



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/RI./CEO/352/'22

June 8, 2022

Hon. Clarence W. Williams
ACTG. DIRECTOR GENERAL
Internal Audit Agency
Republic of Liberia

Dear Hon. Williams:

Subject: RECEIPT AND APPROVAL OF INTERNAL AUDIT CORE BUDGET
PROCUREMENT PLAN FOR FISCAL YEAR 2022.

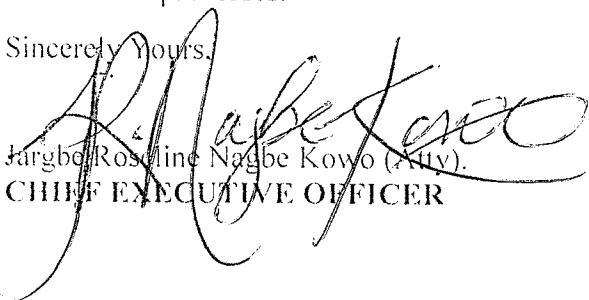
We present our compliments and wish to notify you that the Public Procurement and Concessions Commission has received and approved the Internal Audit Core Budget Procurement Plan for Fiscal Year 2022, in accordance with **Section 40 (3)** of the PPCA, 2010.

The Commission wishes to inform the IAA 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,


Jargbo Roseline Nagbe Kowo (Atty).
CHIEF EXECUTIVE OFFICER

Internal Audit Agency
Procurement Plan (Core Budget)
Source of Funding: Government of Liberia
Fiscal Year: 2022

	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.	CONTRACT PACKAGE	Bus. 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 N/PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (SUBSTANTIAL)	DELIVERY, INSPECTION (SUBSTANTIAL)	ACCEPTANCE & FINAL PAYMENT	REMARKS	
PLANNED		1	Computer Supplies and ICT Services	J6201	Assorted	\$135,200.00	NCB	3-Jan-22	7-Jan-22	10-Jan-22	25-Feb-22	25-Mar-22	1-Apr-22	8-Apr-22	29-Apr-22	N/A	13-May-22	31-Dec-22	Monthly	
UPDATE																				
ACTUAL																				
PLANNED		2	Petroleum Products	G4661	20,000gals@\$5.10	102,000.00	RB	3-Jan-22	7-Jan-22	10-Jan-22	25-Feb-22	25-Mar-22	1-Apr-22	8-Apr-22	29-Apr-22	N/A	13-May-22	31-Dec-22	Monthly	
UPDATE																				
ACTUAL																				
PLANNED		3	Rep. maint. Mach-Equip, Furn	C3312	Assorted	78,000.00	NCB	3-Jan-22	7-Jan-22	10-Jan-22	25-Feb-22	25-Mar-22	1-Apr-22	8-Apr-22	29-Apr-22	N/A	13-May-22	31-Dec-22	Monthly	
UPDATE																				
ACTUAL																				
PLANNED		1	Stationery	G4761	Assorted	\$76,000.00	NCB	3-Jan-22	7-Jan-22	10-Jan-22	25-Feb-22	25-Mar-22	1-Apr-22	8-Apr-22	29-Apr-22	N/A	13-May-22	31-Dec-22	Monthly	
UPDATE																				
ACTUAL																				
PLANNED		3	Vehicles	C2817	Five(5) Vehicles	200,000.00	NCB	3-Jan-22	7-Jan-22	10-Jan-22	25-Feb-22	25-Mar-22	1-Apr-22	8-Apr-22	29-Apr-22	N/A	13-May-22	31-Dec-22	Monthly	
UPDATED GRAND TOTAL						\$591,200.00														

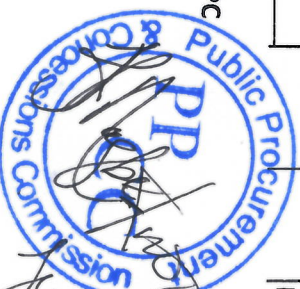
Prepared by:

Moriah r. Neufville-Gaye
 Procurement Supervisor

Approved by:

Clarence W. Williams
 ACTG. Director General/Chairman PC

Date: 06/05/2022



2022/05/06

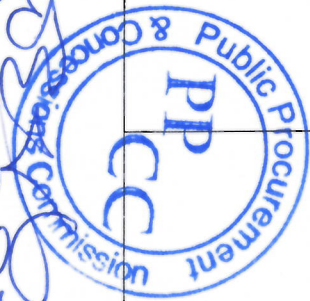
INTERNAL AUDIT AGENCY
Explanatory Notes
Updated Procurement Plan
FY/2022

