



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/506/'21

November 11, 2021

Mr. Stevenson S. Yond  
**DIRECTOR/FINANCE AND ADMINISTRATION**  
Public Procurement and Concessions Commission  
Capitol Hill  
Monrovia, Liberia

Dear Mr. Yond:

Subject: **PROVISIONAL APPROVAL OF PUBLIC PROCUREMENT AND CONCESSIONS COMMISSION SBA CORE BUDGET UPDATED PROCUREMENT PLAN FOR FISCAL 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 SBA Core Budget updated Procurement Plan for Fiscal Year 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 culminated in **framework agreements** for 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>.

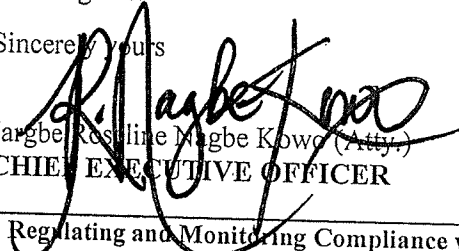
Upon passage of the National Special Budget 2021, you are required to submit a revised/updated procurement plan, detailed budget for PPCC in the approved budget, Cash Plan, names and positions of procurement committee members for Budget Year 2021 and staff of your Procurement Unit.

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.

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.

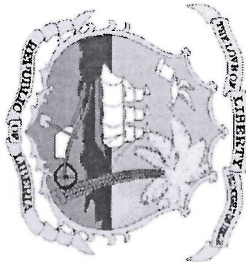
Kind regards,

Sincerely yours

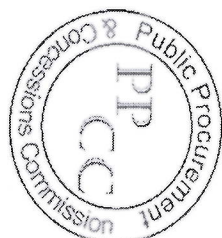
  
Jargbe Roseline Magbe Kowo (Atty.)  
**CHIEF EXECUTIVE OFFICER**

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



**Public Procurement and Concessions Commission**  
**Updated 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/CODE	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC BID APPROVAL - DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION /PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC BID APPROVAL - 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	18/6/21	22/6/21	29/6/21	31/6/21	2/7/20	24/8/21	N/A	14/9/21	17/10/21
UPDATE																		
ACTUAL																		
PLANNED	2	IFB No. PPCC/Rfq/002/2021	Stationery	Assorted	G4761	500	Rfq	12/6/21	16/6/21	18/6/21	22/6/21	29/6/21	31/6/21	2/7/21	20/8/21	N/A	14/9/21	17/10/21
UPDATE																		
ACTUAL																		
PLANNED	3	IFB No. PPCC/Rfq/003/2021	Food Stuff	Assorted	G4711G4722	330	Rfq	12/6/21	16/6/21	18/6/21	22/6/21	29/6/21	31/6/21	2/7/21	21/8/21	N/A	14/9/21	17/10/21
UPDATE																		
ACTUAL																		
Sub- Total						\$2,530												

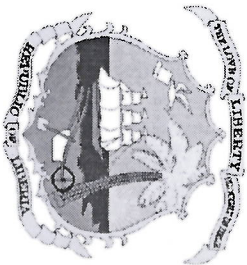
Prepared By: Kartee Troh  
Procurement Manager

Date: 5/11/21

Approved by: Stevenson S. Yond  
Director, Finance & Administration

Date: 5/11/21

*Handwritten signatures and dates:*  
10/10/2021  
10/10/2021  
10/10/2021



Public Procurement and Concessions Commission  
Updated PROCUREMENT PLAN (Non-\$BA-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
Item	m	BASIC DATA						IMPLEMENTATION DATES										
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	QTY	BUSINESS ACTIVITY/ CODE	ESTIMATED COST (USD)	PROCURE MENT METHOD	TECHNICAL SPECS/BOQ /DRAWING S	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 (MOBILIZ ATION)	DELIVERY, INSPECTION (SUBSTANTI AL COMPLETION)	ACCEPT CE & FIN PAYMENT
PLANNE D	4	IFB No. PPCC/RFO/004/2 021	Other general consumables	Assort ed	G4721 /G472 2	300	RFQ	12/6/21	16/6/21	18/1/21	22/6/21	29/6/21	31/6/21	2/7/21	24/8/21	N/A	14/9/21	17/10 1
UPDATE																		
ACTUAL																		
PLANNE D	5	IFB No. PPCC/RFO/005/2 021	Cleaning Materials	Assort ed	G4773	300	RFQ	12/6/21	16/6/21	18/6/21	22/6/21	29/6/21	31/6/21	2/7/21	21/8/21	N/A	14/6/21	17/6/
UPDATE																		
ACTUAL																		
Sub-Total						\$600												
Grand Total						\$3,130												

Prepared By: [Signature]  
Kartee Froh  
Procurement Manager

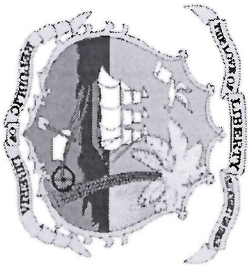
Date: 5/11/21

Approved by: [Signature]  
Stevenson S. Yond  
Director, Finance & Administration

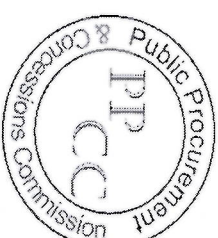
Date: 5/11/21

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Nov 16, 2021  
PPCC  
Public Procurement  
& Concessions Commission  
[Handwritten Signature]  
PPCC  
Public Procurement  
& Concessions Commission  
10/10/2021





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



**NOTE**

Item NO.	Contract Package Code	Contract Package	Contents of Contract Package
1	IFB No. PPCC/RFQ/001/2021	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, de etc. at a cost of <b>US\$2,00. Payment for these item will be drawn from the budget line repairs and maintenance machinery, equipment, furniture.</b>
2	IFB No. PPCC/RFQ/002/2021	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 15. Projector -----1 set
3	IFB No. PPCC/RFQ/003/20/21	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 at the cost of \$US 330.00

Prepared By: Kertee Troh  
Procurement Manager

Date: 5/11/21

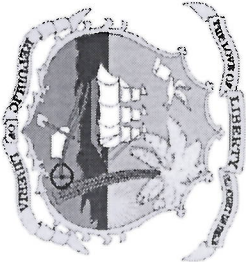
Approved by: Stevenson S. Yond

Director, Finance & Administration

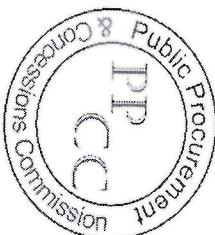
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4	IFB No. PPCC/RFQ/004/20/21	Other General Consumables	This package is intended to acquire assorted general gifts for the staff of the Commission, such as gifts for employees, bonus, etc. It is in the amount of \$ US 300.00
5	IFB No. PPCC/RFQ/005/20/21	Cleaning Materials	This package is intended to procure cleaning materials such as brooms, chlorax, soap, towels, rakes, wheel barrels, cutlasses, wipers, Dettol, vims, mops, 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.

*PPCC*  
*10/10/2021*  
*MS*

*10/10/2021*  
*R. Ayala*

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

Date: *5/11/21*

Approved by: *[Signature]*  
Stevenson S. Yond  
Director, Finance & Administration

Date: *5/11/21*