



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

Ref. **PPCC/RL/CEO/176/21**

May 20, 2021

Hon. C. Mike Doryen  
**MANAGING DIRECTOR**  
Forestry Development Authority  
Republic of Liberia

Dear Hon. Doryen:

Subject: **RECEIPT AND APPROVAL OF FORESTRY DEVELOPMENT AUTHORITY'S SPECIAL PROJECT PROCUREMENT PLAN (CHAIN OF CUSTODY) FOR FISCAL YEAR 2020/2021.**

We present our compliments and wish to notify you that the Public Procurement and Concessions Commission has received and approved the Forestry Development Authority (**FDA**) Special Project Procurement Plan (Chain of Custody) for Fiscal Year 2020/2021 in accordance with **Section 40 (3)** of the PPCA, 2010. The Commission informs the **FDA** that its Special Project 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, upon conclusion of the stipulated process.

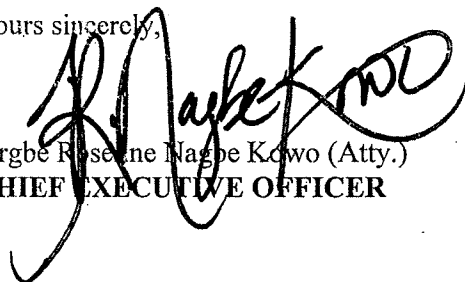
The Commission counsels that you observe Section 40(5) of the PPCA, 2010 which states "each Procuring Entity, shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes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

Best regards.

Yours sincerely,



Jargbe Roseanne Nagbe Kwo (Atty.)  
**CHIEF EXECUTIVE OFFICER**

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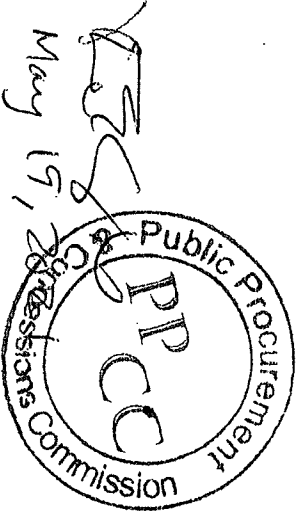
Regulating and Monitoring Compliance with the Public Procurement and Concession Act of Liberia



**FORESTRY DEVELOPMENT AUTHORITY**  
**CHAIN OF CUSTODY SPECIAL PROCUREMENT PLAN (SBA Budget)**  
 Source of Funding: GOVERNMENT OF LIBERIA TRANSITORY ACCOUNT  
 Fiscal Year: 2020/2021

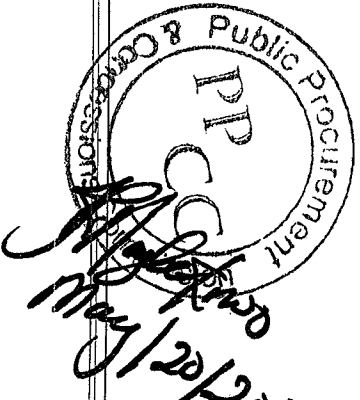
| 1        | 2                                 | 3                              | 4                      | 5        | 6                    | 7                  | 8                            | 9                     | 10                              | 11                                  | 12                             | 13                                  | 14                                | 15                       | 16                             | 17  | 18                         | 19 |
|----------|-----------------------------------|--------------------------------|------------------------|----------|----------------------|--------------------|------------------------------|-----------------------|---------------------------------|-------------------------------------|--------------------------------|-------------------------------------|-----------------------------------|--------------------------|--------------------------------|---|----------------------------|----|
| ITEM NO. | PACKAGE NUMBER (CODE)             | BASIC DATA                     | BUSINESS ACTIVITY CODE | QTY      | ESTIMATED COST (USD) | PROCUREMENT METHOD | TECHNICAL SPECS/REQ/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 |    |
| 1        | IFB No. FDA-COC/SBA/NCB/001/20/21 | Repair & Maintenance (Vehicle) | G 4520                 | 1 Firm   | \$ 45,000.00         | NCB                | 20-May-21                    | 27-May-21             | 3-Jun-21                        | 8-Jun-21                            | 6-Jul-21                       | 20-Jul-21                           | 27-Jul-21                         | 10-Aug-21                | N/A                            | 18-Nov-21                                     | 15-Dec-21                  |    |
| UPDATE   |                                   |                                |                        |          |                      |                    |                              |                       |                                 |                                     |                                |                                     |                                   |                          |                                |   |                            |    |
| PLANNED  | IFB No. FDA-COC/SBA/NCB/002/20/21 | Non Life Insurance             | K 6512                 | 1 Firm   | 15,000.00            | NCB                | 21-May-21                    | 28-May-21             | 4-Jun-21                        | 9-Jun-21                            | 7-Jul-21                       | 21-Jul-21                           | 28-Jul-21                         | 11-Aug-21                | N/A                            | 22-Sep-21                                     | 22-Oct-21                  |    |
| UPDATE   |                                   |                                |                        |          |                      |                    |                              |                       |                                 |                                     |                                |                                     |                                   |                          |                                |   |                            |    |
| PLANNED  | IFB NO. FDA-COC/SBA/NCB/003/20/21 | Stationery                     | G 4761                 | Assorted | \$ 20,000.00         | NCB                | 18-May-21                    | 26-May-21             | 02-Jun-21                       | 07-Jun-21                           | 05-Jul-21                      | 19-Jul-21                           | 23-Jul-21                         | 06-Aug-21                | N/A                            | 23-Sep-21                                     | 28-Oct-21                  |    |
| UPDATE   |                                   |                                |                        |          |                      |                    |                              |                       |                                 |                                     |                                |                                     |                                   |                          |                                |   |                            |    |
| PLANNED  | IFB NO. FDA-COC/SBA/RFO/001/20/21 | Lubricant                      | G 4661                 | Assorted | \$ 18,000.00         | RFO                | 19-May-21                    | 26-May-21             | 02-Jun-21                       | 07-Jun-21                           | 15-Jun-21                      | 29-Jun-21                           | 06-Jul-21                         | 20-Jul-21                | N/A                            | 19-Aug-21                                     | 16-Sep-21                  |    |
| UPDATE   |                                   |                                |                        |          |                      |                    |                              |                       |                                 |                                     |                                |                                     |                                   |                          |                                |   |                            |    |
| PLANNED  | IFB NO. FDA-COC/SBA/NCB/004/20/21 | Life Insurance                 | K 6511                 | Assorted | \$ 34,000.00         | NCB                | 21-May-21                    | 26-May-21             | 31-May-21                       | 02-Jun-21                           | 30-Jun-21                      | 14-Jul-21                           | 15-Jul-21                         | 29-Jul-21                | N/A                            | 25-Aug-21                                     | 24-Sep-21                  |    |
| UPDATE   |                                   |                                |                        |          |                      |                    |                              |                       |                                 |                                     |                                |                                     |                                   |                          |                                |   |                            |    |
| ACTUAL   |                                   |                                |                        |          |                      |                    |                              |                       |                                 |                                     |                                |                                     |                                   |                          |                                |   |                            |    |
|          |                                   | Total                          |                        |          | \$ 132,000.00        |                    |                              |                       |                                 |                                     |                                |                                     |                                   |                          |                                |   |                            |    |

