

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/1501/'2020

August 21, 2020

Hon. Emmanuel D. Nyeswa

**DIRECTOR-GENERAL**

Internal Audit Agency

Republic of Liberia

Dear Hon. Nyeswa:

Subject: **PROVISIONAL APPROVAL OF DRAFT 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 Internal Audit Agency's Core and Non SBA Procurement Plans for FY 2020/2021 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>

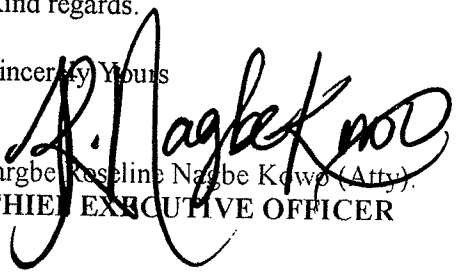
Upon passage of the FY 2020/2021 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for IAA's allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for FY 2020/2021 and staff of your Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the previous fiscal year (2019/2020), for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for fiscal year 2020/2021.

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

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

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


INTERNAL AUDIT AGENCY  
PROCUREMENT PLAN (Core budget)  
Source of Funding: Government of Liberia  
Fiscal year: 2020/2021

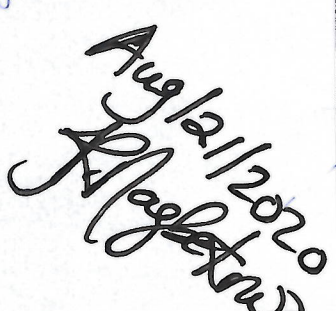
BASIC DATA																		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Bus. Activity Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC /TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/ OF 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	1	IFB No. IAA /RB/001/20/21	Fuel and Lubricants Generator	G4661	Assorted	\$32,230.90	RB	1-Jun-20	1-Jul-20	15-Jul-20	17-Aug-20	8-Sep-20	22-Sep-20	29-Sep-20	13-Oct-20	N/A	17-Jun-21	30-Jun-21
UPDATE																		
ACTUAL																		
PLANNED	2	IFB No. IAA/NCB/ 002/20/21	Stationery	G4761	Assorted	\$45,000.00	NCB	1-Jun-20	1-Jul-20	15-Jul-20	17-Aug-20	8-Sep-20	22-Sep-20	29-Sep-20	13-Oct-20	N/A	17-Jun-21	30-Jun-21
UPDATE																		
ACTUAL																		
PLANNED	3	IFB No. IAA/NCB/003/20/21	Rep maint. Mach-Equip, Furn	C3312	Assorted	\$30,000.00	NCB	1-Jun-20	1-Jul-20	15-Jul-20	17-Aug-20	8-Sep-20	22-Sep-20	29-Sep-20	13-Oct-20	N/A	17-Jun-21	30-Jun-21
UPDATE																		
ACTUAL																		
PLANNED	4	IFB No. IAA/NCB/ 004/20/21	Computer supplies & ICT Services	J6209	Assorted	\$65,000.00	NCB	1-Jun-20	1-Jul-20	15-Jul-20	17-Aug-20	8-Sep-20	22-Sep-20	29-Sep-20	13-Oct-20	N/A	17-Jun-21	30-Jun-21
UPDATE																		
ACTUAL																		
GRAND TOTAL						\$172,230.90												

Prepared by:   
Isaac T. Charleson  
PROCUREMENT DIRECTOR

Approved by:   
EMMANUEL B. NYESWA  
HEAD OF ENTITY/CHAIRMAN PC

Date: 7/21/20

  
8/19/20

4. Page  
08/19/2020  
Aug 12/2020  





Explanatory Notes  
Procurement Plan  
FY2020/2021

(SBA Core Budget – GOL)

NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
1	IFB No. IAA/SBA/RB/001/20/21	Cleaning Materials	US\$16,035.00 is the allotment for IAA to ensure a clean and conducive office work environment.
2	IFB No. IAA/SBA/RB/002/20/21	Printing, Binding Publications	US\$ 15,000.00 is allotted for IAA to ensure the timely printing, binding and issuance of Audit Reports.
<b>Core Budget – GOL</b>			
NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
1	IFB No. IAA/RB/001/20/21	Fuel & Lubricants	US\$. 32,230.90 is the allotment for petroleum products to run IAA Generator.
2	IFB No. IAA/NCB/001/20/21	Stationery & Supplies	US\$45,000.00 is the allotment to ensure the timely acquisition of stationery & Supplies for operations and for the production, printing and issuance of various reports.
3.	IFB No. IAA/NCB/002/20/21	Repair & Maintenance: Machinery, Equipment & Furniture	US\$30,000.00 is allotted to repair and maintain IAA vehicles of various makes and generator(s). Currently IAA has its presence widely spread out throughout the country and must have reliable vehicles and generator(s).
4	IFB No. IAA/NCB/003/20/21	Computer supplies & ICT services	US\$65,000.00 is allotted for the acquisition of computers supplies and ICT services.
<b>CORE BUDGET – GOL (Not listed in the Procurement Plan)</b>			
NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
1	N/A	Audit Fees	US\$240,000.00 is the allotment for the conduct of special audits of entities (MACs) mandated by the Executive into specific areas of concerns. In this situation, the Agency uses its own professional staff to conduct the Audit and prepare reports as appropriate. Not reflected in the procurement plan.
2	N/A	Workshop, Conference, Seminars	US\$25,000.00 is allotted for the conduct of work, conferences and seminars for IAA Staffs. It is not reflected in the Procurement Plan.
3	N/A	Operational Expenses	US\$23,700.00 is to finance the cost of incidental expenses through Petty Cash. This is not reflected on the Procurement Plan.

Prepared by:   
Isaac T. Charleson  
Procurement Director

Approved by:  Date: \_\_\_\_\_

Emmanuel B. Nyeswa

Chairman/Procurement Committee

Date: 7/21/20

Aug 24 / 2020  
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