

**JUDICIAL BRANCH  
SUPREME COURT OF LIBERIA**



**OFFICE OF THE COURT ADMINISTRATOR  
TEMPLE OF JUSTICE  
MONROVIA, LIBERIA**

SCL/CA/979jln/'23

March 27, 2023

Cllr. Jargbe Roseline Nagbe Kowo  
Chief Executive Officer  
Public Procurement & Concessions Commission  
Executive Mansion Grounds  
Capitol Hill  
Monrovia, Liberia

Dear Cllr. Kowo:

We present our compliments and wish to inform you that the Judiciary is desirous of procuring one (1) new vehicle from its Special Operation Account (court cost, fees and fines) for the use of the Court Administrator's office.

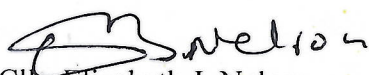
The decision is due to the constant breakdown and the high cost of maintenance associated with maintaining it. Furthermore, this vehicle has outlived its usefulness and therefore need replacement to avoid the Judiciary spending huge amount of funds toward repairs and maintenance cost.

Kindly find attached copy of the procurement plan and bank statements for your consideration.

Thanks for your kind and usual corporation.

Kind regards

Sincerely,

  
Cllr. Elizabeth J. Nelson  
Court Administrator

Received:  
Theophilus S.B. Kallie  
March 28, 2023  
Time 1:01pm



Republic of Liberia

# Public Procurement & Concessions Commission

Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Website: [www.ppcc.gov.lr](http://www.ppcc.gov.lr) | Email: [info@ppcc.gov.lr](mailto:info@ppcc.gov.lr) | Phone Short Code: 4357

Ref: PPCC/RL/CEO/145/23

March 29, 2023

Cllr. Elizabeth Nelson  
COURT ADMINISTRATOR  
Judicial Branch  
Temple of Justice  
Republic of Liberia

Dear Cllr. Nelson:

Subject: **RECEIPT AND APPROVAL OF THE JUDICIAL BRANCH NON-SBA PROCUREMENT PLAN FOR FISCAL YEAR 2023.**

We present our compliments and wish to notify you that the Public Procurement and Concessions Commission has received and approved the Judicial Branch Non-SBA Procurement Plan for the purchase of one (1) new vehicle as per the Judicial Branch request for the use of the Court Administrator's office in accordance with **Section 40 (3)** of the PPCA, 2010, and **Section 55(d)**.

The Commission conveys to the Judicial Branch that this 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 Plan, upon conclusion of stipulated processes.

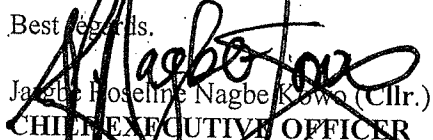
The Commission counsels that you observe **Section 40(5)** of the PPCA, 2010 which states "each Procuring Entity, shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes 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.

Please note that all contracts which cumulative annual value above the threshold of **US\$250,000.00** must be signed by the Minister responsible for Finance and attested by the Minister responsible for Justice. **The Commission requires that you kindly forward copies of all stipulated contracts upon signing, so as to update our records.**

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 ensure the National Interest is assured and ultimately public confidence is maintained in all Public Procurement and Concession processes.

Best regards,

  
Japheth Roseline Nagbe Kowo (Cllr.)  
CHIEF EXECUTIVE OFFICER

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

JUDICIARY BRANCH TEMPLE OF JUSTICE  
PROCUREMENT PLAN (NON-SBA)  
SOURCE OF FUNDING: GOL 2023 Internal Revenue Generation Account  
(Court Costs, Fees and Fines)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
	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 SUBMISSION/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/RB/001/2023	Vehicle Purchase	G4510	1 UNIT	47,500.00	RB	3/2/2023	3/10/2023	3/14/2023	3/28/2023	4/28/2023	5/11/2023	5/24/2023	6/23/2023	N/A	07/13/2023	08/29/2023
UPDATE																		
Actual																		
			Grand Total :			47,500.00												

Prepared By: JL Ndowar  
Joyce L. Ndowar  
PROCUREMENT DIRECTOR

Approved By: Elizabeth J. Nelson  
Cllr. Elizabeth J. Nelson  
COURT ADMINISTRATOR

Date: March 28, 2023



March 29, 2023



NAME OF ENTITY : JUDICIARY  
Procurement Plan Explanatory Note (NON-SBA)  
Source of Funding :GOL 2023 Internal Revenue Generation Account  
( Court Costs, fees, and fines )

Items	Contract Package Cod	Contract Package	Content of contract package
1	IFB NO/JUD/RB/ 001/2023	Vehicle Purchase	<p>The Judiciary intend to use the Restricted Bidding (RB) method in this package to purchase one (1) unit of vehicle (SUV Jeep) for Cllr. Elizabeth J. Nelson, Court Administrator of the Honorable Supreme Court of Liberia.</p> <p>Amount allocated for said vehicle is.....US\$47,500.00</p>

Signed By :   
Director of Procurement

  
  
Mar - 29, 2023