



REPUBLIC OF LIBERIA  
**PUBLIC PROCUREMENT & CONCESSIONS COMMISSION**

EXECUTIVE MANSION GROUNDS, CAPITOL HILL, MONROVIA, LIBERIA

WEBSITE: www.pccc.gov.lr EMAIL: info@pccc.gov.lr PHONE SHORT CODE: 4357 Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Ref. **PPCC/CEO/0395/24'**

July 8, 2024

Brigadier General Geraldine J. George (Rtd).

**MINISTER**

Ministry of National Defense

UN Drive BTC Barracks

Monrovia, Liberia

Dear General. George:

Subj: **NOTIFICATION OF INTENT TO AWARD CONTRACT TO PALM RICE TRADING FOR THE SUPPLY OF RICE (DRY RATION) FOR THE FISCAL YEAR 2024**

We present our compliments and wish to acknowledge receipt of your communication which sought the approval of the Commission for the Ministry of National Defense's request to award a contract to Palm Rice Trading for the supply of **76, 863** bags of 25kg long grain milled rice at an estimated cost of **US\$1,537,260.00 (One Million Five Hundred Thirty- Seven Thousand Two Hundred Sixty United States Dollars)** for Fiscal Year 2024.

The Commission upon thorough review of your request highlights the following:

- ❖ **Palm Rice Trading** was the most responsive bidder but did not satisfy all of the requirements for the post-qualification which includes (documentary evidence of bank account and audited quarterly financial statement and documentary evidence of past experience). Also, it was noticed that the unit price offered by Palm Rice Trading is higher than the regulated market price by the Ministry of Commerce and Industry (MoCI) by US\$ 2.50 on a bag.
- ❖ On the other hand, **James Davies & Sons** failed to submit an authorized bid submission form, which legally binds a bidder to be responsible for the bid submitted. Also, the bidder's submission was without a bid validity period. In addition, **James Davies & Sons** did not provide a schedule of requirements. To this end, all of the missing submission renders the company as non-responsive.


From the above-mentioned, the Commission **hereby grants** the Entity's request for "**No Objection**" to award a contract to Palm Rice Trading for the supply of **76, 863** bags of 25kg long grain milled rice at the MoCI-regulated retail price of US\$ 17.50. However, the Ministry of National Defense can consider a unit price of US\$ 18.00 summing up to a total of **US\$1,383,534.00 (One Million Three Hundred Eighty- Three Thousand Five Hundred Thirty-Four United States Dollars)** which will save the government of Liberia **US\$ 153,726.00 (One Hundred Fifty-Three Thousand Seven Hundred Twenty-Six United States Dollars)** representing value for money.

Following this approval, the Ministry of National Defense through the Procurement Committee should ensure that the Bid Evaluation Panel (BEP) conducts a post-qualification and the findings form part of the evaluation report. Also, the Ministry is advised to consider the MoCI-regulated prices when conducting procurement activities in fostering value for money. Lastly, the Ministry is mandated to stick to the pre-determined criteria where applicable moving forward.


Kindly be reminded that all contracts whose cumulative value exceeds the threshold of **US\$250,000.00** must be signed by the Minister of Finance and Development Planning and attested to by the Minister of Justice.

The Public Procurement and Concessions Commission admonishes and deems it a priority that you remain 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.

Sincerely yours,



Bodge Scott Johnson (Hon).  
**CHIEF EXECUTIVE OFFICER**




# Inter-Office Memo

To: Bodger Scott Johnson  
Executive Director/CEO

Thru: Himmie E. Langford  
Director, CMD

From: Alfred T. Jellue, Jr.  
Compliance Manager

  
July 5, 2024  
Time: 1:13 PM

Subj: The Ministry of National Defense Requests "No Objection" to Award Contract to Palm Rice Trading for the Supply of Rice (Dry Ration) for Fiscal Year 2024 (March-December)

Date: July 5, 2024

In agreement with Section 31(1) of the Amended and Restated PPCA of 2010, the Ministry of National Defense (MoD) seeks the Commission's "No Objection" to award the contract to **PALM RICE TRADING** for the supply of 76,863 bags of 25kg long grain milled rice at an estimated cost of **US\$ 1,537,260.00**.