(SBA Core Budget – GOL)

NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
1	IFB No. IAA/SBA/NCB/001/22	Cleaning Materials and Service	US\$31,680.00 is the adjusted allotment for IAA to ensure a clean and conducive office work environment; especially as the Agency has moved to a larger Office space. A. Chloride B. Tissues C. Paper Towels D. Delta E. Mop & bucket F. Trash can G. Rubber gloves
2	IFB No. IAA/SBA/RFQ/001/22	Printing, Binding and Publication	US\$4,762.00 is the adjusted allotment for IAA to ensure the timely printing, binding and issuance of Audit Reports.
3	IFB No. IAA/SBA/RFQ/002/22	Production, Employees ID Cards	US\$2,600.00 is the adjusted allotment for IAA to ensure the proper and distinctive identification of the growing staff members of the Agency.

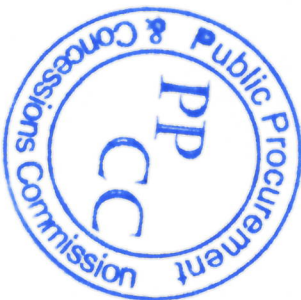
Core Budget – GOL

NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
1	IFB No. IAA/NCB/001/2022	Computer Supplies and ICT services.	US\$135,200.00 is the adjusted allotment for the supply of Computers, and Network Infrastructure to ensure a reliable and efficient Internet Connectivity. This includes the purchase of Network Cables, Crimpers, External Hard disk, NAS, Server, Wireless Routers, Antivirus, PDF Writer Software, Zip Program, Racer, Cable Channels, etc. And is taken from the budget line Computer Supplies and ICT Services. \$ USD 30,000.00 was transferred from this budget line to Rent. The allocated amount was 165,200.00.


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June 27, 2022


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2	IFB No. IAA/RB/001/22	Petroleum Products	US\$ 102,000.00 is the adjusted allotment for 20,000gallons@5.10 of petroleum products to run IAA vehicles and generator(s). Taken from the budget line Petroleum Products.
3	IFB No. IAA/NCB/002/22	Repair & Maintenance: Machinery, Equipment & Furniture.	This contract package is intended to service vehicles, repair and maintenance of generators, equipment and furniture. And is taken from the budget line Rep.&Maint.Mach/Equip, Furniture. A. Mini Sunray Bus-----1 B. Toyota Hilux-----2 C. Toyota Land Cruiser-----3 D. 45KVA Generator
4	IFB No. IAA/NCB/003/22	Stationeries	This contract package is intended to procure assorted stationery materials for the IAA. And is taken from the budget line Stationery. A. Envelopes B. Calculators C. Cartridge(Assorted) D. Pens E. Sheets F. Box Files G. Folders
5	IFB No: IAA/NCB/004/22	Vehicles	\$USD 200,000 was transferred from the budget line Audit Fees to the budget line Vehicles for the procurement of five(5) vehicles.
CORE BUDGET – GOL (Not listed in the Procurement Plan)			
NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
1	N/A	Audit Fees	US\$400,000.00 is the adjusted allotment for the conduct of special audits of entities (MACs) mandated by the Executive into specific areas of concerns. In this situation, the Agency uses its own professional staff to conduct the Audit and prepare reports as appropriate. Not reflected in the procurement plan. USD \$ 200,000.00 were transferred from the budget line Audit Fee to Machinery and other Equipment. The allocated amount was USD 600,000.00.
2	N/A	Electricity	\$ USD 12,000 is allotted for the payment of electricity bills to the Liberia



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			Electricity Corporation.
3	N/A	Workshop/Seminar/Confer.	US\$148,000.0 is to underwrite the cost of workshops/seminars/conferences locally and abroad.
4	N/A	Operational Expenses	US\$90,000.00 is to underwrite the cost of incidental expenses through Petty Cash. This is not reflected on the Procurement Plan.
5	N/A	Water & Sewage	US\$1,200.00 is allotted for the payment of water and sewage bills to the Liberia Water & Sewage Corporation.
6	N/A	Rent	\$ USD 30,000 was transferred from the budget line Computer Supplies and ICT Services to the budget line Rent.

Prepared by:



Moriah Neutville-Gaye
Procurement Supervisor

Approved by:



Clarence W. Williams
ACTG. Director General/IAA

Date:

06/03/20