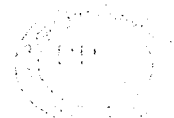




Republic of Liberia  
**Public Procurement & Concessions Commission**

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/RI/CEO/694/'22

November 30, 2022

Hon. David A. Kemah  
**DIRECTOR GENERAL**  
Internal Audit Agency  
Republic of Liberia

Subject: RECEIPT AND APPROVAL OF THE INTERNAL AUDIT AGENCY (IAA) UP DATED  
PROCUREMENT PLAN FOR FISCAL YEAR 2022.

We present compliments and wish to notify you that the Public Procurement and Concessions Commission, upon receipt and overall review of your communication, accompanying documents and relying on your assurances, has thus approved the Internal Audit Agency Up dated Procurement Plan for Fiscal Year 2022 in accordance with **Section 40(3)** of the PPCA, 2010. The Commission informs the **IAA** that its Updated Procurement Plan will be duly forwarded to the Ministry of Finance and Development Planning (MFDP), and that the MFDP will process allotments in keeping with the approved Procurement Plan.

The Commission counsels that you observe Section 40(5) of the PPCA, 2010 which states " each Procuring Entity, shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in its plan. An updated procurement plan shall accompany said notice to the Commission."

Please note that all contracts which cumulative annual value above the threshold of **US\$250,000.00** must be signed by the Minister responsible for Finance and attested by the Minister responsible for justice. **The Commission requires that you kindly forward copies of all stipulated contracts upon signing so as to update our records.**

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, **Value for Money** and **ultimately public confidence** in Liberia's public Procurement and concessions processes.

Yours sincerely,

  
Jargah Roseline Nagbe Nowo (Atty.)  
CHIEF EXECUTIVE OFFICER

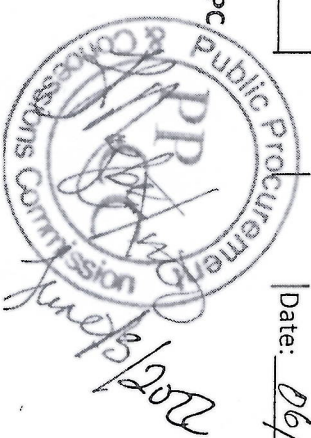
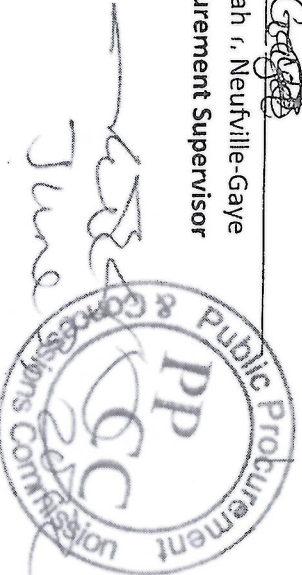
Internal Audit Agency  
**Procurement Plan (Core Budget)**  
**Source of Funding: Government of Liberia**  
**Fiscal Year: 2022**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
BASIC DATA																		
ITEM NO.	CONTRACT PACKAGE	Bus. Activity Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BO Q/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 (SUBSTANTIAL COMPLETION)	DELIVERY, INSPECTION & ACCEPTANCE & FINAL PAYMENT	REMARKS		
PLANNED	1	IFB No: IAA/NCB/00 1/22	Computer Supplies and ICT Services	J6201	Assorted	\$135,200.00	NCB	3-Jan-22	7-Jan-22	10-Jan-22	25-Feb-22	25-Mar-22	1-Apr-22	8-Apr-22	29-Apr-22	N/A	13-May-22	31-Dec-22
UPDATE																		
ACTUAL																		
PLANNED	2	IFB No: IAA/RB/001 /22	Petroleum Products	G4661	20,000gals@\$5.10	102,000.00	RB	3-Jan-22	7-Jan-22	10-Jan-22	25-Feb-22	25-Mar-22	1-Apr-22	8-Apr-22	29-Apr-22	N/A	13-May-22	31-Dec-22
UPDATE																		
ACTUAL																		
PLANNED	3	IFB No: IAA/NCB/00 2/22	Rep. maint. Mach-Equip, Furn	C3312	Assorted	78,000.00	NCB	3-Jan-22	7-Jan-22	10-Jan-22	25-Feb-22	25-Mar-22	1-Apr-22	8-Apr-22	29-Apr-22	N/A	13-May-22	31-Dec-22
UPDATE																		
ACTUAL																		
PLANNED	1	IFB No: IAA/NCB/00 3/22	Stationery	G4761	Assorted	\$76,000.00	NCB	3-Jan-22	7-Jan-22	10-Jan-22	25-Feb-22	25-Mar-22	1-Apr-22	8-Apr-22	29-Apr-22	N/A	13-May-22	31-Dec-22
UPDATE																		
ACTUAL																		
PLANNED	3	IFB No: IAA/NCB/00 4/22	Vehicles	C2817	Five(5) Vehicles	200,000.00	NCB	3-Jan-22	7-Jan-22	10-Jan-22	25-Feb-22	25-Mar-22	1-Apr-22	8-Apr-22	29-Apr-22	N/A	13-May-22	31-Dec-22
UPDATED GRAND TOTAL						\$591,200.00												

