



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/1030/'20

February 13, 2020

Hon. Prof. Ansu D. Sonii, Sr.

**MINISTER**

Ministry of Education

Republic of Liberia

Dear Prof. Sonii:

Subject: **RECEIPT AND APPROVAL OF SBA, NON SBA AND CONSULTANCY PROCUREMENT PLAN FOR FISCAL YEAR 2019/2020**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Ministry of Education 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 Procurement Plan has been 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 advises that you observe **Section 40 (5)** of the PPCA, 2010 which states that a Procuring Entity shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plan. The Commission and the Ministry responsible for Finance should be notified in writing of any material changes in the procurement plan and be provided with a copy of the updated procurement plan. 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.

Kind regards.

  
Jargbe Roseline Nagbe Kowo (Atty).

**CHIEF EXECUTIVE OFFICER**

MINISTRY OF EDUCATION  
PROCUREMENT PLAN (SBA CORE BUDGET)  
SOURCE OF FUNDING: NATIONAL BUDGET  
Fiscal Year: July 1, 2019 - June 30, 2020

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 Spec/BOQ Drawing	Prepare Bid Document	Approval Bid Doc/Tech	Invitation & Release of Bid Doc	Bid Sub/Opening	of Bid Evaluation Report	Bid Evaluation Report	Contract Award & Signing	Payment (Mobilization)	Inspection (Substantiated)	Acceptance & Final Payment
Planned	1	IFB No.MOE/SBA/RB/001/19/20	Petroleum Products	G-4661	101,575 gals. @ 4.00	406,300.00	RB	06/17/19	06/24/19	07/01/19	07/08/19	08/05/19	08/19/19	08/26/19	2/21/20	N/A	06/30/20	06/30/20
Update																		
Actual																		
Planned	2	IFB No.MOE/SBA/NCB/001/19/20	Cleaning Materials	G-4773	Assorted	50,000.00	NCB	06/14/19	06/21/19	06/28/19	07/05/19	08/02/19	08/16/19	08/23/19	2/25/20	N/A	06/30/20	06/30/20
Update																		
Actual																		
Planned	3	IFB No.MOE/SBA/NCB/002/19/20	Vehicle Rental Services	H-4922	30	45,000	NCB	07/15/19	07/22/19	07/29/19	08/05/19	09/02/19	09/16/19	09/23/19	2/25/20	N/A	06/30/20	06/30/20
Update																		
Actual																		
Planned	4	IFB No.MOE/SBA/NCB/003/19/20	Printing & Binding Services	C-1811	Assorted	161,484.00	NCB	07/24/19	07/31/19	08/07/19	08/14/19	09/11/19	09/25/19	10/02/19	2/25/20	N/A	06/30/20	06/30/20
Update																		
Actual																		
Sub Total						662,784.00												
Planned	5	IFB No.MOE/SBA/NCB/004/19/20	Repairs & Maintenance of Non-Residential Building	F-4100	24 Buildings	250,000.00	NCB	07/16/19	07/23/19	07/30/19	08/06/19	09/03/19	09/17/19	09/24/19	2/24/20	N/A	06/30/20	06/30/20
Update																		
Planned	6	IFB No.MOE/SBA/SS/003/19/20	Internet Connectivity	J-6120	1 firm	125,000.00	SS	6/24/2019	7/1/2019	7/8/2019	7/15/2019	N/A	7/20/2019	7/27/2019	2/23/20	N/A	6/30/2020	6/30/2020
Update																		
Actual																		
Planned	7	IFB No.MOE/SBA/RB/002/19/20	Vehicle Insurance Coverage	K-6512	1 Firm	20,000	RB	07/16/19	07/21/19	07/26/19	07/31/19	08/05/19	08/12/19	08/19/19	2/26/20	N/A	06/30/20	06/30/20
Update																		
Actual																		
Planned	8	IFB No.MOE/SBA/NCB/003/19/20	Air Ticket	H-4990	Assorted	35,000	NCB	7/26/2019	8/2/2019	8/9/2019	8/16/2019	9/13/2019	8/21/2019	8/28/2019	2/25/20	N/A	6/30/2020	6/30/2020
Update																		
Actual																		
Sub Total						430,000.00												
GRAND TOTAL						1,092,784.00												

Prepared by:   
Julius S. Jangbuh  
Acting Procurement Director

Reviewed by:   
Horf Latin J. Thong  
Deputy Minister/Administration

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

Date: 05-02-2020

  
Feb 13, 2020

  
Feb 19, 2020



MINISTRY OF EDUCATION +1:6A31:81:7A31:81:8A31:81:91:10A31:81:1911:13  
 PROCUREMENT PLAN EXPLANATORY NOTES  
 FISCAL YEAR 2019/2020

