



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

EXECUTIVE MANSION GROUNDS, CAPITOL HILL, MONROVIA, LIBERIA

WEBSITE: [www.ppcc.gov.lr](http://www.ppcc.gov.lr) EMAIL: [info@ppcc.gov.lr](mailto:info@ppcc.gov.lr) PHONE SHORT CODE: 4357 Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Ref. **PPCC/RL/CEO/0222/24'**

May 8, 2024

Hon. Jerolinmek Matthew Piah

**MINISTER**

Ministry of Information, Cultural Affairs & Tourism

Capitol Hill

Republic of Liberia

Dear Hon. Piah:

Subj: **PROVISIONAL APPROVAL OF DRAFT PROCUREMENT PLAN FOR 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 Information, Cultural Affairs & Tourism Draft Procurement Plan. Following thorough review, the Commission hereby approves the MICAT's draft procurement plan for fiscal year 2024 in accordance with **Section 40 (3)** of the PPCA, 2010, and informs the MICAT that the 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 plan.

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 plans and notify the Commission in writing and the Minister of Finance of any material changes in its plan. However, an updated procurement plan shall accompany said notice to the Commission."**

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.

Sincerely yours,

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

# MINISTRY OF INFORMATION, CULTURAL AND TOURISM

## PROCUREMENT PLAN (SBA BUDGET)

SOURCE OF FOUNDING: GOL NATIONAL BUDGET  
FOR THE FISCAL YEAR 2024

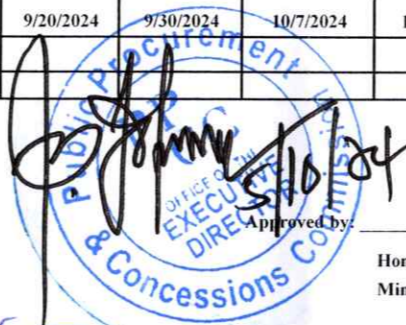
BASIC							IMPLEMENTATION DATE												
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Item	Code	Contract Package	Business Activity Code	Qty	Estimated Cost	Procure. Method	Tec. Spec.	Prepare Bidding Doc.	Entity Pc. App(BD/Tch. Spec)	Bid Invitation (Release Bid Doc.)	Bid (Sub/Pub. Opening)	Sub.(Bid Ev. Reports)	Entity PC. App.(Bid Ev. Report)	Cont. Award/ Signature	Advance Payment	Delivery Inspection	Acceptance (Final Payment)	Remarks	
Planned	1	IFB NO. MOI/SBA/RB/001/2024	Air Ticket	N- 7911	1firm	\$10,000.00	RB	1/2/2024	1/15/2024	1/22/2024	1/31/2024	2/9/2024	2/19/2024	2/29/2024	3/8/2024	N/A	11/18/2024	12/5/2024	
Up date																			
Actual																			
Planned	2	IFB NO. MOI/SBA/RFQ /001/2024	Cleaning Material and Services	G- 4773	*Assorted	\$2,000.00	RFQ	3/18/2024	3/29/2024	4/8/2024	4/22/2024	4/30/2024	5/13/2024	5/30/2024	6/13/2024	N/A	11/20/2024	12/5/2024	
Up date																			
Actual																			
Planned	3	IFB NO. MOI/SBA/RFQ /002/2024	Fule and Lubricant Vehicle Fuel and Lub Gen	G-4661	277.7/263.1	\$6,000.00	RFQ	6/21/2024	6/28/2024	7/12/2024	7/22/2023	8/2/2024	8/15/2024	8/29/2024	9/12/2024	N/A	11/25/2024	12/16/202	
Up date																			
Actual																			
Planned	4	IFB NO. MOI/SBA/RFQ /003/2024	Scratch Cards	J-6190	1,000pcs	\$2,000.00	RFQ	9/20/2024	9/30/2024	10/7/2024	10/18/2024	10/24/2024	10/30/2024	11/8/2024	11/15/2024	N/A	11/29/2024	12/16/2024	
Up date																			
Actual																			
<b>Total</b>						\$20,000.00													

Prepared by \_\_\_\_\_



Procurement Director/MICAT

Approved by \_\_\_\_\_



Hon. Jerolimiek M. Piat  
Minister/Chairman PC

Date: \_\_\_\_\_

03/27/2024



May 7, 2024

MINISTRY OF INFORMATION, CULTURAL AFFAIRS & TOURISM  
 Core Budget Procurement Plan Explanatory Notes  
 Source of Funding: GOL National Budget  
 Fiscal Year 2024

