



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

Ref. **PPCC/RL/CEO/1061/'20**

March 2, 2020

Hon. Eugene Lenn Nagbe

MINISTER

Ministry of Information, Cultural Affairs and Tourism
Republic of Liberia

Dear Hon. Nagbe:

Subject: **RECEIPT AND APPROVAL OF SBA 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 Ministry of Information, Cultural Affairs and Tourism SBA Procurement Plan for FY 2019/2020 in accordance with **Section 40** (3) of the PPC Act. The Commission however wishes to inform you that your Procurement Plan has been forwarded to the Ministry of Finance and Development Planning (MFDP), and that the MFDP will process allotments in keeping with the approved Procurement Plans.

The Commission advises that you observe **Section 40** (5) of the PPCA, 2010 which states that a Procuring Entity shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plan. The Commission and the Ministry responsible for Finance should be notified in writing of any material changes in the procurement plan and be provided with a copy of the updated procurement plan. 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.

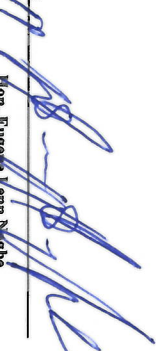
Kind regards.


Jargbe Roseline Nagbe Kowo (Atty).
CHIEF EXECUTIVE OFFICER

MINISTRY OF INFORMATION, CULTURAL AND TOURISM
PROCUREMENT PLAN (SBA BUDGET)
SOURCE OF FUNDING: GOL NATIONAL BUDGET
FOR THE FISCAL YEAR 2019 - 2020

BASIC DATA																			IMPLEMENTATION DATES										Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20										
item	Code	Contract Package	Business Activity Code	Qty	Estimated Cost	Procure. Method	Tec. Spec.	Prepare Bidding Doc.	Entity P.c. App.(BD/Tch.s pec)	Bid Invitation(Relase Bid Doc.)	Bid (Sub/Pub. Opening)	Sub.(Bid Ev. Reports)	Entity P.C. App.(Bid Ev. Report)	Cont. Award/Signature	Advance Payment	Delivery Inspection	Acceptance(Final Payment)												
Planned	1	IFB NO. MO/BSA/RB/001/19/20	Air Ticket	N-7911	*Assorted	\$9,000.00	RB	5/6/2019	5/13/2019	5/21/2019	5/29/2019	6/4/2019	6/11/2019	6/19/2019	6/27/2019	N/A	6/3/2020	6/28/2020											
Up date																													
Actual																													
Planned	2	IFB NO. MO/BSA/RFQ/002/19/20	Cleaning Material and Services	G- 4773	*Assorted	\$3,500.00	RFQ	5/6/2019	5/13/2019	5/21/2019	5/29/2019	6/4/2019	6/11/2019	6/19/2019	6/27/2019	N/A	6/3/2020	6/28/2020											
Up date																													
Actual																													
Planned	3	IFB NO. MO/BSA/RFQ/001/19/20	Fule and Lubrifiant Vehicle	G-4661	*Assorted	\$2,000.00	RFQ	5/11/2019	5/13/2019	5/21/2019	5/29/2019	7/5/2019	16/07/2019	28/07/2019	8/5/2019	N/A	6/3/2020	6/28/2020											
Up date																													
Actual																													
Planned	2	IFB NO. MO/BSA/RFQ/002/19/20	Fule and Lubrifiant Gen	G-4661	*Assorted	\$4,000.00	RFQ	5/16/2019	5/13/2019	5/21/2019	5/29/2019	6/4/2019	6/11/2019	6/19/2019	6/27/2019	N/A	6/3/2020	6/28/2020											
Up date																													
Actual																													
Planned	2	IFB NO. MO/BSA/RFQ/002/19/20	Repair and Maintenance Vehicle	G-4520	*Assorted	\$1,000.00	RFQ	5/17/2019	5/13/2019	5/21/2019	5/29/2019	6/4/2019	6/11/2019	6/19/2019	6/27/2019	N/A	6/3/2020	6/28/2020											
Up date																													
Actual																													
Planned	2	IFB NO. MO/BSA/RFQ/002/19/20	Scratch Cards	J-6190	*Assorted	\$6,000.00S	RFQ	5/10/2019	5/13/2019	5/21/2019	5/29/2019	6/4/2019	6/11/2019	6/19/2019	6/27/2019	N/A	6/3/2020	6/28/2020											
Up date																													
Actual																													
Total																			\$25,500.00										

