



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/054/'23

April 27, 2023

Hon. Varney A. Sirleaf

**MINISTER**

Ministry of Internal Affairs

Republic of Liberia

Dear Hon. Sirleaf:

Subject: **PROVISIONAL APPROVAL OF THE MINISTRY OF INTERNAL AFFAIRS PROCUREMENT PLAN FOR FISCAL YEAR 2023.**

We present our compliments and acknowledge receipt of your letter which sought the Commission's approval of the Ministry of Internal Affairs Procurement Plan for FY 2023 in accordance with **Section 40(3)** of the PPC Act. The Commission hereby informs 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 notification of this information in the tender document for your guidance, the Commission has produced a short note explaining the process for framework agreements and advance procurement which you can download at <http://ppcc.gov.lr/vr/index.php/documents>.

Upon the passage of the National Budget 2023, you are required to submit a revised/updated procurement plan, details budget for the MIA's **allocation** in the approved budget, Cash plan, names and positions of the Procurement Committee members for FY 2023 and staff of the Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the Fiscal Year 2022 for stated submission will serve as a precursor for the Commission granting you final approval of your recurrent procurement plan for fiscal year 2023.

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.

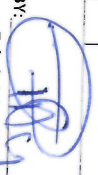
Yours sincerely,

Stevenson S. Yond

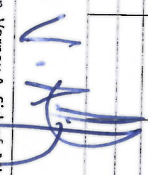
**OFFICER-IN-CHARGE**

MINISTRY OF INTERNAL AFFAIRS  
CORE BUDGET PROCUREMENT PLAN(SBA)  
SOURCE OF FUNDING: GOVERNMENT OF LIBERIA  
Fiscal Year :2023

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 USD	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/ DRAWING	PREP. OF BID DOCUMENT	PC APPROVAL- BID	BID INVITATION & RELEASE	BID SUBMISSION/ PUBLIC	SUBMISSION OF BID EVALUATION	PC APPROVAL- BID EVALUATION	CONTRACT AWARD& SIGNING	ADVANCE PAYMENT (MOBILIZ	DELIVERY, INSPECTIO & FINAL	ACCEPTANCE & FINAL PAYMENT	REMARKS
Planned	1	IFB NO.MIA/SBA/RFQ/01/2023	Catering	15621	Assorted	3,000.00	RFQ	10-Apr-23	18-Apr-23	25-Apr-23	1-May-23	9-May-23	16-May-23	22-May-23	31-May-23	N/A	21-Jun-23	20-Sep-23	
Update																			
Actual																			
Planned	2	IFB NO.MIA/SBA/RFQ/02/2023	Scratch Card	16120	1 firm	1,100.00	RFQ	10-Apr-23	18-Apr-23	25-Apr-23	1-May-23	9-May-23	16-May-23	22-May-23	31-May-23	N/A	21-Jun-23	20-Sep-23	
Update																			
Actual																			
Planned	3																		
Update																			
Actual																			
Grand Total						\$ 4,100.00													

Prepared By:   
Tebeh A.M. Glay, Director of Procurement

DATE: 01/12/23

Approved By:   
Hon. Varney A. Sirleaf, Minister

DATE: 16/04/23



MINISTRY OF INTERNAL AFFAIRS (MIA)  
PROCUREMENT PLAN(SBA) EXPLANATORY NOTES  
FISCAL YEAR: 2023

1.	IFB NO.MIA/SBA/RFO/01/2023	Catering	This contract package is intended to procure catering services specifically to the department of Urban Affairs with respect to workshops, conferences, symposia and seminars. An amount of US\$3,000 was deducted from US\$10,000, a budget line containing workshops, conferences, symposia and seminars under the department of Urban affairs. The amount deducted will be used for catering services.
2.	IFB NO.MIA/SBA/RFO/02/2023	Scratch Card	This contract package is intended to procure scratch cards and internet modem. An amount of US\$1,100 was deducted from US\$10,000, a budget line containing workshops, conferences, symposia and seminars under the department of Urban affairs. The amount deducted will be used to procure scratch cards for communication and internet.

