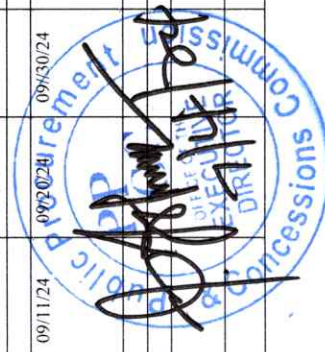



**Name of Entity: Environmental Protection Agency  
 Monrovia Metropolitan Climate Resilience Project in Liberia  
 PROCUREMENT PLAN (Project budget)/Budget Year: 2024  
 Source of Funding: UNDP**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
ITEM NO.	BASIC DATA							IMPLEMENTATION DATES												
	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS REG. Code	No. of FIRMS/PERSONS	ESTIMATED COST (USD)	SELECTION METHOD	PREP. OF TOR & PC APPROVAL	PUBLICATION OF REOI	REOI CLOSING/OPENING	SUBMISSION OF EVALUATION REPORT	PC APPROVAL - EVALUATION REPORT/SHORTLIST	PREPARATION & SUBMISSION OF REP. DOCUMENT	PC APPROVAL - FINAL TOR/REP DOCUMENT	INVITATION OF PROPOSALS	PROPOSAL SUBMISSION & N. & OPENING	SUBMISSION OF TECHNICAL & FINANCIAL EVALUATION REPORT	PC APPROVAL - COMBINED EVALUATION REPORT	CONTRACT AWARD & SIGNING	COMPLETION (FINAL REPORT) AND PAYMENT	
REQUEST FOR PROPOSALS AND APPROVAL OF AWARD	REQUEST FOR EXPRESSION OF INTEREST, if applicable																			
PLANNED	1	EOI NO. EPA/MMCRP/C ON/QCBS/001/2024	Baseline Assessment	M-7490	1 Firm	41,360.00	QCBS	06/3/24	07/5/24	07/22/24	08/13/24	08/22/24	08/30/24	09/11/24	09/20/24	09/30/24	10/10/24	10/18/24	10/25/24	12/31/24
UPDATE																				
ACTUAL																				
PLANNED	2	EOI NO. EPA/MMCRP/C ON/ICS/001/2024	Coast & Gender Management Consultancy	M-7490	2 consultants	28,969.00	ICS	06/3/24	07/5/24	07/22/24	08/13/24	08/22/24	08/30/24	09/11/24	09/20/24	09/30/24	10/10/24	10/18/24	10/25/24	12/31/24
UPDATE																				
ACTUAL																				
PLANNED	3	EOI NO. EPA/MMCRP/C ON/LCS/001/2024	Audit Services	M-7020	1 Firm	10,000.00	LCS	06/3/24	07/5/24	07/22/24	08/13/24	08/22/24	08/30/24	09/11/24	09/20/24	09/30/24	10/10/24	10/18/24	10/25/24	12/31/24
UPDATE																				
ACTUAL																				
						80,329.00														
						80,329.00														



Prepared by:  Pessee T. Doe  
 Assistant Manager/Procurement

Approved by:  Dr. Emmanuel Urey Yarkpawolo  
 Executive Director (CEO) /Chairman Procurement Committee

Date: June 24, 2024

**Environmental Protection Agency  
Monrovia Metropolitan Climate Resilience Project in Liberia  
Procurement Plan Explanatory Notes  
Fiscal Year: 2024**

Item No.	Contract package code	Contract Package	Content of Contract Package
1	EOI NO. EPA/MMCRP/CONQCBS/001/2024	Baseline Assessment	This contract package comes from budget lines under activity 3.3.3.1 and will be used to Assess the baseline of existing livelihood strategies (including income levels) in the four target communities to support livelihood development and the uptake of climate-resilient livelihoods.
2	EOI NO. EPA/MMCRP/CON/ICS/001/2024	Coastal & Gender Management Consultancy	This contract package comes from budget lines under activity 2.1.2.2. These lines is meant to procure two (2) National Consultants i) A national coastal management specialist; and ii) a national gender and social impact Consultant.  The two (2) national consultants will be contracted to work with the international expert in Sub-activity 2.1.2.1 to develop the ICZMP supporting data collection, coordination with relevant ministries and development of the ICZMP.
3	EOI NO. EPA/MMCRP/CON/LCS/001/2024	Audit Services	This contract package comes from the budget line under the Project Operationalization (PMU) and it is intended to hire an Audit firm to audit the activities of the MMCRP/PMU

