



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/110/'23

March 7, 2023

Hon. Elizabeth W. Dorkin
CHAIR PROCUREMENT COMMITTEE
Governance Commission
Republic of Liberia

Dear Hon. Dorkin:

Subject: **PROVISIONAL APPROVAL OF THE GOVERNANCE COMMISSION PROCUREMENT PLAN FOR FISCAL YEAR 2023.**

We present our compliments and acknowledge receipt of your letter which sought the Commission's approval of the Governance Commission Procurement Plan for FY 2023 in accordance with **Section 40(3)** of the PPC Act. The Commission hereby informs 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 notification of this information in the tender document for your guidance, the Commission has produced a short note explaining the process for framework agreements and advance procurement which you can download at **<http://ppcc.gov.lr/vr/index.php/documents>**.

Upon the passage of the National Budget 2023, you are required to submit a revised/updated procurement plan, details budget for the GC's **allocation** in the approved budget, Cash plan, names and positions of the Procurement Committee members for FY 2023 and staff of the Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the just ended FY 2022 for stated submission will serve as a precursor for the Commission granting you final approval of your recurrent procurement plan for fiscal year 2023.

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.

Yours sincerely,


Jargbe Rosaline Nagbe Kowo (Chlr.)
CHIEF EXECUTIVE OFFICER

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

GOVERNANCE COMMISSION
PROCUREMENT PLAN (SBA-PROCUREMENT PLAN)
SOURCE OF FUNDING: GOVERNMENT OF LIBERIA (GOL)
BUDGET PERIOD: 2023

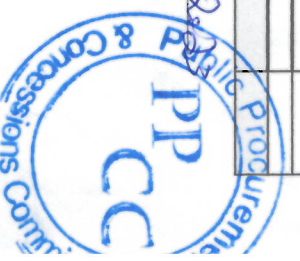
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BASIC DATA							IMPLEMENTATION DATES													
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ /DRAWING \$	PREP. OF BID DOCUMENT	PC APPROVAL- BID DOCTECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION N/PUBLIC OPENING	SUBMISSION N OF BID EVALUATION REPORT	PC APPROVAL- BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS		
PLANNED	IFB No. GC/SBA/RB/001/2023	Petroleum Products	G4661	\$17,860 @ 5.50=\$3,247 Gallons	\$17,860.00	RB	2/14/2023	2/21/2023	2/28/2023	3/7/2023	4/4/2023	4/18/2023	4/25/2023	5/9/2023	N/A	12/1/2023	12/20/2023			
UPDATE																				
ACTUAL																				
PLANNED	IFB No. GC/SBA/RFQ/02/01/2023	Building materials	G4663	Assorted	\$5,000.00	RFQ	2/14/2023	2/21/2023	2/28/2023	3/7/2023	4/4/2023	4/18/2023	4/25/2023	5/9/2023	N/A	12/1/2023	12/20/2023			
UPDATE																				
ACTUAL																				
PLANNED	IFB No. GC/SBA/RFQ/03/02/2023	Stationary	G4761	Assorted	\$2,500.00	RFQ	2/14/2023	2/21/2023	2/28/2023	3/7/2023	3/21/2023	4/4/2023	4/11/2023	4/25/2023	N/A	12/1/2023	12/20/2023			
UPDATE																				
ACTUAL																				
PLANNED	IFB No. GC/SBA/RFQ/04/03/2023	Advertising and Publication	J5813	3 Firms	\$5,000.00	RFQ	2/14/2023	2/21/2023	2/28/2023	3/7/2023	3/21/2023	4/4/2023	4/11/2023	4/25/2023	N/A	12/1/2023	12/20/2023			
UPDATE																				
ACTUAL																				
PLANNED	IFB No. GC/SBA/RFQ/05/04/2023	Vehicle Insurance	K6512	1 Firm	\$2,500.00	RFQ	2/14/2023	2/21/2023	2/28/2023	3/7/2023	3/21/2023	4/4/2023	4/11/2023	4/25/2023	N/A	12/1/2023	12/20/2023			
UPDATE																				
ACTUAL																				
Planned Subtotal					\$32,860.00															

Prepared by: 
Vamey A. Kromah
PROCUREMENT DIRECTOR

Date: 2/15/2023

Approved by: 
Elizabeth W. Dorkin-Dossen
CHAIR, PROCUREMENT COMMITTEE

Date: 2/15/2023



3/16/23

GOVERNANCE COMMISSION
PROCUREMENT PLAN (SBA-PROCUREMENT PLAN)
SOURCE OF FUNDING: GOVERNMENT OF LIBERIA (GoL)
BUDGET PERIOD: 2023

