

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/0741/'19

November 1, 2019

Cllr. Frank Musah Dean, Jr.

MINISTER

Ministry of Justice
Republic of Liberia

Dear Cllr. Dean:

Subject: **PROVISIONAL APPROVAL OF DRAFT 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 Justice 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 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>

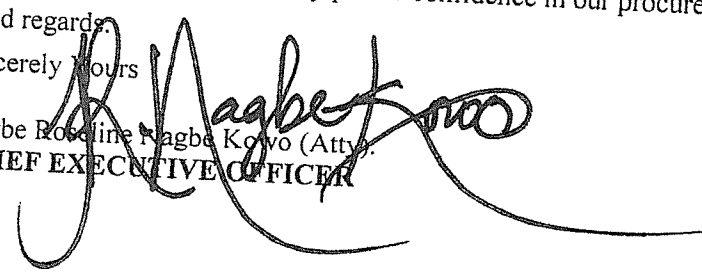
Upon passage of the FY 2019/2020 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for the MOJ's allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for FY 2019/2020 and staff of your Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the previous fiscal year (2018/2019), for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for fiscal year 2019/2020.

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

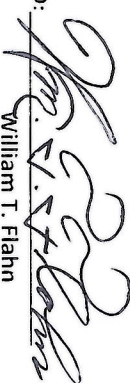

Jargbe Roseline Nagbe Koro (Att'y.)
CHIEF EXECUTIVE OFFICER

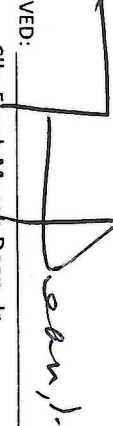
Regulating and Monitoring Compliance with the Public Procurement and Concession Act of Liberia

MINISTRY OF JUSTICE
PROCUREMENT PLAN (SBA CORE BUDGET)
SOURCE OF FUNDING: GOL NATIONAL BUDGET
FISCAL YEAR 2019/2020

Disbursement

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
BASIC DATA								IMPLEMENTATION DATES										
	ITEM	PACKAGE NUMBER (CODE)	CONT PACKAGE	Business Act Code	QTY	EST. COST (USD)	PRO MTD	TECH SPECS BOQ DRAWING	PREP OF BID DOCUMENT	APPROVAL BID DOCTEC SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION (PUBLIC OPENING)	SUBMISSIO N OF BID EVALUATIO N REPORT	PC APPROVAL- BID EVAL REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT(MOB ILIZATION)	DELIVERY IN SECTION'S SUBSTANTIAL COMPLETION	ACCEPTAN CE & FINAL PAYMENT
PLANNED	1	MOJ/SBA/RFQ/ 001/19/20	Vehicle Insurance Coverage	K-6512	1 firm	1,818	RFQ	11-Jun-19	21-Jun-19	26-Jun-19	2-Jul-19	9-Jul-19	13-Jul-19	17-Jul-19	27-Jul-19		30-Jun-20	30-Jun-20
UPDATE																		
ACTUAL																		
PLANNED	2	MOJ/SBA/RFQ/ 002/19/20	Repair & Maint Of Non- Residential	F-4100	1 Firm	6,000	RFQ	3-Jun-19	13-Jun-19	18-Jun-19	24-Jun-19	1-Jul-19	8-Jul-19	15-Jul-19	25-Jul-19		30-Apr-20	30-Jun-20
UPDATE																		
ACTUAL																		
PLANNED	3	MOJ/SBA/RFQ/ 003/19/20	Cleaning Materials	G-4773	Assorted	8,200	RFQ	18-Jun-19	25-Jun-19	30-Jun-19	7-Jul-19	15-Jul-19	22-Jul-19	29-Jul-19	8-Aug-19		30-Jun-20	30-Jun-20
UPDATE																		
ACTUAL																		
PLANNED		IFB NO. MOJ/SBA/SS/ 4/001/19/20	Internet connectivity	I-6110	1 firm	13,406	SS	9-Apr-19	16-Apr-19	22-Apr-19	N/A	N/A	N/A	N/A	30-Jul-18		29-May-20	30-Jun-20
UPDATE																		
ACTUAL																		
			Sub-total			29,424												

SIGNED: 
William T. Flahn
PROCUREMENT DIRECTOR (MOJ)

APPROVED: 
Cllr. Frank Musah Dean, Jr.
Minister & Attorney General/Republic of Liberia

