

Republic of Liberia  
**Public Procurement & Concessions Commission**

Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Website: [www.ppcc.gov.lr](http://www.ppcc.gov.lr) | Email: [info@ppcc.gov.lr](mailto:info@ppcc.gov.lr) | Phone Short Code: 4357

Ref: PPCC/RL/CEO/1611/'20

November 16, 2020

Hon. Elizabeth Dorkin  
**COMMISSIONER**  
Governance Commission  
Republic of Liberia

Dear Hon. Dorkin:

Subject: **RECEIPT AND APPROVAL OF SBA AND NON SBA 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 Governance Commission (GC) SBA and Non SBA Procurement Plan (*Goods and Services*) for Fiscal Year 2020/2021 in accordance with **Section 40 (3)** of the PPCA, 2010. The Commission, however, wishes to inform you that your Procurement Plan has been duly forwarded to the Ministry of Finance and Development Planning (MFDP), and that the MFDP will process allotments in keeping with the approved Procurement Plans.

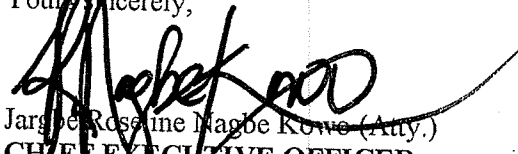
The Commission counsels that you observe Section 40(5) of the PPCA, 2010 which states "each Procuring Entity, shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in its plan. An updated procurement plan shall accompany said notice to the Commission.

Please note that an approval of a method on the procurement plan is deemed as the Commission's full approval and as such a Procuring Entity will not be required to again request the use of said approved method.

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.

Best regards.

Yours sincerely,

  
Jargbe Roseanne Magbe Rowe (Any.)  
**CHIEF EXECUTIVE OFFICER**

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

FY: 2020/2021

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code	QTY	ESTIMATED COST (USD)	PROCURE MENT METHOD	TECHNICAL SPECS/BOQ/ DRAWINGS	PREP. OF BID DOCUMENT	IMPLEMENTATION DATES									
										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 (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	
PLANNED		IFB No. GC/SBA/NCB/0	Security Guard Services	N8010	1 Firm	\$21,000.00	NCB	10/30/2020	11/6/2020	11/13/2020	11/20/2020	12/18/2020	1/1/2021	1/8/2021	1/22/2021	N/A		6/23/2021	6/30/2021
UPDATE																			
ACTUAL																			
PLANNED		IFB No. GC/SBA/RFQ/0	Stationery	G4761	Assorted	\$2,000.00	RFQ	10/30/2020	11/6/2020	11/13/2020	11/20/2020	12/4/2020	12/18/2020	12/25/2020	1/8/2021	N/A		12/14/2020	12/21/2020
UPDATE																			
ACTUAL																			
PLANNED		IFB No. GC/SBA/RFQ/0	Petroleum Products	G4661	2,263 Gallons @ \$3.60	\$8,147.00	RFQ	10/30/2020	11/6/2020	11/13/2020	11/20/2020	12/4/2020	12/18/2020	12/25/2020	1/8/2021	N/A		12/14/2020	12/21/2020
UPDATE																			
ACTUAL																			
PLANNED		IFB No. GC/SBA/RFQ/0	Event Catering	I5621	1 Firm	\$1,000.00	RFQ	10/30/2020	11/6/2020	11/13/2020	11/20/2020	12/4/2020	12/18/2020	12/25/2020	1/8/2021	N/A		12/14/2020	12/21/2020
UPDATE																			
ACTUAL																			
PLANNED		IFB No. GC/SBA/RFQ/0	Printing	C1811	1 Firm	\$1,206.00	RFQ	10/30/2020	11/6/2020	11/13/2020	11/20/2020	12/4/2020	12/18/2020	12/25/2020	1/8/2021	N/A		12/14/2020	12/21/2020
UPDATE																			
ACTUAL																			
PLANNED		IFB No. GC/SBA/RFQ/0	Advertising and Publication	J5813	3 Firms	\$1,000.00	RFQ	10/30/2020	11/6/2020	11/13/2020	11/20/2020	12/4/2020	12/18/2020	12/25/2020	1/8/2021	N/A		12/14/2020	12/21/2020
UPDATE																			
ACTUAL																			
	TOTAL					\$34,353.00													


Prepared by:   
Quoquoi Z. Gayflor  
PROCUREMENT DIRECTOR

Date: 11/12/2020

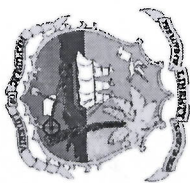
Approved by:   
Elizabeth Derkin  
COMMISSIONER / CHAIRMAN  
ACTING CHAIR PROCUREMENT COMMITTEE

Date: 11/12/2020



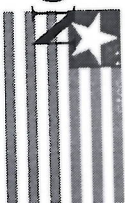
  
10/20/2020





REPUBLIC OF LIBERIA

# GOVERNANCE COMMISSION



P. O. BOX 1757

9<sup>th</sup> Street, Sinkor

Monrovia, Liberia

[www.governancecommissionlr.org](http://www.governancecommissionlr.org)

## Core Budget SBA Procurement Plan Explanatory Note

Fiscal Year: 2020/2021

Item No.	Contract Package Code	Contract Package	Content of Contract Package
<b>SBA Procurement Plan Explanatory Note</b>			
1	IFB No. GC/SBA/NCB/001/2020/2021	Security Guard Services	This Contract package is intended to procure the services of one Firm to provide Security Services for the Commission.
2	IFB No. GC/SBA/RFQ/001/2020/2021	Stationery	This Contract Package is intended to procure the below listed Stationery items/materials. i. A4 Sheet -----25 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

Prepared by:

*[Signature]*

Date: 11/12/2020

Approved by:

*[Signature]*

Date:

11/12/2020

Quoquoi Z. Gayflor

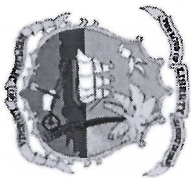
PROCUREMENT DIRECTOR

Elizabeth Dorkin

ACTING CHAIR PC



*[Signature]*  
Nov 16, 2020



REPUBLIC OF LIBERIA  
GOVERNANCE COMMISSION



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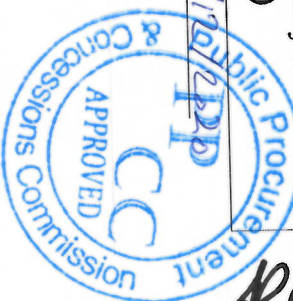
3	IFB No. GC/SBA/RFQ/002/2020/2021	Petroleum Products	This Contract Package will be used to procure 2,263 Gallons of diesel @ \$3.60
4	IFB No. GC/SBA/RFQ/003/2020/2021	Event Catering	This Contract Package comes from the budget line Workshops, Seminars and Symposium and will be used to Procure the Services of one (1) Catering Company or Entity to provide the following during meeting or workshop. i. Food ii. Soft Drinks iii. Bottles of Water
5	IFB No. GC/SBA/RFQ/004/2020/2021	Printing	This Contract Package will be used to procure the Services of one (1) printing firm or service provider to print the Commission's documents (booklets, banners, flyers, ect.)
6	IFB No. GC/SBA/RFQ/005/2020/2021	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.
7	N/A	Office Lease/Rental	This Contract Package will be used to pay the yearly Rent/Lease for GC's Office Building: (Cost: US \$50,000.00)

Prepared by: [Signature]  
Quoquoi Z. Gayflor

Date: 11/12/2020

Approved by: [Signature]  
Elizabeth Dorkin

Date: 11/12/2020



[Signature]  
Nov/16/2020