Submitted by:  Pescee T. Doe/Assistant Manager/ Procurement

  
7/3/24





**ENVIRONMENTAL PROTECTION AGENCY (EPA)  
Monrovia Metropolitan Climate Resilience Project in Liberia  
ANNUAL PROCUREMENT PLAN (Goods & Services)**

Source of funding: GCF, UNDP & GoL

FISCAL YEAR (January 1, 2024 – December 31, 2024)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
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**BASIC DATA**

**IMPLEMENTATION DATES**

Item NO.	Package number (Code)	Contract Package	Business Reg. Code	Qty.	Estimated Cost (USD)	Procure. Method	Technical specs./Boo/ Drawings	Prepare Bid Doc.	PC Approval Bid Doc/Tech Specs	Bid Invitation & Release of Bid Doc.	Bid Subm. public Opening	Subm. of Bid Evaluation Report	PC Approval - Bid Evaluation Report	Contract Award & Signature	Advance payment (Mobilization)	Delivery Inspection (substantial Completion)	Accept. & Final Payment	Remarks	
Planned	1	IFB NO. EPA/MMCR P/RFQ/001/24	J-6010	1 firm	1,600.00	RFQ	6/3/24	6/11/23	6/17/23	6/28/24	7/15/24	7/19/24	7/25/24	8/2/24	N/A	12/16/24	12/31/24		
Update Actual																			
Planned	2	IFB NO. EPA/MMCR P/RFQ/002/24	J-6202	Assorted	7,375.00	RFQ	6/3/24	6/11/23	6/17/23	6/28/24	7/15/24	7/18/24	7/25/24	8/2/24	N/A	12/16/24	12/31/24		
Update Actual																			
Planned	3	IFB NO. EPA/MMCR P/NCB/001/24	G-4663	Assorted	100,000.00	NCB	6/3/24	6/11/23	6/17/23	6/28/24	7/23/24	7/29/24	8/2/24	8/12/24	N/A	12/16/24	12/31/24		
Update Actual																			
Planned	4	IFB NO. EPA/MMCR P/RB/001/24	I-5621	1 firm	25,000.00	RB	6/3/24	6/11/23	6/17/23	6/28/24	7/23/24	7/29/24	8/2/24	8/12/24	N/A	12/16/24	12/31/24		
Update Actual																			
				<b>Sub -Total</b>	<b>133,975.00</b>														



Date: June 24, 2024

Submitted by:

Pesce T. Doe  
Assistant Manager/Procurement Unit

Approved:

Dr. Emmanuel Urey Yarkpawolo  
Executive Director/ Chairman Procurement Committee

7/3/24





**ENVIRONMENTAL PROTECTION AGENCY (EPA)  
 Monrovia Metropolitan Climate Resilience Project  
 ANNUAL PROCUREMENT PLAN (Goods & Services)  
 Source of funding: GCF, UNDP & GoL  
 FISCAL YEAR (January 1, 2024 – December 31, 2024)**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
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**BASIC DATA**

**IMPLEMENTATION DATES**

Item NO.	Package number (Code)	Contract Package	Business Reg. Code	Qty.	Estimated Cost (USD)	Procure. Method	Technical specs./Drawings	Prepare Bid Doc.	PC Approval Doc/Tech Specs	Bid Invitation & Release of Bid Doc.	Bid Subm. public Opening	Subm. of Bid Evaluation Report	PC Approval – Bid Evaluation Report	Contract Award & Signature	Advance payment (Mobilization)	Delivery Inspection (substantial Completion)	Accept. & Final Payment	Remarks
Planned	9	IFB NO. EPA/MM CRP/RFQ/003/2024	C-3312	Assorted	6,550.00	RFQ	6/3/24	6/11/23	6/17/23	6/28/24	7/15/24	7/19/24	7/25/24	8/2/24	N/A	12/16/24	12/31/24	
Update Actual																		
Planned	10	IFB NO. EPA/MM CRP/RFQ/004/2024	H-4922	1 Firm	8,450.00	RFQ	6/3/24	6/11/23	6/17/23	6/28/24	7/15/24	7/19/24	7/25/24	8/2/24	N/A	12/16/24	12/31/24	
Update Actual																		
<b>Sub-Total</b>					15,000.00													

Submitted by:  Pescee T. Doe  
 Assistant Manager/Procurement Unit

Date: June 24, 2024

Approved:   
 Dr. Emmanuel Urey Yarkpawolo  
 Executive Director/ Chairman Procurement Committee




  
 7/13/24



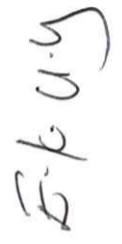


**Environmental Protection Agency  
Procurement Plan Explanatory Notes (Goods & Services)  
Fiscal Year: 2024 (GCF, UNDP & GoL)**

