



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/083/'23**

May 12, 2023

Cllr. T. Dempster Brown
CHIEF EXECUTIVE OFFICER
Independent National Commission on Human Rights
Republic of Liberia

Dear Cllr. Brown:

Subject: **PROVISIONAL APPROVAL OF DRAFT PROCUREMENT PLAN FOR FISCAL YEAR 2023**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Independent National Commission on Human Rights (INCHR) **SBA Core Budget** Procurement Plan for FY 2023 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 no0074 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/index.php/documents>

Upon passage of the Fiscal Year 2023 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for **INCHR** 's allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for Fiscal Year 2023 and staff of your Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the just ended 2022 Fiscal Year, for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for Fiscal Year 2023.

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

Mr. 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



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)	PROCUREMENT METHOD	TECHNICAL SPECS/DOCS/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 /RFQ/001/2023	Petroleum Product Vehicle	4661	727 gallons	4,000.00	RFQ	26/4/2023	3/5/2023	10/5/2023	16/5/2023	22/5/2023	29/5/2023	5/6/2023	17/6/2023	N/A	30/12/2023	30/12/2023	
UPDATE																			
ACTUAL																			
PLANNED	2	IFB No. INCHR/SBA /RFQ/001/2023	Cleaning Materials	G4773	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	30/12/2023	
UPDATE																			
ACTUAL																			
PLANNED	3	IFB No. INCHR/SBA /RFQ/002/2023	Stationaries	G4761	Assorted	4,500	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	4	IFB No. INCHR/SBA /RFQ/003/2023	Fuel and Lubricants Generator	G4661	400 gallons	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	
PLANNED																			
PLANNED																			

Prepared by:
Linda J. B Worpel
Head of Procurement

Date: 5/5/2023

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

Date: May 18, 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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PLANNED	5	IFB No. INCHR/S BA/RFO /004/20 23	Repair and Maintenance e Generator	C3314	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. INCHR/S BA/RFO /005/20 23	Repair and Maintenance e Civil	F 4390	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. INCHR/S BA/RFO /006/20 23	Repairs and maintenance e Vehicle	G4520	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. INCHR/S BA/RFO /007/20 23	Printing, Binding and Service Publication	C1811	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. INCHR/S BA/RFO /008/20 23	Newspaper, Books and periodicals	G4761	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:

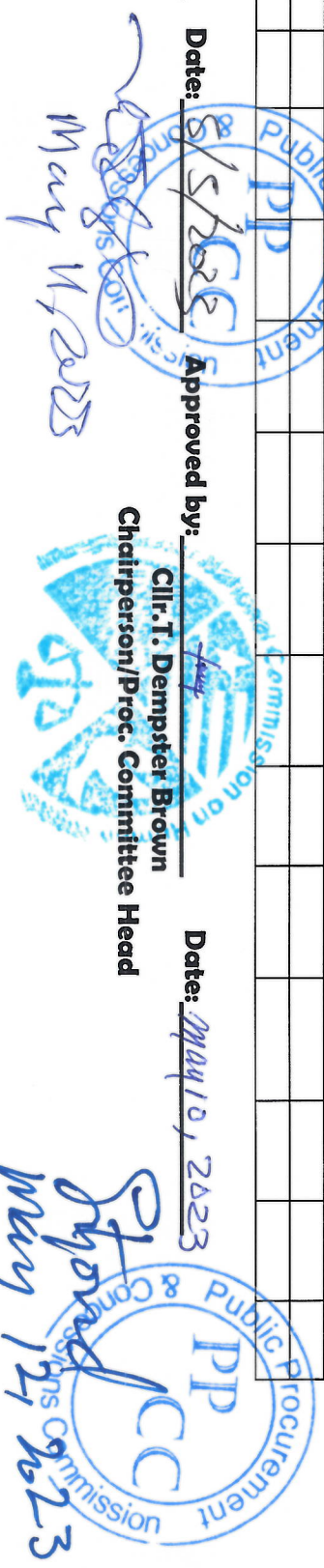
Date: 8/5/2023

Approved by:

Date: May 10, 2023

Linda J. B Wokpeh
Head of Procurement

Cllr. T. Dempster Brown
Chairperson/Proc. Committee Head





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



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PLANNED	10	IFB No. INCHR/S BA/RFO /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/RFO /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/RFO /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/RFO /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/RFO /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:

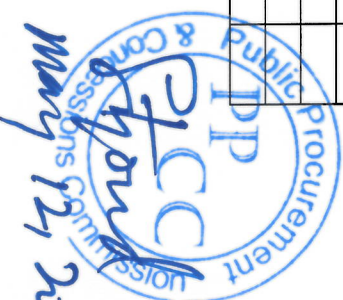
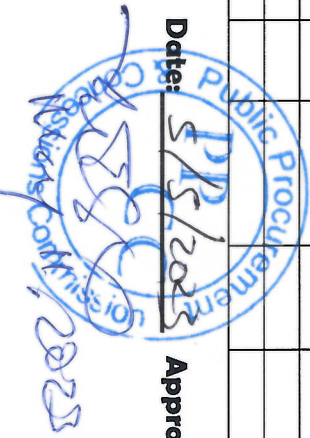
Date: 5/5/2023

