



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/302/'21

August 12, 2021

Mr. Stevenson S. Yond

DIRECTOR, FINANCE AND ADMINISTRATION

Public Procurement and Concessions Commission
Monrovia, Liberia

Dear Mr. Yond:

Subject: **PROVISIONAL APPROVAL OF DRAFT PROCUREMENT PLAN FOR SPECIAL BUDGET YEAR 2021**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Public Procurement and Concessions Commission (PPCC) SBA and Non SBA Core Budget Procurement Plans for FY 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 National Special Budget 2021, you are required to submit a revised/updated procurement plan, detailed budget for **PPCC's** allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for Budget Year 2021 and staff of your Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the just ended FY 2020/2021, for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for the Special Budget Year 2021.

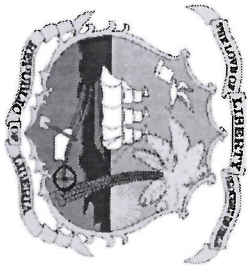
The Public Procurement and Concessions Commission admonishes and deems it a priority that you remain **primarily** in compliance with the PPCA, 2010, as we jointly aspire to achieve transparency, accountability, fairness, equality and ultimately public confidence in our procurement and concessions processes.

Kind regards,

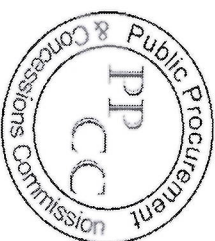
Sincerely yours


Jangbe Roseline Nagbe Kowo (Atty).
CHIEF EXECUTIVE OFFICER

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



Public Procurement and Concessions Commission
PROCUREMENT PLAN (NON-SBA-Core Budget)
Source of Funding: GOL
Fiscal Year: July 1, 2021–December 31, 2021



1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
BASIC DATA								IMPLEMENTATION DATES										
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	QTY	BUSINESS ACTIVITY/CO DE	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 /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
PLANNED	1	IFB No. PPCC/RFQ/001/2021	Repairs-Maintenance Equipment, Machineries & Furniture	1 Firm	C3312	200	RFQ	12/6/21	16/6/21	19/7/21	13/8/21	27/8/21	30/8/21	2/9/20	3/9/21	N/A	25/11/21	17/12/21
UPDATE																		
ACTUAL																		
PLANNED	2	IFB No. PPCC/RFQ/002/2021	Stationery	Assorted	G4761	500	RFQ	12/6/21	17/6/21	15/7/21	22/8/21	9/8/21	13/8/21	23/9/21	30/8/21	N/A	30/11/21	17/12/21
UPDATE																		
ACTUAL																		
PLANNED	3	IFB No. PPCC/RFQ/003/2021	Other general consumables	Assorted	G4721/G 4722	300	RFQ	12/6/21	16/6/21	19/7/21	13/8/21	27/8/21	30/8/21	2/9/20	3/9/21	N/A	30/11/21	17/12/21
UPDATE																		
ACTUAL																		
Plan	4	IFB No. PPCC/RFQ/004/2021	Cleaning Materials	Assorted	G4773	300	RFQ	12/6/21	16/6/21	18/6/21	22/8/21	29/8/21	31/8/21	2/9/21	21/9/21	N/A	14/9/21	17/12/21
Update																		
Actual																		
Grand Total						\$1,300												

Prepared By:

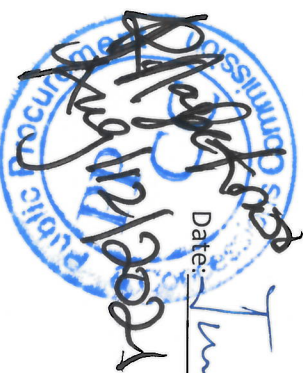
Kartee Troh
Procurement Manager

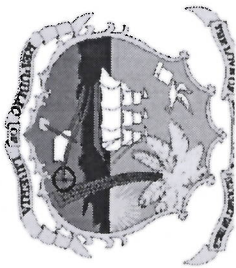
Date: June 7, 2021

Approved by:

Stevens S. Yond
Director, Finance & Administration

Date: June 7, 2021





EXPLANATORY NOTE TO PROCUREMENT PLAN
NON-SBA



Item NO.	Contract Package Code	Contract Package	Contents of Contract Package
1	IFB No. PPCC/RFQ/001/21/22	Repairs-Maintenance Equipment, Machineries & Office Furniture and Fixtures	This contract package is intended to procure the services of a contractor to repair machinery such as generator air conditioners, printers, etc. and acquire office furniture and fixtures such as chairs, tables, etc. at a cost of US\$2,00. Payment for these item will be drawn from the budget line repairs and maintenance machinery, equipment, furniture.
2	IFB No. PPCC/RFQ/002/2021/21	Stationery	This package is intended to procure assorted stationery materials at the cost of US\$500.00: 1. A4 paper-----30boxes 2. A4 size Brown Envelop-----5 pks 3. A3 brown envelope-----5 pks 4. Letter size white envelop-----10 boxes 5. Paper clips-----10 pks 6. Glue Stick-----5pks 7. Legal Sheet-----10 boxes 8. Poster sheet-----3 reams 9. Big size Scissor-----5 pcs. 10. Staple pins-----10pks 11. Staple machines-----10pcs. 12. Surge protector-----5pcs. 13. Ball pen-----20pks 14. Printer cartridges-----10 sets
3	IFB No. PPCC/RFQ/003/20/21	Other General Consumables	This package is intended to acquire assorted general gifts for the staff of the Commission, such as gifts for employees, bonus, etc. It is in the amount of \$ US 300.00
4	IFB No. PPCC/RFQ/004/20/21	Cleaning Materials	This package is intended to procure cleaning materials such as brooms, chlorax, soap, towels, rakes, wheel barrels, cutlasses, wipers, Dettol, vims, mobs, detergent, etc. Payment for this package will be made from Cleaning Materials and services budget line @ US\$300.00. Payment for this package will be drawn from Cleaning Materials budget line.

Prepared By: _____

Kartee Troh

Procurement Manager

Date: _____

Approved by: _____

Stevenspn S. Yond

Director, Finance & Administration

Date: _____