



Independent National Commission on Human Rights



OFFICE OF THE CHAIRMAN

June 19, 2023

**RE: REQUEST FOR "NO OBJECTION" TO USE THE RESTRICTED BIDDING METHOD OF
PROCUREMENT FOR VEHICLES PURCHASE WITH REDUCTION IN PUBLICATION TIME
FOR FISCAL 2023**

Dear Mr. Stevenson S. Yond

We write in compliance with section 50 count (a) of the Public Procurement and Concessions Act (PPCA) of 2010, requesting for "No objection" to the use of Restricted Bidding Method for the procurement of two motor vehicles for the use of the Commission (INCHR). Due to the following:

1. Lack of funds to advertise the bidding process
2. Minimize the cost associated with printing bidding documents
3. Due to the limited number of supplies in the sale of vehicles

According to the law here in cited above, Restricted Bidding Method for the reduction of lead time maybe use, subject to the approval of the Commission (PPCC), when the goods, works or services, are only available from a limited number of bidders.

As stated herein, the supplies for the sale of vehicles in Liberia are limited thereby limiting the number of bidders for the purchase of said vehicle. Additionally, the Commission (INCHR) lack funds to advertise bidding processes in keeping with regular procurement activities; hence, our request for "No objection" for Restricted Bidding.

I look forward to a timely response from you as soon as possible.

Thanks for your cooperation.

Sincerely Yours

[Signature]
Cllr. T. Dempster Brown
Chairperson, (INCHR)

Mr. Stevenson S. Yond
Public Procurement and Concession Commission
Executive Mansion Grounds
Capitol Hill
Monrovia, Liberia

*Received:
Theophilus Kollie
June 19, 2023
Time: 2:09 pm*



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20th Street Sinkor.
Russel Ave. Fiamah
Monrovia Liberia W/A



Republic of Liberia
Public Procurement & Concessions Commission
Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia

Website: www.ppcc.gov.lr | Email: info@ppcc.gov.lr | Phone Short Code: 4357

Ref: PPCC/RL/OIC/203/'23

July 11, 2023

Cllr. J. Dempster Brown

CHAIRPERSON

Independent National Commission on Human Rights
Republic of Liberia

Dear Hon. Brown:

Subject: **RECEIPT AND APPROVAL OF THE INDEPENDENT NATIONAL COMMISSION ON HUMAN RIGHTS PROCUREMENT (INCHR) PLAN FOR FISCAL YEAR 2023.**

We present our compliments and wish to notify you that the Public Procurement and Concessions Commission has received and approved the Independent National Commission on Human Rights Procurement Plan for Fiscal Year 2023 in accordance with **Section 40 (3)** of the PPCA, 2010.

The Commission wishes to inform the INCHR that its 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 Plans, upon conclusion of stipulated processes.

The Commission advises that you observe **Section 40 (5)** of the PPCA, 2010 which states that a Procuring Entity shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plan. The Commission and the Ministry responsible for Finance should be notified in writing of any material changes in the procurement plan and be provided with a copy of the updated procurement plan. Please note that an approval of a method on the procurement plan is deemed as the Commission's full approval and as such a Procuring Entity will not be required to again request the use of said approved method.

The Public Procurement and Concessions Commission 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.

Sincerely Yours,

Stevenson S. Yond

OFFICER-IN-CHARGE




Independent National Commission on Human Rights
Procurement Plan (SBA Core budget)
Source of Funding: GOL National Budget
Fiscal year: 2023



BASIC DATA										IMPLEMENTATION DATES										
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/DOCD 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. INCHR/SBA/RB/001/2023	Vehicle	2	45,000.00	NCB	12/6/2023	19/6/2023	26/6/2023	10/7/2023	24/7/2023	31/7/2023	7/8/2023	21/8/2023	4/9/2023		11/9/2023	30/12/2023		
UPDATE	1	IFB No. INCHR/SBA/RB/001/2023	Vehicle	2	45,000.00	RB	12/6/2023	19/6/2023	26/6/2023	10/7/2023	24/7/2023	31/7/2023	7/8/2023	21/8/2023	N/A		21/9/2023	30/12/2023		
ACTUAL																				
Grand Total					45,000.00															
					0															

