



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/RI/CEO/088/23

August 9, 2023

Mr. Stevenson S. Yond  
Director of Finance and Administration  
Public Procurement and Concessions Commission  
Executive Mansion Grounds  
Republic of Liberia

Dear Mr. Yond:

Subject: RECEIPT AND APPROVAL OF THE PUBLIC PROCUREMENT AND CONCESSIONS COMMISSION SPECIAL PROJECT PROCUREMENT PLAN FOR FISCAL YEAR 2023.

We present our compliments and wish to notify you that the Public Procurement and Concessions Commission has received and approved the Public Procurement and Concessions Commission Special Project Procurement Plan in accordance with **Section 40 (3)** of the PPCA, 2010.

The Commission wishes to inform the PPCC that its 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 Plans, upon conclusion of stipulated processes.

You are therefore advised that you observe **Section 40 (5)** of the PPCA, 2010 which states that a Procuring Entity shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plan. The Commission and the Ministry responsible for Finance should be notified in writing of any material changes in the procurement plan and be provided with a copy of the updated procurement plan. 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.

The Public Procurement and Concessions Commission 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.

Sincerely Yours,

Budge Scott Johnson (Hon.)  
CHIEF EXECUTIVE OFFICER

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



**PUBLIC PROCUREMENT and CONCESSIONS COMMISSION**  
**SPECIAL PROJECT NON-SBA PROCUREMENT PLAN (CORE-BUDGET)**  
Source of Funding: GOL  
FY 2023



1	2	4	5	6	7	8	9	10	11	12	13	14	16	16	17	18	19	20
BASIC DATA								IMPLEMENTATION DATES										
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	QTY	BUSINESS ACTIVITY CODE	ESTIMATE TED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECIFICATIONS/DRAWING	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TCH 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	REMARKS
PLANNE D	1	IFB No. P/CC/SP/R8/001/2023	1 firm	G4510	\$50.00	R8	07/19/23	07/21/23	07/23/22	08/01/23	08/18/23	08/23/23	09/04/23	09/05/23	N/A	09/18/23	12/20/23	
UPDATE																		
ACTUAL																		
PLANNE D	2	IFB No. P/CC/SP/SS/001/2023	1 firm	G4773	\$155.0	SS	07/19/23	07/21/23	07/23/22	08/01/23	08/18/23	08/23/23	09/04/23	09/05/23	N/A	09/18/23	12/20/23	
UPDATE																		
ACTUAL																		
PLANNE D	3	IFB No. P/CC/SP/RFQ/001/2023	1 firm	G4659	\$10.00	RFQ	07/19/23	07/21/23	07/23/22	08/01/23	08/18/23	08/23/23	09/04/23	09/05/23	N/A	09/18/23	12/20/23	
UPDATE																		
ACTUAL																		
PLANNE D	4	IFB No. P/CC/SP/SS/002/2023	1 firm	G4761	\$12.01	SS	07/19/23	07/21/23	07/23/22	08/01/23	08/18/23	08/23/23	09/04/23	09/05/23	N/A	09/18/23	12/20/23	
UPDATE																		
ACTUAL																		
PLANNE D	5	IFB No. P/CC/SP/RFQ/002/2023	1 firm	G5711	\$7,500.	RFQ	07/19/23	07/21/23	07/23/22	08/01/23	08/18/23	08/23/23	09/04/23	09/05/23	N/A	09/18/23	12/20/23	
UPDATE																		
ACTUAL																		
Sub Total					US\$79,671.7													

Prepared by:   
Kartee Troh  
Procurement Manager



Approved by:   
Stevensop S. Yond  
Chairman, Proc. Committee/Head of Entity



8/9/23



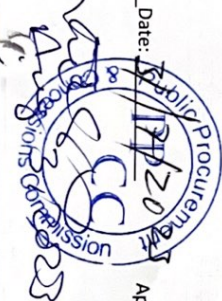


**PUBLIC PROCUREMENT AND CONCESSIONS COMMISSION**  
**SPECIAL PROJECT NON-SBA PROCUREMENT PLAN (CORE-BUDGET)**  
**Source of Funding: GOL**  
**FY 2023**



