

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/0427/'19

July 24, 2019

Hon. Foday G. Kiazolu

DEPUTY AUDITOR GENERAL

General Auditing Commission

Republic of Liberia

Dear Hon. Kiazolu:

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 July 3, 2019 which sought the approval of the Commission for the General Auditing Commission SBA and Non SBA 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 GAC'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

Jargbe Roseline Nagbe Kowo (Atty).
CHIEF EXECUTIVE OFFICER

GENERAL AUDITING COMMISSION
PROCUREMENT PLAN (SBA)
SOURCE OF FUND: GoL
FISCAL YEAR 2019/2020

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
|------------|----------|--------------------------------|--|------------------------|----------------------|----------------------|--------------------|-------------------------------|-----------------------|--------------------------------------|-------------------------------------|--------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------------|---|----------------------------|
| BASIC DATA | | | | | | | | | | | | | | | | | | |
| | ITEM NO. | PACKAGE NUMBER (CODE) | CONTRACT PACKAGE | BUSINESS ACTIVITY CODE | QTY | ESTIMATED COST (USD) | PROCUREMENT METHOD | TECHNICAL SPECS/BOQS/DRAWINGS | PREP. OF BID DOCUMENT | PC BID APPROVAL - BID DOC/TECH SPECS | 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) | DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION) | ACCEPTANCE & FINAL PAYMENT |
| PLANNED | 1 | IFB No. GAC/SBA/RB/00 1/19/20 | PETROLEUM PRODUCTS (DIESEL & GASOLINE) | G4661 | 121,70 9.72 GALLO NS | 450,326 | RB | 3/22/19 | 4/8/19 | 4/16/19 | 7/22/19 | 8/19/19 | 8/26/19 | 9/2/19 | 9/6/19 | N/A | 6/30/20 | 6/30/20 |
| UPDATE | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | |
| PLANNED | 2 | IFB No. GAC/SBA/NCB/0 01/19/20 | STATIONERY | G4761 | ASSORTED | 482,466 | NCB | 3/26/19 | 4/5/19 | 4/12/19 | 7/22/19 | 8/16/19 | 8/23/19 | 8/30/19 | 9/6/19 | N/A | 6/30/20 | 6/30/20 |
| UPDATE | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | |
| PLANNED | 3 | IFB No. GAC/SBA/RFQ/0 01/19/20 | NEWSPAPERS | G4761 | ASORTED | 480.00 | RFQ | 3/29/19 | 4/5/19 | 4/11/19 | 7/22/19 | 7/29/19 | 8/2/19 | 8/9/19 | 8/16/19 | N/A | 6/30/20 | 6/30/20 |
| UPDATE | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | |
| SUB TOTAL | | | | | | | | | | | | | | US 933,272 | | | | |

Signed: 
Musa C. Kamara
Officer-in-Charge, Procurement Unit

Date: 7/3/19


Approved: 
Foday G. Kiazolu, FCCA
Chairman, Procurement Committee

Date: 3/2/2019

Provisional
Approved
07/24/19

GENERAL AUDITING COMMISSION
PROCUREMENT PLAN (SBA)
SOURCE OF FUND: 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 | | | | | | | | | | | |
| | ITEM NO | PACKAGE NUMBER (CODE) | CONTRACT PACKAGE | BUSINESS ACTIVITY CODE | QTY | ESTIMATED COST (USD) | PROCUREMENT METHOD | TECHNICAL SPECS/BOQ/DRAWINGS | PREP. OF BID DOCUMENT | PC APPROVAL - BID DOC/TECH SPECS | 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) | DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION) | ACCEPTANCE & FINAL PAYMENT |
| PLANNED | 4 | IFB No: GAC/SBA/NCB/002/1 9/20 | DRIVERS & SECURITY'S UNIFORMS | G4771 | 1 FIRM | 29,980.00 | NCB | 3/12/19 | 3/20/19 | 3/29/19 | 7/22/19 | 8/23/19 | 8/30/19 | 9/6/19 | 9/13/19 | N/A | 6/25/19 | 6/30/20 |
| UPDATE | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | |
| PLANNED | 5 | IFB No. GAC/SBA/RFQ/002/1 9/20 | Publication of IFB/REOI/IPQ | M7310 | | \$1,280.00 | RFQ | 4/8/19 | 4/16/19 | 4/22/19 | 7/22/19 | 7/29/19 | 8/2/19 | 8/9/19 | 8/16/19 | N/A | 6/30/20 | 6/30/20 |
| UPDATE | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | |
| PLANNED | 6 | IFB No: GAC/SBA/NCB/003/1 9/20 | Repairs & Maintenance of Non-Residential Building | F4100 | 1 FIRM | 30,000 | NCB | 3/22/19 | 4/8/19 | 4/16/19 | 7/22/19 | 8/19/19 | 8/26/19 | 9/2/19 | 9/6/19 | N/A | 6/30/20 | 6/30/20 |
| UPDATE | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | |
| SUB TOTAL | | | | | | US \$61,260 | | | | | | | | | | | | |

