



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/1065/'20

March 3, 2020

Mrs. Nyemale W. Gibson
CHIEF OF OFFICE STAFF
Paynesville City Corporation
Republic of Liberia

Dear Mrs. Gibson:

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 Paynesville City Corporation (PCC) 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 corrections as indicated.

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 PCC'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 Kowo (Atty).
CHIEF EXECUTIVE OFFICER

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

PAYNESVILLE CITY CORPORATION
PROCUREMENT PLAN (NON-SBA)
SOURCE OF FUNDING: GOL AND INTERNAL REVENUE GENERATION
Fiscal year: 2019/20

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	ITEM NO.	BASIC DATA						IMPLEMENTATION DATES									
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code (s)	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/RO Q/DRAWING CS	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)
PLANNE D	1	IFB NO./PCC/NC B/001/19/20	Stationery	G4761	Assorted	25,020.00	NCB	2/19/20	2/26/20	3/4/20	3/9/20	4/6/20	4/20/20	4/27/20	5/11/20	N/A	6/15/20
UPDATE																	
ACTUAL																	
PLANNE D	2	IFB NO./PCC/RF Q/001/19/20	Air Tickets	N7911	Assorted	10,000.00	RFQ	2/6/20	2/13/20	2/20/20	2/25/20	3/4/20	3/18/20	3/25/20	4/8/20	N/A	6/15/20
UPDATE																	
ACTUAL																	
PLANNE D	3	IFB NO./PCC/RF Q/002/19/20	Office Equipment	G4663	Assorted	10,000.00	RFQ	2/6/20	2/13/20	2/20/20	2/25/20	3/4/20	3/18/20	3/25/20	4/8/20	N/A	6/15/20
UPDATE																	
ACTUAL																	
SUB-TOTAL						\$45,020.00											

Prepared by: M. M. Sheriff
Mr. Mohammed M. Sheriff
Procurement Director

Approved by: Mrs. Nyemah W. Gibson
Mrs. Nyemah W. Gibson
Chairman Procurement Committee/Head of Entity

Date: 8/3/2020

8/3/20

March 10, 2021

PAYNESVILLE CITY CORPORATION
PROCUREMENT PLAN (NON-SBA)
SOURCE OF FUNDING: GOL AND INTERNAL REVENUE GENERATION
Fiscal year: 2019/20

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BASIC DATA								IMPLEMENTATION DATES									
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code (s)	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BO Q/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION N/PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)
PLANNE D	4	IFB NO.PCC/RB/001/19/20	Petroleum Product	G4661	91,953.6 @ 3.75	344,826,11.00	RB	2/19/20	2/26/20	3/4/20	3/9/20	4/6/20	4/20/20	4/27/20	5/11/20	N/A	6/15/20
UPDATE																	
ACTUAL																	
PLANNE D	5	IFB NO.PCC/RF Q/003/19/20	Generator Repair and Maintenance Services	C3314	1 Firm	8,920.00	RFQ	2/6/20	2/13/20	2/20/20	2/25/20	3/4/20	3/18/20	3/25/20	4/8/20	N/A	6/15/20
UPDATE																	
ACTUAL																	
PLANNE D	6	IFB NO./PCC/RF Q/004/19/20	Building Materials	G4663	1 Firm	9,537 80.00	RFQ	2/6/20	2/13/20	2/20/20	2/25/20	3/4/20	3/18/20	3/25/20		N/A	6/14/19
UPDATE																	
ACTUAL																	
SUB-TOTAL						\$363,283.91											

Prepared by: M. Sherif
Mr. Mohammed M. Sherif
Procurement Director

Approved by: Mrs. Nyenale W. Gibson
Mrs. Nyenale W. Gibson
Chairman Procurement Committee/Head of Entity

Date: 3/3/2020

M. Sherif
05/03/20

M. Sherif
05/03/20

PAYNESVILLE CITY CORPORATION
PROCUREMENT PLAN (NON-SBA)
SOURCE OF FUNDING: GOL AND INTERNAL REVENUE GENERATION
Fiscal year: 2019/2020

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								TECHNICAL SPECS/BO Q/DRAWINGS	PREP. OF BIDDING 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)
PLANNE D	7	IFB NO.PCC/RF Q/005/19/20	Repairs and Maintenance Office equipment	C3312	1 Firm	9,700.40	RFQ	2/6/20	2/13/20	2/20/20	2/25/20	3/4/20	3/18/20	3/25/20	4/8/20	N/A	6/15/20
UPDATE																	
ACTUAL																	
PLANNE D	8	IFB NO.PCC/RF Q/006/19/20	Food Stuff	G4711		9,097.60	RFQ	2/6/20	2/13/20	2/20/20	2/25/20	3/4/20	3/18/20	3/25/20	4/8/20	N/A	6/15/20
UPDATE																	
ACTUAL																	
PLANNE D	9	IFB NO./PCC/RB /002/19/20	Scratch Cards	J6190	1,739.56 @ 5	8,697.80	RB	2/6/20	2/13/20	2/20/20	2/25/20	3/4/20	3/18/20	3/25/20	4/8/20	N/A	6/14/19
UPDATE																	
ACTUAL																	
SUB-TOTAL						\$27,495.8											

