


Ministry of State for Presidential Affairs
Procurement Plan (SBA)
 Source of Funding: GOL
 Fiscal Year 2024

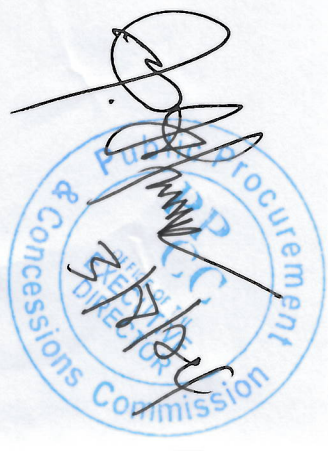
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
|---------|-----------------------|-----------------------|------------------------|-------|----------------------|--------------------|-------------------------------|-----------------------|---------------------------------|-------------------------------------|--------------------------------|-------------------------------------|------------------------------------|--------------------------|--------------------------------|---|----------------------------|----------|
| | BASIC DATA | | | | | | | | IMPLEMENTATION DATES | | | | | | | | | |
| ITEM NO | PACKAGE NUMBER (CODE) | CONTRACT PACKAGE | BUSINESS ACTIVITY CODE | QTY | ESTIMATED COST (USD) | PROCUREMENT METHOD | TECHNICAL SPECS/BOQ/DR AWINGS | 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/MOSS/SS/001/24 | Petroleum Products | G4630 | 9118 Gal. | 45,684.00 | SS | 4-Mar-24 | 11-Mar-24 | 18-Mar-24 | 25-Mar-24 | 8-Apr-24 | 15-Apr-24 | 22-Apr-24 | 6-May-24 | N/A | 1-Dec-24 | 1-Dec-24 |
| Update | | | | | | | | | | | | | | | | | | |
| Actual | | | | | | | | | | | | | | | | | | |

Signed: 
 Mrs. Snorte W. Shehman
 Procurement Director

DATE: 10/03/2024


Approved by: 
 Carrelia Krueh Togba
 Deputy Minister for Administration

SSC/D
 Mar 8, 2024





MINISTRY OF STATE FOR PRESIDENTIAL AFFAIRS
(JULY-DEC) SPECIAL PROCUREMENT PLAN EXPLANATORY NOTES (SBA)
YEAR /2024

| Item NO | Contract Package Code | Contract Package | Content of Contract Package |
|---------|--------------------------|--------------------|--|
| 1 | IFB NO.MOS/SBA/SS/001/24 | Petroleum Products | This Contract Package is intended to Procure fuel for the Ministry of State and the office of the President. <ul style="list-style-type: none">• Bulk Fuel – 4,000 gallons• Coupon –5,498 gallons |

Prepared by: 
Procurement Director

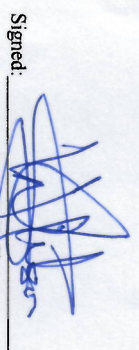

Mar. 8, 2024

Date: March 7, 2024

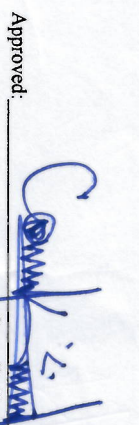
Ministry of State for Presidential Affairs
Procurement Plan (SBA)
Source of Funding: GOL
Fiscal Year 2024