DATE: 10-24-19

acknowledged
November 1, 2019


acknowledged
Nov. 1, 2019

acknowledged
01/11/19

MINISTRY OF JUSTICE
DRAFT PROCUREMENT PLAN (SBA CORE BUDGET)
SOURCE OF FUNDING: GOL
FISCAL YEAR 2019/2020

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
BASIC DATA								IMPLEMENTATION DATES										
	ITEM	PACKAGE NUMBER (CODE)	CONT. PACKAGE	Business Act. Code	QTY	EST. COST (USD)	PRO MTD	TECH. SPECS/BOQ/ DRAWING	PREP. OF BID DOCUMENT	APPROVAL- BID DOC./TEC SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION /PUBLIC OPENING	SUBMISSIO N OF BID EVALUATIO N REPORT	PC APPROVAL- BID EVAL REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT(MOB ILIZATION)	DELIVERY IN SPECTATIONS/ SUBSTANTIAL COMPLETION	ACCEPTAN CE & FINAL PAYMENT
PLANNED		IFB NO. MOJ/SBA/RB/0 5/01/19/20	Petroleum Product (Fuel & Gas)		5670.27 @3.70	20,980	RB	1-Apr-19	8-Apr-19	12-Apr-19	17-Apr-19	1-May-19	8-May-19	13-May-19	23-May-19		30-Jun-20	30-Jun-20
UPDATE																		
ACTUAL																		
PLANNED		IFB NO. MOJ/SBA/NCB/ 6/001/19/20	Food Stuffs	G-4711	Assorted	361,000	NCB	3-Apr-19	10-Apr-19	15-Apr-19	22-Apr-19	20-May-19	27-May-19	3-Jun-19	28-Jun-19		29-Apr-20	30-Jun-20
UPDATE																		
ACTUAL																		
PLANNED		IFB NO. MOJ/SBA/NCB/ 7/002/19/20	Air Ticket	N-7911	1 Firm	13,522	NCB	16-Apr-19	23-Apr-19	28-Apr-19	5-May-19	2-Jun-19	9-Jun-19	16-Jun-19	11-Jul-19		29-May-20	30-Jun-20
UPDATE																		
ACTUAL																		
PLANNED		IFB NO. MOJ/SBA/RFQ/ 8/003/19/20	Printing & Binding	C-1812	Assorted	7,457	RFQ	3-Apr-19	10-Apr-19	15-Apr-19	22-Apr-19	20-May-19	27-May-19	3-Jun-19	28-Jun-19		29-Apr-20	30-Jun-20
UPDATE																		
ACTUAL																		
Sub-Total						402,959												

SIGNED: 
William T. Flahn
PROCUREMENT DIRECTOR (MOJ)

APPROVED: 
Clfr. Frank Musah Dean, Jr.
Minister & Attorney General/Republic of Liberia

DATE: 10-24-19


all day
November 1, 2019

7:00A
Nov. 1, 2019

8-11/11/19
8:11/11/19

FISCAL YEAR 2019/2020

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William T. Flahn

APPROVED: [Signature]
 Cllr. Frank Musah Dean, Jr.
 Minister & Attorney General/Republic of Liberia

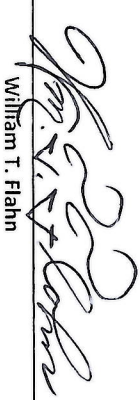
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MINISTRY OF JUSTICE
PROCUREMENT PLAN (SBA CORE BUDGET)
SOURCE OF FUNDING: GOL
FISCAL YEAR 2019/2020

No	CONTRACT PACKAGE CODE	Contract Package	Content of Contract Package	AMOUNT
1	IFB NO. MOJ/SBA/RFQ/ 001/19/20	Vehicle Insurance Coverage	This contract package is intended to procure insurance services for the vehicles of the Ministry of Justice Central.	1,818
2	IFB No: MOJ/SBA/RFQ/002/19/20	Repair & Maintenance -Non-Residential	This contract package is from the budget line repair & Maintenance- Civil, and it is intended to provide repair services on the buildings of the Ministry of Justice central and the Gbarnga regional Hub of the Ministry.	6,000
3	IFB NO.MOJ/SBA/RFQ/003/19/20	Cleaning Materials	This contract package is from the budget line Cleaning Materials & Service, and it is intended to procure the below listed cleaning Materials for the Ministry of Justice central A. Napkins B. Tide Soap C. Clorax D. Air freshners E. Tissues I. Hand Sanitizer J. Paper Towel K. Floor Mop F. Towels, etc	8,200.00

