



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/0432/25'**

March 27, 2025

Hon. Magdalene Ellen Dagoseh

MINISTER

Ministry of Commerce and Industry

E.J.S. Ministerial Complex

Republic of Liberia

Dear Hon. Dagoseh:

Subj: **RECEIPT AND APPROVAL OF SPECIAL PROJECT (LIVELIHOOD EMPLOYMENT CREATION) PROCUREMENT PLAN WITH SUPPORT FROM UNDP FOR THE FISCAL YEAR 2025**

We present our compliments and wish to acknowledge receipt of your communication, which sought the approval of the Commission for the Ministry of Commerce and Industry (MoCI) Special Project Procurement Plan. Following a thorough review, the Commission approves the Ministry of Commerce and Industry's special project procurement plan for the Fiscal Year 2025 by **Section 40 (3)** of the PPCA, 2010. The Commission further informs the MoCI-LEC 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.

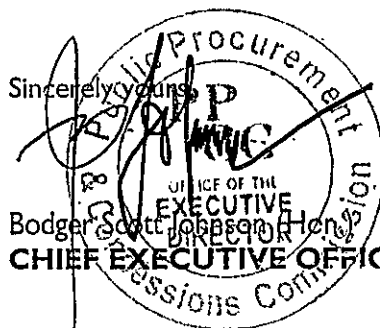
The Commission counsels that you observe **Section 40 (5) of the PPCA, 2010, which states that "each Procuring Entity, shall, quarterly and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in its plan. However, an updated procurement plan shall accompany said notice to the Commission."**

Please note that the Commission's full approval of a method on the procurement plan is deemed to be the approval of the Procuring Entity. As such, the Procuring Entity will not be required to request the use of said approved method again.

The Public Procurement and Concessions Commission admonishes and deems it a priority that you remain primarily compliant with the PPCA, 2010, as we jointly aspire to achieve transparency, accountability, fairness, equality, and public confidence in our procurement and concessions processes.

Sincerely yours,

Bodger Scott Johnson, Hon.
CHIEF EXECUTIVE OFFICER





Office of the MINISTER

REPUBLIC OF LIBERIA
MINISTRY OF COMMERCE & INDUSTRY
MONROVIA



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Website: www.moci.gov.lr

Ref: MCI/MED-M/0084/'2025

March 24, 2025

Hon. Bodger Scott Johnson
Executive Director
Public Procurement and Concession Commission
Capitol Hill
Monrovia, Liberia

Dear Hon. Johnson:

SUBJECT: Submission of Non- SBA & SBA Project Procurement Plan for (Livelihood & Employment Creation) Funded by UNDP - FY 2025

Accept my profound compliments.

I write to Submit and request the Commission for the approval of our **Non- SBA & SBA Project Procurement plan** and request the reduction in lead times. This request is contingent on the fact that the plan as submitted is a UNDP funding project plan for which as an entity we are far behind schedule of implementation. The MOCI wishes to inform the Commission that it is submitting this procurement plan for approval in this current fiscal year 2025. Howbeit, the MOCI is therefore informing the Commission that funding for this plan is part of the integrated Annual Work Plan developed by other procuring entities such as the: **EPA, MME, MFDP, MOCI, MoPW, MoA, MGCSP, NDMA Etc.** Against this backdrop, the MOCI has its portion of the budget to be implemented with series of activities as provided in the work plan and explanatory note as attached to this plan. I'm also requesting the Commission for a reduction in lead times to execute other contract packages on the plan due to time factor which the project is contingent.


As per section 55 subsection (1 d) "in cases of extreme urgency, provided that the circumstances which gave rise to the urgency were neither foreseeable by the Procuring Entity nor the result dilatory conduct on its part.

Attached includes, **Non-SBA& SBA Project Procurement Plan, Explanatory Notes and work plan** developed by the UNDP Etc.

Thanks for the cooperation and understanding as we wait your timely response.

Sincerely yours,


Magdalene Ellen Dagoseh
MINISTER


03/25/2025
Time: 4:41pm

Ministry Of Commerce & Industry
PROJECT CONSULTANCY PROCUREMENT PLAN UNDP (SBA)
Source of Funding: UNDP
Fiscal Year 2025

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		
	ITEM NO.	PACKAGE NUMBER (CODE)	BASIC DATA				IMPLEMENTATION DATES														
			Business Activities Code	CONTRACT PACKAGE	No. OF FIRMS/PERSONS	ESTIMATED COST (USD)	SELECTION METHOD	PREP. OF TOR & PC APPROVAL	REQUEST FOR EXPRESSION OF INTEREST, if applicable				REQUEST FOR PROPOSALS AND APPROVAL OF AWARD								COMPLETION (FINAL REPORT) AND PAYMENT
									PUBLICATION OF REOI	REOI CLOSING/ OPENING	SUBMISSION OF EVALUATION REPORT	PC APPROVAL- EVALUATION REPORT/SHORTLIST	PREPARATION & SUBMISSION OF RFP DOCUMENT	PC APPROVAL- FINAL TOR/RFP DOCUMENT	INVITATION OF PROPOSALS	PROPOSAL SUBMISSION & OPENING	SUBMISSION OF TECHNICAL & FINANCIAL EVALUATION REPORT	APPROVAL- COMBINED EVALUATION REPORT	CONTRACT AWARD & SIGNING		
PLANNED	1	RFP NO. MCI/PROJ/SBA/LCS/001/2025	M7020	Specialized Training (Tailoring)	1 Firm	\$60,000	LCS	03/24/2025	03/28/2025	04/10/2025	04/15/2025	04/21/2025	04/25/2025	04/30/2025	05/01/2025	06/02/2025	06/09/2025	N/A	06/13/25	12/31/2025	
update																					
Actual																					
Planned	2	RFP NO. MCI/PROJ/SBA/QCBS/001/2025	M7020	Design Business Plan	1 Firm	\$170,000.00	QCBS	03/24/2025	03/28/2025	04/10/2025	04/15/2025	04/21/2025	04/25/2025	04/30/2025	05/01/2025	06/02/2025	06/09/2025	N/A	06/13/25	12/31/2025	
Update																					
Actual																					
Planned	3	RFP NO. MCI/PROJ/SBA/LCS/002/2025	M7020	Business Entrepreneurship	1 Firm	\$45,000.00	LCS	03/24/2025	03/28/2025	04/10/2025	04/15/2025	04/21/2025	04/25/2025	04/30/2025	05/01/2025	06/02/2025	06/09/2025	N/A	06/13/25	12/31/2025	
Update																					
Actual																					
Planned	4	RFP NO. MCI/PROJ/SBA/LCS/003/2025	M7020	Consultancy MSME Policy	1 Firm	\$10,000.00	LCS	03/24/2025	03/28/2025	04/10/2025	04/15/2025	04/21/2025	04/25/2025	04/30/2025	05/01/2025	06/02/2025	06/09/2025	N/A	06/13/25	12/31/2025	
Update																					
Actual																					
SUB TOTAL						\$285,000.00															

