



Ref. PPCC/RL/CEO/0432/'19

July 24, 2019

Hon. Emmanuel B. Nyeswa

DIRECTOR GENERAL

Internal Audit Agency

Republic of Liberia

Dear Hon. Nyeswa:

Subject: **PROVISIONAL APPROVAL OF DRAFT PROCUREMENT PLAN FOR FISCAL YEAR 2019/2020**

We present our compliments and wish to acknowledge receipt of your letter dated July 16, 2019 which sought the approval of the Commission for the Internal Audit Agency 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 IAA'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

INTERNAL AUDIT AGENCY
PROCUREMENT PLAN (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	19	20
BASIC DATA								IMPLEMENTATION DATES											
	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 /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	REMARKS
PLANNED	1	IFB No. IAA/NCB/001/19 /20	Fuel and Lubricants Veh & Generator	G4661	Assorted	\$90,000.00	NCB	1-May-19	8-May-19	15-May-19	22-May-19	24-Jun-19	28-Jun-19	5-Jul-19	12-Jul-19	N/A	18-Jun-20	30-Jun-20	Supply Monthly
UPDATE																			
ACTUAL																			
PLANNED	2	IFB No. IAA NCB/002/19/20	Computer Supplies & ICT Services	J6209	Assorted	25,000.00	NCB	1-May-19	8-May-19	15-May-19	22-May-19	24-Jun-19	28-Jun-19	5-Jul-19	12-Jul-19	N/A	18-Jun-20	30-Jun-20	
UPDATE																			
ACTUAL																			
PLANNED	3	IFB No. IAA/NCB/004/19/20	Stationery	G4761	Assorted	\$30,000.00	NCB	1-May-19	8-May-19	15-May-19	22-May-19	24-Jun-19	28-Jun-19	5-Jul-19	12-Jul-19	N/A	18-Jun-20	30-Jun-20	
UPDATE																			
ACTUAL																			
UPDATED GRAND TOTAL						\$145,000.00													

Prepared by: Joseph S. Neufville
Joseph S. Neufville
PROCUREMENT MANAGER

Approved by: CLARENCE W. WILLIAMS
CLARENCE W. WILLIAMS
HEAD OF ENTITY/CHAIRMAN PC, ACTING

Date: 07/16/2019

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July 24, 2019

Provised by
07/24/19

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INTERNAL AUDIT AGENCY
Explanatory Notes
Procurement Plan
FY2019/20

(SBA Core Budget – GOL)

NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
1	IFB No. IAA/SBA/RFQ/001/19/20	Cleaning Materials	US\$6,000.00 is the allotment for IAA to ensure a clean and conducive office work environment.
2	IFB No. IAA/SBA/RFQ/002/19/20	Printing and Binding	US\$800.00 is the allotment for IAA to ensure the timely printing, binding and issuance of Audit Reports and other documents.
3	IFB No. IAA/SBA/RFQ/003/19/20	Newspapers, Books & Periodicals	US\$660.00 is the allotment for IAA Subscriptions to newspapers and periodicals to ensure continuous information and awareness. .
4	IFB No. IAA/SBA/RFQ/004/19/20	Scratch Cards	US\$4,800.00 is the allotment for the acquisition of scratch cards.
5	IFB No. IAA/NCB/003/19/20	Repair & Maintenance; Machinery, Equipment & Furniture.	US\$30,000.00 is the allotment to repair and maintain IAA vehicles of various makes and generator(s). IAA has its presence widely spread out throughout the country and must have reliable vehicles and generator(s) services.

Core Budget – GOL


NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
1	IFB No. IAA/NCB/001/19/20	Fuel & Lubricants	US\$90,000.00 is the allotment for petroleum products to run IAA vehicles and generator(s).
2	IFB No. IAA/NCB/002/19/20	Computer Supplies & ICT Services	US\$25,000.00 is the allotment for computer supplies and ICT services.
3	IFB No. IAA/NCB/004/19/20	Stationery	US\$30,000.00 is the allotment to ensure the timely acquisition of stationery for operations and for the production, printing and issuance of various reports and documents.

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Procurement
18/02/2020
12/11/19

CORE BUDGET – GOL (Not listed in the Procurement Plan)		
NO.	PACKAGE CODE	CONTRACT PACKAGE
1	N/A	Audit Fees
		US\$100,000.00 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/Seminar/Confer.
		US\$75,000.00 is to underwrite the cost of workshops/seminars/conferences abroad. About 20% is earmarked for acquisition of air-tickets while 80% is for per-diems, registrations and fees for workshops/seminars/conferences.
3	N/A	Education Materials & Supplies
		US\$8,000.00 for the acquisition/subscription of professional training software for CIA (Certified Internal Auditors), CGAP (Certified Government Auditing Professionals) etc. abroad to certify 25-50 auditors of IAA Staff.
4	N/A	Office Building Rental & Lease
		US\$75,000.00 is the allotment for the rental of IAA Head office in Oldest Congo Town, Monrovia, Liberia.
5	N/A	Operational Expenses
		US\$11,816.00 is to underwrite the cost of incidental expenses through Petty Cash. This is not reflected on the Procurement Plan.
6	N/A	Water & Sewage
		US\$1,200.00 is allotted for the payment of water and sewage bills to the Liberia Water & Sewage Corporation.


Prepared by:



Joseph S. Neufville

Procurement Manager

Approved by:



Clarence W. Williams

Chairman/Procurement Committee, Acting

Date:

07/16/2019

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 JULY 24, 2019

