



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/1436/'20

September 4, 2020

Hon. G. Wesseh Blamoh

DEPUTY MINISTER

Ministry of State for Presidential Affairs

Republic of Liberia

Dear Hon. Blamoh:

Subject: **PROVISIONAL APPROVAL OF DRAFT PROCUREMENT PLAN FOR FISCAL YEAR 2020/2021**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Ministry of State for Presidential Affairs (MOS) SBA and Core Budget Procurement Plans for FY 2020/2021 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 FY 2020/2021 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for MOS's allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for FY 2020/2021 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 (2019/2020), for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for fiscal year 2020/2021.

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


Jargbe Roseline Nagbe Kowo (Atty).

CHIEF EXECUTIVE OFFICER

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

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
	BASIC DATA				IMPLEMENTATION DATES														
	ITEM NO	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOCTECH	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/ PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION & SUBSTANTIAL	ACCEPTANCE & FINAL PAYMENT	
Planned	1	IFB No/MOS/NCB/001/20/21	Stationery	G 4761	assorted	151,200.00	NCB	28-Jul-20	4-Aug-20	11-Aug-20	18-Aug-20	15-Sep-20	22-Sep-20	29-Sep-20	13-Oct-20	N/A	1-Apr-21	30-Jun-21	
Update																			
Actual																			
Planned	2	IFB No/MOS/SS/001/20/21	VEHICLE REP MAINT SERVICES/PRESIDENTIAL	G-4520	1-Firm	300,000.00	SS	27-Aug-20	N/A	3-Sep-20	N/A	N/A	10-Sep-20	17-Sep-20	N/A	1-Apr-21	30-Jun-21		
Update																			
Actual																			
Planned	3	IFB No/MOS/SS/002/20/21	Printing, Binding& Pub. Presidential	C1811	assorted	20,000.00	SS	27-Aug-20	N/A	3-Sep-20	N/A	N/A	10-Sep-20	24-Sep-20	N/A	1-Apr-21	30-Jun-21		
Update																			
Actual																			
Planned	4	IFB No/MOS/NCB/002/20/21	Food Items	G4630	assorted	180,000.00	NCB	28-Jul-20	4-Aug-20	11-Aug-20	18-Aug-20	15-Sep-20	22-Sep-20	29-Sep-20	13-Oct-20	N/A	1-Apr-21	30-Jun-21	
Update																			
Actual																			
Planned	5	IFB No/MOS/NCB/003/20/21	Vehicle Spare Parts-General	G4530	assorted	100,000.00	NCB	28-Jul-20	4-Aug-20	11-Aug-20	18-Aug-20	15-Sep-20	22-Sep-20	29-Sep-20	13-Oct-20	N/A	1-Apr-21	30-Jun-21	
Update																			
Actual																			
Planned	6	IFB No/MOS/NCB/004/20/21	GENERATOR SPARE PARTS	G-4659	assorted	80,000.00	NCB	28-Jul-20	4-Aug-20	11-Aug-20	18-Aug-20	15-Sep-20	22-Sep-20	29-Sep-20	13-Oct-20	N/A	1-Apr-21	30-Jun-21	
Update																			
Actual																			
Planned	7	IFB No/MOS/NCB/005/20/21	AIRCONDITION SPARE PARTS	C3312	assorted	30,000.00	NCB	27-Aug-20	3-Sep-20	10-Sep-20	17-Sep-20	15-Oct-20	12-Nov-20	19-Nov-20	3-Dec-20	N/A	1-Apr-21	30-Jun-21	
Update																			
Actual																			
Planned	8	IFB No/MOS/NCB/006/20/21	REP & MAINT. OFFICE FURNITURES	S9524	assorted	75,000.00	NCB	27-Aug-20	3-Sep-20	10-Sep-20	17-Sep-20	15-Oct-20	22-Oct-20	29-Oct-20	12-Nov-20	N/A	1-Apr-21	30-Jun-21	
Update																			
Actual																			
Planned	9	IFB No/MOS/RFQ/001/20/21	Office Equipment (Computers)	G 4659	assorted	10,000.00	RFQ	27-Aug-20	3-Sep-20	10-Sep-20	17-Sep-20	1-Oct-20	8-Oct-20	15-Oct-20	29-Oct-20	N/A	1-Apr-21	30-Jun-21	
Update																			
Actual																			
Planned	10	IFB No/MOS/NCB/007/20/21	Furniture & Fixtures	S 9511	assorted	50,000.00	NCB	28-Jul-20	4-Aug-20	11-Aug-20	18-Aug-20	15-Sep-20	22-Sep-20	29-Sep-20	13-Oct-20	N/A	1-Apr-21	30-Jun-21	
Update																			
Actual																			
GRAND TOTAL						996,200.00													

