



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/0489/'19

September 10, 2019

Hon. Cooper W. Kruah, Sr.

**MINISTER**

Ministry of Posts and Telecommunications

Dear Cllr. Kruah:

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 Posts and Telecommunications SBA and Non SBA 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>

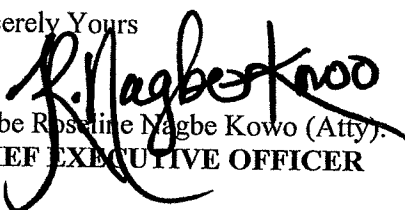
Upon passage of the FY 2019/2020 National Budget, you are required to submit a revised/updated procurement plan, detailed budget MOPT's allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for FY 2019/2020 and staff of your Procurement Unit.

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 Rosaline Nagbe Kowo (Atty).  
**CHIEF EXECUTIVE OFFICER**

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

MINISTRY OF POSTS AND TELECOMMUNICATIONS  
PROCUREMENT PLAN (SBA Core Budget)  
SOURCE OF FUNDING - GOL NATIONAL BUDGET  
FISCAL YEAR 2019/2020

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
BASIC DATA								IMPLEMENTATION DATES												
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Registration Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOC/ DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/ PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARK	
PLANNED	1	IFB NO.M/PT/SBA RFQ 001/19/20'	Air Ticket	N7911	1 Firm	8,500	RFQ	7/11/19	7/18/19	7/30/18	8/1/19	8/8/19	8/22/19	9/5/19	9/30/19	N/A	5/14/20	6/26/20		
UPDATE																				
ACTUAL																				
PLANNED	2	IFB NO.M/PT/SBA RFQ 002/19/20'	Event Catering	15621	1 Firm	2,000	RFQ	7/5/19	7/11/19	7/19/19	7/25/18	8/2/19	8/16/19	8/30/19	9/20/19	N/A	5/15/20	6/26/20		
UPDATE																				
ACTUAL																				
PLANNED	3	IFB NO.M/PT/SBA RFQ 003/19/20'	Printing and Binding services	C1812	1 Firm	10,000	RFQ	7/10/19	7/17/19	7/25/19	7/30/19	8/13/19	8/27/19	9/10/19	9/24/19	N/A	6/15/20	6/29/20		
UPDATE																				
ACTUAL																				
Sub- Total						20,500.00														

Prepared By: F.309/22/186  
Floyd N. Foiryolo  
Director/Procurement

Date: August 21, 2019

Approved By:

Hon. Cooper W. Kruah, Sr. (Cllr)  
Head / Procurement Committee

Date:

Aug. 21, 2019

allbay  
August 29, 2019

6/18/18

8/11/19



**PROCUREMENT PLAN (SBA Core Budget)  
SOURCE OF FUNDING - GOL NATIONAL BUDGET  
FISCAL YEAR 2019/2020**

[illegible]

Date: August 21, 2019

**Approved By:**

Date:

At 2019  
W. A. Jones

MINISTRY OF POST AND TELECOMMUNICATIONS  
PROCUREMENT PLAN EXPLANATORY NOTES (SBA Core Budget)  
FISCAL YEAR: 2019/2020

Item NO	Contract package Code	Contract Package	Content of Contract Package
1.	IFB NO.MPT/SBA/RFQ/001/19/20'	Air Ticket	This Procurement package is from the budget line Foreign Travel - Means of Travel and it is intended to procure air tickets for travels to the following conferences: A. UPU Conference B. ATU C. Financial Services D. WAPCO E. PAPU
2.	IFB NO.MPT/SBA/RFQ/002/19/20'	Event Catering	This contract package comes from the budget line Workshop, Conference, Symposia & Seminars and it is intended to hire a firm to perform catering services for these events: Workshop, Conference, Symposia & Seminars.
3.	IFB NO.MPT/SBA/RFQ/003/19/20'	Printing & Binding Services	This Procurement Package comes from the budget line Printing Binding and Publications and is intended to procure the following items: A. Postal receipt Books for Counters Agents-----200pcs B. Post cards-----20pcs C. Season Greeting cards-----30pcs D. Year-end Calendars-----100pcs E. Letter heads for Ministers-----7realms F. Call Cards for Ministers-----7 boxes
4.	IFB NO. MPT/SBA/RFQ/004/19/20	Publication Services	This contract package is intended for the following: A. Printed Announcement in News Papers B. Aired Announcement on Radios and Televisions  <u>Please note:</u> the said amount for this Package was taken from the budget line Fixed Asset.

