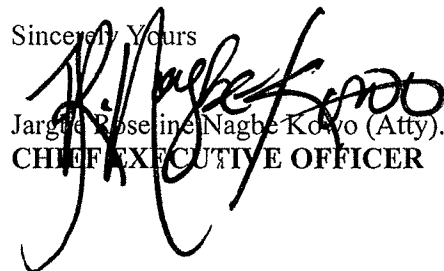
Upon passage of the National Special Budget 2021, you are required to submit a revised/updated procurement plan, detailed budget for **MOC's** allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for Budget Year 2021 and staff of your Procurement Unit.

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


  
Jargye Roseline Nagbe Kowo (Atty).  
CHIEF EXECUTIVE OFFICER

Ministry of Commerce & Industry  
PROCUREMENT PLAN SBA  
Source of funding: GOL

Special Budget July - December 2021

|             | 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 | Package Number<br>(Code)       | Contract Package        | Business Activities Code | QTY      | Estimated Cost | Procurement Method   | Technical Specs/BO Q 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     | 1    | IFB NO. MCI/SBA/ RFQ/001/20    | Security Guard Services | N8010                    | IFirm    | 4,230.00       | RFQ                  | 8/5/2021                     | 8/11/2021             | 8/17/2021                     | 8/18/2021                           | 9/1/2021                       | 9/6/2021                                | 9/10/2021                         | 9/21/2021                | N/A                            |   | 10/1/2021                  | 10/12/2021 |    |
| Update      |      |                                |                         |                          |          |                |                      |                              |                       |                               |                                     |                                |   |                                   |                          |                                |   |                            |            |    |
| Actual      |      |                                |                         |                          |          |                |                      |                              |                       |                               |                                     |                                |   |                                   |                          |                                |   |                            |            |    |
| Planned     | 2    | IFB NO. MCI /SBA/RFQ/ 002/2021 | Stationery Materials    | G4761                    | Assorted | 7,500.00       | RFQ                  | 8/5/2021                     | 8/11/2021             | 8/17/2021                     | 8/18/2021                           | 9/1/2021                       | 9/6/2021                                | 9/10/2021                         | 9/21/2021                | N/A                            |   | 10/1/2021                  | 10/12/2021 |    |
| Update      |      |                                |                         |                          |          |                |                      |                              |                       |                               |                                     |                                |   |                                   |                          |                                |   |                            |            |    |
| Actual      |      |                                |                         |                          |          |                |                      |                              |                       |                               |                                     |                                |   |                                   |                          |                                |   |                            |            |    |
| Planned     | 3    | IFB NO. MCI /SBA/RFQ/ 003/2021 | Printing & Binding      | C1812                    | Assorted | 5,845.00       | RFQ                  | 8/5/2021                     | 8/11/2021             | 8/17/2021                     | 8/18/2021                           | 9/1/2021                       | 9/6/2021                                | 9/10/2021                         | 9/21/2021                | N/A                            |   | 10/1/2021                  | 10/12/2021 |    |
| Update      |      |                                |                         |                          |          |                |                      |                              |                       |                               |                                     |                                |   |                                   |                          |                                |   |                            |            |    |
| Actual      |      |                                |                         |                          |          |                |                      |                              |                       |                               |                                     |                                |   |                                   |                          |                                |   |                            |            |    |
| Planned     | 4    | IFB NO. MCI /SBA/RFQ/ 004/2021 | Laboratory Consummable  | M7490                    | Assorted | 5,000.00       | RFQ                  | 8/5/2021                     | 8/11/2021             | 8/17/2021                     | 8/18/2021                           | 9/1/2021                       | 9/6/2021                                | 9/10/2021                         | 9/21/2021                | N/A                            |   | 10/1/2021                  | 10/12/2021 |    |
| Update      |      |                                |                         |                          |          |                |                      |                              |                       |                               |                                     |                                |   |                                   |                          |                                |   |                            |            |    |
| Actual      |      |                                |                         |                          |          |                |                      |                              |                       |                               |                                     |                                |   |                                   |                          |                                |   |                            |            |    |
| Grand Total |      |                                |                         |                          |          | 22,575.00      |                      |                              |                       |                               |                                     |                                |   |                                   |                          |                                |   |                            |            |    |

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

Approved By:   
Mawne G. Dicks  
Minister / Chairperson Pro. Committee

Date:



Aug 23 / 2021


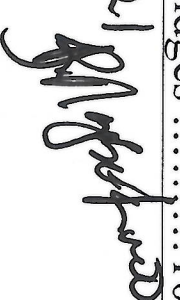


# MINISTRY OF COMMERCE AND INDUSTRY

Procurement Plan Explanatory note  
Special Budget July – December 2021

| ITEM NO: | CONTRACT PACKAGE CODE        | CONTRACT PACKAGE   | BUSINESS ACTIVITIES CODE | CONTENT CONTRACT PACKAGE  |
|----------|------------------------------|--|--------------------------|---|
| 1.       | IFB NO. MCI/SBA/RFO/003/2021 | Printing & Binding   | C1812                    | This contract package is intended to print the Ministry Quarterly and Annual report which will be presented to the National legislature, Printing Cards for official of the Ministry etc. |
| 2.       | IFB NO. MCI/SBA/RFO/001/2021 | Security Guard Services<br>(Professional Service<br>= Security | N8010                    | This contract Package is intended to hire the services of security firm to protect properties of the Business Registry.   |
| 3.       | IFB NO. MCI/SBA/RFO/002/2021 | Stationery Materials   | G4761                    | This contract Package is intended to procure the below listed items:<br>a. Computer Cartridges ..... 105pcs   |

  
08/23/2021  




|    |                               |  |   |
|----|-------------------------------|--|---|
|    |                               |  | b. A4 paper .....20ctns<br>c. Legal paper .....20ctns<br>d. Staple Pin.....pks<br>e. Manila Folders.....50ctns<br>f. Brown Envelops ...20ctns<br>g. Ball pens.....50pks<br>h. Box File .....5ctns<br>i. Ledger book.....2ctns<br>j. Stick on pad.....10pks<br>k. Correction Fluid .....20pks<br>l. Steno pad .....2ctns<br>m. Hanging Folder ....10ctns<br>Paper clip.....20pks |
| 4. | IFB NO. MCI /SBA/RFQ/004/2021 | <b>Laboratory<br/>Chemicals</b><br><br>M7490 | This contract Package is intended to procure chemicals such as:<br><br>a. Ammonium chloride<br>b. Boric acid solution<br>c. Hydrogen peroxide<br>d. Kkajeldahl table<br>e. Sulfuric acide 98%<br>f. Sodium Hydriodum pallet   |




|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  | <p>g. Methylene Blue</p> <p>h. Methyl red indicator</p> <p>Potassium sulphate / sodium sulphate to conduct test for the National Standard Lab : testing of goods, water, and conducting surveillance</p> |
|--|--|--|--|--|