Prepared by:

Roland K. Karpeh
Acting Procurement Director / Manager

Approved By:

Magdalene Ellen Dagoseh
Minister / Chairman Proc. Cmttee

Date:

3/25/25



3/27/25



Ministry Of Commerce & Industry
PROJECT CONSULTANCY PROCUREMENT PLAN UNDP (SBA)
Source of Funding: UNDP
Fiscal Year 2025

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		
	ITEM NO.	PACKAGE NUMBER (CODE)	Business Activities Code	BASIC DATA				IMPLEMENTATION DATES													
				CONTRACT PACKAGE	No. OF FIRMS/PERSONS	ESTIMATED COST (USD)	SELECTION METHOD	PREP. OF TOR & PC APPROVAL	REQUEST FOR EXPRESSION OF INTEREST, if applicable				REQUEST FOR PROPOSALS AND APPROVAL OF AWARD								
									PUBLICATION OF REOI	REOI CLOSING/ OPENING	SUBMISSION OF EVALUATION REPORT	PC APPROVAL/ EVALUATION REPORT/SHORTLIST	PREPARATION & SUBMISSION OF RFP DOCUMENT	PC APPROVAL/ FINAL TOR/RFP DOCUMENT	INVITATION OF PROPOSALS	PROPOSAL SUBMISSION & OPENING	SUBMISSION OF TECHNICAL & FINANCIAL EVALUATION	PC APPROVAL/ COMBINED EVALUATION REPORT	CONTRACT AWARD & SIGNING	COMPLETION (FINAL REPORT) AND PAYMENT	
Planned	5	RFP NO. MCI/PROJ/ SBA/LCS/04/2025	M7020	Consultancy(Textile Training)	I Firm	\$30,000.00	LCS	03/24/2025	03/28/2025	04/10/2025	04/15/2025	04/21/2025	04/25/2025	04/30/2025	05/01/2025	06/02/2025	06/09/2025	N/A	06/13/25	12/31/2025	
Update																					
Actual																					
Planned	6	RFP NO. MCI/PROJ/ SBA/QCBS/ 002/2025	M7020	Consultancy(Eco Bridgade)	I Firm	\$110,000.00	QCBS	03/24/2025	03/28/2025	04/10/2025	04/15/2025	04/21/2025	04/25/2025	04/30/2025	05/01/2025	06/02/2025	06/09/2025	N/A	06/13/25	12/31/2025	
Update																					
Actual																					
Planned	7	RFP NO. MCI/PROJ/ SBA/QCBS/ 003/2025	M7490	Consultancy(Monitoring & Supervision Services)	I Firm	\$100,000.00	QCBS	03/24/2025	03/28/2025	04/10/2025	04/15/2025	04/21/2025	04/25/2025	04/30/2025	05/01/2025	06/02/2025	06/09/2025	N/A	06/13/25	12/31/2025	
Update																					
Actual																					
Planned	8	RFP NO. MCI/PROJ/ SBA/QCBS/ 004/2025	M7490	Consultancy(Training Service)	I Firm	\$100,000.00	QCBS	03/24/2025	03/28/2025	04/10/2025	04/15/2025	04/21/2025	04/25/2025	04/30/2025	05/01/2025	06/02/2025	06/09/2025	N/A	06/13/25	12/31/2025	
Update																					
Actual																					
SUB TOTAL						\$240,000.00															
GRAND TOTAL						\$525,000.00															

Prepared by:

Roland K. Karpel
Acting Procurement Director / Manager

Approved By:

Magdalene Ellen Dagoseh
Minister / Chairman Proc. Cmtee

Date:

03/25/25



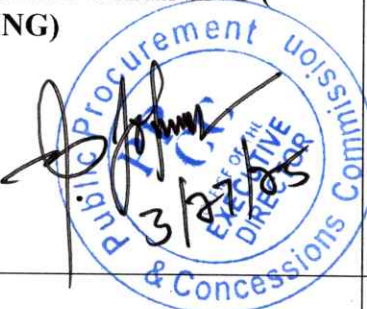
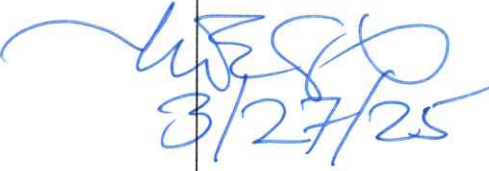

MINISTRY OF COMMERCE & INDUSTRY

UNDP Project Procurement Plan (SBA)

Explanatory Notes



Source of Funding: UNDP

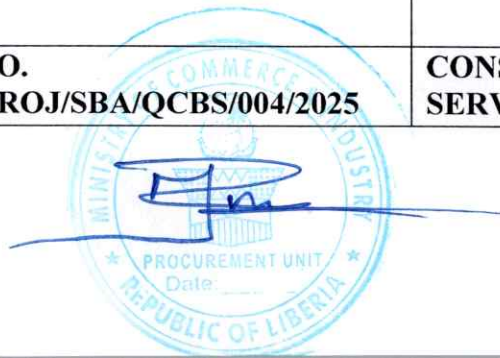
Fiscal Year 2025

Item No:	Contract Package Code	Contract package	Contract package description
1.	RFP NO. MCI/PROJ/SBA/LCS/001/2025	SPECIALIZED TRAINING (TAILORING) 	This contract package is funded from the budget line activities 2.1.1a which is intended to provide Support to youths/women desiring to take career path in the textile industry (Nimba , Bassa & Bong) 150 youths /women training in Tailoring Please note that initially we have (\$90,000USD) from the Approval Annual Work Plan (AWP) and Sixty Thousand United States Dollars was Transfer Specialized Training (Tailoring) in Textile Industry and Thirty Thousand United Dollars is to hire Consultant to caring on the Training
2.	RFP NO. MCI/PROJ/SBA/QCBS/001/2025	CONSULTANCY(DESIGN BUSINESS PLAN) 	This contract package is funded from the budget line activities 2.2.4 which is intended to hire a consultancy firm to design and lunch innovative promotion business plan to foster competition focusing on Agro Businesses start up and business enhancement for 300 youths. The total cost for this package is USD\$170,000.00 Please note that initially we have (\$170,000USD) from the Approval Annual Work Plan (AWP) and One Hundred Fifty Thousand United States Dollars will be Transfer direct Beneficiary by UNDP and Twenty Thousand United Dollars is to hire Consultancy to caring on the Training on Business Plan Completion focusing on Agri – Business Startup.
3.	RFP NO. MCI/PROJ/SBA/LCS/002/2025	BUSINESS ENTREPRENEURSHIP 	This contract package is funded from the budget line activities 1.2.4 which is intended to provide grant for Persons living with HIV/AIDS and PWDs