Though the estimated cost is above the national competitive bidding (NCB) threshold, the Ministry applied said procurement method because domestic suppliers have proven to have the capacity to supply. To achieve this, the MoD published the invitation for bid (IFB. No. MOD/SBA/NCB/003/24) in local dailies of wide circulations: The News Newspaper, Hot Pepper, etc. However, only two suppliers requested bid documents and participated in the process, namely: **James Davies & Sons** and **Palm Rice Trading**.

The MoD intends to enter into a **framework agreement** with **PALM RICE TRADING** on an "As and When" required basis.

**Below are documents furnished for review:**

1. Cover Letter
2. Evidence of Advertisement of Invitation of Bid
3. Issued Bid Document
4. Bidders' Submissions
5. Bid Opening Minutes
6. BEP's Report and Recommendation
7. Procurement Committee Minutes and Acceptance
8. Draft Framework Agreement

### Observation:

After a detailed review, the following was observed:

- ✓ **Palm Rice Trading**, the proposed winner is responsive. However, did not satisfy all of the requirements for post-qualification ( documentary evidence of bank account and audited quarterly financial statement and documentary evidence of past experience).
- ✓ It was also observed that the unit price offered by the proposed winner is higher than the regulated market price by the Ministry of Commerce and Industry (MoCI) by US\$ 2.50 on a bag.
- ✓ On the other hand, **James Davies & Sons** is non-responsive. The bidder failed to submit an authorized bid submission form, which legally binds a bidder to be responsible for the bid submitted. Also, the bidder's submission was without a bid validity period. Additionally, **James Davies & Sons** did not provide a schedule of requirements.

### Advisement:

- ✓ The Ministry of National Defense (MoD) through the Procurement Committee should ensure that the Bid Evaluation Panel (BEP) conducts a post-qualification and that the findings form part of the evaluation report;
- ✓ That the MoD considers the MoCI-regulated prices when conducting procurement activities in fostering value for money.

### Recommendation:

In view of the foregoing, it is hereby recommended that the Commission grants the MoD's "No Objection" to award contract to **Palm Rice Trading** for the supply of 76,863 bags (25kg). The MoCI-regulated retail price is US\$17.50; however, the Ministry can consider a unit price of US\$18.00 summing up to US\$ 1,383,534.00. This adjustment will save the government of US\$ 153,726.00.

Also, the Ministry of National Defense (MoD) should be advised to stick to the predetermined criteria where applicable moving forward.

Regards,



Office of the Minister

Republic of Liberia

# Ministry of National Defense

UN Drive BTC  
1000 Monrovia, 10 Liberia  
West Africa



**MOD/GJG/03-192/17-06/'24/RL**

17 June 2024

Honorable Bodger Scott Johnson  
**Executive Director**  
Public Procurement & Concession Commission  
Capitol Hill  
Monrovia Liberia

Dear Hon. Johnson,

The Ministry of National Defense extend compliments and write to inform you that pursuant to section 31(1) of the amended and restated Public Procurement and Concession Act (PPCA) of 2010, the Ministry herewith wishes to notify the commission of its intent to award framework agreements to **Palm Rice Trading** for the supply of rice (Dry Ration) for FY 2024.

Please find the following bidding documents attached:

1. Evidence of advertisement of Invitation to Bid
2. Bid documents detailing instructions to potential bidders.
3. Bidder's bid documents submitted.
4. Bid opening minutes.
5. Bid Evaluation Panel Report and recommendation to the Procurement Committee
6. Procurement Committee Meeting to Accept Evaluation Report Minutes
7. Draft proposed Framework Agreement

Accept our highest sentiments.

Yours sincerely,

*George*

Brigadier General Geraldine Janet George (Rtd.)  
**MINISTER**

*Received:  
Theophilus S.B. Kollie  
June 18, 2024  
Time: 10:00 AM*