Prepared by: 
Linda J. B Wokpeh
Head of Procurement

Date: 7/6/2023

Approved by: 
Cllr. Dempster Brown
Chairperson/Proc. Committee Head

Date: July 6, 2023





Republic of Liberia
Independent National Commission on Human Rights (INCHHR)
20th Street Sinkor, Faimah
Monrovia, Liberia
Cell#: +231-880668128, Email: Lib-INCHHR@yahoo.com



Procurement Plan Explanatory Notes
Fiscal Year 2023

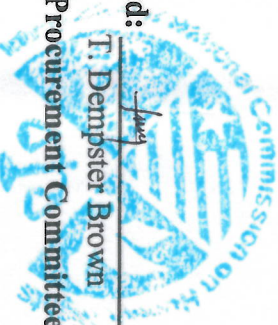
Item No.	Contract Package Number	Contract Package	Explanatory Notes
1.	IFB No. INCHHR/SBA/RB/001/2023	Vehicles	This contract package is from the budget line transport equipment and it is intended to purchase two vehicles for the daily operation of the Commission (Independent National Commission on Human Rights).

Prepared By:
Linda J. B Wokpeh
Head of Procurement



July 10, 2023

Approved:
T. Dempster Brown
Procurement Committee Chairperson



July 12 2023



Republic of Liberia
Independent National Commission on Human Rights (INCHR)
20th Street Sinkor, Freetown
Monrovia, Liberia
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Procurement Plan Explanatory Notes
Fiscal Year 2023

Item No.	Contract Package Number	Contract Package	Explanatory Notes
1.	IFB No. INCHR/SBA/RFQ/001/2023	Petroleum Product Vehicle	This line item refers to the acquisition of Petroleum product and lubricant for INCHR vehicles US\$4,000 will be apportioned to the procurement of petroleum product (727gallons) annually @ (5.5 per gallons).
2.	IFB No. INCHR/SBA/RFQ/001/2023	Cleaning Materials	This package is indented to purchase the below listed item: Toilet tissue, Clorox, soft broom, vim, tide soap, paper towel, floor mop, hand glove etc. US\$3,000.00 will be used from the budget line "cleaning materials" to procure detergents and other household supplies for the proper maintenance of the INCHR offices.
3.	IFB No. INCHR/SBA/RFQ/002/2023	Stationeries	This package is indented to purchase the below listed items: A4 paper, Steno pad, Ball pen, Box file, Manila folder, Ledger book Cartridges, Staple Machine, Plan envelope. US\$4,500 is the accumulated stationery supplies from the budget line "Stationery" to be used by all departments, units, divisions etc.
4.	IFB No. INCHR/SBA/RFQ/003/2023	Fuel and Lubricants Generator	This line item refers to the acquisition of Petroleum product and lubricant for INCHR generators. US\$2,500 will be apportioned to the procurement of petroleum product (400gallons) annually @ (6.26 per gallons) for the generator.
5.	IFB No. INCHR/SBA/RFQ/004/2023	Repair and Maintenance Generator	This contract package is intended for the outsourcing of a service provider for the repair and maintenance of the Commission generator. The activity of procurement is drawn from the budget line repairs and maintenance generator.

Prepared By:
Linda J. B. Wolkpeh
Head of Procurement

Approved:
T. Dempster Brown
Procurement Committee Chairperson

Mary 12, 2023



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Procurement Plan Explanatory Notes
Fiscal Year 2023

6.	IFB No. INCHR/SBA/RFO/005/2023	Repair and Maintenance Civil	The entity intends to procure assorted building materials: painting of the office building, changing of doors locks, light bud. and maintenance of its building. The activity/object of procurement is drawn from the budget line: repairs and maintenance civil.
7	IFB No. INCHR/SBA/RFO/006/2023	Repairs and maintenance Vehicle	This contract package is intended for the outsourcing of a service provider for the repair and maintenance of the Commission vehicles. The activity of procurement is drawn from the budget line repairs and maintenance vehicles.
8	IFB No. INCHR/SBA/RFO/007/2023	Printing, Binding and Service Publication	This contract package is intended for the printing and binding of the INCHR Human Rights situation reports, annual human rights reports. This is from the budget line: printing, binding and publication services.
9	IFB No. INCHR/SBA/RFO/008/2023	Newspaper, Books and periodicals	This contract package is intended for the purchasing of daily newspapers for the commissioners. This is from the budget line newspaper, books and periodicals.
10	IFB No. INCHR/SBA/RFO/009/2023	IT Equipment	This contract package refers to the purchase of assorted it equipment for the use of the various departments and units: printer, hardware, computers, etc. This is drawn from the budget line: computer supplies, parts and cabling
11	IFB No. INCHR/SBA/RFO/010/2023	Media Relation and Intelligence	This refers to the airing of all the commission press realists on the electric media and the print media. This activity of procurement is drawn from the budget line media relation and intelligence.

