

Republic of Liberia

# Public Procurement & Concessions Commission

Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



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Ref: PPCC/RL/CEO/041/'21

February 8, 2021

Hon. Bartholomew B. Colley  
**ACTING CHAIRPERSON**  
Independent Commission on Human Rights  
Republic of Liberia

Dear Hon. Colley:

Subject: **RECEIPT AND APPROVAL OF SBA PROCUREMENT PLAN FOR FISCAL YEAR 2020/2021**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the INCHR's SBA Procurement Plan (*Goods and Services*) for Fiscal Year 2020/2021 in accordance with Section 40 (3) of the PPCA, 2010. The Commission, upon review and scrutiny of your submission, thus, approves the INCHR's SBA procurement Plan. Please note that a copy of this Procurement Plan will be duly forwarded to the Ministry of Finance and Development Planning (MFDP), to enable processing of allotments in keeping with the approved Procurement Plans, upon conclusion of stipulated procurement processes.


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 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.

Best regards,

Yours sincerely,




Jargbe Roseline Nagbe Kowo (Att.)  
**CHIEF EXECUTIVE OFFICER**



Independent National Commission on Human Rights  
PROCUREMENT PLAN (SBA Core budget)  
Source of Funding: GOL National Budget  
Fiscal year: 2020/2021



1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
				BASIC DATA					IMPLEMENTATION DATES									
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business 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
PLANNED	1	IFB No. INCHR/SBA/Rfq/001/20/21	Vehicle Rental Service	N7710	1 Firm	800.00	Rfq	1/18/2021	1/25/2021	2/1/2021	2/4/2021	2/11/2021	2/19/2021	2/26/2021	3/1/2021	N/A	6/23/2021	6/30/2021
UPDATE																		
ACTUAL																		
PLANNED	2	IFB No. INCHR/SBA/Rfq/002/20/21	Cleaning Materials	G4773	Assorted	450.00	Rfq	1/18/2021	1/25/2021	2/1/2021	2/4/2021	2/11/2021	2/19/2021	2/26/2021	3/1/2021	N/A	6/23/2021	6/30/2021
UPDATE																		
ACTUAL																		
PLANNED	3	IFB No. INCHR/SBA/Rfq/003/20/21	Stationery	G4761	Assorted	2,000.00	Rfq	1/18/2021	1/25/2021	2/1/2021	2/4/2021	2/11/2021	2/19/2021	2/26/2021	3/1/2021	N/A	6/23/2021	6/30/2021
UPDATE																		
ACTUAL																		
GRAND TOTAL						3,250.00												


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

Date: 2/03/21

Approved by:   
Bartholomew B. Colley  
Acting Chairperson/Proc. Committee Head

Date: 2/03/21



Feb 8/2021  





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**Procurement Plan Explanatory Notes  
Fiscal Year 2020/2021**

Item No.	Contract Package Number	Contract Package	Explanatory Notes
1.	IFB No. INCHR/SBA/RFQ/001/20/21	Vehicle Rental Service	This contract package refers to the hiring of a firm to provide vehicle rental service.
2.	IFB No. INCHR/SBA/RFQ/002/20/21	Cleaning Materials	Refer to the procurement of sanitation items within the commission
3.	IFB No. INCHR/SBA/RFQ/003/20/21	Stationery	Refer to the procurement of sheets, pens, Note pads etc. within the commission
4.		Office Space Rental/Lease	Refer to the lease and rental of the Independent National Commission on Human right Office space @ \$50,000.00
5.		Electricity	Refers to the electricity payment within the commission @ \$3,000.00 from LEC.
6.		Supply of Non Potable Water	Refer to the payment of water supply within the commission @ \$1,200.00 from LWSC.

Prepared By:

  
Linda J. B. Wokpeh  
Head of Procurement

Date:

2/03/21

  
Feb. 8, 2021