			<p>Please note that initially we have (\$45,000USD) from the Approval Annual Work Plan (AWP) and Thirty Thousand United States Dollars will go directly to the Beneficiary while Fifteen Thousand United Dollars is to hire Consultant to caring on the Training for people living with HIV/AIDS and PWDs</p>
4.	RFP NO. MCI/PROJ/SBA/LCS/003/2025	CONSULTANCY (MSME POLICY)	<p>This contract package is funded from the budget line activities 2.1.1b, which is intended to support to SBA for MSMEs Policy and 10% Cassava Flour Policy . The total cost for this contract package is USD\$ 10,000.00</p>
5.	RFP NO. MCI/PROJ/SBA/LCS/004/2025	CONSULTANCY(TEXTILE TRAINING)	<p>This contract package is funded from the budget line activities 2.1.1a which is intended to provide Support to youths/women desiring to take career path in the textile industry (Nimba , Bassa & Bong).</p> <p>Please note that initially we have (\$90,000USD) from the Approval Annual Work Plan (AWP) and Sixty Thousand United States Dollars was Transfer Specialized Training (Tailoring) in Textile Industry and Thirty Thousand United Dollars is to hire Consultant to caring on the Training</p>
6.	RFP NO. MCI/PROJ/SBA/QCBS/002/2025	CONSULTANCY(ECO-BRIDGES)	<p>This contract package is funded from the budget line activities 1.2.2, which is intended to developed schemes for employment creation (Green Jobs) enhanced, organized three communities-led, eco-bridges to promote environmental stewardship linked to business start-up for youth- women , PWD (Bomi (Tubmanberg , Rivercess (Cestos) , Bopolu with the number of beneficiary will be 180 individuals. The total cost for package is USD\$ 110,000.00., Please note, out of the total amount Budgeted for this package , Thirty Eight Thousand United States Dollars to hire Consultant , why the Balance Seventy Two Thousand will go directly to Beneficiary</p> <p>Moreover, The Eco-brigade Programme is a youth volunteer initiative that focuses on preserving the environment as well as creating start-up livelihood and income opportunities for the vulnerable youth population who are currently unemployed and economically marginalized. The successful implementation of this programme requires a strong partnership between the Environmental Protection Agency, Ministry of Youth and Sports,</p>



		 	<p>local authorities (both community leaders and city authorities) of the targeted communities for the intervention.</p> <p>As indicated above, Liberia faces serious environmental and climate change challenges. While there are various legal frameworks and action plans to address them, implementation and enforcement have been difficult if not impossible without community buy-in and support that is critical for protecting the environment and safeguarding vulnerable communities. This program was designed to serve as an incentive for young volunteers to work for the health and safety of their communities while accessing training and resources to start-up small businesses that offer them long-term income and livelihood, committing them to the long-term protection/conservation of the environment.</p> <p>1. Objective:</p> <p>The overall objective is to create sustained livelihoods/income for community youth (male and female) while addressing environmental issues that affect them and their communities.</p> <p>The specific objectives are:</p> <ol style="list-style-type: none"> 1. Preserve environmental ecosystems. 2. Promote sustainable income and livelihood creation for youth. 3. Promote culture of commitment and environmental stewardship 4. Promote youth leadership/volunteerism and community stewardship on environmental protection in local communities.
7.	RFP NO. MCI/PROJ/SBA/QCBS/003/2025	CONSULTANCY(MONITORING & SUPERVISION SERVICES)	<p>This contract package is funded from the budget line activities 1.1.1c which is intended to give support or Grant for Liberia Returnees Start small Business and some form of Livelihood (the number of beneficiary will are 100 individuals . The total cost for package is USD\$ 100,000.00., Please note, out of the total amount Budgeted for this package , Twenty Thousand United States Dollars to hire Consultant firm , why the Balance Eighty Thousand will go directly to Beneficiary</p>
8.	RFP NO. MCI/PROJ/SBA/QCBS/004/2025	CONSULTANCY(TRAINING SERVICE)	<p>This contract package is funded from the budget line activities 1.2.1 which is intended to give Grant to Artists and Furniture Makers (the number of beneficiary will are 100</p>



			individuals . The total cost for package is USD\$ 100,000.00., Please note, out of the total amount Budgeted for this package , Twenty Thousand United States Dollars to hire Consultant firm , why the Balance Eighty Thousand will go directly to Beneficiary
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WSSX
3/27/25



3/27/25

Ministry of Commerce & Industry
PROJECT PROCUREMENT PLAN (NON- SBA)
Source of funding: UNDP
Fiscal Year 2025

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
BASIC DATA							IMPLIMENTATION DATES												
	Item No.	Package Number (Code)	Contract Package	Business Activities Code	QTY	Estimated Cost	Procurement Method	Technical Specs/BO Q Drawing	Prep. Of Bid Document	PC Approval Bid Doc/Tech Spec	Bid Invitation & Release of Bid Doc	Bid Submission /Public Opening	Bid Submission of Bid Evaluation Report	PC Approval Bid Evaluation Report	Contract Award & Signing	Advance Payment (Mobilization)	Delivery, Inspection (Substantial Completion)	Acceptance & Final Payment	Remarks
Planned	1	IFB NO. MCI /PROJ/RFQ/001/2025	Scratch Cards	G4741	210 @5USD	1,050.00	RFQ	03/24/2025	03/28/2025	03/31/2025	03/31/2025	04/07/2025	03/31/2025	04/10/2025	04/16/2025	N/A	04/22/2025	12/31/2025	
Update																			
Actual																			
Planned	2	IFB NO. MCI/PRO/RFQ/002/2025	Advertising & Public Relation	M7310	Assorted	\$4,000.00	RFQ	03/24/2025	03/28/2025	03/31/2025	03/31/2025	04/07/2025	03/31/2025	04/10/2025	04/16/2025	N/A	04/22/2025	12/31/2025	
Update																			
Actual																			
Planned	3	IFB NO. MCI /PROJ/RFQ /003/2025	Printing & Binding	C-1812	1firm	\$9,150.00	RFQ	03/24/2025	03/28/2025	03/31/2025	03/31/2025	04/07/2025	03/31/2025	04/10/2025	04/16/2025	N/A	04/22/2025	12/31/2025	
Update																			
Actual																			
Planned	4	IFB NO. MCI /PROJ/RFQ /004/2025	Stationery Materials	G4761	Assorted	\$4,200.00	RFQ	03/24/2025	03/28/2025	03/31/2025	03/31/2025	04/07/2025	03/31/2025	04/10/2025	04/16/2025	N/A	04/22/2025	12/31/2025	
Update																			
Actual																			
SUB TOTAL						\$18,400.00													

Prepared By:

Roland K. Karpoh
Acting Procurement Director /Manager

Approved By:

Magdalene Ellen Dagoseh
Minister / Chairperson Pro. Committee

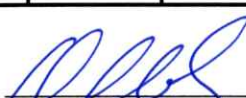
Date:

03/25/25

Ministry of Commerce & Industry
PROJECT PROCUREMENT PLAN (NON- SBA)
Source of funding: UNDP
Fiscal Year 2025

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
BASIC DATA							IMPLIMENTATION DATES												
	Item No.	Package Number (Code)	Contract Package	Business Activities Code	QTY	Estimated Cost	Procurement Method	Technical Specs/BOQ Drawing	Prep. Of Bid Document	PC Approval Bid Doc/Tech Spec	Bid Invitation & Release of Bid Doc	Bid Submission /Public Opening	Bid Submission of Bid Evaluation Report	PC Approval Bid Evaluation Report	Contract Award & Signing	Advance Payment (Mobilization)	Delivery, Inspection (Substantial Completion)	Acceptance & Final Payment	Remarks
Planned	5	IFB NO. MCI /PROJ/RFQ /005/2025	Catering Service	H5610	Assorted	\$7,500.00	RFQ	03/24/2025	03/28/2025	03/31/2025	03/31/2025	04/07/2025	03/31/2025	04/10/2025	04/16/2025	N/A	04/22/2025	12/31/2025	
Update																			
Actual																			
Planned	6	IFB NO. MCI /PROJ/RFQ /006/2025	Hall Rental	L-6810	Assorted	\$500.00	RFQ	03/24/2025	03/28/2025	03/31/2025	03/31/2025	04/07/2025	03/31/2025	04/10/2025	04/16/2025	N/A	04/22/2025	12/31/2025	
Update																			
Actual																			
Planned	7	IFB NO. MCI /PROJ/RFQ /007/2025	Develop Online Platform	J-6312	1Firm	\$1,000.00	RFQ	03/24/2025	03/28/2025	03/31/2025	03/31/2025	04/07/2025	03/31/2025	04/10/2025	04/16/2025	N/A	04/22/2025	12/31/2025	
Update																			
Actual																			
Planned																			
SUB TOTAL						\$9,000.00													

Prepared By: 
Roland K. Karphe
Acting Procurement Director/Manager

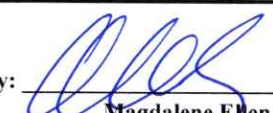
Approved By: 
Magdalene Ellen Dagoseh
Minister / Chairperson Pro. Committee



Ministry of Commerce & Industry
PROJECT PROCUREMENT PLAN (NON- SBA)
Source of funding: UNDP
Fiscal Year 2025

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
BASIC DATA							IMPLIMENTATION DATES												
	Item No.	Package Number (Code)	Contract Package	Business Activities Code	QTY	Estimated Cost	Procurement Method	Technical Specs/BOQ Drawing	Prep. Of Bid Document	PC Approval Bid Doc/Tech Spec	Bid Invitation & Release of Bid Doc	Bid Submission /Public Opening	Bid Submission of Bid Evaluation Report	PC Approval Bid Evaluation Report	Contract Award & Signing	Advance Payment (Mobilization)	Delivery, Inspection (Substantial Completion)	Acceptance & Final Payment	Remarks
Planned	8	IFB NO. MCI /PROJ/NCB /001/2025	Repair & Maintenance of Non Residential Building	F-4100	1 Building	\$80,000.00	NCB	03/24/2025	03/28/2025	03/31/2025	03/31/2025	04/30/2025	04/07/2025	04/04/2025	04/21/2025	N/A	12/01/2025	12/31/2025	
Update																			
Actual																			
Planned																			
SUB TOTAL						\$80,000.00													
Grand Total						\$107,400.00													

Prepared By: 
Roland K. Karphe
Acting Procurement Director /Manager

Approved By: 
Magdalene Ellen Dagoseh
Minister / Chairperson Pro. Committee

Date: 03/25/25




03/27/25



MINISTRY OF COMMERCE & INDUSTRY

UNDP Project Procurement Plan (NON-SBA)

Explanatory Notes

Source of Funding: UNDP

Fiscal Year 2025

ITEM NO:	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	CONTRACT PACKAGE DESCRIPTION
1	IFB NO. MCI /PROJ/RFQ/001/2025	SCRATCH CARDS	This contract package is funded under Program Management Support, activities 2.2.3a & activities 2.2.3b within the Annual Work plan (AWP), Which is intended to purchase scratch Cards for MOCI during the project implementation. period. Note: activities 2.2.3a & activities 2.2.3b within the work Plan some amount subtracted and place on Scratch Line with the Procurement Plan.
2	IFB NO. MCI/PRO/RFQ/002/2025	Advertising & Public Relation	This contract package is funded under Program Management Support to the Annual Work plan (AWP) And activities 2.2.3a & activities 2.2.b within the Work plan Please note , activities 2.2.3a & activities 2.2.b have the total amount of US\$125,000USD), but One Thousand United State Dollars was subtracted from activities 2.2.3a & activities 2.2.b , which was transfer to publication within the goods procurement Plan for printing & Binding and Three Thousand United States Dollars from Program Management Activities Line
3	IFB NO. MCI /PROJ/RFQ/003/2025	PRINTING & BINDING	Please note , activities 2.2.3a & activities 2.2.b have the total amount of US\$125,000USD), but Nine thousand one Hundred Fifty United State Dollars was subtracted from 2.2.3a & activities 2.2.b , which was transfer to Printing & Binding within the goods Procurement Plan for publicity.

4	IFB NO. MCI /PROJ/RFQ/004/2025	STATIONERY MATERIALS	This contract package is funded under Program Management Support to the Annual Work plan (AWP) , Which is intended to purchase stationery Materials for MOCI during the project implementation period.Note: activities 2.2.3a & activities 2.2.3b (US\$125,000USD), three thousand Two Hundred United States Dollar was subtracted and transfer to Stationery line on the Goods Procurement plan and One Thousand was also Transfer said line from Program Management Support, to purchase some Stationery Materials for the (Ministry of Youth and Sport) as well as the Ministry of Commerce and Industry.
5	IFB NO. MCI /PROJ/RFQ/005/2025	CATERING SERVICE	Please note , activities 2.2.3a & activities 2.2.b have the total amount of US\$125,000USD), but Seven thousand Five Hundred United State Dollars was subtracted from 2.2.3a & activities 2.2.b , which was transfer to CATERING SERVICE within the goods Procurement Plan for Breakfast & Lunch.
6	IFB NO. MCI /PROJ/RFQ/006/2025	HALL RENTAL	Please note , activities 2.2.3a & activities 2.2.b have the total amount of US\$125,000USD), but Five Hundred United State Dollars was subtracted from 2.2.3a & activities 2.2.b , which was transfer to HALL RENTAL within the goods Procurement Plan for Training Venue.
7	IFB NO. MCI /PROJ/RFQ/007/2025	DEVELOP ONLINE PLATFORM	Please note , activities 2.2.3a & activities 2.2.b have the total amount of US\$125,000USD), but One thousand Five Hundred United State Dollars was subtracted from 2.2.3a & activities 2.2.b , which was transfer to DEVELOP ONLINE PLATFORM within the goods Procurement Plan to Develop Online .application Link and Official Launch of the fourth phase Program 2025
8	IFB NO. MCI /PROJ/NCB/001/2025	REPAIR & MAINTENANCE OF NON- RESIDENTIAL BUILDING	This contract package is funded from the budget line activities 1.1.1b on the project workplan which is intended for small infrastructure improvement to enhance market access, Jorkpen Town Market. The total cost for package is USD\$ 80,000.00USD