Signed: 
Shorke V. Sharmen
Procurement Director

Date: 09/04/2020

Approved by: 
Hon. G. Wesseli Blomoh
Deputy Minister /Administratio

Date: 4/9/2020



MINISTRY OF STATE FOR PRESIDENTIAL AFFAIRS
PROCUREMENT PLAN EXPLANATORY NOTES (CORE BUDGET)
FISCAL YEAR 2020/2021

Item NO	Contract Package Code	Contract Package	Content of Contract Package
1	IFB NO. MOS/NCB/001/20/21	Stationery	<p>This Contract Package is intended to Procure items such as:</p> <ul style="list-style-type: none"> • A4 Sheet • Legal Sheet • Folders • Brown Folder • Box Files • Pens • Correction Fluids
2	IFB NO. MOS/SS/001/20/21	Veh. Rep. & Maint. Services	<p>This contract package is intended to procure the services of a firm for the repair and maintenance of the President's vehicles.</p>
3	IFB NO. MOS/SS/001/20/21	Printing & Binding	<p>This contract package is intended to procure the services of a firm for the printing of the following for the President's office:</p> <ul style="list-style-type: none"> • Letter heads • Envelopes • Greeting Cards

[Signature]
9/14/20

[Signature]
9/14/20

[Signature]
Sept 15/2020

4	IFB NO.:MOS/NCB/002/20/21	Food Stuffs	This Contract Package is intended to Procure items such as: <ul style="list-style-type: none"> • Vegetables • Salad items • Breads • Biscuits • Soft Drinks • Juices
5	IFB NO.:MOS/NCB/003/20/21	Vehicle Spare Parts- General	<ul style="list-style-type: none"> • This Contract is intended to Procure Scratch Cards: • Release Bearings • Clutch Dics • Pressure Plate • Shafts • Brake master Cylinder
6	IFB NO.:MOS/NCB/004/20/21	Generator Spare Parts	This Contract is intended to procure: <ul style="list-style-type: none"> •
7	IFB NO.:MOS/RFQ/001/20/21	Air Condition Spare Parts	This Contract Package Is Intended to Procure: <ul style="list-style-type: none"> • Freon • Filters • Coils • Coil Fins • Condensate Drains

9/14/20

9/14/20

8	IFB NO:IMOS/RFO/002/20/21	Rep. Maint. Office Furniture ✓	This contract package is intended to procure the services of a firm for the repair and maintenance of the President's vehicles.
9	IFB NO:IMOS/RFO/003/20/21	Office Equipment (Computers)	This Contract is Intended to Procure: <ul style="list-style-type: none"> • Desktop top Computers • Laptop Computers • Hard Drive • Pen Drive
10.	IFB NO:IMOS/NCB/003/20/21	Furniture & fixture ✓	This Contract is Intended to Procure: <ul style="list-style-type: none"> • Executive Chairs • Semi-Executive Chairs • Executive Desk • Semi-Executive Desk • Cabinets

Prepared by: Neema Shrestha

PROCUREMENT DIRECTOR

Date: 9/4/20

Neema Shrestha
9/4/20

Sept 15/2020