Prepared By: F. S. 09/22/18c  
Floyd N. Folryolo  
Director/Procurement

[Signature]  
27/8/19

Approved: [Signature]  
Hon. Cooper W. Kruah, Sr. (Cllr)  
Head of Procurement Committee

Attended  
August 27, 2019

[Signature]  
27/8/19

MINISTRY OF POST AND TELECOMMUNICATIONS  
PROCUREMENT PLAN EXPLANATORY NOTES (SBA Core Budget)  
FISCAL YEAR: 2019/2020

Item NO	Contract package	Contract Package
5. IFB NO.MPT/SBA/RB/001/19/20'	Petroleum Products (gasoline & diesel)	<p>Contract Package</p> <p>This Procurement package is from two budget lines: the Ministry main budget and the project (National Postal Address System) and it is intended to procure Gasoline at the below rate:</p> <p>A. Petroleum Product (diesel and gasoline) from Ministry budget @3.15 will constitute a value 7,619in gallons.</p> <p>B. The amount of 2,850 from the budget line Non - Financial Asset (MPT Project: National Postal Address System) is inclusive in the amount stated for Petroleum Product (diesel and gasoline). Note: Petroleum Product (diesel and gasoline) will constitute a value 904.7 in gallons @ 3.15. The total value in gallons will now be 8,523.7 (7,619 gals. +904.7 gals.)</p> <p>The prices of petroleum products are determine by National Government and coupons are usually procured in dollars. The products will be used for the following:</p> <p>A. 4 -----three mail vans</p> <p>B. 8 -----motors bikes</p> <p>C. 250KVA -----Generator</p> <p>D. Utilities</p> <p>E. 1 -----Employees Bus</p> <p>F. Pick UP for National Postal Address System Project</p>
6. IFB No.MPT/SBA/ SS/001/19/20'	Internet connectivity	<p>This said amount for this contract package is from the budget line Internet Provider Services and the contract package is intended to procure the service of LIBTELECO for Telecommunication services.</p> <p>Note: The Ministry subscribes from LIBTELECO because in most cases, sector relationship will engender flexibility in price and for other benefits.</p>
7. IFB NO.MPT/SBA/ SS/ 002/19/20'	Printing of Metal Number Plates	<p>The amount for said contract package is from the budget line Non - Financial Asset (MPT Project: National Postal Address System) and this contract package is intended to procure the below item:</p> <p>A. Print Metal plates</p> <p>The purpose of the metal plates is to address homes for easy identification.</p> <p>The purpose of the single source is based on the vendor's performance of the previous contracts. With the above mentioned, said contract package is intended to procure the Metal Number Plates from Vendor William Signs through the Single Source Method Of Procurement.</p>

Prepared By: F. E. 20/22 / 86  
Floyd N. Foiryolo  
Director/Procurement

[Signature]  
27/8/19

Approved: [Signature]  
Hon. Cooper W. Kruah, Sr. (Cllr)  
Head of Procurement Committee

[Signature]  
09/10/19




**MINISTRY OF POSTS & TELECOMMUNICATIONS**  
**Other Non-Procurable Budget line items:**

- 1) The amount of Two Thousand (2,000) United States Dollars will be used for Water and Sewage; this amount will be paid directly by the account Section of the Ministry to the LWSC because LWSC is the only Liberian own autonomous Agency involve in sewage and waste management control.
- 2) An amount of Twenty Thousand Six Hundred Fifty United States dollars (20,650 USD) represents payment of contributions to international Organizations and is be used to pay debt to International World Postal Organizations such as: Pan African Postal Union (PAPU), West Africa Postal Organization ((WAPCO), Universal Postal Union (UPU) and Africa Telecommunications Union (ATU).
- 3) The amount of Four thousand united dollars (\$4,000.00US) United States Dollars will be used for electricity; this amount will be paid directly by the account section of the Ministry to the Liberia Electricity Corporation because LEC is the only Liberian own autonomous Agency involve with giving power supply to other government own entities.
- 4) An amount of forty eight thousand United State Dollars (48,000.00 USD) will be used for the Procurement of both Domestic and International Mails conveyances, these mails are Mostly air lifted to its point of destination by Brussels and Kenya Airways , other airlines have refused to transport these mail with the believe that most of the goods are perishable and in the process of transporting it some could spoil and the payment of indemnity to the Liberian Government(owner of the mails) would be costly. The quantity (Assorted) of mails to be posted through air mails are always determined by how many persons will have interest in posting through the Liberian Posts. This amount is supervise by the Finance section of the Ministry.
- 5) The amount of three thousand five hundred united dollars (\$3,500.00USD) will be used for the payment of IPs light subscriptions; this amount will be paid directly by the account section Ministry to our International Partner Universal Postal Union (UPU) because UPU is the only Organization involves with giving IPs light to government own entities

Prepared By: F. E. 09/22/186  
Floyd N. Foinyolo  
Director/Procurement

  
2/18/19

Approved By:   
Hon. Cooper W. Kruah, Sr. (Clir)  
Head / Procurement Committee

  
2/10/19

*ATU  
August 23, 2018*