



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/0386/'18

August 17, 2018

Hon. Eugene Lenn Nagbe

MINISTER

Ministry of Information, Cultural Affairs & Tourism
Republic of Liberia

Dear Hon. Nagbe:

Subject: **RECEIPT AND APPROVAL OF SBA AND CONSULTANCY PROCUREMENT
PLANS FOR FISCAL YEAR 2018/2019**

We present our compliments and wish to notify you that the Public Procurement and Concessions Commission has received and approved the Ministry of Information, Cultural Affairs & Tourism Procurement Plans (*Goods and Works*) for Fiscal Year 2018/2019 in accordance with Section 40(3) of the PPCA, 2010. The Commission wishes to inform the Ministry of Information, Cultural Affairs & Tourism that its 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 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 Commission urges you to continue to remain in compliance with the PPCA, 2010 as we strive to attain equality, fairness, transparency, accountability and public confidence in our procurement and concessions processes.

Kind regards.

Yours sincerely,

James Dorbor. Jallah

CHIEF EXECUTIVE OFFICER

(Consultancy \$BA) PROCUREMENT PLAN
Source of Funding: GOL National Budget

Grand Total

Darlington M. Cheeks

Procurement Director & Secretary PC


Hon. Daniel C. Gayedeyu, Jr.

Co-Chairperson-PC

13/08/2018

	IFB NO.MOI/SBA/RFQ/002/18/19	Air Ticket	This contract package is intended to procure Tickets for the purpose of providing services to facilitate foreign travels.
6.			This package will be funded from the budget line Foreign Travel-Means Of travel
7.	IFB NO.MOI/SBA/RFQ/002/18/19	Vehicle Insurance	<p>This contract package is intended to procure vehicle insurance services</p> <p>A. Non- life Insurance..... Vehicles within the Ministry's fleet</p> <p>B. Vehicles.....5</p> <p>This package will be funded from the budget line Vehicle Insurance</p>

Prepared By:



Mr. Darlington M. Cheeks

Procurement Director

Date:

13/08/2018



MINISTRY OF INFORMATION, CULTURAL AFFAIRS & TOURISM
(SBA Core Budget) Procurement Plan
Source of Funding: GOL National Budget
For The Fiscal Year 2018-2019

BASIC DATA										IMPLEMENTATION DATES									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
item	Code	Contract Package	Business Activity Code	Qty	Estimate Cost	Procure. Method	Tec. Spec	Prepare Bidding Document	Entity PC (App/Bid/Tec. Spec)	Bid Invitation(Release Bid)	Bid (Sub/Pub. Opening)	Sub., Bid Evng	Entity PC. App/Bid Ex.	Cont. Award/ Signature	Advance Payment	Delivery Inspection	Acceptance(Payment)		
Planned	IFB NO. 1	MOI/SBA/RB/001/18/19	Petroleum Product (Diesel & Gasoline)	G-4661	6,507 gals	\$ 23,749.00	RB	5/15/2018	5/17/2018	5/28/2018	6/7/2018	6/18/2018	7/25/2018	7/27/2018	7/6/2018	N/A	6/3/2019	6/28/2019	
Actual																			
Planned	IFB NO. 2	MOI/SBA/RB/001/18/19	Vehicles Repairs & Maintenance Services	G-4520	1 Firm	\$ 6,560.00	RFQ	3/15/2018	5/18/2018	5/25/2018	5/26/2018	6/4/2018	6/11/2018	6/19/2018	6/27/2018	N/A	6/3/2019	6/28/2019	
Up date																			
Actual																			
Planned	IFB NO. 3	MOI/SBA/SS/001/18/19	Scratch Cards	J-6120	2000 pcs	\$ 10,000.00	RFQ	5/15/2018	5/17/2018	5/28/2018	7/26/2018	6/7/2018	6/18/2018	7/6/2018	7/25/2018	N/A	6/3/2019	6/28/2019	
Up date																			
Actual																			
Planned	IFB NO. 4	MOI/SBA/RB/002/18/19	Cleaning Material & Janitorial Services	G-4773	*Assorted	\$ 3,300.00	RFQ	3/15/2018	5/18/2018	5/25/2018	5/26/2018	6/4/2018	6/11/2018	6/19/2018	6/27/2018	N/A	6/3/2019	6/28/2019	
Up date																			
Actual																			
Planned	IFB NO. 6	MOI/SBA/RB/003/18/19	Air Ticket	N-7994	1 Firm	\$27,500	RB	3/15/2018	5/18/2018	5/25/2018	5/26/2018	6/4/2018	6/11/2018	6/19/2018	6/27/2018	N/A	6/3/2019	6/28/2019	
Up date																			
Actual																			
Planned	IFB NO. 7	MOI/SBA/RB/004/18/19	Vehicle Insurance	K-6512	1 Firm	3,000	RFQ	3/15/2018	5/18/2018	5/25/2018	5/26/2018	6/4/2018	6/11/2018	6/19/2018	6/27/2018	N/A	6/3/2019	6/28/2019	
Up date																			
Actual																			
Grand Total										\$ 77,609.00									

Signature:

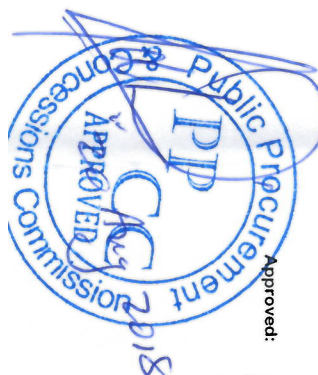
Mr. Darlington M. Cheeks
Procurement Director

Date:

13/08/2018

Approved:

Hon. Daniel E. Seveyu, Jr.
Co-Chairperson PC



MINISTRY OF INFORMATION, CULTURE AFFAIRS & TOURISM

Core Budget Procurement Plan Explanatory Notes

Source of Funding: GOL National Budget

Fiscal Year 2018/1019

Item NO.	Contract Package Code	Contract Packages	Content of Contact Packages
1	RFBNO.MOI/SBA/LCS/001/18/18	Consultancy Services	<p>This contract package is intended to procure consulting services of professionals to be provided in designated area within the Ministry.</p> <p>a. Lot 1: Senior Community Outreach and Information-US\$21,600.00</p> <p>b. Lot 2: Head of Procurement Unit-US\$14,400.00</p> <p>c. Lot 3: Senior Media Officer to the Minister-US\$20,400.00</p> <p>d. Lot 4: Technical Assistant to the Minister-US\$15,600.00</p> <p>e. Lot 5: Technical Focal Person, OGP-US\$8,400.00</p> <p>f. Lot 6: Media and Administrative Officer-US\$12,000.00</p> <p>g. Lot 7: Technical Focal Person, Tourism-US\$20,400.00</p> <p>h. Lot 8: Research Expert-US\$7,200.00</p> <p>Total: US\$120,000.00</p> <p>This package will be funded from the budget line Consultancy Services</p>

Prepared By:

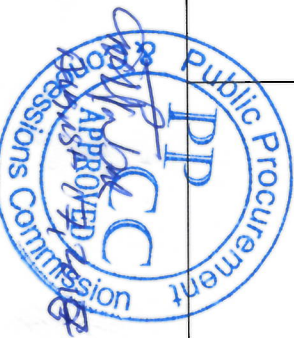
Darlington M. Cheeks
Procurement Director

Date: 13/08/2018



MINISTRY OF INFORMATION, CULTURAL AFFAIRS & TOURISM
Core Budget Procurement Plan Explanatory Notes
Source of Funding: GOL National Budget
Fiscal Year 2018/20199

Item NO.	Contract Package Code	Contract Packages	Content of Contact Packages
1.	IFB NO.MOI/SBA/RB/001/18/19	Petroleum Products (Diesel & Gasoline)	<p>This contract package is intended to procure following petroleum products: Diesel..... 2,603 gallons @ USD 3.65 and Gasoline.....3,904 gallons @ USD 3.61 respectively.</p> <p>This contract package is estimated to cost the sum Twenty-three thousand seven hundred forty-nine US dollars hence; the method of procurement employed is the Restricted Bidding (RB) in line with the SBA Plan.</p> <p>This package will be funded from the budget line Fuel and Lubricant and Generator respectively.</p>
2.	IFB NO.MOI/SBA/RFQ/001/18/19	Vehicles Repairs & Maintenance Services	<p>This contract package is intended to procure Repair and Maintenance Services for two vehicles.</p> <p>This contract package is estimated to cost the amount of six thousand five hundred sixty United States Dollars (\$6560.00) which hence engender the use of Request for Quotation (RFQ) method.</p> <p>This package will be funded from the budget line Repairs & Maintenance Vehicles.</p>
3.	IFB NO.MOI/SBA/RFQ/001/18/19	Scratch Cards	<p>This contract package is intended to procure the following:</p> <p>1. Lonestar Scratch Cards 1000 pcs @ \$5 \$5,000.00 USD 2. Orange Scratch Cards 1000 pcs @ \$5 \$5,000.00 USD</p>



			<p>This contract is expected to cost the sum of ten thousand US dollars (\$10,000.00 US) and hence the Request for Quotation (RFQ) is thus employed.</p> <p>The package will be funded from the budget line Telecommunications, Internet, Postage & Courier.</p>
4.	IFB NO.MOI/SBA/RFQ/002/18/19	Cleaning Materials & Janitorial Services	<p>This contract package is intended to procure the following cleaning materials and services:</p> <ul style="list-style-type: none"> a. Hand Sanitizer b. Dettol (Bid Size) c. Clorox (Big Bottle) d. Tide Soap e. Floor Mob f. Whippets g. Glass Cleaner sand h. Trash disposal service <p>Based on the estimated contract package, the entity has chosen to use the Request for Quotation method.</p> <p>This package will be funded from the budget line Cleaning Materials & Services.</p>
5.	IFB NO.MOI/SBA/RFQ/003/18/19	Repairs & Maintenance of Non-Residential Building	<p>This contract package is intended to procure small civil work for the Ministry building including minor renovation, painting and others for which the Request for Quotation method is employed.</p> <p>This package will be funded from the budget line Repairs & Maintenance- Civil.</p>

