



Ref. PPCC/RL/CEO/0482/'19

September 6, 2019

Hon. G. Wesseh Blamoh

ACTING MINISTER

Ministry of State for Presidential Affairs

Dear Hon. Blamoh:

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 State for Presidential Affairs SBA and 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 MOS'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 Nabor Kowo (Atty.)
CHIEF EXECUTIVE OFFICER

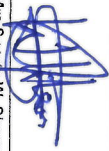
Ministry of State for Presidential Affairs
 Annual Procurement Plan (SBA)
 Source of Funding: COL
 Fiscal Year 2019/2020

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
ITEM NO	PACKAGING MATERIAL CODE	CONTRACT PACKAGE	BASIC DATA			ESTIMATED COST (USD)	PROJECT METHOD	TECHNICAL SPECIFICATIONS		PREP. OF BID DOCUMENT	PC APPROVAL - BID TECH SPECS	IMPLEMENTATION DATES				CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (AMOUNT)	DELIVERY, INSPECTION & FINAL PAYMENT	REMARKS
			Business Activity Code	QTY	UNIT			DRAWINGS	DOC. MENT			BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/ OPENING	EVALUATION OF BID REPORT	PC APPROVAL - BID				
Planned 1	IFB No VCS SBA NCB 001 19 20	Petroleum Products	G - 4601	250,450 gals @ 3.80	\$ 960,900.00	NCB	14-Jun-19	17-Jun-19	24-Jun-19	1-Jul-19	20-Jul-19	5-Aug-19	12-Aug-19	20-Aug-19	N A	30-Apr-20	30-Jun-20		
Actual																			
Planned 2	IFB No VCS SBA NCB 001 19 20	Publication Services	3-5813	1 firm	\$ 25,000.00	NCB	14-Jun-19	18-Jun-19	25-Jun-19	2-Jul-19	30-Jul-19	6-Aug-19	13-Aug-19	27-Aug-19	N A	30-Apr-20	30-Jun-20		
Actual																			
Planned 3	IFB No VCS SBA NCB 002 19 20	Printing and Binding	C - 1812	1 firm	\$ 37,500.00	NCB	14-Jun-19	21-Jun-19	28-Jun-19	5-Jul-19	2-Aug-19	9-Aug-19	16-Aug-19	30-Aug-19	N A	30-Apr-20	30-Jun-20		
Actual																			
Planned 4	IFB No VCS SBA NCB 003 19 20	Furniture & Fixture	G - 4650	1 Firm	\$ 10,250.00	NCB	18-Jun-19	25-Jun-19	2-Jul-19	9-Jul-19	6-Aug-19	13-Aug-19	20-Aug-19	3-Sep-19	N A	30-Apr-20	30-Jun-20		
Actual																			
Planned 5	IFB No VCS SBA NCB 004 19 20	Conditioned Spare Parts	G - 4759	assorted	\$ 30,250.00	NCB	18-Jun-19	25-Jun-19	2-Jul-19	9-Jul-19	6-Aug-19	13-Aug-19	20-Aug-19	3-Sep-19	N A	30-Apr-20	30-Jun-20		
Actual																			
Planned 6	IFB No VCS SBA NCB 005 19 20	Generator Spare Parts	G-4659	assorted	\$ 32,500.00	NCB	18-Jun-19	25-Jun-19	2-Jul-19	9-Jul-19	6-Aug-19	13-Aug-19	20-Aug-19	3-Sep-19	N A	30-Apr-20	30-Jun-20		
Actual																			
Planned 7	IFB No VCS SBA NCB 006 19 20	Scratch Cards	1 - 6190	800 pcs @ \$4	\$ 3,200.00	NCB	19-Jun-19	26-Jun-19	3-Jul-19	10-Jul-19	7-Aug-19	14-Aug-19	21-Aug-19	4-Sep-19	N A	30-Apr-20	30-Jun-20		
Actual																			
Planned 8	IFB No VCS SBA NCB 007 19 20	Vehicle Insurance	N-6512	1 Firm	\$ 10,000.00	NCB	24-Jun-19	1-Jul-19	8-Jul-19	15-Jul-19	12-Aug-19	19-Aug-19	26-Aug-19	9-Sep-19	N A	30-Oct-19	30-Jun-20		
Actual																			
Planned 9	IFB No VCS SBA NCB 008 19 20	Building Materials	G-4663	Assorted	\$ 130,500.00	NCB	26-Jun-19	3-Jul-19	10-Jul-19	17-Jul-19	14-Aug-19	21-Aug-19	28-Aug-19	11-Sep-19	N A	30-Apr-20	30-Jun-20		
Actual																			
Planned 10	IFB No VCS SBA SSI 001 19 20	Presidential Air Tickets	N-7911	1 Firm	\$ 250,000.00	SS	28-Jun-19	5-Jul-19	12-Jul-19	19-Jul-19	16-Aug-19	23-Aug-19	30-Aug-19	13-Sep-19	N A	30-Apr-20	30-Jun-20		
Actual																			