Prepared by: M. G. G. G.  
Moriah A. Neufville-Gaye  
Procurement Supervisor

Approved by: Clarence W. Williams  
ACTG. Director General/Chairman PC

Date: 06/05/2022



INTERNAL AUDIT AGENCY  
Explanatory Notes  
Updated Procurement Plan

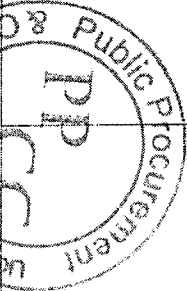
FY/2022

(SBA Core Budget – GOL)

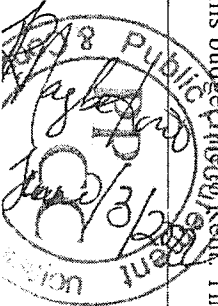
NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
1	IFB No. IAA/SBA/NCB/001/22	Cleaning Materials and Service	US\$31,680.00 is the adjusted allotment for IAA to ensure a clean and conducive office work environment; especially as the Agency has moved to a larger Office space. A. Chloride B. Tissues C. Paper Towels D. Delta E. Mop & bucket F. Trash can G. Rubber gloves
2	IFB No. IAA/SBA/RFQ/001/22	Printing, Binding and Publication	US\$4,762.00 is the adjusted allotment for IAA to ensure the timely printing, binding and issuance of Audit Reports.
3	IFB No. IAA/SBA/RFQ/002/22	Production, Employees ID Cards	US\$2,600.00 is the adjusted allotment for IAA to ensure the proper and distinctive identification of the growing staff members of the Agency.

Core Budget – GOL

NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
1	IFB No. IAA/NCB/001/2022	Computer Supplies and ICT services.	US\$135,200.00 is the adjusted allotment for the supply of Computers, and Network Infrastructure to ensure a reliable and efficient Internet Connectivity. This includes the purchase of Network Cables, Crimpers, External Hard disk, NAS, Server, Wireless Routers, Antivirus, PDF Writer Software, Zip Program, Raci, Cable Channels, etc. And is taken from the budget line Computer Supplies and ICT Services. \$ USD 30,000.00 was transferred from this budget line to Rent. The allocated amount was 165,200.00.

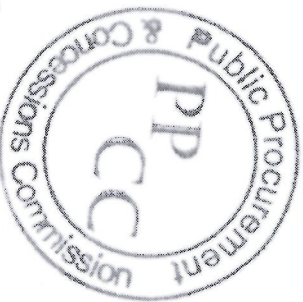


*June 3, 2022*





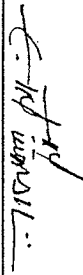
2	IFB No. IAA/RB/001/22	Petroleum Products	US\$ 102,000.00 is the adjusted allotment for 20,000gallons@5.10 of petroleum products to run IAA vehicles and generator(s). Taken from the budget line Petroleum Products.
3	IFB No. IAA/NCB/002/22	Repair & Maintenance: Machinery, Equipment & Furniture.	This contract package is intended to service vehicles, repair and maintenance of generators, equipment and furniture. And is taken from the budget line Rep/&Maint.Mach/&Equip, Furniture. A. Mini Sunray Bus-----1 B. Toyota Hilux-----2 C. Toyota Land Cruiser-----3 D. 45KVA Generator
4	IFB No. IAA/NCB/003/22	Stationeries	This contract package is intended to procure assorted stationery materials for the IAA. And is taken from the budget line Stationery. A. Envelopes B. Calculators C. Cartridge(Assorted) D. Pens E. Sheets F. Box Files G. Folders
5	IFB No: IAA/NCB/004/22	Vehicles	\$USD 200,000 was transferred from the budget line Audit Fees to the budget line Vehicles for the procurement of five(5) vehicles.
CORE BUDGET - GOL (Not listed in the Procurement Plan)			
NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
1	N/A	Audit Fees	US\$400,000.00 is the adjusted 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. USD \$ 200,000.00 were transferred from the budget line Audit Fee o Machinery and other Equipment. The allocated amount was USD 600,000.00.
2	N/A	Electricity	\$ USD 12,000 is allotted for the payment of electricity bills to the Liberia



*Handwritten signature and date: June 3, 2022*

*Handwritten signature and date: June 13, 2022*

		Electricity Corporation.
3	N/A	US\$148,000.0 is to underwrite the cost of workshops/seminars/conferences locally and abroad.
4	N/A	US\$90,000.00 is to underwrite the cost of incidental expenses through Petty Cash. This is not reflected on the Procurement Plan.
5	N/A	US\$1,200.00 is allotted for the payment of water and sewage bills to the Liberia Water & Sewage Corporation.
6	N/A	\$ USD 30,000 was transferred from the budget line Computer Supplies and ICT Services to the budget line Rent.

Prepared by:  Approved by:  Date: 06/03/20  
Moriah Neutville-Gaye Clarence W. Williams  
Procurement Supervisor ACTG. Director General/IAA