Prepared By:
Linda J. B. Wokpeh
Head of Procurement

Approved:
T. Dempster Brown
Procurement Committee Chairperson

May 12, 2023



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Procurement Plan Explanatory Notes
Fiscal Year 2023

12	IFB No. INCHR/SBA/RFQ/011/2023	Educational Materials and Supplies	This contract package for the outsourcing of a printing press for the printing of flyers, stickers, brochure, and leaflet of human rights messages. This is drawn from budget line educational materials and supplies
13	IFB No. INCHR/SBA/RFQ/012/2023	Staff Training Local	This contract package is intended for local training for staff to help build up their capacity. This training is meant to be done in Country. This is drawn from the budget line staff training.
14	IFB No. INCHR/SBA/RFQ/013/2023	Celebration Commemorations and State visit	This contract package is intended for the commemorations of International Human Rights Day and ECOWAS Human Rights Day celebration. This activity is drawn from the budget line celebration commemorations and state visit.
15	IFB No. INCHR/SBA/RB/014/2023	Workshop Conferences Symposia Seminars	This line refers to the hiring of caterers to provide services for the conduct of training and workshops, catering will take place at different time and location in Montserrado.
16	IFB No. INCHR/SBA/NCB/001/2023	Vehicle	This contract package is from the budget line transport equipment and it is intended to purchase one four doors pickup for Secretariat of the INCHR.
17	IFB No. INCHR/SBA/RFQ/015/2023	Furniture and Fixtures	This contract package is intended for the procurement of office chairs, desks, steel cabinet and conference tables. The activity is from the budget line furniture and fixture

Prepared By:
Linda J. B. Wokpeh
Head of Procurement

Approved:
T. Dempster Brown
Procurement Committee Chairperson

Mary H. 2023

Mary H. 2023



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Independent National Commission on Human Rights (INCHR)
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Monrovia, Liberia
Cell#: +231-880668128, Email: Lib-INCHR@yahoo.com



Procurement Plan Explanatory Notes
Fiscal Year 2023

18	IFB No. INC/HR/SBA/RFQ/016/2023	Refuse Collection	This contract package is for the outsourcing of a service provider to collect the garbage for the fiscal period. This activity is from the budget line refuse collection.
19	IFB No. INC/HR/SBA/RFQ/017/2023	Internet Provider Services	This contract package refers to purchase of internet services to be used by INCHR. The activity/object of procurement is drawn from the budget line: Internet Provider Services
20	IFB No. INCHR/SBA/RFQ/018/2023	Scratch Card	This contract package refers to the Purchase of Telecommunication cards which will be used for administrative function. US\$500.00 apportioned to communication cards is estimated at (100) pieces @ 5.00 USD per card.
21	IFB No. INCHR/SBA/RFQ/020/2023	Office Rental	Refer to the lease and rental of the Independent National Commission on Human Right Office Space @ \$50,000.00
22	IFB No. INCHR/SBA/RFQ/021/2023	Water & Sewage	This contract package is indented for the accumulated monthly water bill. The activity is from the budget line water and sewage.
23	IFB No. INCHR/SBA/RFQ/022/2023	Electricity	This contract package is indented for the Commission monthly electricity bill. The activity is from the budget line electricity.