Item No.	Contract Package Code	Contract Package	Content of Contract Package
1	IFB NO. EPA/MMCRP/RFQ/001/2024	Radio Talk Show	This contract package comes from the budget lines Activity 2.5. 2.1 and is tended to host quarterly radio programs on climate change impacts, vulnerability and adaptation practices in coastal areas.
2	IFB NO. EPA/MMCRP/SBA/RFQ/002/2024	Dataset	This contract package comes from the budget lines under activity 2.3.1.1. This line is meant to procure datasets from recognized regional or global data collection companies/websites. This will include satellite imagery captured over several years-transformed into shoreline change rate data and or processed to show mangrove extent and changes over time.
3	IFB NO. EPA/MMCRP/NCB/001/2024	Building Materials	This contract package comes from the budget lines under the activity 3.1.1.3 and is tended to procure assorted building materials with on-site construction or renovations to be conducted on a case- by-case basis by Ministry of Public Works under the supervision of UNDP.
4	IFB NO. EPA/MMCRP/RB/001/2024	Event Catering	This contract package will be used to hire a catering firm to provide catering services for various event and workshop over the period under review. From the budget line under activity 1.1.2.1, 2,000, 2.5.3.2 is 2,500, 2.5.3.2a is 2,000, 3.1.3.1 is 14,000, 3.1.4.1 is 2,500 and 3.2.2.1 is 2,000.
5	IFB NO. EPA/MMCRP/SS/001/2024	Billboards Maintenance	This contract package comes from the budget line under the activity 2.5.4.2 and is intended to maintain twelve (12) billboards which were erected during year one in each project areas.
6	IFB NO. EPA/MMCRP/SS/002/2024	Hall Rental	This contract package will be used to procure a hall rental at different times and different places. From the budget line under activity 1.1.2.1, 1,000, 2.5.3.2 is 3,000, 2.5.3.2a is 1,000, 3.1.3.1 is 14,000, 3.1.4.1 is 2,000 and 3.2.2.1 is 2,000.
7	IFB NO. EPA/MMCRP/RB/002/2024	Printing	This contract package will be used to print T-Shirt, banners, and different souvenirs during launching programs and workshops in various communities in the project areas. This comes from the budget lines 3.13.1 is 14,000 and 3.2.3.1 is 12,900. The Single Source Method is being utilize under here because we have a standing contract for printing and erection of billboards. The same materials as printed on the billboards are the same which will be printed on the T-Shirts and banners
8	IFB NO. EPA/MMCRP/RB/003/2024	Stationery	This contract package will be used to procure assorted stationery materials. From the budget line under activity 1.1.2.1, 1,000, 2.5.3.2 is 5,00, 2.5.3.2a is 1,000, 3.1.3.1 is 1,100, 3.1.4.1 is 900 and 10,800 from specific lines under Project Operationalization activities.
9	IFB NO. EPA/MMCRP/RFQ/003/2024	Maintenance of Office Furniture	This contract package is intended to maintain all office furniture for the Project. This budget comes from maintenance budget line under Project Operationalization activity.
10	IFB NO. EPA/MMCRP/RFQ/004/2024	Vehicle Rental	This package is intended to rent vehicles for foreign consultants who will be hired under the project for different activities. This package comes from three separate budget lines under the Project Operationalization activity.
11	IFB NO. EPA/MMCRP/RFQ/005/2024	Cleaning Materials	This package is intended to procure assorted cleaning materials for the project. This package comes from the budget lines Office Supplies under the Project Operationalization activity.
12	IFB NO. EPA/MMCRP/SS/005/2024	Internet Connectivity	This contract package is from the budget line communication and Audio visual under Project Operationalization activity. The internet will be Single Source from LIBTELCO.
13	IFB NO. EPA/MMCRP/RFQ/006/2024	Petroleum Products	This contract package is from the budget line Rental & Maintenance Premises (maintenance cost for office and project vehicle) under Project Operationalization activity. This package is intended to procure petroleum products
14	IFB NO. EPA/MMCRP/RFQ/007/2024	Scratch Cards	This contract package is from the budget line communication and Audio visual under Project Operationalization activity. This package is intended to procure scratch cards for MMCRP staff to carry out their daily calls.

Submitted by:  Pesece T. Doe/ Assistant Manager/Procurement Unit

  
7/13/24

  
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**ENVIRONMENTAL PROTECTION AGENCY (EPA)  
MONROVIA METROPOLITAN CLIMATE RESILIENCE  
PROJECT IN LIBERIA  
PROJECT PROCUREMENT PLAN 2024**