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
|---------|-----------------------|-----------------------|------------------------|--------|----------------------|--------------------|------------------------------|----------------------|---------------------------------|-------------------------------------|---------------------------------|---------------------------------------|-------------------------------------|--------------------------|--------------------------------|---|----------------------------|----------|----|
| | BASIC DATA | | | | | | | | | | | | | | | | | | |
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| Planned | 1 | IFB No/MOS/NCB/001/24 | Stationery | G 4761 | Assorted | 5,103.00 | NCB | 2-Mar-24 | 9-Mar-24 | 16-Mar-24 | 23-Mar-24 | 6-Apr-24 | 13-Apr-24 | 20-Apr-24 | 4-May-24 | N/A | 1-Dec-24 | 1-Dec-24 | |
| Update | | | | | | | | | | | | | | | | | | | |
| Actual | | | | | | | | | | | | | | | | | | | |
| Planned | 2 | IFB No/MOS/RB/001/24 | Food Items | G4630 | 1-Firm | 2,487.00 | RB | 2-Mar-24 | 9-Mar-24 | 16-Mar-24 | 23-Mar-24 | 6-Apr-24 | 13-Apr-24 | 20-Apr-24 | 4-May-24 | N/A | 1-Dec-24 | 1-Dec-24 | |
| Update | | | | | | | | | | | | | | | | | | | |
| Actual | | | | | | | | | | | | | | | | | | | |
| Planned | 3 | IFB No/MOS/RB/002/24 | Vehicle Spare Parts | G4530 | Assorted | 11,295.00 | RB | 2-Mar-24 | 9-Mar-24 | 16-Mar-24 | 23-Mar-24 | 6-Apr-24 | 13-Apr-24 | 20-Apr-24 | 4-May-24 | N/A | 1-Dec-24 | 1-Dec-24 | |
| Update | | | | | | | | | | | | | | | | | | | |
| Actual | | | | | | | | | | | | | | | | | | | |
| Planned | 4 | IFB No/MOS/RFO/001/24 | Building Materials | G-4630 | Assorted | 3,840.00 | RFO | 2-Mar-24 | 9-Mar-24 | 16-Mar-24 | 23-Mar-24 | 6-Apr-24 | 13-Apr-24 | 20-Apr-24 | 4-May-24 | N/A | 1-Dec-24 | 1-Dec-24 | |
| Update | | | | | | | | | | | | | | | | | | | |
| Actual | | | | | | | | | | | | | | | | | | | |

Signed: 

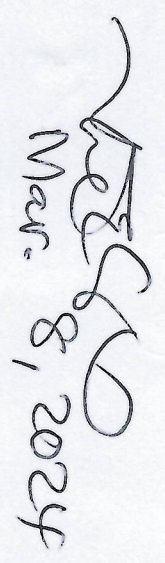
Shorouk W. Sherman
Procurement Director

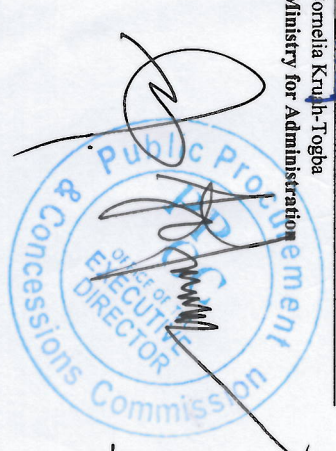
Date: 103/106/2024

Approved: 

Cornelia Krulh-Togba
Deputy Ministry for Administration

Date: 03/07/24


Mar 8, 2024



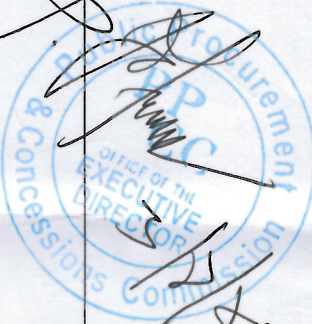
3/8/24

MINISTRY OF STATE FOR PRESIDENTIAL AFFAIRS
PROCUREMENT PLAN EXPLANATORY NOTES (SBA)
YEAR / 2024

| Item NO | Contract Package Code | Contract Package | Content of Contract Package |
|---------|---------------------------|---------------------|---|
| 1 | IFB No/MOS/SBA/NCB/001/24 | Stationery | <p>This contract package is intended to procure assorted Stationeries items such as:</p> <ul style="list-style-type: none"> • Cartoons of Papers (A4 Sheets, legal papers)..... assorted • Manila Folders assorted • Folders..... assorted • Records Books..... assorted • Box File..... assorted • Brown Envelopes..... assorted • Ink and cartridgesassorted |
| 2 | IFB No/MOS/RB/002/24 | Food Items | <p>This Contract Package is intended to Procure the below items for the office home of the President.</p> <ul style="list-style-type: none"> • Food items • Drinks and beverages |
| 3. | IFB No/MOS/RB/003/24 | Vehicle Spare Parts | <p>This Contract Package is intended to procure the below spare parts:</p> <ul style="list-style-type: none"> • Release Bearings • Clutch Disc • Pressure Plates • Brake Master Cylinder • Wheel Cylinder |


