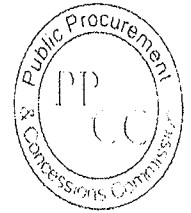


Republic of Liberia

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/1634/'20

December 1, 2020

Hon. Nyemale W. Gibson

MAYOR

Paynesville City Corporation

Republic of Liberia

Dear Hon Gibson:

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 Paynesville City Corporation's SBA, Non-SBA, and Consultancy Procurement Plan 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>

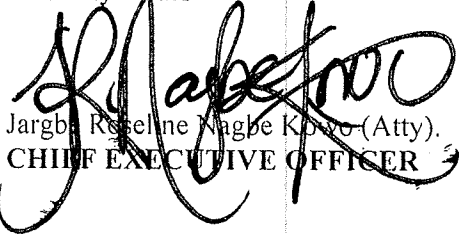
Upon passage of the FY 2020/2021 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for PCC's allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for FY 2020/2021 and staff of your Procurement Unit.

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



Jargb. Roseline Nagbe Koro (Atty).
CHIEF EXECUTIVE OFFICER

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

PAYNESVILLE CITY CORPORATION
PROCUREMENT PLAN (NON-SBA CORE BUDGET)
SOURCE OF FUNDING: GOL AND INTERNAL REVENUE GENERATION
Fiscal year: 20/21

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	ITE M NO.	BASIC DATA			IMPLEMENTATION DATES												
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code (s)	QTY	ESTIMATED COST (USD)	PROCURE MENT METHOD	TECHNICA L SPECS/BO Q/DRAWIN GS	PREP. OF BID DOCUMENT T	PC APPROVAL- BID DOCTECH SPECS	BID INVITATIO N & RELEASE OF BID DOC	BID SUBMISSIO N/PUBLIC OPENING	SUBMISSIO N OF BID EVALUATIO N REPORT	PC APPROVAL - BID EVALUATI ON REPORT	CONTRA CT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZA TION)	DELIVE RY, INSPECT ION (SUBSTA NTIAL COMPLE TION)
PLANNE D	1	IFB NO./PCC/NC B/001/20/21	Stationery	G4761	Assorte d	25,020.00	NCB	9/7/20	9/14/20	9/18/20	9/21/20	10/19/20	10/26/20	10/30/20	12/4/20	N/A	6/15/21
UPDATE																	
ACTUAL																	
PLANNE D	2	IFB NO./PCC/RF Q/001/20/21	Air Tickets	N7911	1 Firm	10,000.00	RFQ	9/28/20	10/5/20	10/12/20	10/19/20	11/2/20	11/9/20	11/16/20	12/4/20	N/A	6/15/21
UPDATE																	
ACTUAL																	
PLANNE D	3	IFB NO./PCC/RF Q/002/20/21	Office Equipment	G4759	Assorte d	10,000.00	RFQ	9/28/20	10/5/20	10/12/20	10/19/20	11/2/20	11/9/20	11/16/20	12/4/20	N/A	6/15/21
UPDATE																	
ACTUAL																	
SUB-TOTAL						\$45,020.00											

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

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

Date: 11/24/2020

NSB/22/2020



Robertson
Dec. 11/2020

PAYNESVILLE CITY CORPORATION
PROCUREMENT PLAN (NON-SBA CORE BUDGET)
SOURCE OF FUNDING: GOL AND INTERNAL REVENUE GENERATION
Fiscal year: 20/21

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/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)
	4	IFB NO./PCC/RF Q/003/20/21	R&M Vehicle	G4520	1 Firm	9,855.40	RFQ	9/28/20	10/5/20	10/12/20	10/19/20	11/2/20	11/9/20	11/16/20	12/4/20	N/A	6/15/21
	UPDATE																
	ACTUAL																
	PLANNE D	5	IFB NO./PCC/RF Q/004/20/21	Generator Spare Parts	G4659	Assorted	RFQ	9/28/20	10/5/20	10/12/20	10/19/20	11/2/20	11/9/20	11/16/20	12/4/20	N/A	6/15/21
	UPDATE																
	ACTUAL																
	PLANNE D	6	IFB NO./PCC/RF Q/005/20/21	R & M Non Residential Building	F4100	1 Firm	RFQ	9/28/20	10/5/20	10/12/20	10/19/20	11/2/20	11/9/20	11/16/20	12/4/20	N/A	6/15/21
	UPDATE																
	ACTUAL																
SUB-TOTAL						28,313.2											

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

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

Date: 11/24/2020

11/24/2020

Dec 11/2020
Shafiq

PAYNESVILLE CITY CORPORATION
PROCUREMENT PLAN (NON-SBA CORE BUDGET)
SOURCE OF FUNDING: GOL AND INTERNAL REVENUE GENERATION
Fiscal year: 20/21