No.:	Contract package code	Contract package	Content of contract package
1.	IFB NO. MOI/SBA/RB/001/2024	Air Ticket	This contract package is intended to procure Tickets for the purpose of providing services to facilitate foreign travels.  This package will be funded from the budget line foreign travel – Means of travel
2.	IFB NO. MOI/SBA/RFQ/001/2024	Cleaning Materials & Services	This contract package is intended to procure the following cleaning materials such as detergent, garbage cane, others cleaning assertyory and trash disposal services.  This contract package can be founded from the budget line – Cleaning Materials & Services.
3	IFB NO. MOI/SBA/RFQ/002/2024	Fuel & Lubricants Vehicles Fuel & Lubricants Generator	This contract package is intended to procure six thousand (6,000.00) gallons of gasoline and diesel us 3.65 per gallon. The contract package is estimated to cost the sum of six thousand united states dollars.  This contract package can be founded from the budget line – Fuel & Lubricants Vehicles Fuel & Lubricants Generator.
4	IFB NO. MOI/SBA/RFQ/003/2024	Scratch Cards	This contract package is intended to procure Scratch Cards. This contract package is intended to cost the amount of five thousand united state dollars (US \$5,000.00).  This contract package can be founded from the budget line – Scratch Cards.



Signed:



Director, Procurement



May 7, 2024

# MINISTRY OF INFORMATION, CULTURAL AND TOURISM

## PROCUREMENT PLAN (SBA BUDGET)

SOURCE OF FOUNDING: GOL NATIONAL BUDGET

FOR THE FISCAL YEAR 2024

BASIC							IMPLEMENTATION DATE												
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Item	Code	Contract Package		Qty	Estimated Cost	Procure. Method	Tec. Spec.	Prepare Bidding Doc.	Entity Pc. App(BD/Tch. Spec)	Bid Invitation (Release Bid Doc.)	Bid (Sub/Pub. Opening)	Sub.(Bid Ev. Reports)	Entity PC. App.(Bid Ev. Report)	Cont. Award/ Signature	Advance Payment	Delivery Inspection	Acceptance (Final Payment)	Remarks	
Planned	1	IFB NO. MOI/SBA/RB/001/2024	Air Ticket	N- 7911	1firm	\$14,787.00	RB	1/2/2024	1/15/2024	1/22/2024	1/31/2024	2/9/2024	2/19/2024	2/29/2024	3/8/2024	N/A	11/18/2024	12/5/2024	
Up date																			
Actual																			
Planned	2	IFB NO. MOI/SBA/RFQ /001/2024	Cleaning Material and Services	G- 4773	*Assorted	\$2,500.00	RFQ	3/18/2024	3/29/2024	4/8/2024	4/22/2024	4/30/2024	5/13/2024	5/30/2024	6/13/2024	N/A	11/20/2024	12/5/2024	
Up date																			
Actual																			
Planned	3	IFB NO. MOI/SBA/RFQ /002/2024	Fule and Lubricant Vehicle Fuel and Lub Gen	G-4661	277.7/263.1	\$9,000.00	RFQ	6/21/2024	6/28/2024	7/12/2024	7/22/2023	8/2/2024	8/15/2024	8/29/2024	9/12/2024	N/A	11/25/2024	12/16/202	
Up date																			
Actual																			
Planned	4	IFB NO. MOI/SBA/RFQ /003/2024	Scratch Cards	J-6190	1,000pcs	\$2,000.00	RFQ	9/20/2024	9/30/2024	10/7/2024	10/18/2024	10/24/2024	10/30/2024	11/8/2024	11/15/2024	N/A	11/29/2024	12/16/2024	
Up date																			
Actual																			
Planned	5	IFB NO. MOI/SBA/	Internet Connectivity	J6120	1firm	\$3,000.00	RFQ	1/2/2024	1/15/2024	1/22/2024	1/31/2024	2/9/2024	2/19/2024	2/29/2024	3/8/2024	N/A	11/18/2024	12/5/2024	
Up date																			
Actual																			
Planned	6	MOI/SBA/ RFQ/ 003/ 2024	Repair & Maintenance	G- 4520	1. Vehicle	\$2,000.00	RFQ	3/18/2024	3/29/2024	4/8/2024	4/22/2024	4/30/2024	5/13/2024	5/30/2024	6/13/2024	N/A	11/20/2024	12/5/2024	
Up date																			
Actual																			
<b>Total</b>						\$18,507.00													

Prepared by:



Procurement Director / MICAT

Approved by:

May 7, 2024



Hon. Johnny S. Tarkpan Deputy Minister/Co. Chair PC

Date:



MINISTRY OF INFORMATION, CULTURAL AFFAIRS & TOURISM  
 Core Budget Procurement Plan Explanatory Notes  
 Source of Funding: GOL National Budget  
 Fiscal Year 2024