BASIC DATA										IMPLEMENTATION DATES									
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECIFICATIONS DRAWING	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOCTECH 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 & FINAL COMPLETION	ACCEPTANCE & FINAL PAYMENT	REMARKS	
UPDATE																			
ACTUAL																			
PLANNED	IFB No. GC/SBA/RFQ/0 7 06/2023	Scratch Card	J6190	\$600.00 packs @ 5.00	\$3,000.00	RFQ	2/14/2023	2/21/2023	2/28/2023	3/7/2023	3/21/2023	4/4/2023	4/11/2023	4/25/2023	N/A	12/1/2023	12/20/2023		
UPDATE																			
ACTUAL																			
PLANNED	IFB No. GC/SBA/RFQ/0 8 07/2023	Catering Services	H5621	1 Firm	\$8,000.00	RFQ	2/14/2023	2/21/2023	2/28/2023	3/7/2023	3/21/2023	4/4/2023	4/11/2023	4/25/2023	N/A	12/1/2023	12/20/2023		
UPDATE																			
ACTUAL																			
PLANNED	IFB No. GC/SBA/RFQ/0 9 08/2023	Repair & Maintenance of Computer hardware	P9511	1 Firm	\$2,500.00	RFQ	2/14/2023	2/21/2023	2/28/2023	3/7/2023	3/21/2023	4/4/2023	4/11/2023	4/25/2023	N/A	12/1/2023	12/20/2023		
UPDATE																			
ACTUAL																			
Subtotal					\$13,500.00														
GRAND TOTAL					\$46,360.00														

Prepared by: 
Varney A. Kromah
PROCUREMENT DIRECTOR

Date: 2/15/2023



Approved by: 
Elizabeth W. Dorkin-Dossen
CHAIR, PROCUREMENT COMMITTEE

Date: 2/15/2023

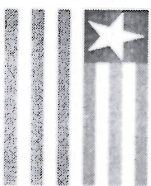


2/3/2023
2/16/23

March 7/2023



REPUBLIC OF LIBERIA
GOVERNANCE COMMISSION



P. O. BOX 1757
9th Street, Sinkor
Monrovia, Liberia

www.governancecommissionlr.org

SBA Procurement Plan Explanatory Note

FY: 2023

Item No.	Contract Package Code	Contract Package	Content of Contract Package
SBA Procurement Plan Explanatory Note			
1	IFB No. GC/SBA/RB/001/2023	Petroleum Product	This Contract package is intended to procure 3,247 US Gallons petroleum product @ 5.50
2	IFB No. GC/SBA/RFQ/001/2023	Building Materials	This Contract Package is intended to procure the Services of one firm or entity to repair & Maintain the GC's Building (office) i. Paints (Oil & Water) ii. Brushes iii. Zinc iv. Nails v. Ceiling Tiles vi. Commode vii. Pipes



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3/6/23

WSEH
March 14, 2023

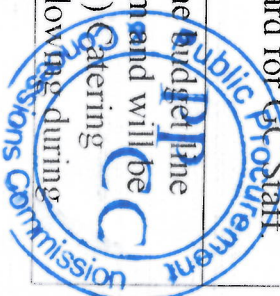
WSEH
March 14, 2023



3	IFB No. GC/SBA/RFO/002/2023	Stationery	This Contract package is intended to procure the below listed Stationary items. i. A4 Sheet -----30 Cartons ii. Legal Sheet-----5 Cartons iii. A4 Manila Folders-5 packs iv. Stick on Pad-----20 Packs v. Note Pad-----6 Dozen vi. Ball Pens-----10 Packs vii. Staple Machine L/S-----6 Pieces viii. Staple Machine S/S-----6 Pieces ix. Staple Pin L/S-----10 Packs x. Staple Pin S/S-----15 Packs
4	IFB No. GC/SBA/RFO/003/2023	Advertising and Publication	This Contract Package will be used to procure the services of three firms / institutions that will publish information or documents, as well as pay media practitioners or outlets for covering programs for the Commission.
5	IFB No. GC/SBA/RFO/004/2023	Vehicle Insurance	This Contract package is intended to procure the services of one Firm to provide a third party Vehicle Insurance for one year.
6	IFB No. GC/SBA/RFO/006/2023	Scratch Card	This Contract Package will be used to procure 600 packs @ \$5.00 of Communication Card for GC Staff.
7	IFB No. GC/SBA/RFO/007/2023	Event Catering	This Contract Package comes from the Budget Line Workshops, Seminars and Symposium and will be used to procure the services of one (1) Catering Company or Entity to provide the following during

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Handwritten signature and date: March 1, 2023

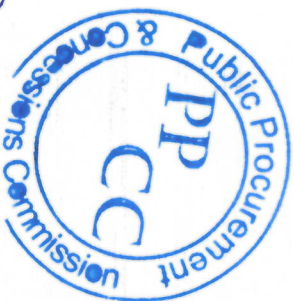


			meeting or workshop. i. Food ii. Soft Drinks iii. Bottles of Water
8	IFB No. GC/SBA/RFO/008/2023	Repair & Maintenance of Computer hardware	This Contract package will be used to procure the services of a firm to repair the below items: i. Laptop computer ii. Desktop Computer iii. Printer
9	N/A	Office Least / Rental	This Contract Package will be used to pay the yearly Rent/ Least for GC's Office Building: (Cost: US \$50,000.00)

Prepared by: *[Signature]*
Varney A. Kromah
PROCUREMENT OFFICER

Date: 2/15/2023
Approved by: *[Signature]*
Elizabeth W. Dorkin
CHAIR PC

Date: 2/15/2023



[Signature]
March 7, 2023