1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	16	17	18	19	20
BASIC DATA								IMPLEMENTATION DATES												
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	QTY	BUSINESS ACTIVITY/CO DE	ESTIMATED COST (USD)	PRO CURE TYPE	TECHNICAL SPECIFICATIONS/DRAWINGS	PREP. OF BID DOCUMENT	PC BID APPROVAL & RELEASE OF BID DOC	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/OPENING	SUBMISSION EVALUATION REPORT	PC BID APPROVAL & RELEASE OF BID DOC	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION & COMPLETION	ACCEPTANCE & FINAL PAYMENT	REMARKS	
	PLANNE D	IFB No. PRC/SP/R/002/2023	ICT Equipment (Computers)	1 firm	GA74	\$15,000.00	RFQ	07/19/23	07/21/23	07/23/22	08/01/23	08/18/23	08/23/23	09/04/23	09/05/23	N/A	09/18/23	12/20/23		
	Update																			
	Actual																			
	PLANNE D	IFB No. PRC/SP/SS/003/2023	Scratch Cards	1 firm	J6190	\$6,375.00	SS	07/19/23	07/21/23	07/23/22	08/01/23	08/14/23	08/17/23	09/10/23	08/11/23	N/A	8/21/23	12/20/23		
	Update																			
	Actual																			
	PLANNE D	IFB No. PRC/SP/RFQ/003/2023	Air-Conditioners	1 firm	GA75	\$5,000.00	RFQ	07/19/23	07/21/23	07/23/22	08/01/23	08/14/23	08/17/23	09/10/23	08/11/23	N/A	8/21/23	12/20/23		
	Update																			
	Actual																			
	PLANNE D	IFB No. PRC/SP/SS/004/2023	Repair & Maintenance Vehicle	1 firm	GA52	\$2,824.00	SS	07/19/23	07/21/23	07/23/22	08/01/23	08/14/23	08/17/23	09/10/23	08/11/23	N/A	8/21/23	12/20/23		
	Update																			
	Actual																			
	SUB-TOTAL					US\$29,911														

Prepared by:   
Kartee Troh  
Procurement Manager



Approved by:   
Steven S. Yond  
Chairman, Proc. Committee/Head of Entity



8/19/23



**PUBLIC PROCUREMENT AND CONCESSIONS COMMISSION**  
**SPECIAL PROJECT NON-SBA PROCUREMENT PLAN (CORE-BUDGET)**  
**Source of Funding: GOL**  
**FY 2023**



1	2		4	5	6	7	8	9	10	11	12	13	14	16	16	17	18	19	20
BASIC DATA										IMPLEMENTATION DATES									
ITEM NO	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	QTY	BUSINESS ACTIVITY/CO DE	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ /DRAWING	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC./TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUSTAINANCE) COMPLETION	ACCEPTANCE & FINAL PAYMENT	REMARKS	
PLANNE D	10	IFB No. PPC/SP/RFQ/04/2023	Food Stuff	1 firm	G471	\$4,250.00	RFQ	07/19/23	07/21/23	07/23/22	08/01/23	08/04/23	08/07/23	08/10/23	08/11/23	N/A	8/21/23	12/20/23	
Update																			
Actual																			
PLANNE D	11	IFB No. PPC/SP/RFQ/05/2023	Repair & Maintenance Furniture & fixture	1 firm	G465	\$10,000	RFI	07/19/23	07/21/23	07/23/22	08/01/23	08/18/23	08/23/23	09/04/23	09/05/23	N/A	09/18/23	12/20/23	
Update																			
Actual																			
Sub Total					US\$14,250														
GRAND TOTAL					US\$123,832.77														



Prepared by: Kartee Troh  
Procurement Manager

Date: July 31, 2023

Approved by: Stevenson Syond  
Chairman, Proc. Committee/Head of Entity

Date: 7/31/23

8/1/23







**PUBLIC PROCUREMENT AND CONCESSIONS COMMISSION**  
**SPECIAL PROJECT NON-SBA PROCUREMENT PLAN (CORE-BUDGET)**  
**Source of Funding: GOL**  
**FY 2023**