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Planned	1.1	IFB No VIOS SBA SS 002 19 20	Internal Connectivity	1 Firm	\$	25,000.00	SS	3-Jul-19	12-Jul-19	19-Jul-19	26-Jul-19	23-Aug-19	30-Aug-19	6-Sep-19	20-Sep-19	N/A	30-Apr-20	30-Jun-20
Actual																		
Planned	1.2	IFB No VIOS SBA NCB 009 19 20	General Air Tickets	N-7911	\$	47,500.00	16-Jul-19	23-Jul-19	30-Jul-19	6-Aug-19	3-Sep-19	10-Sep-19	17-Sep-19	1-Oct-19		N/A	30-Apr-20	30-Jun-20
Actual																		
Grand Total					\$	1,580,500.00												

Signed: 
 Mrs Shorpe W. Sherman
 Procurement Director

Date: August 21, 2019

APPROVED BY: 
 G. WESSEH BLAMOH
 ACTING MINISTER

Date: 21/8/19

all
 31/08/2019

Provisioned
 09/06/19

MINISTRY OF STATE FOR PRESIDENTIAL AFFAIRS
Procurement Plan Explanatory Notes (SBA)
Fiscal year 2019/2020

Item NO	Contract Package Code	Contract Package	Content of Contract Package
1.	IFB NO.MOS/SBA/RB/001/19/20	Petroleum Products	This Contract Package is intended to procure Petroleum products. Fuel Quantity (259,459)
2	IFB NO.MOS/SBA/NCB/001/19/20	Publication Service	This Contract Package is intended to procure the following items: 1. Published IFB in Newspapers. 2. Publication of Acts. 3. Publications of Announcement.
3	IFB NO.MOS/SBA/NCB/002/19/20	Printing & Binding	This Contract Package is intended to procure the below listed items: 1. Printing of Executive Horn Magazines 2. Binding & Printing of the President's Annual Message. 3. Binding & Printing of the President's Executive Reports. 4. Printing of Calendars

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			<p>3. Air Filters-----25pcs</p> <p>4. Power Thrust Plugs-----50pcs</p> <p>5. Water Trapper-----50pcs</p> <p>The initial contract Package on the SBA Budget Cash Plan is Repair & Maintenance, Machinery & Equipment & Furniture. This Contract Package was broken down into three Packages: Generator Spare Parts, Air Conditioner Parts and Repair & Maintenance – Office Furniture. The amount on the Cash Plan is US\$65,000.00</p> <p>50% of this amount which is US\$32,500.00 was given to Generator Spare Parts.</p> <p>25% of this amount which is US\$ 16,250.00 was given to Air Conditioner Parts and 25% which is US\$16,250.00 was given to Repair & Maint-Office Furniture</p>
7	IFB NO.MOS/SBA/NCB/006/19/20	Scratch Cards	<p>This Contract Package is intended to procure Scratch Cards for the Ministry of State</p> <ol style="list-style-type: none"> 1. Public Affairs and Communication 2. Administration and Management <p>The quantity of Scratch Card acquire for the budget year 2019 – 2020 is (5,000)</p>

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8	IFB NO.MOS/SBA/NCB/006/19/20	Vehicle Insurance	This Contract Package is intended to procure: 1. Vehicles insurance for all Ministry of State Vehicles, (30 vehicles)
9	IFB NO.MOS/SBA/NCB/007/19/20	Building Materials	This Contract Package is intended to procure Building Materials for the repair of Presidential Residence in the Fifteen Counties. The initial contract package was Repair & Maintenance – Civil which was change to a new package name Building Materials
11	IFB NO.MOS/SBA/SS/001/19/20	Presidential Air Tickets	This Contract Package is intended to procure: 1. Air Tickets for the President
			This Contract Package is intended to procure:

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