



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/0426/'19

July 22, 2019

Cllr. Elizabeth J. Nelson

COURT ADMINISTRATOR

Judicial Branch/Temple of Justice

Republic of Liberia

Dear Cllr. Nelson:

Subject: **PROVISIONAL APPROVAL OF DRAFT PROCUREMENT PLAN FOR FISCAL YEAR 2019/2020**

We present our compliments and wish to acknowledge receipt of your letter referenced SCL/CA/398/jtt/19 which sought the approval of the Commission for the Judicial Branch/Temple of Justice SBA and Non SBA Procurement Plans for FY 2019/2020 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** not 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/vr/index.php/documents>

Upon passage of the FY 2019/2020 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for JB/ToJ's allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for FY 2019/2020 and staff of your Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the previous fiscal year (2018/2019), for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for fiscal year 2019/2020.

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

Jarghe Roseline Nagbe Kowo (Atty).
CHIEF EXECUTIVE OFFICER


Regulating and Monitoring Compliance with the Public Procurement and Concession Act of Liberia

JUDICIARY BRANCH TEMPLE OF JUSTICE
(SBA PROCUREMENT PLAN)

SOURCE OF FUNDING: GOL 2019-2020 National Budget

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
	ITEM NO.	BASIC DATA												IMPLEMENTATION DATES				
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Vendor's Business Activity Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREPARATION OF BID DOC.	PC APPROVE BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC.	BID SUBMSN./PUBLIC OPENING	SUBMISSION OF BID EVAL. REPORT	PC APPROVAL BID EVAL. REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPT & FINAL PAYMENT
PLANNED	1	IFB No. JUD/SBA/RB /001/19/20	PETROLRUM PRODUCTS	G4661	214,575 gals	793,926.00	RB	5/28/2019	6/8/2019	6/28/2019	7/9/2019	8/9/2019	8/19/2019	8/29/2019	9/28/2019	N/A	5/30/2020	6/30/2020
UPDATE																		
ACTION																		
PLANNED	2	IFB No. JUD/SBA/NC B/001/19/20	Printing	C1811	1 firm	18,000.00	NCB	5/29/2019	6/11/2019	6/25/2019	7/5/2019	8/6/2019	8/21/2019	8/29/2019	10/1/2019	N/A	5/30/2020	6/30/2020
UPDATE																		
ACTUAL																		
PLANNED	3	IFB No. JUD/SBA/NC B/002/19/20	Cleaning Materials	G4773	Assorted	13,300.00	NCB	5/29/2019	6/11/2019	6/25/2019	7/5/2019	8/6/2019	8/21/2019	8/29/2019	10/1/2019	N/A	5/30/2020	6/30/2020
UPDATE																		
ACTUAL																		
PLANNED	4	IFB No. JUD/SBA/RF Q/001/19/20	Medical Drugs	G4772	Assorted	500.00	RFQ	6/10/2019	6/16/2019	6/27/2019	7/10/2019	7/19/2019	7/29/2019	8/12/2019	8/29/2019	N/A	5/30/2020	6/30/2020
UPDATE																		
ACTUAL																		
						Sub Total												
						825,726.00												

Prepared By: 
John T. Tofor
PROCUREMENT DIRECTOR

Approved By: 
Clfr. Elizabeth J. Nelson
COURT ADMINISTRATOR


Date: July 16, 2019



Prastina
July 22, 2019

JUDICIARY BRANCH TEMPLE OF JUSTICE
(SBA PROCUREMENT PLAN)

SOURCE OF FUNDING: GOL 2019-2020 National Budget

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
BASIC DATA																		
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Vendor's Business Activity Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREPARATION OF BID DOC.	PC APPROVE BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC.	BID SUBMSN./PUBLIC OPENING	SUBMISSION OF BID EVAL. REPORT	PC APPROVAL BID EVAL. REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	
PLANNED	5	IFB No. JUD/SBA/RF Q/002/19/20	Publication	15813	firms	1,500.00	RFQ	6/11/2019	6/18/2019	6/28/2019	7/12/2019	7/22/2019	8/2/2019	8/12/2019	8/24/2019	N/A	5/30/2020	6/30/2020
UPDATE																		
ACTION																		
PLANNED	6	IFB No. JUD/SBA/RB /002/19/20	Food & Catering Service	15621	1 firm	23,000.00	RB	5/28/2019	6/7/2019	6/25/2019	7/4/2019	8/9/2019	8/23/2019	8/30/2019	9/30/2019	N/A	5/30/2020	6/30/2020
UPDATE																		
ACTUAL																		
PLANNED	7	IFB No. JUD/SBA/RF Q/003/19/20	Newspaper	G4761	Assorted	2,300.00	RFQ	6/13/2019	6/20/2019	6/28/2019	7/15/2019	7/29/2019	8/9/2019	8/23/2019	9/17/2019	N/A	5/30/2020	6/30/2020
UPDATE																		
ACTUAL																		
PLANNED	8	IFBNOJUD/SBA/S/S/ 001/19/20	Internet services	J6120	Assorted	19,190.00	S/S	5/30/2019	6/10/2019	6/20/2019	7/1/2019	7/31/2019	8/12/2019	8/22/2019	9/23/2019	N/A	5/30/2020	6/30/2020
UPDATE																		
ACTUAL																		
					Sub Total	45,990.00												

