



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/1113/'20**

March 19, 2020

Hon. Julius K. Sele  
**EXECUTIVE DIRECTOR**  
Rubber Development Fund, Inc.  
Airfield New Road  
Monrovia, Liberia

Dear Hon. Sele:

Subject: **RECEIPT AND APPROVAL OF RUBBER DEVELOPMENT, INC. SBA, NON SBA AND CONSULTANCY 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 Rubber Development Fund, Inc. SBA, Non SBA and Consultancy Procurement Plan for FY2019/2020 in the accordance with **Section 40(3)** of the PPCA Act, 2010. The Commission however wishes to inform you that your Procurement Plan has been forwarded to the Ministry of Finance and Development Planning (MFDP), and that the MFDP will process allotments in keeping with the approved Procurement Plans.

The Commission advises that you observe **Section 40(5)** of the PPCA, 2010 which states that a Procuring Entity shall, on a quarterly basis and whenever it become 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 the 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 require to again request the use of said approved method.

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

Kind regards.

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

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

Name of Entity: RUBBER DEVELOPMENT FUND INC.  
PROCUREMENT PLAN (SBA)  
Source of Funding: Government of Liberia  
Fiscal year: 2019 – 2020

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
	ITEM NO.	BASIC DATA PACKAGE NUMBER (CODE)	IMPLEMENTATION DATES CONTRACT PACKAGE	Business Activity Code (s)	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECIFICATIONS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOCUMENT	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION / PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCEMENT PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FIN. PAYMENT
PLANNED	1	IFB No. RDI/SBA/RF Q/001/19/20	SCRATCH CARDS	J6120	240 Pieces @ 5	900.00	RFQ	8/5/19	8/7/19	8/9/19	8/12/19	8/19/19	8/21/19	8/23/19	8/26/19	N/A	9/2/19	6/30/20
UPDATE																		
ACTUAL																		
PLANNED	2	IFB No. RDI/SBA/RF Q/002/19/20	Vehicle Repairs and Maintenance	G4530	1 piece	360.00	RFQ	8/5/19	8/7/19	8/9/19	8/12/19	8/19/19	8/21/19	8/23/19	8/26/19	N/A	9/2/19	6/30/20
UPDATE																		
ACTUAL																		
Sub Total						1,260.00												

Approved

for

for

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PLANNED	3	IFB No. RDFI/SBA/RF Q/003/19/20	Office Building Rental & Lease	L6810	1	3,500.00	RFQ	9/4/19	9/6/19	9/9/19	9/11/19	9/16/19	9/18/19	9/23/19	9/25/19	N/A	10/2/19	6/30/20
UPDATE																		
ACTUAL																		
Planned	4	IFB NO. RDFI/SBA/RF Q/004/19/20	Hall Rental	L6810	1	1000.00	RFQ	7/5/19	7/8/19	7/10/19	7/12/19	7/15/19	7/17/19	7/19/19	7/22/19	N/A	7/29/19	6/30/20
Update																		
Actual																		
Planned	5	IFB NO. RDFI/SBA/RF Q/005/19/20	Fuel & Lubricant – Vehicle , Generator & Motor bikes	G4661	2,4467 @ 3.65	8,930.00	RFQ	8/5/19	8/6/19	8/8/19	8/12/19	8/14/19	8/16/19	8/19/19	8/21/19	N/A	8/26/19	6/30/20
update																		
Actual																		
Planned	6	IFB NO. RDFI/ SBA/RFQ/006 /19/20	Vehicle Insurance	K6512	1 Firm	300.00	RFQ	9/2/19	9/4/19	9/6/19	9/9/19	9/11/19	9/13/19	9/16/19	9/18/19	N/A	9/24/19	6/30/20
Update																		
Actual																		
Sub Total						13,730.00												

Abdullah

John

John



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Planned	7	IFB NO. RDEI SBA/RFQ/007/19/20	Cleaning Material & Services	G4773	Assorted	500.00	RFQ	10/22/19	10/24/19	10/28/19	10/30/19	11/1/19	11/4/19	11/6/19	11/8/19	N/A	11/11/19	6/30/20
Update																		
Actual																		
Planned	8	IFB NO. RDEI/ SBA/RFQ/00819/20	Guard Service	N8010	1Firm	2,400.00	RFQ	11/28/19	12/2/19	12/5/19	12/9/19	12/11/19	12/13/19	12/16/19	12/18/19	N/A	12/20/19	6/30/20
Update																		
Actual																		
Planned	9	IFB NO. RDEI/ SBA/RFQ/009/19/20	Food & Catering	H5621	1 Firm	1,900.00	RFQ	12/23/19	12/23/19	1/6/20	1/9/20	1/10/20	1/13/20	1/15/20	1/17/20	N/A	1/19/20	6/30/20
Update																		
Actual																		
Planned	10	IFB NO. RDEI/ SBA/RFQ/010/19/20	Newspaper subscription	G4761	1200 copies	360.00	RFQ	2/3/20	2/5/20	2/7/20	2/10/20	2/12/20	2/14/20	2/17/20	2/19/20	N/A	2/21/20	6/30/20
Update																		
Actual																		
Planned	11	IFB NO. RDEI/ SBA/RFQ/011/19/20	Refuse /Garbage Collection	E3811	1 firm	84.00	RFQ	2/3/20	2/5/20	2/7/20	2/10/20	2/12/20	2/14/20	2/17/20	2/19/20	N/A	2/21/20	6/30/20
Update																		
Actual																		
Sub – total						5,244.00												
(iii)																		
Grand TOTAL						20,234.00												

Prepared By: 

Gormah Naiwah  
Procurement Director/ Officer

Approved By: 

Julius K. Sele  
Executive Director/Chairman Procurement Committee

  
2/19/20

RUBBER DEVELOPMENT FUND INC.


