



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/311/'21

August 17, 2021

Hon. Elizabeth Dorkin
ACTING CHAIR/PROCUREMENT COMMITTEE
Governance Commission
Monrovia, Liberia

Dear Hon. Dorkin:

Subject: **PROVISIONAL APPROVAL OF DRAFT PROCUREMENT PLAN FOR SPECIAL BUDGET YEAR 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 Plans for FY 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 National Special Budget 2021, you are required to submit a revised/updated procurement plan, detailed budget for **GC's** allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for Budget Year 2021 and staff of your Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the just ended FY 2020/2021, for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for the Special Budget Year 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


Jargba Roseline Nagbe Kowo (Atty).
CHIEF EXECUTIVE OFFICER


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


GOVERNANCE COMMISSION
DRAFT PROCUREMENT PLAN (CORE BUDGET - SBA)
 Source of funding: GOVERNMENT OF LIBERIA (GoL)
 Special Budget Period: July 1 - December 31, 2021

BASIC DATA																	IMPLEMENTATION DATES									
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QUANTITY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/DRAWINGS	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 L - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION & ACCEPTANCE & FINAL PAYMENT										
PLANNED	1	IFB No. GC/SBA/RFO/001/2021	Petroleum Products	1/35.39 US Gallons Diesel @ \$3.63 & 497.14 Gallons Gasoline @ \$3.57	\$4,437.00	RFQ	7/28/2021	8/4/2021	8/11/2021	8/18/2021	9/1/2021	9/8/2021	9/15/2021	9/29/2021	N/A	12/1/2021	12/15/2021									
UPDATE																										
ACTUAL																										
PLANNED	2	IFB No. GC/SS/001/2021	Internet Subscription	1 Firm	\$4,000.00	SS	7/28/2021	8/4/2021	8/11/2021	8/18/2021	9/1/2021	9/8/2021	9/15/2021	9/29/2021	N/A	12/1/2021	12/15/2021									
UPDATE																										
ACTUAL																										
PLANNED	3	IFB No. GC/SBA/RFO/002/2021	Stationery / Materials	Assorted	\$2,000.00	RFQ	7/28/2021	8/4/2021	8/11/2021	8/18/2021	9/1/2021	9/8/2021	9/15/2021	9/29/2021	N/A	12/1/2021	12/15/2021									
UPDATE																										
ACTUAL																										
PLANNED	4	IFB No. GC/SBA/RFO/003/2021	Repair & Maintenance - Machinery	1 Firm	\$2,500.00	RFQ	7/28/2021	8/4/2021	8/11/2021	8/18/2021	9/1/2021	9/8/2021	9/15/2021	9/29/2021	N/A	12/1/2021	12/15/2021									
UPDATE																										
ACTUAL																										
PLANNED	5	GC/SBA/RFO/004/2021	Event Catering	1 Firm	\$3,000.00	RFQ	7/28/2021	8/4/2021	8/11/2021	8/18/2021	9/1/2021	9/8/2021	9/15/2021	9/29/2021	N/A	12/1/2021	12/15/2021									
UPDATE																										
ACTUAL																										
PLANNED	6	IFB No. GC/SBA/RFO/005/2021	Building Repairs & Maintenance	1 Firm	\$1,800.00	RFQ	7/29/2021	8/5/2021	8/12/2021	8/19/2021	9/2/2021	9/9/2021	9/16/2021	9/30/2021	N/A	12/1/2021	12/15/2021									
UPDATE																										
ACTUAL																										
PLANNED	7	IFB No. GC/SBA/RFO/006/2021	Advertising and Public Relations	3 Firms	\$1,500.00	RFQ	7/29/2021	8/5/2021	8/12/2021	8/19/2021	9/2/2021	9/9/2021	9/16/2021	9/30/2021	N/A	12/1/2021	12/15/2021									
UPDATE																										
ACTUAL																										
Grand Total					\$19,237.00																					

Prepared by: 

Date: Aug 9, 2021

Approved by: 

