

PUBLIC PROCUREMENT & CONCESSIONS COMMISSION (PPCC)

CONTRACT PACKAGE DIRECTORY

(Ensuring consistent and effective procurement planning across national government)



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(1st Edition)

Introduction

The Public Procurement & Concessions Commission has developed this Public Procurement Contract Package Directory to guide procuring entities and to facilitate a consistent approach of deriving and describing contract packages to be captured in their annual procurement plans, so as to ensure that annual planning is conducted in a standardized and uniform manner across procuring entities.

This Public Procurement Contract Package Directory (PPCPD) was developed based on the contents of the Government of Liberia's National Budget, Chart of Accounts (COA Version 2.3, July 2013) and International Standard Industrial Classification of all Economic Activities (ISIC) Rev.4.

The purpose of this PPCPD is to guide public procurement practitioners in planning their respective procurement activities in an accurate and realistic manner for the procurement of goods, works and services.

The objectives of this directory are as follows:

- To ensure consistency in procurement planning across national government;
- To eliminate contract splintering and spilt procurement in annual procurement planning and
- To prepare a realistic and implementable annual procurement plan

**Public Procurement & Concessions Commission
Contract Package Description Directory**

Item	Budget Lines Description	Derivable Contract Package	Business Activity Code
1.	Foreign Means of Travel	Air Tickets	N7911
2.	Domestic Means of Travel	Vehicle Rental & Lease	without driver N7710
			with driver H4922
		Petroleum Product	G4661
3.	Telecommunications, Internet, Postage & Courier	Scratch Cards	J6190
		Internet Connectivity	J6120
		Internet Modems	J6120
		Caller User Group Service (CUG)	J6120
		Postage Services	H5310
		Cellular Phones	G4741
		Courier Services	H5320
4.	Residential Property Rental & Lease	Residential Property Rental	L6810
		Residential Property Lease	L6810
5.	Office Building Rental & Lease	Office Building Rental	L6810
		Office Building Lease	L6810
6.	Fuel and Lubricants Vehicles	Petroleum Products (Diesel and Gasoline)	G4661
		Lubricants	G4661
7.	Fuel and Lubricants Generators	Petroleum Products (Diesel & Gasoline)	G4661
		Lubricants	G4661
8.	Repairs & Maintenance Vehicles	Vehicles Repairs & Maintenance Services	G4520
		Vehicles Spare Parts	G4530
9.	Repairs & Maintenance Generators	Generators Repairs & Maintenance Services	C3314
		Generators Spare Parts	G4659
10.	Repairs & Maintenance Civil	Repairs & Maintenance of Residential Building	F4100
		Repairs & Maintenance of Non-Residential Building	F4100
		Building Materials	G4663
11.	Repairs & Maintenance, Machinery and	Repairs & Maintenance of Office Machinery and	C3312

	Equipment	Equipment	
		Office Machinery and Equipment Spare Parts*	G4659
		Repair & Maintenance of Air Conditioners	S9522
		Repair & Maintenance of Elevators	F4329
12.	Cleaning Materials and Services	Cleaning Materials	G4773
		Janitorial Services	N8110
		Fumigation Services	N8121
13.	Stationery	Stationery	G4761
14.	Printing, Binding and Publication Services	Printing Materials	Conditional upon the nature of the materials
		Printing & Binding Services	C1812
		Publication Services	J5813
15.	Newspapers, Books and Periodicals	Newspapers	G4761
		Books	G4761
		Journals	G4761
16.	Consultancy Service	Audit Services	M6920
		Legal Services	M6920
		Monitoring & Supervision Services	M7490
		Architectural Services	M7110
		Engineering Services	M7110
		Training Services	P8449
		Feasibility Studies analysis	M7490
		Appraisal Services	L6820
		Management Consultancy Services	M7020
		Technical Advisory Consulting Services	M7490
		Market Research	M7320
		Public Relations Services	M7020
		Security Consulting Services	M7490
17.	Uniforms and Specialized Clothing	Security's Uniforms	G4771
		Drivers' Uniforms	G4771
18.	Drugs and Medical consumables	Medical drugs/Medicine	G4772
		Medical Supplies	G4772

