



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/1063/'20**

March 2, 2020

Dr. Syrulwa Somah, PhD

PRESIDENT

Harbel College

Republic of Liberia

Dear Dr. Somah:

Subject: **RECEIPT AND APPROVAL OF SBA, CORE AND CONSULTANCY
PROCUREMENT PLAN FOR FISCAL YEAR 2019/2020**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Harbel College SBA, Core and Consultancy 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 Procurement Plan has been 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 advises that you observe **Section 40** (5) of the PPCA, 2010 which states that a Procuring Entity shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plan. The Commission and the Ministry responsible for Finance should be notified in writing of any material changes in the procurement plan and be provided with a copy of the updated procurement plan. 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.

Kind regards,


Jargbe Roseline Nagbe Kowo (Atty).
CHIEF EXECUTIVE OFFICER

Habel College (HARCO)
Annual Procurement Plan (SBA Core Budget)
Source of Funding: Government of Liberia
Fiscal Year 2019/2020

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
BASIC DATA																		
ITEM NO	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECIFICATIONS/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 - BID EVALUATION	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION & SUBSTANTIAL	ACCREDITED E & S PAY	
Planned	1	IFB No/HARCO/SBA/NCB/001/19/20	Classroom Furniture	G-4759	assorted	8,200.00	NCB	1-May-19	8-May-19	15-May-19	22-May-19	5-Jun-19	12-Jun-19	19-Jun-19	3-Jul-19	N/A	30-Jan-20	30-
Update																		
Actual																		
Planned	2	IFB No/HARCO/SBA/RFO/001/19/20	Publication Services	J 5813	1 Firm	600.00	RFO	2-May-19	9-May-19	16-May-19	23-May-19	6-Jun-19	13-Jun-19	20-Jun-19	4-Jul-19	N/A	30-Jan-20	30-
Update																		
Actual																		
Update	3	IFB No/HARCO/SBA/RFO/002/19/20	Printing Services	C1812	1 Firm	1,900.00	RFO	13-Mar-19	20-Mar-19	27-Mar-19	3-Apr-19	1-May-19	29-May-19	26-Jun-19	10-Jul-19	N/A	30-Apr-19	30-
Planned	4	IFB No/HARCO/SBA/RFO/003/18/19	Scratch Cards	J 6190	200-Cards	1,000.00	RFO	2-May-19	9-May-19	16-May-19	23-May-19	6-Jun-19	13-Jun-19	20-Jun-19	4-Jul-19	N/A	30-Apr-20	30-
Update																		
Actual																		
Actual	5	IFB No/HARCO/SBA/RFO/004/19/20	Cleaning Materials	N8129	assorted	1,200.00	RFO	2-May-19	9-May-19	16-May-19	23-May-19	6-Jun-19	13-Jun-19	20-Jun-19	4-Jul-19	N/A	30-Apr-20	30-
Planned	5	IFB No/HARCO/SBA/RB/001/18/19	Petroleum Products	G 4661	3,693.18 @ 3.52 USD	13,000.00	RB	2-May-19	22-May-19	29-May-19	5-Jun-19	3-Jul-19	10-Jul-19	17-Jul-19	31-Jul-19	N/A	30-Apr-20	30-
Update																		
Actual																		
Update																		
Planned	6	IFB No/HARCO/SBA/NCB/002/19/20	Stationery	G 4761	assorted	15,000.00	NCB	9-May-19	16-May-19	23-May-19	30-May-19	13-Jun-19	20-Jun-19	27-Jun-19	11-Jul-19	N/A	30-Jan-20	30-
Update																		
Actual																		
Update	7	IFB No/HARCO/SBA/RFO/004/19/20	Vehicle Insurance	K-6512	1 Firm	2,850.00	RFO	11-May-19	18-May-19	25-May-19	1-Jun-19	15-Jun-19	22-Jun-19	29-Jun-19	13-Jul-19	N/A	30-Jul-20	30-
Actual																		
Update																		
Planned	8	IFB No/HARCO/SBA/NCB/003/19/20	Construction Works	F4390	1-Firm	64,000.00	NCB	18-Jun-19	25-Jun-19	2-Jul-19	N/A	N/A	N/A	9-Jul-19	23-Jul-19	N/A	30-Jul-20	30-
Update																		
Actual																		
Update	9	IFB No/HARCO/SBA/RB/002/19/20	Graduation Accedemicals	G4719	1Firm	25,950.00	RB	18-May-19	25-May-19	1-Jun-19	1-Jun-19	6-Jun-19	6-Jul-19	13-Jul-19	20-Jul-19	N/A	31-Jan-20	30-
Planned	10	IFB No/HARCO/SBA/RFO/005/19/20	Repairs & Maint. ICT Equip	S 9511	assorted	1,500.00b	RFO	8-Aug-19	15-Aug-19	22-Aug-19	29-Aug-19	12-Sep-19	19-Sep-19	26-Sep-19	10-Oct-19	N/A	30-Oct-19	30-
Update																		
Actual																		
Grand Total						135,200.00												

Signed: _____

George Harris
Procurement Officer

Date: _____

Dr. Skirwa Somah
President/Chairman PC.