Prepared by: M. F. Sheriff
Mr. Mohammed M. Sheriff
Procurement Director

Approved by: Amel W. Gibson
Mrs. Nyenale W. Gibson
Chairman Procurement Committee/Head Entity

Date: 3/3/2020

Amel W. Gibson
03/03/20

Amel W. Gibson
03/03/20

PAYNESVILLE CITY CORPORATION
PROCUREMENT PLAN (NON-SBA)
SOURCE OF FUNDING: GOL AND INTERNAL REVENUE GENERATION

Fiscal year: 2019/20

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	ITEM NO.	BASIC DATA						IMPLEMENTATION DATES									
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PLANNE D	10	IFB NO.PCC/RF Q/007/19/20	Vehicles Maintenance and Repairs Services	G4520	1 Firm	9,855.40	RFQ	2/6/20	2/13/20	2/20/20	2/25/20	3/4/20	3/18/20	3/25/20	4/8/20	N/A	6/15/20
UPDATE																	
ACTUAL																	
SUB-TOTAL						9,855.40											
GRAND-TOTAL						\$445,655.11											

Prepared by: Mr. Mohammed M. Sheriff
Procurement Director

Approved by: Mrs. Nyemah W. Gibson
Chairman Procurement Committee/Head of Entity

Date: 3/3/2020

53/03/20

03/03/2020

PAYNESVILLE CITY CORPORATION
Procurement Plan: (Non-SBA)
Explanatory Notes
Fiscal Year: 2019/20

1	IFB NO.PCC/NCB/001/19/20	Stationery	This Package is taken from the budget line office supplies and is intended to procure the items below: legal paper 215mm x 356mm_10 cartons, A4 paper 210mm x 297mm 12 cartons, brown envelopes A4 size _1 carton, manila folder legal size _4 cartons, manila folder A4 size _4 cartons, staple machine, gel pens assorted, ball point pen assorted colors, genuine ink and toner cartridges, etc.
2	IF NO.PCC/RFO/001/19/20	Air Tickets	This contract package is intended to hire a firm to provide air tickets for the travels of PCC staff.

[Signature]
03/03/20

[Signature]
03/03/2020

3	IFB NO.PCC/RFQ/002/19/20	Office Equipment	This contract package is intended to procure assorted office equipment for the office use.
4	IFB NO.PCC/RB/001/19/20	Petroleum Product	This Package is intended to procure petroleum products for PCC a) Gasoline_45977.2 b) Fuel_45977.2
5	IFB NO.PCC/RFQ/003/19/20	Generator repairs	This contract package is taken from the budget line repairs and maintenance and is intended to carry out repairs and maintenance services on PCC generator.
6	IFBNO.PCC/RFQ/004/19/20	Building Materials	This package is taken from the budget line repairs and building maintenance and is intended to procure building materials for renovation for PCC building.

Prepared by: M. Sherif
 Mr. Mohammed M. Sherif
 Procurement Director

Approved by: Mrs. Nyemah W. Gibson
 Mrs. Nyemah W. Gibson
 Chairman Procurement Committee

Date : 3/3/2020



03/03/2020
[Signature]

7	IFB NO.PCC/RFQ/005/19/20	Office Equipment repairs and maintenance services	This contract package is intended to hire a firm to regularly repairs and maintain PCC office equipment.
8	IFB NO.PCC/RFQ/006/19/20	Food Stuff	This contract package is taken from the budget line entertainment and is intended to procure verities of food stuff for PCC.
9	IFB NO.PCC/RB/002/19/20	Scratch Cards	This contract package is taken from the budget line Communication is intended to hire firm to provide scratch cards for PCC a) Lonestar_869.79 b) Orange_869.79
10	IFB NO. PCC/RFQ/007/19/20	Vehicle maintenance and repairs services	This package is intended to service all vehicles of PCC.

Prepared by: M. M. Sheriff
 Mr. Mohammed M. Sheriff
 Procurement Director

Approved by: Mrs. Nyemah W. Gibson Date : 3/3/2020
 Mrs. Nyemah W. Gibson
 Chairman Procurement Committee



Handwritten signature and date: 3/3/2020

Handwritten date: 3/3/2020