SIGNED: 
William T. Flahn
PROCUREMENT DIRECTOR (MOJ)


DATE: 10.23.19

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November 1, 2019


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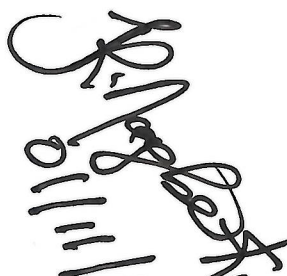
No.	Contract Package Code	Contract Package	Content of Contract Package	Amount
4	IFB No. MOJ/SBA/SS/001/19/20	Internet connectivity	This contract package is from the budgetline Telecommunication and it tended to single source Libtelco to provide internet services for the Ministry of Justice.	13,406.00
5	IFB NO MOJ/SBA/RB/001/19/20	Petroleum Product	This contract package is intended to procure fuel coupons for vehicles and generators @ the cost of USD \$3.70 for the Ministry of Justice Central, the Gbarnga Regional Hub, & the Technical Center for Excellence. The above price is subject to change base on the Ministry of Commerce.	20,980
6	IFB No: MOJ/SBA/NCB/001/19/20	Food Stuffs	This contract package is from the budgetline Food & Catering Services and it is intended to procure rice & Soup for inmates in the 16 prison facilities around the country & also assorted food items including frozen foods like fish, chicken, Turkey wings, etc for officers of the Gbarnga Regional Hub The summary of each amount is described as below: Ministry of Justice (BCR) Gbarnga Regional Hub The Contract package will be divided into three (3) lots: Lot 1 : Rice for inmates in the prison facilities (1,120 bags 25kg @ 25 @12) Lot 2: Assorted food items for officers of the Gbarnga Regional Hub Lot 3: Frozen foods for officers of the Gbarnga Regional Hub Total	336,000.00 20,000.00 336,000.00 20,000.00 5,000.00 361,000.00
7	IFB NO.MOJ/SBA/NCB/002/19/20	Air Ticket	This contract package is intended to purchase air ticket for foreign travel.	13,522.00

SIGNED: 
William T. Flahn
PROCUREMENT DIRECTOR (MOJ)

DATE: 10.23.19


November 1, 2019


Nov. 1, 2019


01/11/19

No.	Contract Package Code	Contract Package	Content of Contract Package	Amount
8	IFB No. MOJ/SBA/RFQ/003/19/20	Printing & Binding	This contract package is from the budget line <u>Printing & Binding</u> and is intended to procure letter heads, banners, transmittal pads, envelopes with logos, call cards, etc	7,457.00
9	IFB No. MOJ/SBA/RFQ/004/19/20	Motor Bike Spare Parts	This contract package is from the budget line <u>Repair & Maint. Motor cycle</u> and is intended to procure motor bikes spare parts for routine repairs.	1,500.00
10	N/A	Vehicle Rental & Lease	This contract package is from the budget line <u>Vehicle Rental and Lease</u> and it is intended to rent/lease two NTA buses to transport the staffs of the Ministry of Justice for the fiscal year 2018/19. This Package is expended through voucher and the procurement unit is not directly involve with the process.	84,000.00
11	N/A	Food Stuffs (Soup)	This contract package is from the budgetline <u>Food & Catering Services</u> and it intended to procure fish, meat, potato greens, onion, bitter ball, pepper & other related items to be used for soup kind. This Package is also expended through voucher and the procurement prouement unit is not directly involve with the process.	64,750.00
12	N/A	Local Staff Training	This contract package is from the budgetline <u>Staff Training- Local</u> , and it is intended to send selected employees of the Ministry to training institution like LPA for specialized training	2,700.00
13	N/A	Electricity	This contract package is intended to procure electricity from the Liberia electricity Corporation (LEC)	10,000.00
14	N/A	Supply of Non-portable water	This contract package is intended to procure Water from the Liberia Water Sewer Corporation (LWSC)	5,000

SIGNED: 
William T. Flahn
PROCUREMENT DIRECTOR (MOJ)

DATE: 10-23-19

*all the
November 1, 2019*

*7/24/19
Nov. 1, 2019*

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01/11/11*