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/0432/25'**

March 27, 2025

Hon. Magdalene Ellen Dagoseh

MINISTER

Ministry of Commerce and Industry

E.J.S. Ministerial Complex

Republic of Liberia

Dear Hon. Dagoseh:

Subj: **RECEIPT AND APPROVAL OF SPECIAL PROJECT (LIVELIHOOD EMPLOYMENT CREATION) PROCUREMENT PLAN WITH SUPPORT FROM UNDP FOR THE FISCAL YEAR 2025**

We present our compliments and wish to acknowledge receipt of your communication, which sought the approval of the Commission for the Ministry of Commerce and Industry (MoCI) Special Project Procurement Plan. Following a thorough review, the Commission approves the Ministry of Commerce and Industry's special project procurement plan for the Fiscal Year 2025 by **Section 40 (3)** of the PPCA, 2010. The Commission further informs the MoCI-LEC 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.

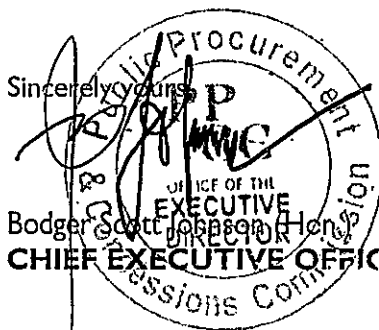
The Commission counsels that you observe **Section 40 (5) of the PPCA, 2010**, which states that **"each Procuring Entity, shall, quarterly and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in its plan. However, an updated procurement plan shall accompany said notice to the Commission."**

Please note that the Commission's full approval of a method on the procurement plan is deemed to be the approval of the Procuring Entity. As such, the Procuring Entity will not be required to request the use of said approved method again.

The Public Procurement and Concessions Commission admonishes and deems it a priority that you remain primarily compliant with the PPCA, 2010, as we jointly aspire to achieve transparency, accountability, fairness, equality, and public confidence in our procurement and concessions processes.

Sincerely yours,

Bodger Scott Johnson, Hon.
CHIEF EXECUTIVE OFFICER





Office of the MINISTER

REPUBLIC OF LIBERIA
MINISTRY OF COMMERCE & INDUSTRY
MONROVIA



P.O. Box 9041
1000 Monrovia,
10 Liberia
Ph. +231776556298
+231886518442
Email: mdagoseh@moci.gov.lr
Website: www.moci.gov.lr

Ref: MCI/MED-M/0084/'2025

March 24, 2025

Hon. Bodger Scott Johnson
Executive Director
Public Procurement and Concession Commission
Capitol Hill
Monrovia, Liberia

Dear Hon. Johnson:

SUBJECT: Submission of Non- SBA & SBA Project Procurement Plan for (Livelihood & Employment Creation) Funded by UNDP - FY 2025

Accept my profound compliments.

I write to Submit and request the Commission for the approval of our **Non- SBA & SBA Project Procurement plan** and request the reduction in lead times. This request is contingent on the fact that the plan as submitted is a UNDP funding project plan for which as an entity we are far behind schedule of implementation. The MOCI wishes to inform the Commission that it is submitting this procurement plan for approval in this current fiscal year 2025. Howbeit, the MOCI is therefore informing the Commission that funding for this plan is part of the integrated Annual Work Plan developed by other procuring entities such as the: **EPA, MME, MFDP, MOCI, MoPW, MoA, MGCSP, NDMA Etc.** Against this backdrop, the MOCI has its portion of the budget to be implemented with series of activities as provided in the work plan and explanatory note as attached to this plan. I'm also requesting the Commission for a reduction in lead times to execute other contract packages on the plan due to time factor which the project is contingent.

As per section 55 subsection (1 d) "in cases of extreme urgency, provided that the circumstances which gave rise to the urgency were neither foreseeable by the Procuring Entity nor the result dilatory conduct on its part.

Attached includes, **Non-SBA& SBA Project Procurement Plan, Explanatory Notes and work plan** developed by the UNDP Etc.

Thanks for the cooperation and understanding as we wait your timely response.

Sincerely yours,


Magdalene Ellen Dagoseh
MINISTER

John Sumo
03/25/2025
Time: 4:41pm

Ministry Of Commerce & Industry
PROJECT CONSULTANCY PROCUREMENT PLAN UNDP (SBA)
Source of Funding: UNDP
Fiscal Year 2025

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
	ITEM NO.	PACKAGE NUMBER (CODE)	Business Activities Code	BASIC DATA			IMPLEMENTATION DATES													
							REQUEST FOR EXPRESSION OF INTEREST, if applicable					REQUEST FOR PROPOSALS AND APPROVAL OF AWARD								
							PREP. OF TOR & PC APPROVAL	PUBLICATION OF REOI	REOI CLOSING/ OPENING	SUBMISSION OF EVALUATION REPORT	PC APPROVAL- EVALUATION REPORT/SHORTLIST	PREPARATION & SUBMISSION OF RFP DOCUMENT	PC APPROVAL- FINAL TOR/RFP DOCUMENT	INVITATION OF PROPOSALS	PROPOSAL SUBMISSION & OPENING	SUBMISSION OF TECHNICAL & FINANCIAL EVALUATION REPORT	PC APPROVAL- COMBINED EVALUATION REPORT	CONTRACT AWARD & SIGNING	COMPLETION (FINAL REPORT) AND PAYMENT	
PLANNED	1	RFP NO. MCI/PROJ/SBA/LCS/001/2025	M7020	Specialized Training (Tailoring)	1 Firm	\$60,000	LCS	03/24/2025	03/28/2025	04/10/2025	04/15/2025	04/21/2025	04/25/2025	04/30/2025	05/01/2025	06/02/2025	06/09/2025	N/A	06/13/25	12/31/2025
update																				
Actual																				
Planned	2	RFP NO. MCI/PROJ/SBA/QCBS/001/2025	M7020	Design Business Plan	1 Firm	\$170,000.00	QCBS	03/24/2025	03/28/2025	04/10/2025	04/15/2025	04/21/2025	04/25/2025	04/30/2025	05/01/2025	06/02/2025	06/09/2025	N/A	06/13/25	12/31/2025
Update																				
Actual																				
Planned	3	RFP NO. MCI/PROJ/SBA/LCS/002/2025	M7020	Business Entrepreneurship	1 Firm	\$45,000.00	LCS	03/24/2025	03/28/2025	04/10/2025	04/15/2025	04/21/2025	04/25/2025	04/30/2025	05/01/2025	06/02/2025	06/09/2025	N/A	06/13/25	12/31/2025
Update																				
Actual																				
Planned	4	RFP NO. MCI/PROJ/SBA/LCS/003/2025	M7020	Consultancy MSME Policy	1 Firm	\$10,000.00	LCS	03/24/2025	03/28/2025	04/10/2025	04/15/2025	04/21/2025	04/25/2025	04/30/2025	05/01/2025	06/02/2025	06/09/2025	N/A	06/13/25	12/31/2025
Update																				
Actual																				
SUB TOTAL						\$285,000.00														

