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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 (SBA 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/D RAWINGS	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	REMARKS				
PLANNED	1	IFB No. IAA/SBA/RFO/001/19/20	Cleaning Materials	G4773	Assorted	\$6,000.00	RFQ	1-May-19	8-May-19	15-May-19	22-May-19	29-May-19	5-Jun-19	12-Jun-19	19-Jun-19	N/A	20-Jun-20	30-Jun-20				
UPDATE																						
ACTUAL																						
PLANNED	2	IFB No. IAA/SBA/RFO/002/19/20	Printing, Binding	C1811	Assorted	\$800.00	RFQ	1-May-19	8-May-19	15-May-19	22-May-19	29-May-19	5-Jun-19	12-Jun-19	19-Jun-19	N/A	20-Jun-20	30-Jun-20				
UPDATE																						
ACTUAL																						
PLANNED	3	IFB No. IAA/SBA/RFO/003/19/20	Newspaper, books, & Periodic	C1812	Assorted	\$660.00	RFQ	1-May-19	8-May-19	15-May-19	22-May-19	29-May-19	5-Jun-19	12-Jun-19	19-Jun-19	N/A	20-Jun-20	30-Jun-20				
UPDATE																						
ACTUAL																						
PLANNED	4	IFB No. IAA/SBA/RFO/004/19/20	Scratch Cards	J6190	Assorted	\$4,800.00	RFQ	1-May-19	8-May-19	15-May-19	22-May-19	29-May-19	5-Jun-19	12-Jun-19	19-Jun-19	N/A	20-Jun-20	30-Jun-20				
UPDATE																						
ACTUAL																						
PLANNED	5	IFB No. IAA/NCB/003/19/20	Rep. maint. Mach-Equip, Furn	C3312	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						\$42,260.00																

Prepared by: 
Joseph S. Keufville
PROCUREMENT MANAGER

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

DATE: 07/16/2019

added
July 24, 2019

Approved
by
07/22/19

2

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.

alloted
Tny 24.7.19

Procured
18/08/2019