Prepared by:   
 Wynon G. Bryant, Jr.  
 Manager, Procurement Unit



Hon. Benjamin Yankesse Plewon, III  
 Deputy Managing Director Administration/Finance

Date: 05/18/21





**FORESTRY DEVELOPMENT AUTHORITY**  
**Chain of Custody SPECIAL PROCUREMENT PLAN (SBA BUDGET)**  
**Source of Funding: GOVERNMENT OF LIBERIA TRANSITORY ACCOUNT**

Fiscal year: 2020/2021

| Item | Contract Package Code                 | Contract Package             | Content of Contract Package   |
|------|---------------------------------------|------------------------------|---|
| 1    | IFB No. FDA-<br>COC/SBA/NCB/001/20/21 | Repair & Maintenance Vehicle | This contract packaged will be procure under the budget line item of Repair & Maintenance Vehicle (eleven cars)   |
| 2    | IFB No. FDA-<br>COC/SBA/NCB/002/20/21 | Non - Life Insurance         | This package will be procured under the budget line item of Vehicle Insurance (13 vehicles)   |
| 3    | IFB NO. FDA-<br>COC/SBA/NCB/003/20/21 | Stationery                   | This contract package will be procurement under the budget line item of Stationery such as catridges, folders, files, staple pins, envelopes, A4 papers, Legal Sheet, and staple machines |
| 4    | IFB NO. FDA-<br>COC/SBA/RFO/001/20/21 | Lubricant                    | This package will be procured under the budget line item Fuel & Lubricant Vehicle and Generator(Engine Oil, two stroke oil, and oil 50)   |
| 5    | IFB NO. FDA-<br>COC/SBA/NCB/004/20/21 | Life Insurance               | This package will be procured under the budget line items of Personnel Insurance (67 person)  |

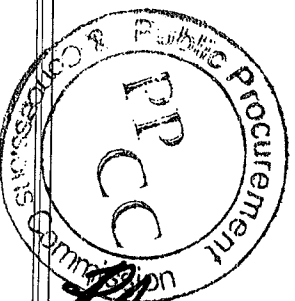
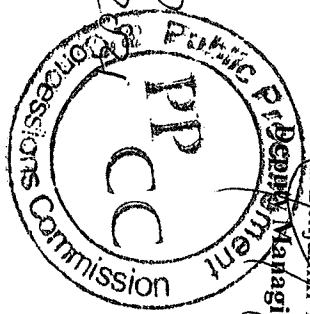
Prepared by:

*[Signature]*

Wynn G. Bryant, Jr.  
 Manager, Procurement Unit

*[Signature]*  
 Hon. Benjamin Tennessee Plewon, III  
 Managing Director Administration/Finance

*[Handwritten Signature]*  
 May 19, 2021



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 May 20, 2021