Item No	Contract Package Code	Contract Package	Content of Contract Package
	IFB No.MOE/SBA/RB/001/19/20	Petroleum Products	This contract package is funded from the budget line <b>Fuel and Lubricants</b> and it is intended to procure Petroleum Products as stated below: Diesel..... 101,575 gals
1	IFB No.MOE/SBA/NCB/001/19/20		This contract package is funded from the budget line <b>Cleaning Materials</b> and it is intended to procure the following materials : A. Dethol ----- 60 Cartons B. Soap ----- 35 Cartons C. Clora ----- 40 cartons D. Liquid hand soap----- 30 cartons E. Mop----- 12 doz F. Rubber gloves----- 12 doz G. Brush----- 12 pcs H. Soft broom----- 24 doz I. Rubber buckets----- 15 pcs J. Trash cans----- 50 pcs K. Other related cleaning materials not listed
2	IFB No.MOE/SBA/NCB/002/19/20	Cleaning Materials	This contract package is funded from the budget lines <b>Domestic Means of Travel</b> and it is intended to procure Vehicle Rental Services as follow: A. Number of Vehicles ----- 20 vehicles B. Number of trucks (to distribute materials) ----- 10 vehicles
3		Vehicle Rental	
4	IFB No.MOE/SBA/NCB/003/19/20		This contract package is funded from the budget lines <b>Printing, Binding &amp; Publication and Advertising &amp; Public Relations</b> and it is intended to procure the below listed materials and services: A. Public School Report Cards ----- 900,756 pieces B. Annual Report ----- 200 copies C. Letter Head and other materials ----- 15 reams D. Printing of training manuals ----- 816 copies* E. Businesss Cards ----- 50 packs F. Other Public Relations & Advertisements
		Printing & Binding Services	

*Handwritten signature and date:*  
 Feb. 13, 2020

*Handwritten signature and date:*  
 02/13/2020

5	IFB No.MOE/SBA/NCB/004/19/20	Repair and Maintenance of Non Residential Building	This contract package is funded from the budget line <b>Repair &amp; Maintenance -Civil</b> and it is intended to conduct civil works on the below listed buildings: A. MoE Central Office - Monrovia B. Zorzor Central High Public Schools -Lofa C. Kolahun Central High Public School -Lofa D. Kolahun Central High Public School -Lofa E. Bonbodu Elementary School -Lofa F. Nyofarkollie Public School -Bong G. Gbelemah Public School -Bong H. Gbarney Public School -Bong I. Zokeseh Public School -Nimba J. Bahn High School -Nimba K. Tapeah Memorial Public School -Nimba L. J. Milton Elem. & Jr. High School -Sinoe M. Foya Central High -Lofa N. Robert Sport High School -Cape Mount O. Sumo Korta Public School -Margibi P. John Hilary Tubman Public High -Maryland Q. Gailaila Public School -Margibi R. Life Public Schools -Margibi
6	IFB No.MOE/SBA/RB/002/19/20	Vehicle Insurance Coverage	This contract package is funded from the budget line <b>Vehicle Insurance</b> and it is intended to procure insurance service for the following Transport Equipment: A. Vehicle -----32 units B. Motorbike -----80 units
7	RFQ No.MOE/SBA/RFQ/001/19/20	Repairs & Maintenance of Office Machinery and Equipment	This contract package is funded from the budget line <b>Rep./mainit.Mach/Equip. &amp; furniture</b> and it is intended to procure repair & maintenance services for machinery, equipment and furniture used by the MOE.
8	IFB No.MOE/SBA/NCB/003/19/20	Air Ticket	This contract package is funded from the budget line <b>Foreign Travel - means of travel</b> and it is intended to procure plane tickets for personnel traveling to do business on behalf of the MOE.
9	IFB No.MOE/SBA /SS/003/19/20	Internet Connectivity	Internet will be provided by the LIBTELCO. The provision of internet connectivity will be funded from the budget line <b>Internet Provider Services</b> through budgetary allotment of \$125,000.00; invoices will be sent to the Ministry of Finance & Development Planning from where payment

Prepared by: *[Signature]* 11/28/2020  
Julay S. Jarpah  
Acting Procurement Director

Reviewed By: *[Signature]*  
Hon. Laifu Da-Thong  
Deputy Minister/Administration

Approved by: *[Signature]* Date 05-02-20  
Prof. Ansu P. Sohli, Sr.  
Head of Procurement Committee

*[Signature]* 02/03/20