Prepared by:

Roland K. Karpoh
Acting Procurement Director / Manager

Approved By:

Magdalene Ellen Dagoseh
Minister / Chairman Proc. Cmttee

Date:

3/25/25



3/27/25



Ministry Of Commerce & Industry
PROJECT CONSULTANCY PROCUREMENT PLAN UNDP (SBA)
Source of Funding: UNDP
Fiscal Year 2025

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
			BASIC DATA				IMPLEMENTATION DATES													
							REQUEST FOR EXPRESSION OF INTEREST, if applicable					REQUEST FOR PROPOSALS AND APPROVAL OF AWARD								
			ITEM NO.	PACKAGE NUMBER (CODE)	Business Activities Code	CONTRACT PACKAGE	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 RFP DOCUMENT	PC APPROVAL FINAL TOR/RFP DOCUMENT	INVITATION OF PROPOSALS	PROPOSAL SUBMISSION & OPENING	SUBMISSION OF TECHNICAL & FINANCIAL EVALUATION	
Planned	5	RFP NO. MCI/PROJ/SBA/LCS/04/2025	M7020	Consultancy(Textile Training)	1 Firm	\$30,000.00	LCS	03/24/2025	03/28/2025	04/10/2025	04/15/2025	04/21/2025	04/25/2025	04/30/2025	05/01/2025	06/02/2025	06/09/2025	N/A	06/13/25	12/31/2025
Update																				
Actual																				
Planned	6	RFP NO. MCI/PROJ/SBA/QCBS/002/2025	M7020	Consultancy(Eco Bridgade)	1 Firm	\$110,000.00	QCBS	03/24/2025	03/28/2025	04/10/2025	04/15/2025	04/21/2025	04/25/2025	04/30/2025	05/01/2025	06/02/2025	06/09/2025	N/A	06/13/25	12/31/2025
Update																				
Actual																				
Planned	7	RFP NO. MCI/PROJ/SBA/QCBS/003/2025	M7490	Consultancy(Monitoring & Supervision Services)	1 Firm	\$100,000.00	QCBS	03/24/2025	03/28/2025	04/10/2025	04/15/2025	04/21/2025	04/25/2025	04/30/2025	05/01/2025	06/02/2025	06/09/2025	N/A	06/13/25	12/31/2025
Update																				
Actual																				
Planned	8	RFP NO. MCI/PROJ/SBA/QCBS/004/2025	M7490	Consultancy(Training Service)	1 Firm	\$100,000.00	QCBS	03/24/2025	03/28/2025	04/10/2025	04/15/2025	04/21/2025	04/25/2025	04/30/2025	05/01/2025	06/02/2025	06/09/2025	N/A	06/13/25	12/31/2025
Update																				
Actual																				
SUB TOTAL						\$240,000.00														
GRAND TOTAL						\$525,000.00														

Prepared by:

Roland K. Karpoh
Acting Procurement Director / Manager

Approved By:

Magdalene Ellen Dagoseh
Minister / Chairman Proc. Cmttee

Date:








MINISTRY OF COMMERCE & INDUSTRY

UNDP Project Procurement Plan (SBA)

Explanatory Notes



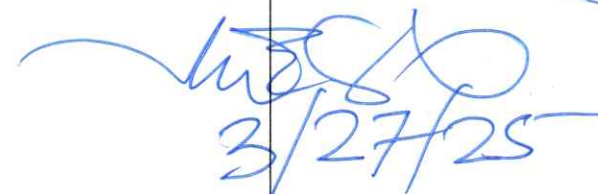
Source of Funding: UNDP

Fiscal Year 2025

Item No:	Contract Package Code	Contract package	Contract package description
1.	RFP NO. MCI/PROJ/SBA/LCS/001/2025	SPECIALIZED TRAINING (TAILORING)  	This contract package is funded from the budget line activities 2.1.1a which is intended to provide Support to youths/women desiring to take career path in the textile industry (Nimba , Bassa & Bong) 150 youths /women training in Tailoring Please note that initially we have (\$90,000USD) from the Approval Annual Work Plan (AWP) and Sixty Thousand United States Dollars was Transfer Specialized Training (Tailoring) in Textile Industry and Thirty Thousand United Dollars is to hire Consultant to caring on the Training
2.	RFP NO. MCI/PROJ/SBA/QCBS/001/2025	CONSULTANCY(DESIGN BUSINESS PLAN)  3/27/25	This contract package is funded from the budget line activities 2.2.4 which is intended to hire a consultancy firm to design and lunch innovative promotion business plan to foster competition focusing on Agro Businesses start up and business enhancement for 300 youths. The total cost for this package is USD\$170,000.00 Please note that initially we have (\$170,000USD) from the Approval Annual Work Plan (AWP) and One Hundred Fifty Thousand United States Dollars will be Transfer direct Beneficiary by UNDP and Twenty Thousand United Dollars is to hire Consultancy to caring on the Training on Business Plan Completion focusing on Agri – Business Startup.
3.	RFP NO. MCI/PROJ/SBA/LCS/002/2025	BUSINESS ENTREPRENEURSHIP  	This contract package is funded from the budget line activities 1.2.4 which is intended to provide grant for Persons living with HIV/AIDS and PWDs

