

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/269/'21

July 20, 2021

Prof. Ansu D. Sonii, Sr.
MINISTER
Ministry of Education
Republic of Liberia

Dear Prof. Sonii:

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 Education (MOE) SBA and Non SBA 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>

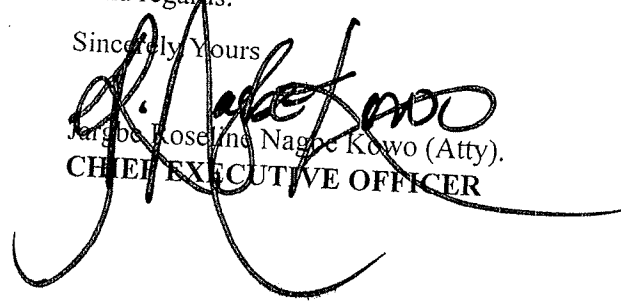
Upon passage of the National Special Budget 2021, you are required to submit a revised/updated procurement plan, detailed budget for **MOE's** allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for Budget Year 2021 and staff of your Procurement Unit.

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 Rose/na Nagoe Kowo (Atty).
CHIEF EXECUTIVE OFFICER

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

MINISTRY OF EDUCATION
PROCUREMENT PLAN (CORE BUDGET)
SOURCE OF FUNDING: NATIONAL BUDGET
Fiscal Year: July 1, 2021 - December 2021

Fiscal Year: July 1, 2021 - December, 2021																		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Item No	Package Number Code	Contract Package	Business Activity Code	Qty	Est. Cost (USD)	Procurement Method	Technical Specs/BOQ /Drawing	Prepare Bid Document	PC Approval- Bid & Release of Bid Doc	Bid Sub/ Public Opening	Submission of Bid Evaluation Report	PC Approval- Bid Evaluation	Contract Award & Signing	Advance Payment (Mobilization)	Delivery, Inspection (Substantiated)	Acceptance & Final Payment		
Planned	1	IFB No.:MOE/NCB/001/2021	Stationery	G-4761	Assorted	150,000.00	NCB	7/12/2021	7/19/2021	7/26/2021	8/2/2021	8/30/2021	9/6/2021	9/10/2021	9/15/2021	N/A	12/30/2021	12/30/2021
Update																		
Actual																		
Planned	2	IFB No.:MOE/NCB/002/2021	Teaching Materials	G-4761	Assorted	700,349.00	NCB	7/12/2021	7/19/2021	7/26/2021	8/2/2021	8/30/2021	9/6/2021	9/10/2021	9/15/2021	N/A	12/30/2021	12/30/2021
Update																		
Actual																		
Planned	3	IFB No.:MOE/NCB/003/2021	Vehicle Spare Parts	G-4530	Assorted	43,500.00	NCB	7/12/2021	7/19/2021	7/26/2021	8/2/2021	8/30/2021	9/1/2021	9/8/2021	9/10/2021	N/A	12/30/2021	12/30/2021
Update																		
Actual																		
Planned	4	IFB No.:MOE/NCB/004/2021	Food Stuffs	G-4630	Assorted	25,000	NCB	7/14/2021	7/21/2021	7/28/2021	8/4/2021	9/1/2021	9/15/2021	9/22/2021	9/27/2021	N/A	12/30/2021	12/30/2021
Update																		
Actual																		
Planned	5	IFB No. :MOE/RFQ/001/2021	Scratch Cards	J-6209	1720pcs	8,600.00	RFQ	7/14/2021	7/21/2021	7/28/2021	8/4/2021	9/1/2021	9/8/2021	9/15/2021	9/20/2021	N/A	12/30/2021	12/30/2021
Update																		
Actual																		
Planned	6	IFB No.:MOE/RFQ/002/2021	Repairs & Maint. Machinery Equipment	G-4659	Assorted	5,000.00	RFQ	7/16/2021	7/23/2021	7/30/2021	8/6/2021	9/3/2021	9/10/2021	9/17/2021	9/22/2021	N/A	12/30/2021	12/30/2021
Update																		
Actual																		
Planned	7	IFB No.:MOE/NCB/005/2021	Equipment & Household Materials	G-4663	1 Firm	15,000.00	NCB	7/16/2021	7/23/2021	7/30/2021	8/6/2021	9/3/2021	9/10/2021	9/17/2021	9/22/2021	N/A	12/30/2021	12/30/2021
Update																		
Actual																		
Planned	8	IFB No.:MOE/NCB/006/2021	Laboratory Equipment	G-4772	Assorted	55,000.00	NCB	7/16/2021	7/23/2021	7/30/2021	8/6/2021	9/3/2021	9/10/2021	9/17/2021	9/22/2021	N/A	12/30/2021	12/30/2021
Update																		
Actual																		
GRAND TOTAL																		
1,002,499																		

