



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/0437/'19

July 24, 2019

Hon. Trokon N. Roberts

DIRECTOR

Executive Protection Agency

Republic of Liberia

Dear Hon. Roberts:

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

We present our compliments and wish to acknowledge receipt of your letter dated June 27, 2019 which sought the approval of the Commission for the Executive Protection Agency SBA, Non SBA and 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>

Upon passage of the FY 2019/2020 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for EPS'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

Jargoe Roseline Nagbe Kowo (Atty).
CHIEF EXECUTIVE OFFICER

EXECUTIVE PROTECTION SERVICE
PROCUREMENT PLAN SBA
SOURCE OF FUNDING: GOL

Fiscal year: 2019/2020


1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
BASIC DATA								IMPLEMENTATION DATES									
LINE NO.	PACKAGE NUMBER (GDB)	CONTRACT PACKAGE	Business Activity Code (S)	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECIFICATIONS/DRAWINGS	PREP. OF BID DOCUMENT	PC BID APPROVAL - BID DOCUMENTS	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)	DELIVERABLES, INSPECTION (SBA COMPLIANCE)	
PLANNED	1	HEB NO. 1 PPS SB ANCB 001/19/20	Security Uniform	G4711	Assorted	\$30,000.00	NCB	6/14/19	6/21/19	6/28/19	7/5/19	8/1/19	8/8/19	8/15/19	8/22/19	N/A	6/15/20
UPDATE																	
ACTUAL	2	HEB No. 1 PPS R/O'S 3A 001 1920	Cleaning materials	G4773	Assorted	\$1,250.00	RFO	6/28/19	7/8/19	7/15/19	7/22/19	8/5/19	8/12/19	8/19/19	8/26/19	N/A	6/8/20
UPDATE																	
ACTUAL																	
SUB TOTAL					\$31,250.00												

Prepared by: 
Asst. Nelson N. Gborlay
Procurement Supervisor

Approved by: 
Hon. Frederick N. Roberts
Chairman Procurement Committee

Date: 16/07/19


Asst. Nelson N. Gborlay
July 22, 2019


R. Maybank
07/24/19

EXECUTIVE PROTECTION SERVICE
PROCUREMENT PLAN SBA
SOURCE OF FUNDING: GOL
FISCAL YEAR: 2019/2020

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
BASIC DATA								IMPLEMENTATION DATES									
LINE NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code(s)	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPEC/SBO Q/DRAWING	PREP OF BID DOCUMENT	PC APPROVAL - BID DOCUMENT SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION N/PUBLIC OPENING	SUBMISSION NO OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	
PLANNE D	3	HB NO EPS/SB A/RFO/002/19/20	Food stuff	G-4711	Assorted	\$ 8,250.00	RFO	6/28/19	7/8/19	7/15/19	7/23/19	8/6/19	8/13/19	8/20/19	9/27/19	N/A	6/8/20
UPDATE																	
ACTUAL																	
PLANNE D	4	HB NO EPS/SB A/SS/001/19/20	Internet Connectivity	J-6120	FIRM	\$ 7,368.00	SS	6/21/19	6/28/19	7/12/19	N/A	N/A	N/A	N/A	9/17/19	N/A	6/18/20
UPDATE																	
ACTUAL																	
PLANNE D	5	HB NO EPS/RFO/00 3/19/20	Stationery	G-4761	Assorted	\$ 5,000.00	RFO	6/28/19	7/8/19	7/18/19	7/22/19	8/5/19	8/12/19	8/19/19	8/26/19	N/A	6/8/20
UPDATE																	
ACTUAL																	
SUB TOTAL						\$ 20,618.00											

Prepared by:

S. Agt. Nelson N. Gborlay
Procurement Supervisor

Approved by:

Hon. Trokon N. Roberts
Chairman Procurement Committee

Date:

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July 22, 2019

R. D. Kwe
8/124/19

Fiscal year: 2019/2020

Prepared by:

Procurement Supervisor
Stacy Nelson N. Gborlay

Approved by:

Hon. Irakon N. Roberts
Chairman, Procurement Committee

Deleg:

16/07/19

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July 23, 2013

07/24/19

EXECUTIVE PROTECTION SERVICE
Procurement Plan: SBA
Explanatory Notes
Fiscal Year: 2019/2020

1	IFB NO.EPS/SBA/NCB/001/19/20	Security Uniforms	This package is intended to purchase security uniform for EPS employees within the entity assigned with the president of the Republic of Liberia.
2.	IFB NO. EPS/RFO/SBA/001/19/20	Cleaning Materials	This package is intended to procure the following items: such as, Napkins, facial tissues, dusting towel, liquid hand soap, air freshener, regular bleach, floor mop, soft broom, etc.
3.	IFB NO. EPS/SBA/RFO/002/19/20	Food Stuff	This contract package is funded from the budget line food and catering service which is intended to procure assorted food stuffs for EPS personnel accompanying the president of Liberia on domestic tour. Please note that we have our own caterers who are EPS

added
July 23, 2019


Maggie
07/24/19

			employees.
4.	IFBND. EPS/SBA/SS/001/19/20	Internet Connectivity	This contract is funded under the budget line telecommunication and internet, postage and courier which is intended to secure the service of LIBTELCO internet band wave to provide high speed internet for the entity.
5.	IFB ND. EPS/RFQ/003/19/20	Stationery	<p>This contract package is intended to procure the following items below:</p> <p>215mm x 356mm- 10 cartoon- legal paper.</p> <p>A4- Paper, 210mmx 297mm- 12cartoons.</p> <p>Brown envelope- A4- size- 1 cartoon.</p> <p>Manila folder, legal size- 4 cartoons.</p> <p>Manila folder, A4- Size – 4 cartoons.</p> <p>Staple machine, gel pens, ball point pens colors, genuine ink, toner cartridges. Etc.</p>

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July 22, 2019

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07/24/19

B. IFB NO. EPS/SBA/RFQ/004/19/20	Building Materials	This contract is funded from the budget line repairs and maintenance civil which is intended to procure building materials for renovation purpose. These materials include: Zinc, nail, locks, pipes, etc.
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Prepared by: 
 S/Agt. Nelson N. Gborlay
 Procurement Director

Approved by: 
 Hon. Trokon Roberts
 Chairman Procurement Committee/EPS

Date: 16/07/19

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 24/23, 2011

16/11/19
 07/24/19
 K. A. Roberts