



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/0730/'19

October 21, 2019

Hon. Jeffery N. Yates

**OFFICER-IN-CHARGE**

Liberia Extractive Industries Transparency Initiative  
Republic of Liberia

Dear Hon. Yates:

Subject: **PROVISIONAL APPROVAL OF DRAFT ADDENDUM CONSULTANCY  
PROCUREMENT PLAN FOR FISCAL YEAR 2019/2020**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Liberia Extractive Industries Transparency Initiative Consultancy Procurement Plans for FY 2019/2020 in accordance with **Section 40 (3)** of the PPC Act. The Commission however wishes to inform you that your plan has been **Provisionally Approved** pending the passage of the national budget.

Please be advised that your Entity can carry out procurement activities based on this provisionally approved draft procurement plan culminating in **framework agreements** for recurrent procurement items. Similarly, you are also advised to carry out procurement activities for non-recurrent procurement items in advance of the passage of the National Budget, but contracts for these packages **MUST** not be signed until the budget is approved by the President and you **ascertain the availability of funding**. Please ensure to include notifications of this information in the tender documents for both framework agreements and advance procurement. For your guidance, the Commission has produced a short note explaining the processes for framework agreements and advance procurement which you can download at <http://ppcc.gov.lr/vr/index.php/documents>

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.

Upon passage of the FY 2019/2020 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for EITI's allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for FY 2019/2020 and staff of your Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the previous fiscal year (2018/2019), for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for fiscal year 2019/2020.

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.

Kind regards.

Sincerely Yours,

Jargbe Rosele Nagbe Kuvu (AUG)  
CHIEF EXECUTIVE OFFICER

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

**Liberia Extractive Industries Transparency Initiative  
CONSULTANCY PROCUREMENT  
Source of Funding : COL  
Fiscal Year: 2019/2020**

*Provided*

1	2	3	4	5	6	7	IMPLEMENTATION DATES																		
							8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	
BASIC DATA							REQUEST FOR EXPRESSION OF INTEREST					REQUEST FOR PROPOSALS AND APPROVAL OF AWARD													
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	VENDORS BUSINESS ACTIVITIES CODE	NO. of FIRM/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 REP DOCUMENT	PC APPROVAL FINAL TOR/REP DOCUMENT	INVITATION OF PROPOSALS	PROPOSAL SUBMISSION AND OPENING	SUBMISSION OF TECHNICAL & FINANCIAL EVALUATION REPORT	PC APPROVAL - COMBINED EVALUATION	CONTRACT AWARD & SIGNING	COMPLETION (FINAL REPORT AND PAYMENT)						
1		REOI No.: EITI/SSA / SSS/001/19/20	Preparation of the 10th and 11th EITI Report	M 6910	136,000.00	SSS	1-Oct-19	7-Oct-19	15-Oct-19	16-Oct-19	4-Nov-19	5-Nov-19	14-Nov-19	22-Nov-19	28-Nov-19	5-Dec-19	13-Dec-19	23-Dec-19	25-Dec-						
UPDATE																									
ACTUAL																									
TOTAL					136,000.00																				

Prepared By: Joan Mendee Date: Oct. 21, 2019  
 Procurement Director

Approved By: [Signature]  
 Chairman Procurement Committee/ Officer -In- Charge

*Attebury  
October 21, 2019*

*[Signature]  
10/21/2019*

Liberia Extractive Industries Transparency Initiative

Explanatory Notes (Consultancy)

2019/2020

1. IFB NO: LEITI/ SSS/001/2019/2020	Contract Package	Content of Contract Package
	Preparation of the 10 <sup>th</sup> and 11 <sup>th</sup> EITI Report 2019/2020	This contract package is intended to hire a firm to produce the entity 10th and 11 <sup>th</sup> EITI Report for 2019/2020. The Ministry of Finance and Development planning has provided additional funding to the institution so as to execute the service in a timely manner.

*[Handwritten signature]*  
Oct. 21, 2019

*Autobal*  
October 21, 2019

*[Handwritten signature]*  
21/10/2019