



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/0514/'19

September 25, 2019

Hon. J. Marvin Cole

**CO-CHAIRMAN, PROCUREMENT COMMITTEE**

The Honorable House of Representatives

Republic of Liberia

Dear Hon. Cole:

Subject: **PROVISIONAL APPROVAL OF DRAFT 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 Honorable 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 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 FY 2019/2020 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for HOR's allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for FY 2019/2020 and staff of your Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the previous fiscal year (2018/2019), for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for fiscal year 2019/2020.

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

  
Jargbe Roseline Nagbe Kowo (Atty).  
**CHIEF EXECUTIVE OFFICER**

## House of Representatives

## BASIC DATA

## IMPLEMENTATION DATES

Approved by:

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

Date: Sept. 12, 2019



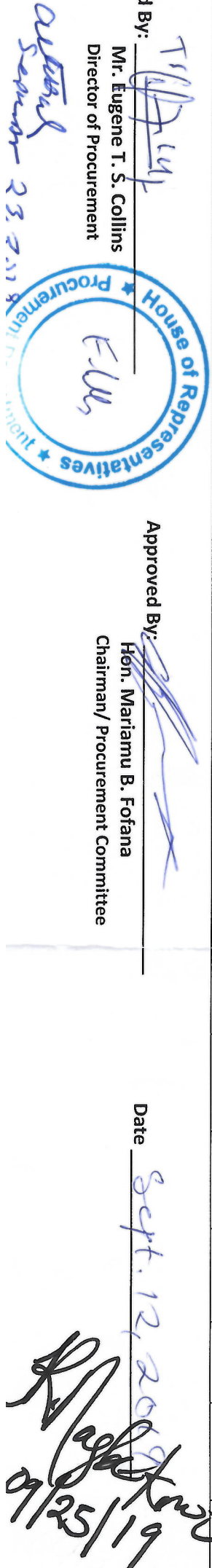
House of Representatives  
Draft Procurement Plan (SBA Core Budget)  
Government of Liberia National Budget  
Fiscal Year: 2019/2020

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
BASIC DATA								IMPLEMENTATION DATES										
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity code (s)	QTY	ESTIMATED COST (USD)	PROCURE MENT METHOD	TECHNICAL SPECS/BO Q/DRAWING GS	PREP. OF BID DOCUMENT T	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSIO N/PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZ ATION)	DELIVERY, INSPECTION (SUBSTANTIA L COMPLETION	ACCEPTAN E & FINA L PAYMENT
PLAN	4	IFB No. HOR/SBA/NCB/00 3/19/20	Air Tickets	N7911	1 Firm	79,822	NCB	07/01/19	07/08/19	07/15/19	07/22/19	08/19/19	08/26/19	09/02/19	09/09/19	N/A	06/15/20	06/29/20
UPDATE																		
ACTUAL																		
PLAN	5	IFB No. HOR/SBA/NCB/00 4/19/20	Books	G4761	Assorted	11,528	NCB	07/01/19	07/08/19	07/15/19	07/22/19	08/19/19	08/26/19	09/02/19	09/09/19	N/A	06/15/20	06/29/20
UPDATE																		
ACTUAL																		
PLAN	6	IFB No. HOR/SBA/NCB/00 5/19/20	Stationery	G4761	Assorted	91,000	NCB	05/01/19	05/08/19	05/15/19	022/22/19	08/7/19	08/14/19	08/21/19	08/29/19	N/A	06/15/20	06/29/20
UPDATE																		
ACTUAL																		
Sub Total						182,350												
Grand total						4,212,006												

Prepared By: T. Eugene T. S. Collins  
Director of Procurement

Approved By: Hen. Mariamu B. Fofana  
Chairman/ Procurement Committee

Date Sept. 12, 2019







Name of Entity: House of Representatives  
Procurement Plan Explanatory Notes (SBA CORE BUDGET)  
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) ----- \$3,462,948USD @3.30= 1,049,378.18gallons</p> <p>Diesel (AG0) ----- \$279,093+180,600=459,693 @ 3.70 = 124,241.35 gallons</p> <p>B. Note: Transfer to Legislative Budget Office for fuel -vehicles is about USD \$ 180,600.00</p> <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>
2	IFB No. HOR/SBA/NCB/001/19/20	Printing Services	
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. Chloral----- 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>

auth  
Summa 238519

Robertowo  
09/25/19

			H. Rain coats-----25 PCS I. Soft Brooms-----30 PCS J. Hard Brooms-----25 PCS K. Garbage Bin-----20 PCS 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 foreign means of Travel and is intended to procure Air tickets for foreign travel of the Honorable Members of the House of Representatives.
5	IFB No. HOR/SBA/NCB/004/19/20	Books	This object procurement is from the budget line item Newspapers, Books & periodicals and intended to procure Legal Books for the legal Department of the House of Representatives. A. Liberian Law Report volume 1--12-----10 PCS B. Black Law volume 1-26-----10 PCS Liberian Law Report volume 13-30-----20 PCS
6	IFB No. HOR/SBA/NCB/005/19/20	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:

Mr. Eugene T. S Collins  
Director of Procurement



Date:

Sept. 5, 2019

*Magbento*  
09/25/19

*Attended*  
*Sept 23, 2019*