Prepared by:
Julay S. Angdon
Acting Procurement Director

Reviewed By:
Hon. Latin Da-Thong
Deputy Minister/Administrator

Approved:
Prof. Dr. Joseph N. N. N.
Head of Procurement Committee

July 19, 2021



MINISTER



PROCUREMENT PLAN EXPLANATORY NOTES
FISCAL YEAR 2020/2021

Item No.	Contract Package Code	Contract Package	Content of Contract Package
1	IFB No.MOE/NCB/001/2021	Stationery	<p>This contract package is funded from the budget line Stationery and it is intended to procure at least the quantity of stationery as listed below:</p> <p>A. paper (A-4)----- 20,000 cts</p> <p>B. paper (legal)----- 200 cts</p> <p>C. ink cartridges----- 12,000 pcs</p> <p>D. pens----- 30 cts</p> <p>E. pencils----- 2 cts</p> <p>F. staplers ----- 5 cts</p> <p>G. paper clips----- 5 cts</p> <p>H. perforater----- 2 cts</p> <p>I. markers----- 4 cts</p> <p>J. correction pens----- 2 cts</p> <p>K. highlighters ----- 2 cts</p> <p>J. Flip Chart----- 200 cts</p> <p>K. Flip Chart Board----- 30 pcs</p> <p>L. Note Pad----- 10 cts</p> <p>M. Postal Sheets----- 2 cts</p> <p>N. Paper Tape----- 5 cts</p> <p>O. Other related stationery items not listed</p>
2	IFB No.MOE/NCB/002/2021	Teaching Materials	<p>This contract package is funded from the budget line Educational Materials & Supplies and it is intended to procure at least the following:</p> <p>A. teacher's plan & roll books ----- 20,000 pcs</p> <p>B. chalk ----- 147,600 pks</p> <p>C. calculators ----- 20,000 pcs</p> <p>D. duster ----- 20,000 pcs</p> <p>E. ledger (FS4QR) ----- 20,000 pcs</p> <p>F. Paper (A4 Size) ----- 10,000 cts</p> <p>F. Other related educational materials not listed</p>



3	IFB No.MOE/NCB/003/2021	Vehicle Spare Parts	This contract package is funded from the budget line Repairs & Maintenance-Veh. and it is intended to procure vehicle spare parts for vehicle maintenance & repair services for the following Vehicles: A.Car ----- vehicles B. Motorbike.....motorbikes Please note that, the vehicles servicing will be done by MOE staff at the Motorpool on Newport Street.
4	IFB No.MOE/NCB/004/2021	Food Stuffs	This contract package is funded from the budget lines Entertainment Representation & Gifts (25,000) and it is intended to procure the following items: water, juices, tea, coffee, rice, etc.
5	RFQ No.:MOE/ROF/001/2021	Scratch Card	This contract package is funded from the budget line Scratch Cards and it is intended to procure scratch cards. Scratch cards-----1,720pcs
6	IFB No.MOE/RFQ/002/2021	Repair & Maintenance Machinery Equipment	This contract package is funded from the budget line Repairs & Maintenance Machinery Equipment and is intend to repair Generators
7	IFB No.MOE/NCB/005/2021	Equipment & Household Materials	This contract package is funded from the budget line Equipment & Household Materials and it is intended to procure the following materials. Laptop Drafting Laptop T-Square Triangle 30/60 Mechanical Pencil Architectural Scale Tracing paper Lettering guide



	IFB No.MOE/NCB/006/2021	Laboratory Equipment	This contract package is funded from the budget line Laboratory Consumables and it is intended to procure laboratory consumables: Charts and posters, anatomical models, microbiology kit, chemicals, aprons, test tubes, microscope, disposable dust ma science kits, etc.
8			
9		Electricity	Electricity will be provided by the Liberia Electricity Corporation LEC. The provision of electricity will be funded from the budget line Electricity through a budgetary allotment of US\$37,500; Invoices will be sent to the Ministry of Finance & Development Planning from where payment will be processed.
10		Other Rental & Lease	This contract package is funded from the budget line Other Rental & Lease (187,500) and is intended to pay for school facilities used by MOE. Invoices for the period covered under the lease agreement will be sent to the Ministry of Finance & Development Planning from where payment is processed.

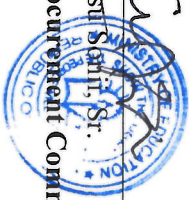
Prepared by 
Juley S. Jarbath
Acting Procurement Director



Approved: 
Hon. Latim Da-Thong
Deputy Minister/Administrator



Approved by 
Prof. D. Amisu Smith, Sr.
Head of Procurement Committee



MINISTER

Date July 19, 2021