19.	Celebrations, Commemoration and State Visit	Vehicle Rental	without driver	N7710
			with driver	H4922
		Gifts		Conditional upon the nature of the gifts
20.	Food and Catering Services	Events Catering		H5621
		Food Stuffs		G4711
21.	Entertainment, Representation and Gifts	Food Stuffs		G4711
		Gifts		Conditional upon the nature of the gifts
22.	Other Legal Fees	Legal Advisory Services		N6910
23.	Personnel Insurance	Personnel Life Insurance Coverage		K6511
		Personnel Non-Life Insurance Coverage*		K6512
24.	Vehicle Insurance	Vehicle Insurance Coverage		K6512
25.	Office Building Insurance	Office Building Insurance Coverage		K6512
26.	Transport Equipment	Vehicles		G4510
		Motorbikes		G4540
		Ambulance		G4510
		Trailers		G4510
27.	Machinery & Other Equipment	Air Conditioners		G4759
		Water Dispenser		G4759
		Other Electrical Appliances*		G4759
28.	Furniture & Fixture	Office Furniture		G4659
		Home Furniture		G4759
29.	Laboratory Consumables	Laboratory Chemicals		G4669
		Laboratory Equipment		G4659
30.	Computers Supplies & ICT Services	Computers (Laptops/Desktop)		G4741
		Computers, Repairs and Maintenance Services		P9511
31.	Employees Identification Cards	Production of Employees' ID Cards		C1811
32.	Agricultural Supplies & Inputs	Seeds and Fertilizers		G4773
		Agricultural Tools		G4653
33.	Police Materials and Supplies	Police Uniforms		C1410
		Non-lethal Police Equipment		G4773

34.	Media, relations, Intelligence and Promotions	Print media services		J5813	
		Electronic media services		J5813	
35.	Text Books	Text Books		G4761	
36.	Education Materials and Services	Teaching Materials		G4761	
		Production/Printing of training materials		C1811	
37.	Tax Education	Printing of billboards		C1811	
		Hall Rental		L6810	
		Event Catering		I5621	
		Print media services		J5813	
39.	Carriage, Haulage, Freight and Transport Hire	Vehicle Rental		without driver	N7710
				with driver	
		Custom Broker clearing services		H5229	
		Electrical Appliances		G4759	
40.	Small Tools/Equipment and Household Materials	Tools		G4663	
		Household Utensils		G4759	
		Mattresses		G4759	
		Publication of IFB/REOI/IPQ		M7310	
41.	Advertising and Public Relations	Publication of general announcements		M7310	
		Security Guard Services		N8010	
42.	Guard and Security Services	Security Guard Services		N8010	
		Construction of Roads		F4210	
43.	Roads and Bridges	Construction of Bridges		F4210	
		Repairs & Maintenance Roads/Bridges		F4210	
	Roads and Bridges Maintenance	Building materials		G4663	
		Construction of residential buildings		F4100	
44.	Residential Building	Construction of computer hardware, telecommunication infrastructure		J6202	
		Network equipment		G4741	
		Software and licenses		G4651	
45.	ICT infrastructure, Hardware, Software, and Networks	Construction of computer hardware, telecommunication infrastructure		J6202	
		Network equipment		G4741	
		Software and licenses		G4651	