Prepared By:
Linda J. B. Wokpeh
Head of Procurement

Approved:
T. Dempster Brown
Procurement Committee Chairperson

May 11, 2023

May 12, 2023



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BASIC DATA									IMPLEMENTATION DATES											
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY	ESTIMA TED COST (USD)	PROCURE MENT METHOD	TECHNICAL SPECS/BOD/DR AWINGS	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	
	5	IFB No. INCHRS/BA/RFC /004/2023	Repair and Maintenance e Generator	CS314	1 Firm	1,000	RFQ	28/3/2023	3/4/2023	10/4/2023	12/4/2023	18/4/2023	25/4/2023	2/5/2023	9/5/2023	N/A		30/12/2023	30/12/2023	
UPDATE																				
ACTUAL																				
PLANNED	6	IFB No. INCHRS/BA/RFC /005/2023	Repair and Maintenance e Civil		1 Firm	2,500	RFQ	28/3/2023	3/4/2023	10/4/2023	12/4/2023	18/4/2023	25/4/2023	2/5/2023	9/5/2023	N/A		30/12/2023	30/12/2023	
UPDATE																				
ACTUAL																				
PLANNED	7	IFB No. INCHRS/BA/RFC /006/2023	Repairs and Maintenance e Vehicle		1 Firm	2,000	RFQ	28/3/2023	3/4/2023	10/4/2023	12/4/2023	18/4/2023	25/4/2023	2/5/2023	9/5/2023	N/A		30/12/2023	30/12/2023	
UPDATE																				
ACTUAL																				
PLANNED	8	IFB No. INCHRS/BA/RFC /007/2023	Printing, Binding and Service Publication		1 Firm	4,000	RFQ	28/3/2023	3/4/2023	10/4/2023	12/4/2023	18/4/2023	25/4/2023	2/5/2023	9/5/2023	N/A		30/12/2023	30/12/2023	
UPDATE																				
ACTUAL																				
PLANNED	9	IFB No. INCHRS/BA/RFC /008/2023	Newspaper, Books and periodicals	GA761	1 Firm	400	RFQ	28/3/2023	3/4/2023	10/4/2023	12/4/2023	18/4/2023	25/4/2023	2/5/2023	9/5/2023	N/A		30/12/2023	30/12/2023	
UPDATE																				
ACTUAL																				

Prepared by:
Linda J. B. Wokpeh
Head of Procurement

Date: 5/5/2023
Approved by:
Clir.T. Dempster Brown
Chairperson/Proc. Committee Head

Date: May 10, 2023

Raymond
May 10, 2023



Independent National Commission on Human Rights
PROCUREMENT PLAN (SBA Core budget)
Source of Funding: GOL National Budget
Fiscal year: 2023



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BASIC DATA																			
ITEM NO.	PACKET NUMBER (COO)	CONTRACT PACKAGE	Business Activity Code	QTY	ESTIMA TED COST (USD)	PROCURE MENT METHOD	TECHNICAL SPECIFICATIONS	PREP OF BID DOCUMENT	PC APPROVAL - BID DOCUMENT 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	10	IFB No. INCHR/S BA/RFQ /009/20 23	IT Equipment	G4741	Assorted	5,000	RFQ	28/3/2023	3/4/2023	10/4/2023	12/4/2023	18/4/2023	25/4/2023	2/5/2023	9/5/2023	N/A	30/12/2023	30/12/20 23	
UPDATE																			
ACTUAL																			
PLANNED	11	IFB No. INCHR/S BA/RFQ /010/20 23	Media Relation and Intelligence	J5813	1 Firm	1,500	RFQ	28/3/2023	3/4/2023	10/4/2023	12/4/2023	18/4/2023	25/4/2023	2/5/2023	9/5/2023	N/A	30/12/2023	30/12/20 23	
UPDATE																			
ACTUAL																			
PLANNED	12	IFB No. INCHR/S BA/RFQ /011/20 23	Educational Materials and Supplies	G4761	Assorted	3,000	RFQ	28/3/2023	3/4/2023	10/4/2023	12/4/2023	18/4/2023	25/4/2023	2/5/2023	9/5/2023	N/A	30/12/2023	30/12/20 23	
UPDATE																			
ACTUAL																			
PLANNED	13	IFB No. INCHR/S BA/RFQ /012/20 23	Staff Training Local	J2134	1 Firm	500	RFQ	28/3/2023	3/4/2023	10/4/2023	12/4/2023	18/4/2023	25/4/2023	2/5/2023	9/5/2023	N/A	30/12/2023	30/12/20 23	
UPDATE																			
ACTUAL																			
PLANNED	14	IFB No. INCHR/S BA/RFQ /013/20 23	Celebration Commemor ations and State Visit	1-5621	Assorted	4,000	RFQ	28/3/2023	3/4/2023	10/4/2023	12/4/2023	18/4/2023	25/4/2023	2/5/2023	9/5/2023	N/A	30/12/2023	30/12/20 23	
UPDATE																			
ACTUAL																			