Explanatory Notes

Item No.	Contract Package Code	Contract Package	Content of Contract Package
1	IFB No. PPCC/SP/RB/001/2023	Acquisition of SUV	This package is intended to procure a SUV for the Executive Director of the Commission, it's from the special project budget line Transport Equipment at the total cost of Fifty Thousand United States dollars (US\$50,000.00)
2	IFB No. PPCC/SP/SS/002/2023	Cleaning Materials	This package is intended to procure cleaning materials such as brooms, chlorax, soap, towels, rakes, wheel barrels, cullasses, wipers, Dettol, vims, mobs, detergent, etc. Payment for this package will be made from Cleaning Materials and services budget line @ US\$155.00. Payment for this package will be drawn from Cleaning Materials budget line.
3	IFB No. PPCC/SP/RFQ/001/2023	Furniture & fixture	This package is intended to procure assorted office furniture and other office supplies: Workstation -----10 sets Chairs-----25pcs Office desks-----10 Conference table and chairs-----1 set Bulletin Board-----3pcs
4	IFB No. PPCC/SP/SS/002/2023	Stationery Materials	This package is intended to procure assorted stationery materials and other office supplies: A4 paper-----50boxes A4 size Brown Envelope-----10 pks A3 brown envelope-----10 pks Letter size white envelop-----10 boxes Paper clips-----10 cartoons Glue Stick-----10pks Legal Sheet-----10 boxes Poster sheet-----3 reams

Prepared by:

Kartee Troh

Procurement Manager

Date: 31/7/2023

Approved by:

Stevenson S. Mond

Chairman, Proc. Committee/Head of Entity

Date:

8/9/23





**PUBLIC PROCUREMENT AND CONCESSIONS COMMISSION**  
**SPECIAL PROJECT NON-SBA PROCUREMENT PLAN (CORE-BUDGET)**  
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			Big size Scissor-----5 pcs. Staple pins-----10pks Staple machines-----10pcs. Surge protector-----5pcs. Ball pen-----20pks Printer cartridges-----10 sets Desk tray-----30pcs Trash can-----20pcs Staplers and pin-----20pcs This is from the budget line stationery materials. This is from the budget line entertainment and gifts. The amount of US\$ 7,500.00 will be used to purchase rice for staff during the Independence Day's celebration and Christmas season.
5	IFB No. PPC/SP/RFO/002/2023	Food Stuff (Rice)	
6	IFB No. PPC/SP/RB/002/2023	ICT Equipment (Computers)	This contract package is intended to procure the computers, 10 extension core and other ICT equipment for the Commission, @ US\$15,000.00. Payment for this package will be made machinery & Equipment budget line.
7	IFB No. PPC/SP/SS/003/2023	Scratch Cards	This is intended to procure scratch cards for the daily operations of the Commission, it's estimated at the total cost of US\$6,375.00, including Lone star and Orange cards. Lone Star 637pcs@US\$5. Orange 637pcs@US\$5
8	IFB No. PPC/SP/RFO/003/2023	Air-Conditioners	This contract package is intended to procure the air-conditions and other machinery equipment of the Commission, @ US\$5,000.00. Payment for this package will be made machinery & Equipment budget line.
9	IFB No. PPC/SP/SS/004/2023	Repair & Maintenance Vehicle	This package is intended to acquire services of a firm to do servicing of PPC vehicle and provide spare parts that will be used to repair all of PPCC vehicles on a need basis. Payment (US\$2,824.00) from the budget line repair and maintenance vehicles
10	IFB No. PPC/SP/RFO/004/2023	Food Stuff	This package will be used to acquire assorted general office consumables, such as napkins, plastic cups, water, sugar, Ovaltine, milk, etc. It is taken from the budget line other office consumable
11	IFB No. PPC/SP/RFO/005/2023	Repair & Maintenance Furniture & fixture	This package is intended to acquire services of a firm to do repair and maintenance work on PPCC furniture on a need basis. Payment (US\$10,000.00) from the budget line repair and maintenance vehicles

Prepared by: *[Signature]*  
Kartee Troh  
Procurement Manager

Date: 31/7/2023

Approved by: *[Signature]*  
Stevenson S. Mond

Date: July 31, 2023

Chairman, Proc. Committee/Head of Entity

*[Signature]*  
8/11/23