

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/1377/'20

July 31, 2020

Hon. Trokon N. Roberts

DIRECTOR

Executive Protection Service

Republic of Liberia

Dear Hon. Roberts:

Subject: **PROVISIONAL APPROVAL OF DRAFT PROCUREMENT PLAN FOR FISCAL YEAR 2020/2021**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Executive Protection Service SBA, Non SBA and Consultancy Procurement Plans for FY 2020/2021 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 2020/2021 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 2020/2021 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 (2019/2020), for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for fiscal year 2020/2021.

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


Jargie Roseline Nagbe Kwao (Atty).
CHIEF EXECUTIVE OFFICER

Regulating and Monitoring Compliance with the Public Procurement And Concession Act of
Liberia

Fiscal year: 2020/2021

Date: 17072020

Hon. Tiron N. Roberts
Chairman, Procurement Committee



EXECUTIVE PROTECTION SERVICE
PROCUREMENT PLAN SBA
SOURCE OF FUNDING: GOL
FISCAL YEAR: 2020/2021

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	1
	ITE M NO.	BASIC DATA						IMPLEMENTATION DATES										
		PACKAGE NUMBER (COD?)	CONTRACT PACKAGE	Business Activity Code (s)	QTY	ESTIMATED COST (USD)	PROCURE MENT METHOD	TECHNICA L SPECS/BO Q/DRAWIN GS	PREP. OF BID DOCUMENT T	PC APPROVAL- BID DOC/TECH SPECS	BID INVITATIO N & RELEASE OF BID DOC	BID SUBMISSIO N/PUBLIC OPENING	SUBMISSIO N OF BID EVALUATIO N REPORT	PC APPROVAL - BID EVALUATI ON REPORT	CONTRA CT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZA TION)	DELIVE RY, INSPECT ION (SUBSTA NTIAL COMPLE TION)	
PLANNE D	3	IFB NO.EPS/SB A/RFQ/002/ 2021	Food stuff	G-4711	Assorte d	\$ 8,250.00	RFQ	6/16/20	6/19/20	6/26/20	6/30/20	7/30/20	8/7/20	8/13/20	8/31/20	N/A	6/16/21	6
UPDATE																		
ACTUAL																		
PLANNE D	4	IF NO.EPS/SB A/SS/001/20/ 21	Internet Connectivity	J-6120	1 FRIM	\$ 9,000.00	SS	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	6/16/21	6
UPDATE																		
ACTUAL																		
PLANNE D	5	IFB NO: EPS/RFQ/00 3/2021	Stationery	G-4761	Assorte d	\$ 10,000.00	RFQ	6/16/20	6/19/20	6/26/20	6/30/20	7/30/20	8/7/20	8/13/20	8/31/20	N/A	6/16/21	6
UPDATE																		
ACTUAL																		
		SUB TOTAL				\$ 27,250.00												

Prepared by: _____

S/Agt. Nelson N. Gborlray
Procurement Supervisor

Approved by: _____

Hon. Trokon N. Roberts
Chairman Procurement Committee

Date: 17/07/2020

Fiscal year: 2020/2021

Prepared by:

Approved by:

Date:

17/07/2

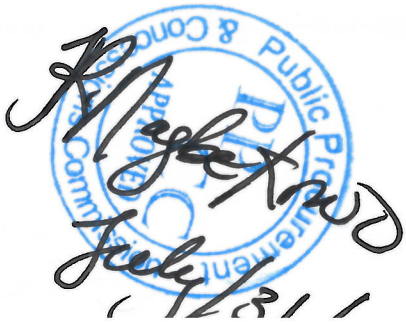
EXECUTIVE PROTECTION SERVICE

Procurement Plan: SBA

Explanatory Notes

Fiscal Year: 2020/2021

1	IFB NO. EPS/SBA/NCB/001/20/21	Security Uniforms	This package is intended to purchase security uniform for EPS employees within the entity to enhance uniformity
2.	IFB NO. EPS/RFOQ/SBA/001/20/21	Cleaning Materials	This package is intended to procure the following items: such as, Napkins, tissues, dust towel, liquid hand soap, air freshener, regular bleach, floor mop, soft broom, etc.
3.	IFB NO. EPS/SBA/RFOQ/002/20/21	Food Stuff	This contract package is funded from the budget line food Stuff 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 employees.
4.	IFBNO. EPS/SBA/SS/001/20/21	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 NO. EPS/RFQ/003/20/21	Stationery	This contract package is intended to procure the following items below: 215mm x 356mm- 10 cartoon- legal paper. A4- Paper, 210mmx 297mm- 12cartoons. Brown envelope- A4- size- 1 cartoon. Manila folder, legal size- 4 cartoons. Manila folder, A4- Size – 4 cartoons Staple machine, gel pens, ball point pens colors, genuine ink, toner




			cartridges. Etc.
6.	IFB NO. EPS/SBA/RFQ/004/20/21-	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, Cement, Electrical , nail, locks, pipes, Plumbing, etc.
7.	IFB NO.EPS/SBA/RFQ/004/20/21	Spare Parts(Generators)	This contract is funded from the budget line repair and maintenance Generators which is intended to purchase spare parts for the entity's 165 KVA generator. Please note: the entity has in-service staffs who are trained for servicing its generator.

Prepared by: 

S/Agt. Nelson N. Gborlay
Procurement Director

Approved by: 

Hon. Trokon Roberts
Chairman Procurement Committee/EPS

07/16/2020



Date: 17/10/2020