Prepared by:

[Signature]

Linda J. B Worpel

Head of Procurement

Date:

5/5/2023

Approved by:

[Signature]

Cltr.T. Dempster Brown

Chairperson/Proc. Committee Head

Date:

May 10, 2023



[Signature]
May 12, 20



Independent National Commission on Human Rights
PROCUREMENT PLAN (SBA Core budget)
Source of Funding: GOL National Budget
Fiscal year: 2023



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	Business Activity Code	QTY	ESTIMATED COST (USD)	PROC. URE MEN T MET HOD	TECHN. CAL. SPECS/ BOQ/D RAWIN GS	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, INSTALLATION & COMPLETION	ACCEPTANCE & FINAL EVALUATION	REMARKS	
PLANNED	15	IFB No. INCHRS BA/RFQ /014/20 23	Workshop Conference 5 Symposia Seminars		1-Firm	600	RFQ	28/3/ 2023	3/4/2023	10/4/2023	12/4/2023	18/4/2023	25/4/2023	2/5/2023	9/5/2023	N/A		30/12/2023	30/12/2023	
UPDATE																				
ACTUAL																				
PLANNED	16	IFB No. INCHRS BA/NCB /001/20 23	Vehicle		1	45,000	NCB	28/3/ 2023	18/4/2023	2/5/2023	30/5/2023	27/6/2023	11/7/2023	18/7/2023	8/8/2023	22/8/2023	29/8/2023	30/12/2023		
UPDATE																				
ACTUAL																				
PLANNED	17	IFB No. INCHRS BA/RFQ /015/20 23	Furniture and Fixtures		G-4759 Assorted	5,000	RFQ	28/3/ 2023	3/4/2023	10/4/2023	12/4/2023	18/4/2023	25/4/2023	2/5/2023	9/5/2023	N/A	30/12/2023	30/12/2023		
UPDATE																				
ACTUAL																				
PLANNED	18	IFB No. INCHRS BA/RFQ /016/20 23	Refugee Collection		E-3811 1 Firm	400	RFQ	28/3/ 2023	3/4/2023	10/4/2023	12/4/2023	18/4/2023	25/4/2023	2/5/2023	9/5/2023	N/A	30/12/2023	30/12/2023		
UPDATE																				
ACTUAL																				

Prepared by: [Signature]
Linda J. B. Wokpeh
Head of Procurement

Date: 5/5/2023 Approved by: [Signature]
Cllr. T. Dempster Brown
Chairperson/Proc. Committee Head

Date: May 10, 2023

[Signature]
May 12, 2023
PPD
CC



Independent National Commission on Human Rights
PROCUREMENT PLAN (SBA Core budget)
Source of Funding: GOL National Budget
Fiscal year: 2023



BASIC DATA										IMPLEMENTATION DATES										
ITEM NO.	PACKAGE MINIMUM (ctn)	CONTRACT PACKAGE	Business Activity Code	CITY	ESTIMATED COST (USD)	PROCURE MENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DGT/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	19	1111 No. INCHRS BA/RFQ /017/20 23	Internet Provider Services	J-5120	1 Firm	3,500	RFQ	28/3/2023	3/4/2023	10/4/2023	12/4/2023	18/4/2023	25/4/2023	2/5/2023	9/5/2023	N/A	30/12/2023	30/12/2023 23		
UPDATE				1																
ACTUAL																				
PLANNED	20	IFB No. INCHRS BA/RFQ /018/20 23	Scratch Card	J-61990	Assorted	500	RFQ	28/3/2023	3/4/2023	12/4/2023	18/4/2023	25/4/2023	2/5/2023	9/5/2023	N/A		30/12/2023	30/12/2023 23		
UPDATE																				
ACTUAL																				
Grand Total						\$92,900.00														

Prepared by: [Signature]
Linda J. B W6hpeh
Head of Procurement

Date: 5/5/2023

Approved by: [Signature]
Cllr. T. Dempster Brown
Chairperson/Proc. Committee Head

Date: May 10 2023