Prepared By: 
John T. Toryor
PROCUREMENT DIRECTOR

Approved By: 
Clt. Elizabeth J. Nelson
COURT ADMINISTRATOR

Date: July 16, 2019


CELESTINE
July 22, 2019


Revised
July 22/19

JUDICIARY BRANCH TEMPLE OF JUSTICE
(SBA PROCUREMENT PLAN)

SOURCE OF FUNDING: GOL 2019-2020 National Budget

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BASIC DATA													IMPLEMENTATION DATES					
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Vendor's Business Activity Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREPARATION OF BID DOC.	PC APPROVE BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC.	BID SUBMSN./PUBLIC OPENING	SUBMISSION OF BID EVAL. REPORT	PC APPROVAL BID EVAL. REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPT & FINAL PAYMENT
PLANNED	9	IFB No. JUD/SBA/RF Q/004/19/20	Repairs maintenance Furniture's	S9524	firms	5,000.00	RFQ	6/15/2019	6/ 24/2019	7/2/2019	7/15/2019	7/25/2019	8/8/2019	8/23/2019	9/12 /2019	N/A	5/30/2020	6/30/2020
UPDATE																		
ACTION																		
PLANNED	10	IFB No. JUD/SBA/NC B/003/19/20	Air Ticket	N7911	1 firm	30,000.00	NCB	6/7/2019	6/20/2019	6/29/2019	7/9/2019	8/13/2019	8/20/2019	9/6/2019	10/7/2019	N/A	5/30/2020	6/30/2020
UPDATE																		
ACTUAL																		
PLANNED	11	IFB No. JUD/SBA/RF Q/005/19/20	Water Supply	E3600	225,000 gal@04	5,000.00	RFQ	6/12/2019	6/ 17/2019	6/27/2019	7/10/2019	7/19/2019	7/29/2019	8/12/2019	8/29 /2019	N/A	5/30/2020	6/30/2020
UPDATE																		
ACTUAL																		
PLANNED	12	IFB No. JUD/SBA/RF Q/006/19/20	Repairs Maintenance Typewriter	S9511	Assorted	1,050.00	RFQ	6/14/2019	6/21/2019	6/28/2019	7/15/2019	7/29/2019	8/9/2019	8/23/2019	9/17/2019	N/A	5/30/2020	6/30/2020
UPDATE																		
ACTUAL																		
					Grand Total :	912,766.00												

Prepared By: 
John T. Toryor
PROCUREMENT DIRECTOR

Approved By: 
Cllr. Elizabeth J. Nelson
COURT ADMINISTRATOR

Date: July 16, 2019

ALL BY JULY 22, 2019

Provisional
R. M. Nelson
07/22/19

NAME OF ENTITY : JUDICIARY
Procurement plan Explanatory Note for SBA Core Budget)
Fiscal year 2019/2020

