



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/RL/OIC/274/'24

June 10, 2024

Hon. James A. S. Momoh
SUPERINTENDENT
Monrovia Consolidated School System
Republic of Liberia

Dear Hon. Momoh:

Subject: **RECEIPT AND APPROVAL OF SBA CORE BUDGET PROCUREMENT PLAN FOR FISCAL YEAR 2024**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Monrovia Consolidated School System SBA Core Budget Procurement Plan for Fiscal Year 2024 in accordance with **Section 40** (3) of the PPCA, 2010. The Commission, however, wishes to inform you that your Procurement Plan will be duly 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 counsels that you observe Section 40(5) of the PPCA, 2010 which states "each 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 provide 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 Public Procurement and Concessions Commission admonishes and deems it a priority that you remain **primarily** 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.

Best regards,

Yours sincerely,


Roger Scott Johnson (Hon.)
CHIEF EXECUTIVE OFFICER

Monrovia Consolidated school system
PROCUREMENT PLAN (Core budget)
Source of Funding: GOL
Fiscal year: 2024

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
ITEM NO.	BASIC DATA							IMPLEMENTATION DATES												REMARKS
	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	QTY	BUSINESS ACTIVITY CODE	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT			
PLANNED	1.	IFB NO.MCSS/SBA/R FQ/001/2024	SCRATCH CARDS	1FIRM	J-6190	5,0000 USD	RFQ	29/05/24	31/05/24	04/06/24	06/06/24	14/06/24	17/06/24	19/06/24	26/06/24	NA	7/1/24	7/4/24		
UPDATE																				
ACTUAL																				
PLANNED	2.	IFB NO.MCSS/NCB/01/2024	BUILDING MATERIALS	Assorted	F-4100	70,000 USD	NCB	29/05/24	31/05/24	04/06/24	06/06/24	07/08/24	07/10/24	07/12/24	07/23/24	N/A	08/01/24	08/22/24		
UPDATE																				
ACTUAL																				
SUB TOTAL						75,000 USD														

Prepared by: Norwu Yorgbor
 Norwu Yorgbor
 DIRECTOR PROCUREMENT

Approved by: Hon. James A. S. Momoh
 Hon. James A. S. Momoh, B.Sc.MPH.PHD Cand.
 HEAD OF ENTITY/

Date: 05/30/2024

Norwu Yorgbor
 June 10, 2024



Monrovia Consolidated school system
PROCUREMENT PLAN (SBA budget)
Source of Funding: GOL
Fiscal year: 2024

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PLANNED	1	IFB NO.MCSS/SBA/RB/001/2023 <i>RFQ</i>	Petroleum Products (Diesel & Gasoline)	666.7 Gallons @ 6.00 USD	G-4661	4,000.00USD	<i>RB RFQ</i>	29/05/24	31/05/24	04/06/24	06/06/24	07/08/24	07/10/24	07/12/24	07/23/24	N/A	08/01/24	08/22/24			
UPDATE																					
ACTUAL																					
PLANNED	2	IFB NO.MCSS/SBA/RB/002/2024	Cleaning Materials	Assorted	G-4773	15,000.00USD	RB	29/05/24	31/05/24	04/06/24	06/06/24	07/08/24	07/10/24	07/12/24	07/23/24	N/A	08/01/24	08/22/24			
UPDATE																					
ACTUAL																					
PLANNED	3	IFB NO.MCSS/SBA/RB/001/2024	Stationery	Assorted	G-4761	40,000.00	RB	29/05/24	31/05/24	04/06/24	06/06/24	07/08/24	07/10/24	07/12/24	07/23/24	N/A	08/01/24	08/22/24			
UPDATE																					
ACTUAL																					
Planned	4,	IFB No: MCSS/SBA/RFQ/001/24	Catering Service	1 Firm	I-5621	\$ 4,000.00	RFQ	29/05/24	31/05/24	04/06/24	06/06/24	14/06/24	17/06/24	19/06/24	26/06/24	NA	7/1/24	7/4/24			
Update																					
Actual																					
SUB TOTAL						\$ 63,000.00															

Prepared by: Norwu Yorgbor
 Norwu Yorgbor/ Director of Procurement

Approved by: James A. S. Momoh
 Hon. James A. S. Momoh, B.Sc.MPA, PhD Cand/ Head of Entity

Date: 05/30/2024

June 20, 2024



Monrovia Consolidated school system

PROCUREMENT PLAN (Core budget)

Source of Funding: GOL

Fiscal year: 2024

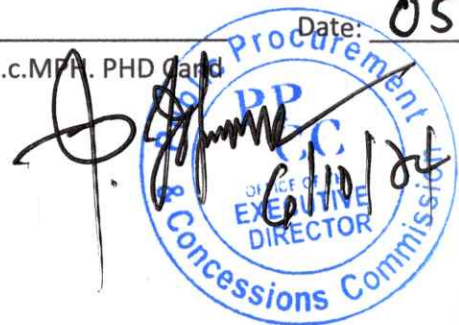
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PLANNED	3.	IFB NO.MCSS/RFQ /002/2024	Publication	1FIRM	C-1812	500,00 USD	RFQ	29/05/24	31/05/24	04/06/24	06/06/24	14/06/24	17/06/24	19/06/24	26/06/24	NA	7/1/24	7/4/24		
UPDATE																				
ACTUAL																				
PLANNED	4	IFB NO.MCSS/NCB /002/2024	EDUCATIONAL MATERIALS	1FIRM	G-4761	147,000 USD	NCB	29/05/24	31/05/24	04/06/24	06/06/24	07/08/24	07/10/24	07/12/24	07/23/24	N/A	08/01/24	08/22/24		
UPDATE																				
ACTUAL																				
PLANNED	5	IFB NO.MCSS/RFQ /003/2024	Repair & Maintenance Vehicle	5Vehic.	G-4520	3,000.00 USD	RFQ	29/05/24	31/05/24	04/06/24	06/06/24	14/06/24	17/06/24	19/06/24	26/06/24	NA	7/1/24	7/4/24		
UPDATE																				
ACTUAL																				
SUB TOTAL						\$ 150,500 USD														