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	ITE M NO.	BASIC DATA						IMPLEMENTATION DATES									
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code (s)	QTY	ESTIMATED COST (USD)	PROCURE MENT METHOD	TECHNICA L SPECS/RO Q/DRAWIN GS	PREP OF BID DOCUMENT T	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATIO N & RELEASE OF BID DOC	BID SUBMISSIO N/PUBLIC OPENING	SUBMISSIO N OF BID EVALUATIO N REPORT	PC APPROVAL - BID EVALUATI ON REPORT	CONTRA CT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZA TION)	DELIVE RY, INSPECT ION (SUBSTA NTIAL COMPLE TION)
PLANNE D	7	IFB NO.PCC/RF Q/006/20/21	R&M Office Equipment	C3312	Assorte d	9,700.40	RFQ	9/28/20	10/5/20	10/12/20	10/19/20	11/2/20	11/9/20	11/16/20	12/4/20	N/A	6/15/21
UPDATE																	
ACTUAL																	
PLANNE D	8	IFB NO.PCC/RF Q/007/20/21	Food Stuff	G4711	Assorte d	9,097.60	RFQ	9/28/20	10/5/20	10/12/20	10/19/20	11/2/20	11/9/20	11/16/20	12/4/20	N/A	6/15/21
UPDATE																	
ACTUAL																	
PLANNE D	9	IFB NO./PCC/RF Q/008/20/21	Scratch Cards	J6190	1,739.5 6 @ 5	8,697.80	RFQ	9/28/20	10/5/20	10/12/20	10/19/20	11/2/20	11/9/20	11/16/20	12/4/20	N/A	6/15/21
UPDATE																	
ACTUAL																	
SUB-TOTAL						\$27,495.8											
GRAND-TOTAL						\$100,829											

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

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

Date: 11/24/2020

Robert M. D.
Dec 11/2020

PAYNESVILLE CITY CORPORATION
Procurement Plan: (Non-SBA CORE BUDGET)
Explanatory Notes
Fiscal Year: 20/21

1	IFB NO.PCC/NCB/001/20/21	Stationery	This Package is taken from the budget line office supplies and i intended to procure the items below: legal paper 215mm x 356mm_10 cartons, A4 paper 210mm x 297mm 12 cartons, bro envelopes A4 size _1 carton, manila folder legal size _4 carto manila folder A4 size _4 carton; staple machine, gel pens assorte ball point pen assorted colors, genuine ink and toner cartridge etc.
2	IF NO.PCC/RFO/001/20/21	Air Tickets	This contract package is intend to hire a firm to provide air tick for the travels of PCC staff.
3	IFB NO.PCC/RFO/002/20/21	Office Equipment	This contract package is intend to procure assorted office equipment for the office use, su

Abu 8/2020

*Page 500
Dec 11/2020*

			for the office use, such as: office chair, Office desk, cabinet, computer, etc.
4	IFB NO. PCC/RFQ/003/20/21	R&M Vehicles	This package is intended to hire firm to service all vehicles of PCC.
5	IFB NO. PCC/RFQ/004/20/21	Generator Spare Parts	This contract package is taken from the budget line repairs and maintenance Generator and is intended carry out repairs and maintenance services on PCC generator. <ul style="list-style-type: none"> Fuel Filters, Air Filters, Coolant, etc.
6	IFBNO.PCC/RFQ/005/20/21	R & M Non Residential Building	This package is taken from the budget line repairs and maintenance building and is intended to hire a firm to repair and maintain PCC building.

Prepared by: M. M. Sherif

Mr. Mohammed M. Sheriff
Procurement Director

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

Date : 11/20/2020

Nov 27, 2020

Dec 11, 2020

PAYNESVILLE CITY CORPORATION
Consultancy PROCUREMENT PLAN (SBA CORE BUDGET)
SOURCE OF FUNDING: GOL AND INTERNAL REVENUE GENERATION

Fiscal year: 20/21

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	No. of FIRMS/ PERSONS	ESTIMATED COST (USD)	SELECTION METHOD	PREP. OF TOR/PC APPROVAL	PUBLICATION OF REOI	REOI CLOSING/ OPENING	SUBMISSION OF EVALUATION REPORT	PC APPROVAL EVALUATION REPORT/ SHORTLIST	PREPARATION & SUBMISSION OF RFP DOCUMENT	PC APPROVAL - FINAL TOR/ RFP DOCUMENT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)
	10	RFP NO.PCC/SB A/LCS001/2 0/21	Legal Service	M6920	1 firm	9,757,55	LCS	9/7/20	9/14/20	9/18/20	9/21/20	10/19/20	10/26/20	10/30/20	11/30/20	N/A	6/15/21
PLANNE D																	
UPDATE																	
ACTUAL																	
GRAND-TOTAL						9,757,55											

Prepared by: Mr. Mohammed M. Sheriff
Procurement Director

Approved by: Mrs. Nyemah W. Gibson

Date: 11/24/2020

Nov. 27, 2020

Revised to Dec 11 2020

PAYNESVILLE CITY CORPORATION
Procurement Plan: (SBA CORE BUDGET)
Explanatory Notes
Fiscal Year: 20/21

1	RFP NO.PCC/ SBA/LCS/001/20/21	Legal Services	This Package is taken from the budget line professional services and is intended to hire a legal consultant for the Paynesville City Corporation.
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Prepared by: M.M. Sheriff
Mr. Mohammed M. Sheriff
Procurement Director

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

Date: 11/21/2020

Dec 11, 2020
Nov. 27, 2020

Robert K. ...
Dec 11, 2020