Items NO.	Contract Package Cod	Contract Package	Content of contract package																																										
1	IFB NO/JUD/R8/001/19/20 2019/2020	PETROLEUM PRODUCTS	<p>The Judiciary through the Government of Liberia has received a proposed budget for the allocation of petroleum products,for the total gallons of 214,575gals 3.70 per gallon for the use of (Vehicles and Generators) for the fiscal period 2019/2020 .This came from the budget line,coding #221104 for domestic travel and 221401/221102 for vehicles and generator.</p> <p>Please see details as per unit price for these commodities.</p> <p>*Gasoline Unit price: 3.30 *Diesel Oil unit price: 3.70</p>																																										
Items NO.	Contract Package Cod	Contract Package	Content of contract package																																										
2	IFB NO/JUD/SB4/NCB/001/ 2019/2020	Printing materials	<p>This contract package came from the budget line,coding # 221603 for Printing,Coding # 221903 for Staff Training and Coding # 222102 for Workshop,conference ,Seminar which portion represent the the total amount of US\$18,000.00 for Printing materials for the Judiciary.</p> <p>Description.</p> <table><tr><td>1.Chief Justice Headed paper 10 rms</td><td></td></tr><tr><td>2.Chief Justice Headed paper second sheet 10 rm</td><td></td></tr><tr><td>3.Chief Justice Headed envelope.....5 boxes</td><td></td></tr><tr><td>4.Asso.Justices Headed paper.....20rms</td><td></td></tr><tr><td>5.Asso.Justices Headed Envelope.....15boxes</td><td>Details as follow</td></tr><tr><td>6.General Letter Head.....80rms</td><td>1. Printing12,000.00</td></tr><tr><td>7.General Letter Head Envelope.....50 boxes</td><td>2. Staff Training : printing materials4,000.00</td></tr><tr><td>8.Court Administrator Letter Headed paper.....10 rms</td><td>3. Workshop,Conference: printing materials2,000.00</td></tr><tr><td>9.Court Administrator Letter Envelope.....15boxes</td><td>GRAND TOTAL : 18,000.00</td></tr><tr><td>10.Stock Cards.....100pcs</td><td></td></tr><tr><td>11.Local Purchase Order(LPO).....30booklets</td><td></td></tr><tr><td>12.Store issue slip.....40 booklets</td><td></td></tr><tr><td>13.Request Form.....75 booklets</td><td></td></tr><tr><td>14.Store Received Report.....50 booklets</td><td></td></tr><tr><td>15.Chief Justice Transmittal slip.....50 booklets</td><td></td></tr><tr><td>16.Asso.Justice Transmittal slip.....25booklets</td><td></td></tr><tr><td>17. Booklet for Training & workshop.....100 booklets</td><td></td></tr></table>	1.Chief Justice Headed paper 10 rms		2.Chief Justice Headed paper second sheet 10 rm		3.Chief Justice Headed envelope.....5 boxes		4.Asso.Justices Headed paper.....20rms		5.Asso.Justices Headed Envelope.....15boxes	Details as follow	6.General Letter Head.....80rms	1. Printing12,000.00	7.General Letter Head Envelope.....50 boxes	2. Staff Training : printing materials4,000.00	8.Court Administrator Letter Headed paper.....10 rms	3. Workshop,Conference: printing materials2,000.00	9.Court Administrator Letter Envelope.....15boxes	GRAND TOTAL : 18,000.00	10.Stock Cards.....100pcs		11.Local Purchase Order(LPO).....30booklets		12.Store issue slip.....40 booklets		13.Request Form.....75 booklets		14.Store Received Report.....50 booklets		15.Chief Justice Transmittal slip.....50 booklets		16.Asso.Justice Transmittal slip.....25booklets		17. Booklet for Training & workshop.....100 booklets									
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Items NO.	Contract Package Cod	Contract Package	Content of contract package																																										
3	IFB NO/JUD/SB4/NCB/002/ 2019/2020	Cleaning Materials	<p>The Judiciary received a proposed budget allotment from the Government of Liberia to purchase cleaning materials for the up keep of the bath rooms in the various courts with in the country and the entire offices within Temple of Justice.</p> <p>The proposed amount is US\$13,300.00 for the purchase of these items below.</p> <table><tr><th>Description</th><th>QTY</th><th>Description</th><th>QTY</th><th>Description</th><th>QTY</th></tr><tr><td>1.Dettol L/s</td><td>5 cnts</td><td>7. Tissue</td><td>4 bays</td><td>13.Tide soap</td><td>3 cnts</td></tr><tr><td>2. Clorax S/s</td><td>5 cnts</td><td>8. Air Freshener</td><td>3 doz</td><td>14.Pig feet barral all size</td><td>10 pcs</td></tr><tr><td>3. Liquid hand Soap</td><td>5 cnts</td><td>9. Alcohol</td><td>2 doz</td><td></td><td></td></tr><tr><td>4. MR. Clean</td><td>1 doz</td><td>10.Johnson baby oil for lift</td><td>2 doz</td><td></td><td></td></tr><tr><td>5. Spri-gone</td><td>3 cnts</td><td>11. Napkin</td><td>4 cnts</td><td></td><td></td></tr><tr><td>6. Commode brush</td><td>2 doz</td><td>12. Bucket all size</td><td>2 doz</td><td></td><td></td></tr></table>	Description	QTY	Description	QTY	Description	QTY	1.Dettol L/s	5 cnts	7. Tissue	4 bays	13.Tide soap	3 cnts	2. Clorax S/s	5 cnts	8. Air Freshener	3 doz	14.Pig feet barral all size	10 pcs	3. Liquid hand Soap	5 cnts	9. Alcohol	2 doz			4. MR. Clean	1 doz	10.Johnson baby oil for lift	2 doz			5. Spri-gone	3 cnts	11. Napkin	4 cnts			6. Commode brush	2 doz	12. Bucket all size	2 doz		
Description	QTY	Description	QTY	Description	QTY																																								
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Attended
July 22, 2019