Prepared by: Norwu Yorgbor
 Norwu Yorgbor
 DIRECTOR PROCUREMENT

June 10, 2024

Approved by: Hon. James A.S. Momoh
 Hon. James A.S. Momoh B.S.c.MPA. PHD
 HEAD OF ENTITY

Date: 05/30/2024



Monrovia Consolidated school system
PROCUREMENT PLAN (Core budget)
Source of Funding: GOL
Fiscal year: 2024

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PLANNED	7	IFB NO.MCSS/RB/002/2024	VEHICLE INSURANCE	1 Firm	K-6512	2,000.00USD	RB	29/05/24	31/05/24	04/06/24	06/06/24	07/08/24	07/10/24	07/12/24	07/23/24	N/A	08/01/24	08/22/24		
UPDATE																				
ACTUAL																				
PLANNED	8	IFB NO.MCSS/RFQ/004/2024	PRINTING & BINDING	1FIRM	C-1812	9,500 USD	RFQ	29/05/24	31/05/24	04/06/24	06/06/24	14/06/24	17/06/24	19/06/24	26/06/24	NA	7/1/24	7/4/24		
UPDATE																				
ACTUAL																				
SUB TOTAL						\$ 26,500.00 USD														
GRAND TOTAL						\$300,000.00 USD														

Prepared by: Norwu Yorqbor
 Norwu Yorqbor
 DIRECTOR PROCUREMENT

Approved by: Hon. James A.S. Mommoh
 Hon. James A.S. Mommoh .B.Sc.MPH.PHD Cand
 HEAD OF ENTITY

Date: 05/30/2024

Norwu Yorqbor
 June 10, 2024



Monrovia Consolidated school system

PROCUREMENT PLAN (SBA budget)

Source of Funding: GOL

Fiscal year: 2023

Items No.	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	CONTENT OF CONTRACT PACKAGE
1.	IFB NO.MCSS/SBA/RFQ/001/2024	SCRATCH CARDS	This contract package is funded from the budget line telecommunication, internet, postage and courier which is intended to procure both cellcom and Lonestar with the total quantity at 5,000 pieces to be used by the entity.
2.	IFB NO.MCSS/NCB/001/2024	BUILDING MATERIALS	This contract package is funded from the budget line Repair and Maintenance Civil which is intended to renovate the entity central office building situated on 12 th in sinkor.
3.	IFB NO.MCSS/SBA/RB/001/2023	Petroleum Products (Diesel & Gasoline)	This contract package is funded from the budget line fuel and lubricant vehicles and generators which is intended to procure 666.7 gallons of both diesel and gasoline for used by the entity.
4.	IFB NO.MCSS/SBA/RB/002/2024	Cleaning Materials	This contract package is funded from the budget line cleaning material and services which is intended to procure the following item such as: soap, tissues, dentol, clorax, hand sanitizer. etc
5.	IFB NO.MCSS/SBA/RB/001/2024	Stationery	This contract package is funded from the budget line stationery which is intended to procure the following stationery item such as; 1. 21/22 ink110sets 2. A4 Papers1,988ctns 3. White chalk20ctns 4. 85—A cartridge 50pks Ball point pen10pks (Assorted) Bulk files45bxs

June 10, 2024



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			7. A4 manila folder70bxs 8. Hanging folder85bxs 9. Memo ink35ctns 61 cartridge65sets
6.	IFB No: MCSS/SBA/RFQ/001/24	Catering Service	This contract package is funded from the budget line workshop, conferences and seminars which is intended to hire catering firm to provide catering services for the entity during these events as mentioned above to includes, workshop, conferences and seminars.
7.	IFB NO.MCSS/RFQ/002/2024	Publication	This contract package is funded from the budget line printing, binding and services which is intended to publish information relating to the entity via, radio, internet and other media outlet for used by the entity.
8.	IFB NO.MCSS/NCB/002/2024	EDUCATIONAL MATERIALS	This contract package is funded from the budget line educational material which is intended to procure the following material such as: a. postal sheet b. pencils c. chalks d. pens e. globe f. geometry set g. Ruler h. map i.
9.	IFB NO.MCSS/RFQ/003/2024	Repair & Maintenance Vehicle	This contract package is funded from the budget line repair and maintenance vehicles which is intended to repair and maintain five vehicles for used by the entity.
10.	IFB NO.MCSS/RB/002/2024	VEHICLE INSURANCE	This contract package is funded from the budget line vehicle insurance which is intended to procure vehicle insurance services, license.etc.
11.	IFB NO.MCSS/RFQ/004/2024	PRINTING & BINDING	This contract package is funded from the budget line printing, binding and services which is intended to print reports cards for students at the elementary, junior and senior high level within the MCSS.

June 10, 2024

[Signature]
 CONCESSIONS COMMISSION
 OFFICE OF THE EXECUTIVE DIRECTOR
 6/10/24

DM

Prepared by: Norwu Yorgbor
Norwu Yorgbor
DIRECTOR PROCUREMENT

Approved by: Momoh
Hon. James A.S. Momoh B.Sc.PHD.Cand
HEAD OF ENTITY

Date: 05/30/2024

[Signature]
June 10, 2024

[Signature]