Prepared by:   
Procurement director



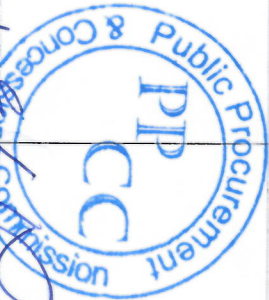
Approved by:   
Minister/Chairman PC

Date: 16/04/2023  




MINISTRY OF INTERNAL AFFAIRS (MIA)  
PROCUREMENT PLAN (NON SBA) EXPLANATORY NOTES  
FISCAL YEAR: 2023

NO.	Contract Package code	Contract Package	Content of the contract Package
1.	IFB NO.MIA/RB/001/2023	Stationery	<p>This contract package is intended to procure office Stationery. An amount of US\$2,400 was deducted from US\$10,000 a budget line containing workshops, conferences, symposia and seminars under the department of Urban affairs. The amount deducted was added to the stationery budget amounting to US\$27,400.</p> <ol style="list-style-type: none"><li>1. A-4 Paper -----15Cartons</li><li>2. Legal Size Paper -----1 carton</li><li>3. Certificate Paper -----1 carton</li><li>4. Hanging Folder: All Size -----5 Cartons</li><li>5. Manila Folder: All Size -----2 cartons</li><li>6. Staple pin -----2 cartons</li><li>7. Paper Clips -----5cartons</li><li>8. Ball point Pen -----5cartons</li><li>9. Flip Chart Board -----5 cartons</li><li>10. Flip chart Markers -----2 cartons</li><li>11. Flip Chart -----2 cartons</li><li>12. Correction Fluid -----4 cartons</li><li>13. Non-Permanent/Erasable Maker -----5 cartons</li><li>14. Box Folder -----5cartons</li><li>15. Laminator (A4 size) -----5 pc</li><li>16. Ledger -----25 Ledgers</li><li>17. Carbon Paper -----5 cartons</li><li>25. Canon Cartridge 728 Starter -----10</li></ol>
2.	IFB NO.MIA/RB/02/2023	ICT Equipment	<p>This contract package is intended to procure ICT Equipment:</p> <ol style="list-style-type: none"><li>1. Laptop -----5</li><li>2. Three in one Printer -----5</li><li>3. Desktop Computer-----2</li><li>4. Scanner-----2</li><li>5. External hard drive-----2</li><li>6. Anti-virus-----2</li><li>7. Photocopier-----2</li></ol>




Approved  
April 26, 2023



Approved  
April 27, 2023

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Prepared by:   
Procurement director

Approved by   
Minister/ Chairman PC

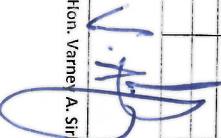
Date: 17/04/23

MINISTRY OF INTERNAL AFFAIRS  
CORE BUDGET PROCUREMENT PLAN(NON SBA)  
SOURCE OF FUNDING: GOVERNMENT OF LIBERIA  
Fiscal Year :2023

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Planned	1	IFB NO.MIA/RB/01/2023	Stationery	G 4761	Assorted	27,400.00	RB	10-Mar-23	24-Mar-23	7-Apr-23	17-Apr-23	17-May-23	31-May-23	8-Jun-23	20-Jun-23	N/A	25-Jul-23	30-Oct-23		
Update																				
Actual																				
Planned	2	IFB NO.MIA/RB/02/2023	ICT Equipment	G 4741	assorted	20,000.00	RB	10-Mar-23	24-Mar-23	7-Apr-23	17-Apr-23	17-May-23	31-May-23	8-Jun-23	20-Jun-23	N/A	25-Jul-23	30-Oct-23		
Update																				
Actual																				
update																				
Actual																				
Actual																				
Grand Total						\$ 47,400.00														

Prepared By:   
Teban A.M. Gray, Director of Procurement

DATE: 04/12/23

Approved By:   
Hon. Varney A. Sireef, Minister

DATE: 16/04/23

