



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/CEO/1103/'20

March 13, 2020

Atty. Bartholomew B. Colley

ACTING CHAIRPERSON

Independent National Commission on Human Rights
Republic of Liberia

Dear Atty. Colley:

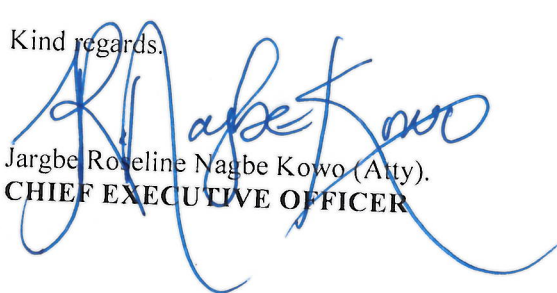
Subject: **RECEIPT AND APPROVAL OF SBA PROCUREMENT PLAN FOR FISCAL YEAR 2019/2020**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Independent National Commission on Human Rights SBA Procurement Plan for FY 2019/2020 in accordance with **Section 40** (3) of the PPC Act. The Commission however wishes to inform you that your Procurement Plan has been forwarded to the Ministry of Finance and Development Planning (MFDP), and that the MFDP will process allotments in keeping with the approved Procurement Plans.

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 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.


Jargbe Roteline Nagbe Kowo (Atty).
CHIEF EXECUTIVE OFFICER

Procurement Plan Template for Goods, Works and Non-Consulting Services -

Name of Entity: Independent National Commission on Human Rights
PROCUREMENT PLAN: SBA
Source of Funding: Government of Liberia
Budget Period/Fiscal year: 2019-2020

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
BASIC DATA							IMPLEMENTATION DATES								
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity code	QTY	ESTIMATE COST (USD)	PROCUREMENT METHOD	TECHNICAL	PREP. OF	PC	BID	BID	SUBMISSION	PC	CONTRACT	ADVANCE
							SPECS/BOQ/DRAWINGS	BID DOCUMENT	APPROVAL - BID DOC/TECH SPECS	INVITATION & RELEASE OF BID DOC	SUBMISSION/ PUBLIC OPENING	N OF BID EVALUATION REPORT	APPROVAL - BID EVALUATION REPORT	AWARD & SIGNING	PAYMENT (MOBILIZATION)
PLANNE D	1	IFB No. INCHR/RFO/001/19/20 <i>SBA</i>	Stationary	G4761	Assorted 1,5000	RFO	07/11/19/20	07/19/19/20	07/19/19/20	07/19/19/20	07/22/19/20	07/24/19/20	07/25/19/20	08/06/19/20	N/A
UPDATE															
ACTUAL															
PLANNE D	2	IFB No. INCHR/RFO/002/19/20 <i>SBA</i>	Electricity	D3510	4,500.00	RFO	07/11/19/20	07/19/19/20	07/19/19/20	07/19/19/20	07/22/19/20	07/24/19/20	07/25/19/20	08/06/19/20	N/A
UPDATE															
ACTUAL															
PLANNE D	3	IFB No. INCHR/RFO/003 <i>SBA</i>	Office Supply	G4025	2,166.00	RFO	07/14/19/20	07/19/19/20	07/19/19/20	07/19/19/20	07/22/19/20	07/24/19/20	07/25/19/20	08/06/19/20	N/A
UPDATE															
ACTUAL															

[Signature] Mar. 13, 2020

03/13/2020
[Signature]


Name of Entity: Independent National Commission on Human Rights
PROCUREMENT PLAN EXPLANATORY SBA
Source of Funding: Government of Liberia
Budget Period/Fiscal year: 2019-2020

ITEM NO.	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	EXPLANATORY NOTES
1	IFB No. INCHR/RFQ/001/19/20	Stationary	This contract package refers to the procurement of stationary to enable the Commission to function adequately and efficiently.
2	IFB No. INCHR/RFQ/002/19/20	Electricity	Refers to the payment for Electricity bill for the Independent National Commission On Human Rights
3	IFB No. INCHR/RFQ/003/19/20	Office Supply	this contract package refers to the purchase of assorted office material for the smooth operational of the Commission.
4	IFB No. INCHR/RFQ/001/19/20	Office Building Rental & Lease	refers to the lease agreement of the INCHR Building located 20st Street sinkor.


Linda B. J. Wokpeh/ Head of Procurement


Atty. Bartholomew B. Colley/Chairperson/Procurement Committee Chair


Mar. 13, 2020


08/13/2020