NOTES TO THE PROCUREMENT PLAN


NUMBER	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	PACKAGE DESCRIPTION
1	IFB NO: RDFI/SC/SBA/RFO/001/19/20	Scratch Cards (Orange & Lone star)	This contract package is funded from the budget line Scratch Cards which is intended to procure 160 pieces of scratch cards from GSM Companies at a total cost of USD \$ 800.00 in favor of RDFI staff for communication purpose.
2	IFB NO: RDFI/SBA/RFO/002/19/20	Vehicle & Generator Maintenance – 5 KVA	This contract package is funded from the budget line vehicle maintenance which is to address office vehicle repairs and maintenance at a total cost of USD \$ 250.00 in favor of RDFI Executive Director and generator being used for extra hours and lack of electricity due to the rationing of LEC current. a) Spare parts (vehicle) these assorted Spare parts will be procured to repair and maintain damaged vehicle returning from the field project site. b) Vehicle maintenance service – machine will be hired to service and repairs and maintain damaged vehicle on short term basis.
3	IFB NO: RDFI/SBA/RFO/003/19/20	Office Building rental & Lease	This contract package is funded from the budget line Office Rental/Lease, which is intended to underwrite the cost of Rent/Lease for the entity's new office premises for the period of one year, including field offices
4	IFB NO: RDFI/SBA/RFO/004/19/20	Other Rental & Lease ( Hall)	This contract package is funded from the budget line Building Materials (Facility Maintenance) is intended to be purchased for use for renovation and maintenance purposes of the entity, as follows: A. Building Materials (assorted)...these assorted building materials will be used for the renovation purposes of LACE's premises. B. Facilities Maintenance Service...this funds will be used to pay casual workers hired to perform services on a short term basis.


08/16/20



5	IFB NO: RDFI/SBA/RFQ/005/19/20	Fuel & Lubricant ( Field Trip & Monrovia)	This contract package is funded from the budget line Petroleum Product, which is intended to procure 2,350 gallons of assorted diesel & gasoline at a total cost of US\$8,930.00 with a unit cost of \$3.80.00 USD for the Rubber Development Fund, Inc. vehicles, generator, motor bikes and office operational activities.
6	IFB NO: RDFI/SBA/RFQ/006/19/20	Vehicle Insurance	This contract package is funded from the budget line Vehicles Insurance, which is intended to insure vehicles being use by the entity, including those in the field.
7	IFB NO: RDFI/SBA/RFQ/007/19/20	Cleaning Material and Services	This contract package is funded from the budget line Cleaning materials, which is intended to underwrite the cost of purchasing assorted cleaning materials to be used for cleaning both Central Office and Field Offices
8	IFB NO: RDFI/CB/RFQ/001/19/20	Stationery and Office Supplies	This contract package is funded from the budget line Stationery, which is intended to purchase assorted stationery items to be used for administrative purposes.
9	IFB NO: RDFI/SBA/RFQ/008/19/20	Guard and Security services	This contract package is funded from the budget line Guard and Security services, which is intended to provide security for the entity assets.
10	IFB NO. RDFI/CB /NCB/003/19/20	Agricultural Supplies & Inputs	This contract package is funded from the core budget line Agricultural Supplies and Inputs, which is intended to underwrite the cost of purchasing assorted agricultural supplies and inputs (Working Tools, Compost, Fertilizers, cutlasses, hooks etc.) for farming used during project implementation.
11	IFB NO.002/CB/RDFI/RFQ/19/20	Office Equipment Repairs & Service	This contract package is funded from core budget line Equipment repairs, which is intended to underwrite the cost for the purchasing tyres, changing oils, and other minor repairs.
12	IFB NO: 004/CB/RDFI/RFQ/19/20	Electricity	This contract package is funded from the core budget line Electricity which is intended to underwrite the cost of LEC at RDFI Offices.
13	IFBNO: 005/CB/RDFI/RFQ/19/20	Domestic Subsistence Allowance (DSA)	This contract package is funded from the core budget line DSA which is intended to underwrite the cost for DSA for staff on the field care such as, feeding,lodging,etc.

Prepared by:   
Gormah Naiwah  
Procurement Officer

Approved by:   
Julius K. Sele  
Executive Director/ Chairman Procurement Committee

Date: 09/03/20  
  
09/03/2020

Name of Entity: RUBBER DEVELOPMENT FUND INC.  
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