			<p>Please note that initially we have (\$45,000USD) from the Approval Annual Work Plan (AWP) and Thirty Thousand United States Dollars will go directly to the Beneficiary while Fifteen Thousand United Dollars is to hire Consultant to caring on the Training for people living with HIV/AIDS and PWDs</p>
4.	RFP NO. MCI/PROJ/SBA/LCS/003/2025	CONSULTANCY (MSME POLICY)	<p>This contract package is funded from the budget line activities 2.1.1b, which is intended to support to SBA for MSMEs Policy and 10% Cassava Flour Policy . The total cost for this contract package is USD\$ 10,000.00</p>
5.	RFP NO. MCI/PROJ/SBA/LCS/004/2025	CONSULTANCY(TEXTILE TRAINING)	<p>This contract package is funded from the budget line activities 2.1.1a which is intended to provide Support to youths/women desiring to take career path in the textile industry (Nimba , Bassa & Bong).</p> <p>Please note that initially we have (\$90,000USD) from the Approval Annual Work Plan (AWP) and Sixty Thousand United States Dollars was Transfer Specialized Training (Tailoring) in Textile Industry and Thirty Thousand United Dollars is to hire Consultant to caring on the Training</p>
6.	RFP NO. MCI/PROJ/SBA/QCBS/002/2025	CONSULTANCY(ECO-BRIDGES)	<p>This contract package is funded from the budget line activities 1.2.2, which is intended to developed schemes for employment creation (Green Jobs) enhanced, organized three communities-led, eco-bridges to promote environmental stewardship linked to business start-up for youth- women , PWD (Bomi (Tubmanberg , Rivercess (Cestos) , Bopolu with the number of beneficiary will be 180 individuals. The total cost for package is USD\$ 110,000.00. Please note, out of the total amount Budgeted for this package , Thirty Eight Thousand United States Dollars to hire Consultant , why the Balance Seventy Two Thousand will go directly to Beneficiary</p> <p>Moreover, The Eco-brigade Programme is a youth volunteer initiative that focuses on preserving the environment as well as creating start-up livelihood and income opportunities for the vulnerable youth population who are currently unemployed and economically marginalized. The successful implementation of this programme requires a strong partnership between the Environmental Protection Agency, Ministry of Youth and Sports,</p>



		   3/27/25	<p>local authorities (both community leaders and city authorities) of the targeted communities for the intervention.</p> <p>As indicated above, Liberia faces serious environmental and climate change challenges. While there are various legal frameworks and action plans to address them, implementation and enforcement have been difficult if not impossible without community buy-in and support that is critical for protecting the environment and safeguarding vulnerable communities. This program was designed to serve as an incentive for young volunteers to work for the health and safety of their communities while accessing training and resources to start-up small businesses that offer them long-term income and livelihood, committing them to the long-term protection/conservation of the environment.</p> <p>1. Objective:</p> <p>The overall objective is to create sustained livelihoods/income for community youth (male and female) while addressing environmental issues that affect them and their communities.</p> <p>The specific objectives are:</p> <ol style="list-style-type: none"> 1. Preserve environmental ecosystems. 2. Promote sustainable income and livelihood creation for youth. 3. Promote culture of commitment and environmental stewardship 4. Promote youth leadership/volunteerism and community stewardship on environmental protection in local communities.
7.	RFP NO. MCI/PROJ/SBA/QCBS/003/2025	CONSULTANCY(MONITORING & SUPERVISION SERVICES)	This contract package is funded from the budget line activities1.1.1c which is intended to give support or Grant for Liberia Returnees Start small Business and some form of Livelihood (the number of beneficiary will are 100 individuals . The total cost for package is USD\$ 100,000.00. , Please note, out of the total amount Budgeted for this package , Twenty Thousand United States Dollars to hire Consultant firm , why the Balance Eighty Thousand will go directly to Beneficiary
8.	RFP NO. MCI/PROJ/SBA/QCBS/004/2025	CONSULTANCY(TRAINING SERVICE)	This contract package is funded from the budget line activities1.2.1 which is intended to give Grant to Artists and Furniture Makers (the number of beneficiary will are 100



			individuals . The total cost for package is USD\$ 100,000.00. , Please note, out of the total amount Budgeted for this package , Twenty Thousand United States Dollars to hire Consultant firm , why the Balance Eighty Thousand will go directly to Beneficiary
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WSSX
 3/27/25




Ministry of Commerce & Industry
PROJECT PROCUREMENT PLAN (NON- SBA)
Source of funding: UNDP
Fiscal Year 2025

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
BASIC DATA							IMPLIMENTATION DATES												
	Item No.	Package Number (Code)	Contract Package	Business Activities Code	QTY	Estimated Cost	Procurement Method	Technical Specs/BO Q Drawing	Prep. Of Bid Document	PC Approval Bid Doc/Tech Spec	Bid Invitation & Release of Bid Doc	Bid Submission /Public Opening	Bid Submission of Bid Evaluation Report	PC Approval Bid Evaluation Report	Contract Award & Signing	Advance Payment (Mobilization)	Delivery, Inspection (Substantial Completion)	Acceptance & Final Payment	Remarks
Planned	1	IFB NO. MCI /PROJ/RFQ/001/2025	Scratch Cards	G4741	210 @5USD	1,050.00	RFQ	03/24/2025	03/28/2025	03/31/2025	03/31/2025	04/07/2025	03/31/2025	04/10/2025	04/16/2025	N/A	04/22/2025	12/31/2025	
Update																			
Actual																			
Planned	2	IFB NO. MCI/PRO/RFQ/002/2025	Advertising & Public Relation	M7310	Assorted	\$4,000.00	RFQ	03/24/2025	03/28/2025	03/31/2025	03/31/2025	04/07/2025	03/31/2025	04/10/2025	04/16/2025	N/A	04/22/2025	12/31/2025	
Update																			
Actual																			
Planned	3	IFB NO. MCI /PROJ/RFQ /003/2025	Printing & Binding	C-1812	1firm	\$9,150.00	RFQ	03/24/2025	03/28/2025	03/31/2025	03/31/2025	04/07/2025	03/31/2025	04/10/2025	04/16/2025	N/A	04/22/2025	12/31/2025	
Update																			
Actual																			
Planned	4	IFB NO. MCI /PROJ/RFQ /004/2025	Stationery Materials	G4761	Assorted	\$4,200.00	RFQ	03/24/2025	03/28/2025	03/31/2025	03/31/2025	04/07/2025	03/31/2025	04/10/2025	04/16/2025	N/A	04/22/2025	12/31/2025	
Update																			
Actual																			
SUB TOTAL						\$18,400.00													

Prepared By:

Roland K. Karpel
Acting Procurement Director /Manager

Approved By:

Magdalene Ellen Dagoseh
Minister / Chairperson Pro. Committee

Date:

03/25/25

Ministry of Commerce & Industry
PROJECT PROCUREMENT PLAN (NON- SBA)

