



# 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/284/'21

August 5, 2021

Hon. Thelma E. Sawyer  
**ACTING MINISTER**  
Ministry of Foreign Affairs  
Monrovia, Liberia

Dear Hon. Sawyer:

Subject: **RECEIPT AND APPROVAL OF MOFA's PROJECT PROCUREMENT PLAN FOR SPECIAL BUDGET YEAR 2021**

We present our compliments and wish to notify you that the Public Procurement and Concessions Commission has received and approved the Ministry of Foreign Affairs (**MoFA**) Procurement Plan (Disbursement Link Indicators Public Sector Modernization project, with a two-week reduction in lead time in accordance with Section 40 (5) of the PPCA, 2010.

The Commission conveys to the Ministry of Foreign Affairs that this Procurement Plan will be duly forwarded to the Ministry of Finance and Development Planning (MFDP), and that the MFDP will process allotments in keeping with the approved Procurement Plan.

The Commission counsels that you observe Section 40(5) of the PPCA, 2010 which states "each Procuring Entity, shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in its plan. An updated procurement plan shall accompany said notice to the Commission." 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.

Please note that all contracts which cumulative annual value above the threshold of **US\$250,000.00** must be signed by the Minister responsible for Finance and attested by the Minister responsible for Justice. **The Commission requires that you kindly forward copies of all stipulated contracts upon signing, so as to update our records.**

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 ensure the National Interest is assured and ultimately public confidence is maintained in all Public Procurement and Concession processes.

Best regards,

  
Jargabe Roseline 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 FOREIGN AFFAIRS  
DLIS-PUBLIC SECTOR MODERNIZATION PROJECT -NON SBA PROCUREMENT PLAN  
Source of Funding: WORLD BANK  
2020/2021

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	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 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)	ACCEPTANCE & FINAL PAYMENT	REMARKS
PLANNED	1	IFB No. MFADJLS-PSMP/PROJ/RFO/001/2020/2021	Supply of Furniture	G-4759	Assorted	\$ 3,175.00	RFQ	7-1-2021	7-20-2021	7-23-2021	7-30-2021	8-6-2021	8-13-2021	8-16-2021	8-23-2021	N/A	8-30-2021	
UPDATE																		
ACTUAL																		
PLANNED	2	IFB No. MFADJLS-PSMP/PROJ/RB/001/2020/2021	VEHICLE SUPPLY	G-5510	1(One)	28,000.00	RB	7-13-2021	7-20-2021	7-23-2021	7-30-2021	8-13-2021	8-20-2021	8-23-2021	8-30-2021	N/A	9-6-2021	
UPDATE																		
ACTUAL																		
PLANNED	3	IFB No. MFADJLS-PSMP/PROJ/RB/002/2020/2021	Computer and Accessories	G-4651	Assorted	37,570.00	RB	7-13-2021	7-20-2021	7-27-2021	8-3-2021	8-17-2021	8-20-2021	8-23-2021	8-26-2021	N/A	8-31-2021	
UPDATE																		
ACTUAL																		
PLANNED	4	IFB No. MFADJLS-PSMP/PROJ/RFO/002/2020/2021	Electronic Clock in Device	G-4652	6(six)	5,280.00	RFQ	7-13-2021	7-20-2021	7-27-2021	8-3-2021	8-17-2021	8-20-2021	8-23-2021	8-26-2021	N/A	8-31-2021	
UPDATE																		
ACTUAL																		
PLANNED	5	IFB No. MFADJLS-PSMP/PROJ/RFO/003/2020/2021	Printers and Photo copiers	G-4652	Assorted	5,650.00	RFQ	7-13-2021	7-20-2021	7-27-2021	8-3-2021	8-17-2021	8-20-2021	8-23-2021	8-26-2021	N/A	8-31-2021	
UPDATE																		
ACTUAL																		
PLANNED	6	IFB No. MFADJLS-PSMP/PROJ/RFO/004/2020/2021	Canon Power Shot camera	G-4659	1(one)	325.00	RFQ	7-13-2021	7-20-2021	7-27-2021	8-3-2021	8-17-2021	8-20-2021	8-23-2021	8-26-2021	N/A	8-31-2021	
UPDATE																		
ACTUAL																		
				TOTAL		80,000.00												

Prepared by:

Cyrus G. Fajon, Sr. Procurement Director

Approved by:

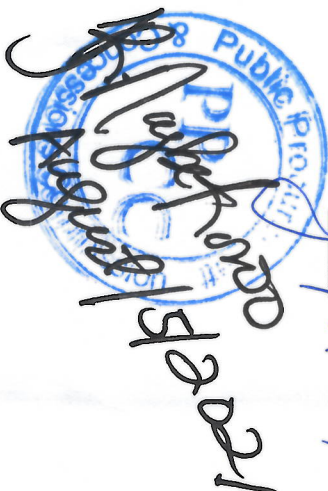
Thelma E. D. Sawyer Acting Minister of Foreign Affairs

Date:

Aug 30, 2021







DLIS-PUBLIC SECTOR MODERNIZATION PROJECT NON-SBA PROCUREMENT PLAN EXPLANATORY NOTE

No.	Code	Contract Package	Contents
1	IFB No. MFA/DLIS-PSMP/PROJ/RFQ/001/2020/2021	Supply of Furniture	This line shall be used for the purchase of furniture items as outlined under Activity-1 of the attached project workplan
2	IFB No. MFA/DLIS-PSMP/PROJ/RB/001/2020/2021	Vehicle supply	This line shall be used to procure service in the context of the contract package as considered under Activity-1 of the attached project workplan
3	IFB No. MFA/DLIS-PSMP/PROJ/RB/002/2020/2021	Computers and Accessories	Funds on this line will be used to procure goods in the context of the contract package as regarded under Activity-1 of the attached project workplan as 1.1, 1.9 and 2.2.
4	IFB No. MFA/DLIS-PSMP/PROJ/RFQ/002/2020/2021	Electronic Clock in Device	Funds on this line will be used to procure goods in the context of the contract package as regarded under Activity-1 of the attached project
5	IFB No. MFA/DLIS-PSMP/PROJ/RFQ/003/2020/2021	Printers and Photo copiers	This contract package was derived from the budgetline item under Activity-1 of the attached project workplan labelled as 1.3, 1.5, 1.6 and 1.7 respec
6	IFB No. MFA/DLIS-PSMP/PROJ/RFQ/004/2020/2021	Canon Power Shot camera	This contract package was derived from two budgetline items 1.8 under activity-1 of the attached project workplan.

Prepared by: Cyrus G. Elahn, Sr.  
Procurement Director



Approved by: Hon. Thelma E. Duncan Sawyer  
Acting Ministry of Foreign Affairs

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