



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/1106/'20

March 17, 2020

T. Titus Charley
ACTING CHIEF OF STAFF
Office of the Vice President
Republic of Liberia

Dear Hon. Charley:

Subject: **RECEIPT AND APPROVAL OF SBA 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 the Office of the Vice President of Liberia SBA and non SBA Procurement Plans 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 Plan.

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 required 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(Arty)
CHIEF EXECUTIVE OFFICER

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

**OFFICE OF THE VICE PRESIDENT
PROCUREMENT PLAN (SBA CORE BUDGET)
SOURCE OF FUNDING: GOL
Fiscal year: 2019/2020**

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	BUSINESS ACTIVITY CODE(S)	QTY	ESTIMATED CODE (USD)	PROCUREMENT METHOD	TECHNICAL SPECIFICATIONS	PREQUALIFICATION DOCUMENT	PC BID APPROVAL	BID INVITATION & RELEASE OF BID DOC.	BID SUBMISSION	SUBMISSION OF BID EVALUATION REPORT	PC BID APPROVAL	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT
PLANNED	1	IFB NO.VPO/SBA /RB/001/19/20	Petroleum Products	G4661	20,571 gals. @3.50	72,000.00	RB	6/3/19	6/5/19	6/7/19	6/10/19	6/17/19	6/19/19	6/21/19	7/8/19	N/A	6/8/20	6/30/20
UPDATE																		
ACTUAL																		
PLANNED	2	IFB NO.VPO/SBA /NCB/001/19/20	Stationery	G4761	Assorted	16,800.00	NCB	6/3/19	6/5/19	6/7/19	6/10/19	6/17/19	6/19/19	6/21/19	7/8/19	N/A	6/8/20	6/30/20
UPDATE																		
ACTUAL																		
PLANNED	3	IFB NO.VPO/NCB /002/19/20	Repair & Maintenance e-Vehicle	G4510	Assorted	16,800.00	NCB	6/3/19	6/5/19	6/7/19	6/10/19	6/17/19	6/19/19	6/21/19	7/8/19	N/A	6/8/20	6/30/20
UPDATE																		
ACTUAL																		
SUB-TOTAL						\$105,600.00												

Prepared by:  Procurement Director VPO

Approved by:  Chairman Procurement Committee

Date: Nov. 11, 2019

K. Payne
March 17, 2020

Robert
03/17/2020

Fiscal year: 2019/2020

[illegible]

Procurement Director VPO

Chairman Procurement Committee

Date: Nov. 11, 1989

K. Page
March 17, 2020

Robert and
Bridget

**OFFICE OF THE VICE PRESIDENT
PROCUREMENT PLAN (SBA)
SOURCE OF FUNDING: GOL
Fiscal year: 2019/2020**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
BASIC DATA																		
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE(S)	QTY	ESTIMATED CODE (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BO Q/DRAWINGS	PREP OF BID DOCUMENT	PC APPROVAL BID DOCTEC H/SPECS	BID INVITATION & RELEASE OF BID DOC.	BID SUBMISSION/ON/PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY INSPECTION (SUBSTANTIALLY COMPLETED)	ACCEPTANCE & FINAL PAYMENT	
PLANNED	7	IFB NO VPO/SBA /RFQ/003/19/20	Entertainment Presentation & Gift	G4761	Assorted	12,000.00	RFQ	6/3/19	6/5/19	6/7/19	6/10/19	6/17/19	6/19/19	6/21/19	6/28/19	N/A	6/8/20	6/30/20
UPDATE																		
ACTUAL																		
PLANNED	8	IFB NO VPO/SBA/ RB/002/19/20	Rep./& maint./mach./& equip.furniture	C-2817	Assorted	1,575.00	RFQ	6/3/19	6/5/19	6/7/19	6/10/19	6/17/19	6/19/19	6/21/19	6/28/19	N/A	6/8/20	6/30/20
UPDATE																		
ACTUAL																		
GRAND TOTAL						\$244,175.00												

Prepared by: _____

Procurement Director VPO

Approved by: _____

Chairman Procurement Committee

Date: 11/07.11/2019

K. pyje
March 13 2020

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03/17/2020

**OFFICE OF THE VICE PRESIDENT
PROCUREMENT PLAN (SBA)
EXPLANATORY NOTES
FISCAL YEAR: 2019/20**

1.	IFB NO.VPO/SBA/RB/001/2019/20	Petroleum Products	This Package is intended to procure petroleum products for the Office of the Vice President. a) Gasoline-Gallons, 72,000÷3.50=20,571 Gallons
2.	IFB NO.VPO/SBA/RFQ/002/19/20	Stationery	This contract intended to procure the items below: Legal Paper 215mmx356mm_10 Cartons, Brown Envelopes A4 size_1 Carton, Manila Folder Legal size-4 Cartoons, Manila Folder A4 size_4 Cartons, Staple Machine, Gel Pens assorted, Ball Point Pen Assorted colors, Genuine Ink and Toner Cartridges, etc.
3.	IFB NO.VPO/SBA/NCB/003/19/20	Vehicles Repairs and Maintenance Services	This contract package is intended to procure the services of a firm to carry out regular repairs and maintenance of the Vehicles VPO
4.	IFB NO.VPO/SBA/RB/002/19/20	Air Ticket	This Package is intended to procure the services of a firm to supply air tickets for the use of the Office of the Vice President.
5.	IFB NO.VPO/SBA/RFQ/001/19/20	Repairs and Maintenance Non-residential building	This contract package is intended to hire a firm to carry out regular repairs and maintenance services.
6.	IFB NO.G77/SBA/RB/003/19/20	Event Catering	This contract package is intended to hire a firm to provide regular food and catering services for the group of 77
7.	IFB NO.VPO/SBA/RFQ/003/19/20	Entertainment & Presentation Gifts	This is for the Office of the Vice President's Guests and Visitors.
8.	Provide Lease Agreement	Residential Property and Lease	This package is intended for the existing contract residential property lease.
9.	IFB NO. VPO/SBA/RB/002/19/20	Rep./main./mach./& equip. furniture	This package G77 for the repair of vehicles, maintenance with in the office, equipment and etc.

March 17, 2020

03/17/2020

[Signature]