Source of funding: UNDP

Fiscal Year 2025

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
BASIC DATA							IMPLIMENTATION DATES												
	Item No.	Package Number (Code)	Contract Package	Business Activities Code	QTY	Estimated Cost	Procurement Method	Technical Specs/BOQ Drawing	Prep. Of Bid Document	PC Approval Bid Doc/Tech Spec	Bid Invitation & Release of Bid Doc	Bid Submission /Public Opening	Bid Submission of Bid Evaluation Report	PC Approval Bid Evaluation Report	Contract Award & Signing	Advance Payment (Mobilization)	Delivery, Inspection (Substantial Completion)	Acceptance & Final Payment	Remarks
Planned	5	IFB NO. MCI /PROJ/RFO /005/2025	Catering Service	H5610	Assorted	\$7,500.00	RFQ	03/24/2025	03/28/2025	03/31/2025	03/31/2025	04/07/2025	03/31/2025	04/10/2025	04/16/2025	N/A	04/22/2025	12/31/2025	
Update																			
Actual																			
Planned	6	IFB NO. MCI /PROJ/RFO /006/2025	Hall Rental	L-6810	Assorted	\$500.00	RFQ	03/24/2025	03/28/2025	03/31/2025	03/31/2025	04/07/2025	03/31/2025	04/10/2025	04/16/2025	N/A	04/22/2025	12/31/2025	
Update																			
Actual																			
Planned	7	IFB NO. MCI /PROJ/RFO /007/2025	Develop Online Platform	J-6312	1Firm	\$1,000.00	RFQ	03/24/2025	03/28/2025	03/31/2025	03/31/2025	04/07/2025	03/31/2025	04/10/2025	04/16/2025	N/A	04/22/2025	12/31/2025	
Update																			
Actual																			
Planned																			
Update																			
Actual																			
SUB TOTAL						\$9,000.00													

Prepared By: Roland K. Karpoh
Acting Procurement Director /Manager

Approved By: Magdalene Ellen Dagoseh
Minister / Chairperson Pro. Committee

Date: 03/25/25

Ministry of Commerce & Industry
PROJECT PROCUREMENT PLAN (NON- SBA)

Source of funding: UNDP

Fiscal Year 2025

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
BASIC DATA							IMPLEMENTATION DATES												
	Item No.	Package Number (Code)	Contract Package	Business Activities Code	QTY	Estimated Cost	Procurement Method	Technical Specs/BOQ Drawing	Prep. Of Bid Document	PC Approval Bid Doc/Tech Spec	Bid Invitation & Release of Bid Doc	Bid Submission /Public Opening	Bid Submission of Bid Evaluation Report	PC Approval Bid Evaluation Report	Contract Award & Signing	Advance Payment (Mobilization)	Delivery, Inspection (Substantial Completion)	Acceptance & Final Payment	Remarks
Planned	8	IFB NO. MCI /PROJ/NCB /001/2025	Repair & Maintenance of Non Residential Building	F-4100	1 Building	\$80,000.00	NCB	03/24/2025	03/28/2025	03/31/2025	03/31/2025	04/30/2025	04/07/2025	04/04/2025	04/21/2025	N/A	12/01/2025	12/31/2025	
Update																			
Actual																			
Planned																			
SUB TOTAL						\$80,000.00													
Grand Total						\$107,400.00													

Prepared By: _____

Roland K. Karpeh
 Acting Procurement Director /Manager

Approved By: _____

Magdalene Ehen Dagoseh
 Minister / Chairperson Pro. Committee

Date: _____

03/25/25



03/27/25



MINISTRY OF COMMERCE & INDUSTRY

UNDP Project Procurement Plan (NON-SBA)

Explanatory Notes

Source of Funding: UNDP

Fiscal Year 2025

ITEM NO:	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	CONTRACT PACKAGE DESCRIPTION
1	IFB NO. MCI /PROJ/RFQ/001/2025	SCRATCH CARDS	This contract package is funded under Program Management Support, activities 2.2.3a & activities 2.2.3b within the Annual Work plan (AWP), Which is intended to purchase scratch Cards for MOCI during the project implementation. period.Note: activities 2.2.3a & activities 2.2.3b within the work Plan some amount subtracted and place on Scratch Line with the Procurement Plan.
2	IFB NO. MCI/PRO/RFQ/002/2025	Advertising & Public Relation	<p>This contract package is funded under Program Management Support to the Annual Work plan (AWP) And activities 2.2.3a & activities 2.2.b within the Work plan</p> <p>Please note , activities 2.2.3a & activities 2.2.b have the total amount of US\$125,000USD), but One Thousand United State Dollars was subtracted from activities 2.2.3a & activities 2.2.b , which was transfer to publication within the goods procurement Plan for printing & Binding and Three Thousand United States Dollars from Program Management Activities Line</p>
3	IFB NO. MCI /PROJ/RFQ/003/2025	PRINTING & BINDING	<p>Please note , activities 2.2.3a & activities 2.2.b have the total amount of US\$125,000USD), but Nine thousand one Hundred Fifty United State Dollars was subtracted from 2.2.3a & activities 2.2.b , which was transfer to Printing & Binding within the goods Procurement Plan for publicity.</p>

4	IFB NO. MCI /PROJ/RFQ/004/2025	STATIONERY MATERIALS	This contract package is funded under Program Management Support to the Annual Work plan (AWP) , Which is intended to purchase stationery Materials for MOCI during the project implementation period.Note: activities 2.2.3a & activities 2.2.3b (US\$125,000USD), three thousand Two Hundred United States Dollar was subtracted and transfer to Stationery line on the Goods Procurement plan and One Thousand was also Transfer said line from Program Management Support, to purchase some Stationery Materials for the (Ministry of Youth and Sport) as well as the Ministry of Commerce and Industry.
5	IFB NO. MCI /PROJ/RFQ/005/2025	CATERING SERVICE	Please note , activities 2.2.3a & activities 2.2.b have the total amount of US\$125,000USD), but Seven thousand Five Hundred United State Dollars was subtracted from 2.2.3a & activities 2.2.b , which was transfer to CATERING SERVICE within the goods Procurement Plan for Breakfast & Lunch.
6	IFB NO. MCI /PROJ/RFQ/006/2025	HALL RENTAL	Please note , activities 2.2.3a & activities 2.2.b have the total amount of US\$125,000USD), but Five Hundred United State Dollars was subtracted from 2.2.3a & activities 2.2.b , which was transfer to HALL RENTAL within the goods Procurement Plan for Training Venue.
7	IFB NO. MCI /PROJ/RFQ/007/2025	DEVELOP ONLINE PLATFORM	Please note , activities 2.2.3a & activities 2.2.b have the total amount of US\$125,000USD), but One thousand Five Hundred United State Dollars was subtracted from 2.2.3a & activities 2.2.b , which was transfer to DEVELOP ONLINE PLATFORM within the goods Procurement Plan to Develop Online .application Link and Official Launch of the fourth phase Program 2025
8	IFB NO. MCI /PROJ/NCB/001/2025	REPAIR & MAINTENANCE OF NON- RESIDENTIAL BUILDING	This contract package is funded from the budget line activities 1.1.1b on the project workplan which is intended for small infrastructure improvement to enhance market access, Jorkpen Town Market. The total cost for package is USD\$ 80,000.00USD