		Radio and audio equipment	G4649
		Data Communication Center	J6202
		ICT Equipment	G4651
		Website Hosting	J6311
46.	Workshop, conferences and symposium	Hall Rental	L6810
		Event Catering	I5621
		PA System rental	N7730
		Training Materials/Stationery	G4761
		Hotel Accommodation Services	I5510
47.	Audit Fees	Audit consultancy service	M6920
		Printing of audits reports	C1811
48.	Refuse Collection	Refuse/Garbage Collection	E3811
49.	Land	Purchase of Land	L6810
50.	Non –Residential Buildings	Construction of School	F4100
		Construction of Hospital	F4100
		Construction of Public Buildings	F4100
51.	Water and Sewage	Supply of Non-potable water	E3600
		Provision of Sewage Services	E3700
52.	Electricity	Supply of Electricity	D3510
		Petroleum Products	G4661
		Generators	G4659
53.	Jury Sequestration	Food stuffs	G4711
		Cleaning Materials	G4773
		Medical drugs	G4772
54.	Other Specialized Materials	Student Toys & Games	G4764
		Safety Gears	G4771
		Wearing Apparels	G4771
55.	Repair & Maintenance Motorbikes	Motorbikes Repairs & Maintenance Services	G4540
		Motorbikes Spare Parts	G4540

Note: Please note that this directory is not exhaustive, thus from time to time it will be updated to accommodate contract packages that are not captured in it for now. Also, it does not include contract packages that are peculiar to some procuring entities. The Compliance and Monitoring Division of the Commission will continue to work closely with those entities and provide the necessary technical assistance to ensure appropriate coding of any unique package not contained in this directory.

“Depicting The Relationship Between Budget Lines and Contract Packages”

It’s a known fact that not all budget lines can be duplicated into a contract package, thus by duplicating a budget line that can’t be executed as a contract package makes it difficult for public procurement activities to be done in an effective and efficient manner. To this end, budget lines that can’t be duplicated as contract packages should be treated as follows:

Treatment:

Budget lines:

- a. Telecommunication, Internet, Postage & Courier;
- b. Workshop, Conferences & Symposium;
- c. ICT infrastructure, Hardware, Software, and Networks;
- d. Celebration, commemoration and gifts;
- e. Entertainment representation and gifts

The above budget lines shouldn’t be captured in the annual procurement plan as prospective contract package because they are not objects of procurement, in that they have several procurable inputs conglomerated under them, thus in order to capture the procurable inputs of these budget lines in the procurement plan, the procurable inputs must first be fleshed out as indicated in the example below:

- o **Telecommunication, Internet, Postage & Courier-----US\$100, 000, 00.**

Procurable inputs:

- a. Scratch Cards-----US\$25,000.00
- b. Internet connectivity-----US\$20,000.00
- c. Caller user group services-----US\$25,000.00

- d. Postage Services-----US\$15,000.00
- e. Courier Services-----US\$15,000.00

Note: Only procurable items should be captured in the procurement plan, with accompanying explanatory notes provided in the explanatory notes matrix to state for example that the procurable item is from the budget line Telecommunication, Internet, Postage and Courier, and is intended to procure XYZ.

In a nutshell, unrelated contract packages being funded by one budget line should be treated as a single contract package.

Furthermore, related contract packages being funded by different budget lines should be aggregated into a single contract package in the procurement plan, so as to avoid split procurement and contract fragmentation.

For example, stationery and training materials to be procured from the budget line **'Workshop, Conferences and Symposium'** to facilitate workshops should be added to the contract package **'Stationery & Supplies'**, with an explanatory note provided in the explanatory notes matrix stating that **US\$XX** from the budget line **'Workshop, Conferences and Symposium'** for the procurement of **stationery and training materials for workshop** has been added to the **total appropriation** of **'Stationery & Supplies'**, thus increasing the estimated cost of the contract package from **US\$XXX** to **US\$XXX**.

Similarly, **'Food & Catering Services'** to be procured from the budget line **'Workshop, Conferences and Symposium'** to facilitate workshops should be added to the contract package **'Food & Catering Services'**, with an explanatory note provided in the explanatory notes matrix stating that **US\$XX** from the budget line **'Workshop, Conferences and Symposium'** for the procurement of **'Food & Catering Services'** for workshop has been added to the total appropriation for **'Food & Catering Services'**, thus increasing the estimated cost of the contract package from **US\$XXX** to **US\$XXX**.