Signed: 
Musa C. Kamara
Officer-in-Charge, Procurement Unit

Date: 7/3/19

Approved: 
Foday G. Kiazolu, FCCA
Chairman, Procurement Committee

Date: 3/7/2019
3/7/2019
07/24/19

Provisional

**SOURCE OF FUND: COL
FISCAL YEAR 2019/2020**

[illegible]

Signed: _____
Musa C. Kamara
Officer-in-Charge, Procurement Unit

Date: 7/3/19

Approved: 
Foday G. Kiazolu, FCCA
Chairman, Procurement Committee

Date:

Provised
3/2/15
R. Alexander
07/24/15

GENERAL AUDITING COMMISSION
PROCUREMENT PLAN (SBA)
SOURCE OF FUND: GoL
FISCAL YEAR 2019/2020

| No. | CONTRACT PACKAGE CODE | CONTRACT PACKAGE | DESCRIPTION OF CONTRACT PACKAGE |
|-----|----------------------------------|--|---|
| 1 | IFB No. GAC/SBA/RB/001/19/20 | PETROLEUM PRODUCTS (DIESEL & GASOLINE) | The cost of US \$450,326.00 is derived from the budget line item Fuel and Lubricants for Vehicles, Generator, and Operations under Administration and Management and Audit Service as indicated in GAC's Proposed Budget FY 2019/2020. The procurement of this contract package is intended to cover costs of diesels and gasoline for GAC. |
| 2 | IFB No. GAC/SBA/NCB/001/19/20 | STATIONERY | The cost of US \$482,466.00 is derived from the budget line item Stationery under Administration and Management and Audit Service as indicated in GAC's Proposed Budget FY 2019/2020. The procurement of this contract package is intended to cover costs of stationery materials for GAC. |
| 3 | IFB No. GAC/SBA/RFO/001/19/20 | NEWSPAPERS | The cost of US \$480.00 is derived from the budget line item Newspapers, Books, and Periodicals under Administration and Management as indicated in GAC's Proposed Budget FY 2019/2020. The procurement of this contract package is intended to purchase Newspapers for GAC. |
| 4 | IFB No: GAC/SBA/NCB/002/19/20 | DRIVERS & SECURITY'S UNIFORMS | The cost of US \$29,980.00 is derived from the budget line item Uniforms and Specialized Clothing under Administration and Management as indicated in GAC's Proposed Budget FY 2019/2020. The procurement of this contract package is intended to purchase uniforms for Drivers, Securities, Mechanics, and Janitors of the GAC. We have decided to combine drivers and security uniforms because it is possible to high a company that produces both uniforms. It is a matter of design and style. Hence, we did not separate them into two contract packages as suggested by the PPCC brake down of contract packages. Also, both drivers and security uniforms have the same business activity code. There is no need to separate them. |
| 5 | IFB No. GAC/SBA/RFO/002/19/20 | PUBLICATION OF IFB/REOI/IPQ | The cost of US \$1,280.00 is derived from the budget line item Advertising and Public Relations under Administration and Management as indicated in GAC's Proposed Budget FY 2019/2020. The procurement of this contract package is intended to cover costs associated with advertising of invitation for bids, REOI during the procurement processes. |
| 6 | IFB No: GAC/SBA/NCB/003/19/20 | REPAIRS & MAINTENANCE OF NON-RESIDENTIAL BUILDING | The cost of US \$30,000.00 is derived from the budget line item Repair and Maintenance - Civil under Administration and Management as indicated in GAC's Proposed Budget FY 2019/2020. The procurement of this contract package is intended to cover costs associated with hiring a Liberian firm engaged in providing repair and maintenance services for non-residential buildings. |
| 7 | IFB No. GAC/SBA/NCB/004/19/20 | COMPUTERS, REPAIRS AND MAINTENANCE SERVICES | The cost of US \$11,590.00 is derived from the budget line item Repairs and Maintenance of Computer Hardware and Repair and Maintenance - ICT Equipment , both under Administration and Management as indicated in GAC's Proposed Budget FY 2019/2020. The procurement of the contract package is intended to cover cost of repairs and maintenance of laptops, desktops and other ICT related equipment by outside party. |
| 8 | IFB No. GAC/SBA/RFO/003/19/20 | ICT PROFESSIONAL SERVICES | The cost of US \$4,600.00 is derived from the budget line item ICT Professional Services under Administration and Management as indicated in GAC's Proposed Budget FY 2019/2020. The procurement of the contract package is intended to cover cost of deploying Microsoft Office 360 training staff about its usage. |
| 9 | IFB No. GAC/SBA/RFO/004/19/20 | PRINTING MATERIALS | The cost of US \$9,625.00 is derived from the budget line item Printing, Binding and Publication under Administration and Management as indicated in GAC's Proposed Budget FY 2019/2020. The procurement of the contract package is intended to cover cost of printing materials. |
| 10 | IFB No. GAC/SBA/SS/001/19/20 | SUPPLY OF ELECTRICITY | The cost of \$120,000.00 is derived from the budget line item Electricity under Administration and Management as indicated in the GAC's proposed Budget FY 2019/2020. The procurement of this contract package is intended to procure electricity for the GAC from the Liberia |

Provided
Alfred Kande
07/24