Provided
By
07/22/19

Items NO.	Contract Package Code	Contract Package	Content of contract package
4	IFB NO/JUD/SBA/RFQ/001/ 2019/2020	Medical Drug	This contract package is taken from the budget line medical drugs and consumable with the proposed amount of US\$500.00 for the purchase of drugs for the needed jurors. The drugs will be purchase for jurors who will be selected and examined by medical doctor for the better result and treatment.
	Contract Package Code	Contract Package	Content of contract package
5	IFB NO/JUD/SBA/RFQ/002/ 2019/2020	Advertisement and Publication	This contract package came from the budget line and Coding #222108 for Advertisement and publication which represents the total amount of US\$ 1,500.00 for invitation to bid ,vacancy announcement and speeches to be delivered by the Chief Justice and Associate Justices. <u>Details</u> 1. Advertisement and Publication..... 700.00 2. Publication services for bidding..... 800.00 US\$1,500.00
	Contract Package Code	Contract Package	Content of contract package
6	IFB NO/JUD/SBA/RFQ/003/ 2019/2020	Food and Catering Services	This contract package came from the budget line,coding #222103 for food and Catering , Coding #221903 Staff Training and Coding# 222102 Workshop,conference ,Seminar which portion represent the total amount of US\$35,000.00 for food and catering servicing for the Judiciary. Please see detailed as per the procuring amount for the above coding. 1. Food and Catering services..... 15,000.00 2. Staff Training 5,000.00 3. Workshop,Conference,Seminar..... 3,000.00 Total 23,000.00
	Contract Package Code	Contract Package	Content of contract package
7	IFB NO/JUD/SBA/RFQ/003/ 2019/2020	News papers	It has been proposed in the Fiscal Budget for 2019-2020, the purchase of food stuff for the opening and closing of the Supreme Court and training of Professional Magistrates and conference to be held for Judges in montserrat and leeward Counties which is done one after another. <u>Content of contract package</u> The Judiciary refer to the budget line that represent the cost of US\$2,300.00 for the purchase of newspapers and books to be used by the Chief Justice and Associate Justices respectively. The amount of US\$1,300.00 will be taken care of by finance section of the Judicial. <u>Details</u> 1. Newspaper s..... 1,000.00 2. Special law books)..... 1,300.00 Grand total: 2,300.00
	Contract Package Code	Contract Package	Content of contract package
8	IFB NO/JUD/SBA/S/001/ 2019/2020	INTER NET SERVICES	This contract package came from the budget line Internet provider service coding # 221208 which portion represent the total amount of US\$19190.00 for the internet service for the judicial building and Chief Justice resident. And also the internet subscription payment will be done through the Ministry of Finance Development Planning. <u>Note</u> The Dstv subscription payment will be done through the Finance Department of the Judiciary.
	Contract Package Code	Contract Package	Content of contract package
9	IFB NO/JUD/SBA/RFQ/005/ 2019/2020	Repair & maintenance Furniture	This contract package came from the budget line Repair maintenance of Machinery Equipment and furniture coding # 221504 which portion represent the total amount of US\$5,000.00 will be used to deal with the maintenance and repairs of furnitures only. The procurement unit will have no option but to use RFQ method to implement this package.

attest
JULY 23, 2019

Provisional
07/22/19

Items NO.		Contract Package Code	Contract Package	Content of contract package
10	IFB NO/JUD/SBA/NCB/003/ 2019/2020	Air Ticketing		This contract package is taken from the budget line Foreign Means of Travel in the tone of US\$30,000.00 for the Judicial officials to purchase air ticket to go across the globe.
Items NO.		Contract Package Code	Contract Package	Content of contract package
11	IFB NO/JUD/SBA/RFQ/006/ 2019/2020	WATER SUPPLY		This contract package came from the budget line water and sewage coding # 221202 which portion represent a purchase from a local vendor the total amount of US\$9,000.00 for the supply of water to the Temple of Justice building.
12	IFB NO/JUD/SBA/RFQ/007/ 2019/2020	Repair & maintenance Typewriter		This contract package came from the budget line Repairs and maintenance of Machinery, Equipment and furniture coding # 221504 which portion represent the total amount of US\$1,050.00 will be used to deal with the maintenance and repairs of typewriter only. The procurement unit will have no option but to use RFQ method to implement this package.

added
July 22, 2019

Provisional
Magbana
07/22/19