Approved by:

Date: May 10, 2023

Linda J. B Worpel
Head of Procurement

Cllr. T. Dempster Brown
Chairperson/Proc. Committee Head



May 12, 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									IMPLEMENTATION DATES											
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	QTY	ESTIMATED COST (USD)	PROC URE	TECHNICAL SPECIFICATIONS	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	15	IFB No. INCHN/S BA/R/Q /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. INCHN/S 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. INCHN/S BA/R/Q /015/20 23 Furniture and Fixtures	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. INCHN/S BA/R/Q /016/20 23 Refuse 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:

Linda J. B Wokpeh

Head of Procurement

Date:

5/5/2023

Approved by:

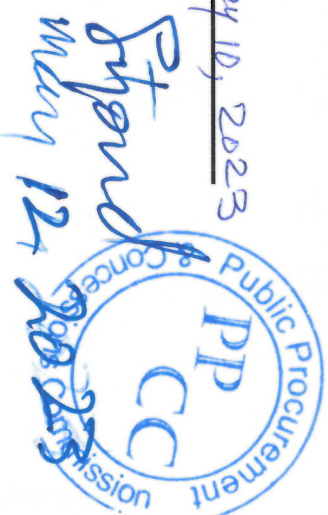
Cllr.T. Dempster Brown

Chairperson/Proc. Committee Head

Date:

May 10, 2023

WJB
May 16 2023





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



BASIC DATA										IMPLEMENTATION DATES							REMARKS	
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	PROCUREMENT Activity Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	P.C. APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	P.C. APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)		ACCEPTANCE & FINAL PAYMENT
PLANNED	19	IFB No. INCHR/S BA/RFC /017/2023	Internet Provider Services	J-6120 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
UPDATE																		
ACTUAL																		
PLANNED	20	IFB No. INCHR/S BA/RFC /018/2023	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
UPDATE																		
ACTUAL																		
Grand Total					\$92,900.00													

Prepared by:
Linda J. B Wokpeh
Head of Procurement

Date: 5/5/2023

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

Date: 11 May 10 2023





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



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 of the

Prepared By:
Linda J. B Wokpeh
Head of Procurement



Approved:
T. Dempster Brown
Procurement Committee Chairperson





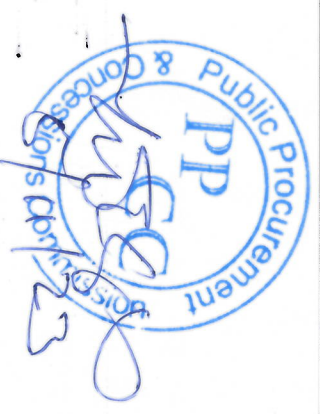
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Independent National Commission on Human Rights (INCHR)
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Monrovia, Liberia
Cell#: +231-880668128, Email: Lib-INCHR@yahoo.com



Procurement Plan Explanatory Notes
Fiscal Year 2023

6.	IFB No. INCHR/SBA/RFQ/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/RFQ/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/RFQ/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/RFQ/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/RFQ/009/2023	IT Equipment	This contract package refers to the purchase of assorted ict 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/RFQ/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





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



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 massages. 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 Montserratado.
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:

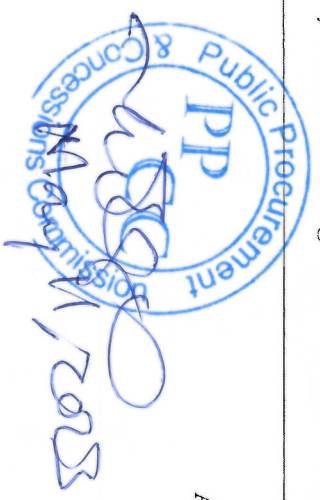
Linda J. B. Wokpeh

Head of Procurement

Approved:

T. Dempster Brown

Procurement Committee Chairperson





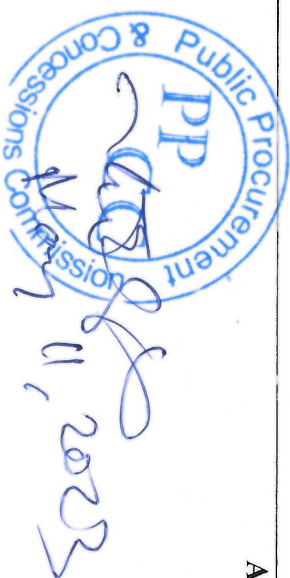
Republic of Liberia
Independent National Commission on Human Rights (INCHR)
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Monrovia, Liberia
Cell#: +231-880668128, Email: Lib-INCHR@yahoo.com



Procurement Plan Explanatory Notes
Fiscal Year 2023

18	IFB No. INCHR/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. INCHR/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