Quoted by: 

Procurement

Procurement

Prepared by: Quoquai Z. Gayther
 Date: Aug 9, 2021
 PROCUREMENT DIRECTOR

Approved by: Elizabeth W. Dorkin
 Date: 8/9/2021
 ACTING CHAIR PROCUREMENT COMMITTEE

8/17/21

8/17/21





REPUBLIC OF LIBERIA

GOVERNANCE COMMISSION

P. O. BOX 1757

9th Street, Sinkor, Tubman Boulevard
Monrovia, Liberia

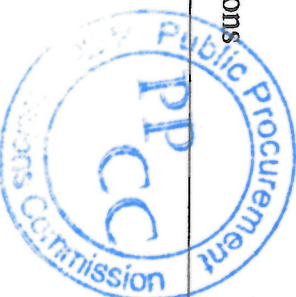
www.governancecommissionlr.org



Core Budget SBA Procurement Plan Explanatory Note
Special Budget Year: July 1 – December 31, 2021


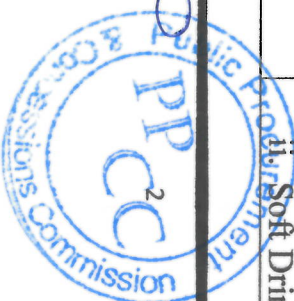

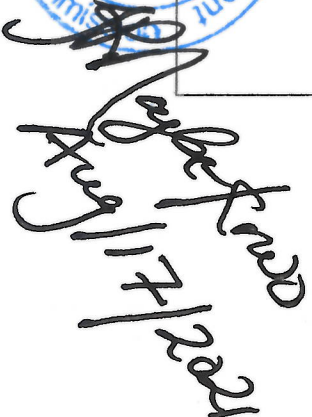
Item No.	Contract Package Code	Contract Package	Content of Contract Package
SBA Procurement Plan Explanatory Note			
1	IFB No. GC/SBA/RFQ/001/2021	Petroleum Products	This contract package will be used to procure 733.49 US gallons of diesel @ \$3.63 and 497.14 US gallons of gasoline @ \$3.57 (Total: 1,230.53 Gallons)
2	IFB No. GC/SS/001/2021	Internet Subscription	This contract package comes from the budget line "Internet Provider Services" and will be used to sole source the services of LIBTELCO to provide internet services to the Commission. LIBTELCO is a "State Owned Enterprise" and GC intends to procure its services. This will help to make the operations of LIBTELCO effective as it will increase its revenue.
3	IFB No. GC/SBA/RFQ/002/2021	Stationery	This Contract Package is intended to procure the below listed Stationery items/materials. 1. PPCC A4 Sheet -----25 Cartons

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			ii. Legal Sheet-----5 Cartons iii. A4 Manila Folders-----5 packs iv. Stick on Pad-----20 Packs v. Note Pad-----6 Dozen i. Ball Pens-----10 Packs ii. Staple Machine L/S-----6 Pieces iii. Staple Machine S/S-----6 Pieces iv. Staple Pin L/S-----10 Packs Staple Pin S/S-----15
4	IFB No. GC/SBA/RFQ/003/2021	Repair & Maintenance - Machinery	This contract package comes from the budget line "repairs & maintenance – machinery , equipment" and will be used to procure the services of a firm or entity to repair the Commission's air conditioners (24,000 BTU and 12,000 BTU)
5	IFB No. GC/SBA/RFQ/004/2021	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


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			iii. Bottles of Water
6	B No. GC/SBA/RFQ/005/2021	Building Repairs and Maintenance	This contract package will be used to procure the services of a firm to repair and maintain the Commission's Office Building.
7	IFB No. GC/SBA/RFQ/006/2021	Advertising and Public Relations	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.

Prepared by:  Date: Aug 9, 2021
 Quoquoi Z. Gayflor
 PROCUREMENT DIRECTOR

Approved by:  Date: 8/9/2021
 Elizabeth Dorkin
 ACTING CHAIR PC