MSD
Mar 8, 2024

[Signature]



| | | | |
|----|-----------------------|--------------------|---|
| | | | <ul style="list-style-type: none"> • Stabilizer Link (Back & Front) • Deferential (Back & Front) • Stabilizer Bushing |
| 4. | IFB No/MOS/RFO/004/24 | Building Materials | <p>This Contract is intended to procure:</p> <ul style="list-style-type: none"> • General Building Materials <p>This contract package is created out of Repair & Maintenance – Civil</p> |

Prepared by: _____

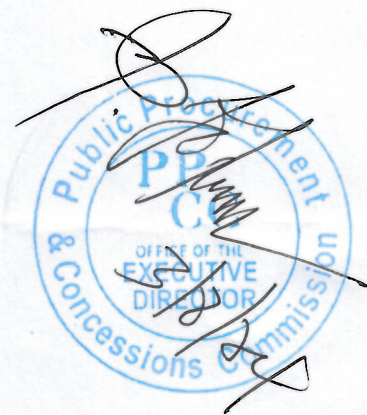


PROCUREMENT DIRECTOR

MSD/O
 Mar- 8, 2024

Date: _____

103/06/2024





MINISTRY OF STATE FOR PRESIDENTIAL AFFAIRS

THE EXECUTIVE MANSION
MONROVIA, LIBERIA

Office Of The
Deputy Minister / Administration

CKT/DMA/MOS/019/RL

March 6, 2024

Bodger Scott Johnson
Executive Director
Public Procurement and Concessions Commission (PPCC)
Capitol Hill
Monrovia, Liberia

Dear Mr. Johnson:

I present my compliments and herewith submit to your Commission, the Ministry of State's Draft Procurement Plan from the approved 1/12 budget for review and provisional approval.

This request is in line with Section 40(2) of the Public Procurement and Concessions Act.

In line with section 55(1) (d) of the PPCC, I write to request your approval for a "NO OBJECTION" to use the Single Source procurement method to award a contract for the procurement of petroleum products in the amount of USD45,684.00 (Forty-Five Thousand Six Hundred Eighty-Four United States Dollars) in favor of **CONEX ENERGY**.

This request is based on the extreme urgency to operate the Ministry in the absence of Fuel and electing to go through a competitive process will affect the operations of the Ministry greatly. Therefore, based on our facts check, **CONEX ENERGY** has the capacity to perform this contract.

In the same accord, I am seeking your approval for the use of the default procurement Method (Open Competitive Bidding) for certain Procurement Packages as indicated on the Core Budget Procurement Plan to form a Framework Agreement and to also request a reduction in the Lead Time from four (4) to two (2) weeks.

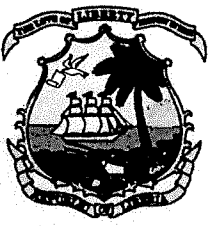
Our request is based on the extreme urgency and huge demands and our desire to stay in conformity with the Law.

Please find attached the Procurement Plan. I look forward to your prompt action.

Kindly Regard,


Cornelia Kruah-Togba
Deputy Minister / MOS

Received:
Theophilus S. B. Kollie
March 8, 2024
Time: 10:03 AM



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 Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Ref. PPCC/RL/CEO/051/24'

March 8, 2024

Hon. Cornelia Kruah-Togba

DEPUTY MINISTER FOR ADMINISTRATION

Ministry of State For Presidential Affairs

Executive Mansion Grounds

Monrovia, Liberia

Dear Hon. Togba:

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 State draft Procurement Plan. Following a thorough review, the Commission hereby approves the MoS's draft procurement plan for the fiscal year 2024 in accordance with **Section 40 (3)** of the PPCA, 2010, as well as the request to sole source CONEX Energy Liberia for the supply and delivery of petroleum products for the Office of the President at the estimated cost of **US\$ 45,684.00 (Forty-Five Thousand Six Hundred Eighty-Four United States Dollars)** in accordance with **Section 55 (d)** of the PPCA, 2010. The Commission further informs the MoS 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

Regulating Procurement Compliance for National Development