



Republic of Liberia  
**Public Procurement & Concessions Commission**  
Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



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Ref. PPCC/RL/CEO/1047/'20

February 27, 2020

Hon. Mariamu B. Fofana  
**CHAIRMAN/PROCUREMENT COMMITTEE**  
House of Representatives  
Republic of Liberia

Dear Hon. Fofana:

Subject: **RECEIPT AND APPROVAL OF SBA AND NON SBA 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 House of Representatives 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 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**

## Fiscal Year: 2019/2020

## IMPLEMENTATION DATES

2-25-2020



Sub Total



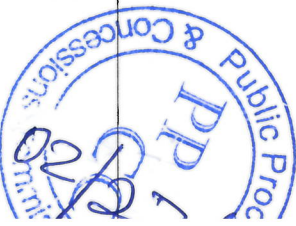
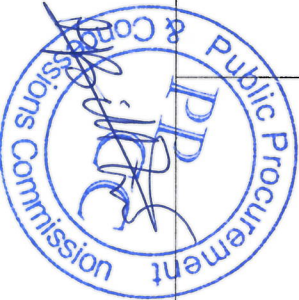
**Jarwee M. Sawon**  
Acting Director of Procurement

**Hon. Mariamu B. Fofana**  
**Chairman/ Procurement Committee**

2-25-2020

**Name of Entity: House of Representatives**  
**Procurement Plan Explanatory Notes (SBA)**  
**Fiscal year: 2019/2020**

Item No.	Contract package code	Contract Package	Content of Contract package
1	IFB No. HOR/SBA/RB/001/19/20	Petroleum Products	<p>This object of procurement package is intended to procure the following quantities of petroleum products for the Honorable Members of the House of Representatives:</p> <p>A. Gasoline ( PMS) -----\$1,733,967+48,300= 1,782,267 @2.70=660,098.88</p> <p>B. Diesel (AGO) -----\$=137,546@ 3.40 =40,454.70</p> <p>C. Note: Transfer to Legislative Budget Office for fuel and Lubricants-vehicles is about USD \$ 48,300.00</p>
2	IFB No. HOR/SBA/NCB/001/19/20	Printing Services	<p>This object of procurement is from the budget line item Printing, Binding &amp; Publication Services and intended to hire a printing press to produce the following:</p> <p>A. Printed Letter head for committee members-----20 BXS</p> <p>B. General letter heads for non-committee members -----65 BXS</p> <p>C. Printed Envelopes-----14 BXS</p> <p>D. Printed letter heads for legislative budget office -----4BXS</p> <p>Transmittal pad -----200 PCS</p>
3	IFB No. HOR/SBA/NCB/002/19/20	Cleaning Materials	<p>This object of procurement is from the budget line Cleaning materials &amp; services and is intended to procure the following assorted cleaning materials:</p> <p>A. Tissue-----150 DZ</p> <p>B. Tide soap-----30 CTN</p> <p>C. Chlorax-----20 CTN</p> <p>D. Chlorine-----10gallons</p> <p>E. Chemical for spraying ( fumigation)-----10 gallons</p> <p>F. Floor mops-----50PCS</p> <p>G. Rain Boots-----35 PCS</p> <p>H. Rain coats-----25 PCS</p> <p>I. Soft Brooms-----30 PCS</p> <p>J. Hard Brooms-----25 PCS</p> <p>K. Garbage Bin-----20 PCS</p>





			L. Trash can -----73 PCS M. Floor towel-----60 PCS
4	IFB No. HOR/SBA/NCB/003/19/20	Air Ticket	A. This object of procurement is from the budget line item for foreign means of Travel and is intended to procure Air tickets for foreign travel of the Office of the Speaker of the House of Representatives.
5	IFB No. HOR/SBA/NCB/004/19/20	Stationery	This object of procurement is intended to procure the following assorted stationery items: A. A4 paper -----500 Ctn B. Legal sheet-----100 CTN C. Note pad-----150 PKS D. Stick on pad-----60 PKS E. Ball Pens-----65 PKS F. Computer Ink-----200 PCS G. Toner-----100 PCS H. A4 manila Folder -----100 PCS Manila folder (long)-----75 PCS

Prepared by:   
Janmee N. Saywon  
Acting Director of Procurement



Date: 28-01-20