Date: _____

March 2, 2020





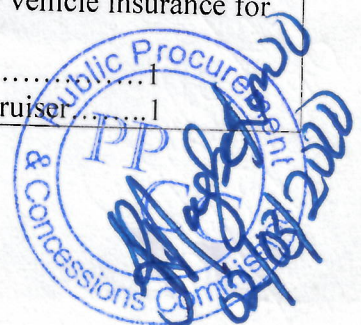
HARBEL COLLEGE (HARCO)

HARBEL, LOWER MARGIBI COUNTY
REPUBLIC OF LIBERIA

PROCUREMENT PLAN EXPLANATORY NOTES (SBA CORE BUDGET) FISCAL YEAR: 2018/2019

Item No.	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	CONTENT OF CONTRACT PACKAGE
1.	IFB No/HARCO/SBA/RB/001/19/20	Petroleum Products This package is attached to the budget line "Petroleum Products"	This Package is intended to procure petroleum products for HARCO: 1. Fuel oil Coupons.....1892gals 2. Gasoline Coupons.....1351gals
2.	IFB No/HARCO/SBA/RFQ/002/18/19	Stationery This package is attached to the budget line Stationery"	This Package is intended to procure the following items: 1. A4 papers50cents 728 cartridge.....15pcs 1.61 cartridge.....10sets 2.920 cartridge Hp.....15pcs 3. Brown envelopes(meddle)25pks 4. Ball pens..... 20pks 5. Desk pads 10pcs 6. Boxes files.....10ctns 7. Perforator heavy duty... 10pcs 8. Perforator 2holes.....20pcs 9. Stapler machine (meddle) 15pcs 10. Stapler machine (large) 10pcs 11. Stapler pens (regular 150pks 12. Correction fluid 20pks 13. Brown envelopes (A3siz) 15pks 14. Memory stakes (4GB) 10pcs 15. Memory stakes (8GB)... 10pcs 16. Brown envelopes (small) 20pks 17. Biding cover.....10pcs
3.	IFB No/HARCO/SBA/RFQ/005/19/20	Vehicle Insurance	This package is intended to procure third party motor vehicle insurance for three vehicles: 1. Toyota Hyllus.....1 2. Toyota Land Cruiser.....1

[Signature]
Mar. 2, 2020





HARBEL COLLEGE (HARCO)

HARBEL, LOWER MARGIBI COUNTY
REPUBLIC OF LIBERIA

			Pathfinder Jeep..... 1
4.	IFB No/HARCO/SBA/RB/003/18/19	Repair and maintenance Civil	This Package is intended to procure renovation works for HARCO facility 1.septicTank.....1 2. Cafeteria.....1 3 Construction of class room.....3 4.Warehouse.....1 5. Generator room.....1
5.	IFB No/HARCO/SBA/RFQ/004/18/19	Graduation Academicals This Package includes Portion of the Budget Line: Educational Materials.	This Package is intended to procure the following GRADUATION Items: 1.Gowns.....150 pcs 2 Hat.....150 pcs 3.Stloes.....150 pcs 4.Hooves.....150 pcs 5.Degree cover.....150 pcs 6.Degree.....150 pcs 7.Caps..... 150pcs 8.Medals.....150 pcs 9. Class T. Shirt..... 150 pcs 10. Graduation invitation.. 200pcs 11.Graduation Souvenir programs 1,000 copies 12.School year end books... 300pcs E.T.C.
6.	IFB No/HARCO/SBA/NCB/002/19/20	ICT Equipment This package includes portion of the Budget line Educational Materials and Supplies	This package is intended to procure the following: 1.Laptops.....27pcs 2. Printer.....3pcs
7.	IFB No/HARCO/SBA/RFQ/006/19/20	Repairs & Maint. ICT Equip	This Package is intended to procure maintenance for : 1.Computers.....27Pcs 2.Printers2 Pcs

Prepared By:
George Harris

[Handwritten signature]

Date:

Nov-25
Procurement Officer
[Circular stamp: Procurement & Concessions Committee]
[Handwritten signature]
02/03/2020