No.:	Contract package code	Contract package	Content of contract package
1.	IFB NO. MOI/SBA/RB/001/2024	Air Ticket	This contract package is intended to procure Tickets for the purpose of providing services to facilitate foreign travels.  This package will be funded from the budget line foreign travel – Means of travel
2.	IFB NO. MOI/SBA/RFQ/001/2024	Cleaning Materials & Services	This contract package is intended to procure the following cleaning materials such as detergent, garbage cane, others cleaning accessories and trash disposal services.  This contract package can be founded from the budget line – Cleaning Materials & Services.
3	IFB NO. MOI/SBA/RFQ/002/2024	Fuel & Lubricants Vehicles Fuel & Lubricants Generator	This contract package is intended to procure nine thousand (9,000.00) gallons of gasoline and dies.USD 4.38/ 5.1 per gallon. The contract package is estimated to cost the sum of nine thousand united states dollars.  This contract package can be founded from the budget line – Fuel & Lubricants Vehicles Fuel & Lubricants Generator.
4	IFB NO. MOI/SBA/RFQ/003/2024	Scratch Cards	This contract package is intended to procure Scratch Cards. This contract package is intended to procure four hundred pieces of Scratch Cards (400pcs).  This contract package can be founded from the budget line – Scratch Cards.

  
 May 7, 2024

  
 5/10/24  


5	IFB NO. MOI/SBA/RFQ/003/2024	Internet Connectivity	<p>This contract package is intended to procure the following internet connectivity services.</p> <p>Internet Services Provision..... Daily</p> <p>Local Area Network Maintenances..... Daily</p> <p>Payment for the package will be made from the budget line</p>
6	IFB NO. MOI/SBA/RFQ/002/2024	Repairs & Maintenance Vehicle	<p>This contract package is intended to procure the following for vehicle repairs maintenance services. Est. 2,000.00</p> <p>Spare parts (Shock, Absorber, Weal Ranch, Light Bulbs ect) ..... Based on Need</p> <p>Supplies (Engine Oil, Oil Filter, and Gas Filter) .....</p> <p>Based on Need</p> <p>Tyres (20565R15, ect)</p>

Signed H. Ukech  
Director, Procurement



*[Handwritten signature]*  
May 7, 2024

*[Handwritten signature]*  
5/10/24



MINISTRY OF INFORMATION, CULTURAL AFFAIRS & TOURISM  
 Core Budget Procurement Plan Explanatory Notes  
 Source of Funding: GOL National Budget  
 Fiscal Year 2024

No.:	Contract package code	Contract package	Content of contract package
1.	IFB NO. MOI/SBA/RB/001/2024	Air Ticket	<p>This contract package is intended to procure Tickets for the purpose of providing services to facilitate foreign travels.</p> <p>This package will be funded from the budget line foreign travel – Means of travel</p>
2.	IFB NO. MOI/SBA/RFQ/001/2024	Cleaning Materials & Services	<p>This contract package is intended to procure the following cleaning materials such as detergent, garbage cane, others cleaning accessories and trash disposal services.</p> <p>This contract package can be founded from the budget line – Cleaning Materials &amp; Services.</p>
3	IFB NO. MOI/SBA/RFQ/002/2024	Fuel & Lubricants Vehicles Fuel & Lubricants Generator	<p>This contract package is intended to procure nine thousand (9,000.00) gallons of gasoline and dies USD 4.38/ 5.1 per gallon. The contract package is estimated to cost the sum of nine thousand united states dollars.</p> <p>This contract package can be founded from the budget line – Fuel &amp; Lubricants Vehicles Fuel &amp; Lubricants Generator.</p>
4	IFB NO. MOI/SBA/RFQ/003/2024	Scratch Cards	<p>This contract package is intended to procure Scratch Cards. This contract package is intended to procure four hundred pieces of Scratch Cards (400pcs).</p> <p>This contract package can be founded from the budget line – Scratch Cards.</p>

  
 May 7, 2024

  
 5/10/24



5	IFB NO. MOI/SBA/RFQ/003/2024	Internet Connectivity	<p>This contract package is intended to procure the following internet connectivity services.</p> <p>Internet Services Provision..... Daily</p> <p>Local Area Network Maintenances..... Daily</p> <p>Payment for the package will be made from the budget line</p>
6	IFB NO. MOI/SBA/RFQ/002/2024	Repairs & Maintenance Vehicle	<p>This contract package is intended to procure the following for vehicle repairs maintenance services. Est. 2,000.00</p> <p>Spare parts (Shock, Absorber, Weal Ranch, Light Bulbs ect) ..... Based on Need</p> <p>Supplies (Engine Oil, Oil Filter, and Gas Filter) ..... Based on Need</p> <p>Tyres (20565R15, etc.)</p>
7	IFB NO. MOI/SBA/002/2024	Residential Property & Lease	<p>This contract package takes care of our Foreign Mission Program Rental fees for nine (9) building as per the below breakdown:</p> <p>The payment is processed through the Ministry of Finance and Development Planning on behalf of MICAT</p>

Signed:   
 Director, Procurement

  
 May 7 2024

  
 Director, Procurement