Prepared by: 
Darlington M. Cheeks
Procurement Director/MICAT

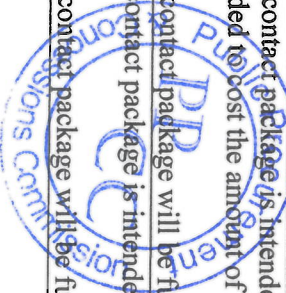
Approved by: 
Hon. Eugene Jean Ngebe
Minister/Chairman PC

Date: 2019-06-20



MINISTRY OF INFORMATION, CULTURAL AFFAIRS & TOURISM
Core Budget Procurement Plan Explanatory Notes
Source of Funding: GOL National Budget
Fiscal Year 2019-2020

No.	Contact Package code	Contact Package	Content of Contact Package
1.	IFB NO. MOI/SBA/RB/001/19/20	Air Ticket	This contact package is intended to procure Tickets for the purpose of providing services t
			This package will be funded from the budget line foreign travel – Means of travel
2.	IFB NO. MOI/SBA/RFQ/001/19/20	Cleaning up materials and Janitorial services	<p>This contact package is intended to procure the following cleaning materials and services;</p> <p>a. Hand sanitizer b. Dettol(Bid size) c. Clorox (Big bottle) d. Tie soap e. Floor mob f. Whippers g. Glass cleaners and trash disposal services.</p> <p>Based on the estimated contact package, the entity has chosen to use the request for quotati</p> <p>This package will be funded from the budget line cleaning material & services.</p> <p>This contact package is intended to procure fuel and lubricant for the usage of the Ministry</p> <p>This package will be founded from the budget line.</p> <p>This contact package is intended to procure the maintenance and repair vehicles for the Mi</p> <p>intended to cost the amount of One thousand United Stated Dollars (US\$ 1000.00).</p> <p>This contact package will be funded from the budget line,</p> <p>The contact package is intended to procure generator for the Ministry.</p> <p>This contact package will be funded from the budget line.</p>
3.	IFB NO. MOI/SBA/RFQ/001/19/20	Fuel and Lubricant- Vehicle	
4.	IFB NO. MOI/SBA/RFQ/001/19/20	Repair and maintenance-Vehicle	
5.	IFB NO. MOI/SBA/RFQ/001/19/20	Fuel and Lubricant- Generator	



[Handwritten signature and date]
12/6/2020

6.	IFB NO. MOI/SBA/RB/001/19/20	Scratch Card	This contact package is intended to procure scratch cards. This contact package is intended thousand United States dollars US\$ 6,000).
7.	IFB NO. MOI/SBA/RB/001/19/20	Electricity	This contact package is funded from the budget line. This budget line will be used to source electricity fro the Liberia Electricity Corporation (L Year. The estimated value for electricity is Five thousand United States dollars (US\$ 5,000
8.	IFB NO. MOI/SBA/RB/001/19/20	Internet Provider Services	This contact package will be funded from the budget line. MICAT will receive internet service from LIBTELCO (Liberia Telecommunication) for the Internet provider services and its value is at Three thousand eight hundred United States D
9.	IFB NO. MOI/SBA/RB/001/19/20	Residential Property Rental and Lease	This contact package will be funded from the budget line. This Budget line is used to pay for rental and lease to foreign post and outstation post for t Cultural Affairs and Tourism (MICAT). The estimated value is at Two Hundred Twenty-N Dollars (US\$ 229,036.00). This contact package will be funded from the budget line.

Approved By: 
Mr. Darlington M. Cheeks
Procurement Director

Date: 02-28-2020

