



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/288/21**

August 10, 2021

Cllr. Elizabeth Nelson
COURT ADMINISTRATOR
Judiciary Branch
Republic of Liberia

Dear Cllr. Nelson:

Subject: **RECEIPT AND APPROVAL OF SBA AND NON SBA PROCUREMENT PLANS FOR SPECIAL BUDGET YEAR 2021**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Judiciary Branch SBA and Non SBA Procurement Plans (*Goods and Services*) for Special Budget Year 2021 in accordance with **Section 40** (3) of the PPCA, 2010. The Commission, however, wishes to inform you that your 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.

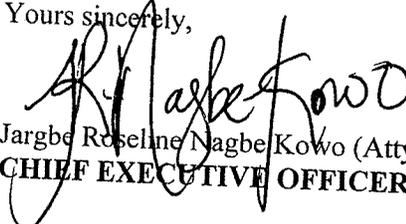
The Commission counsels that you observe Section 40(5) of the PPCA, 2010 which states "each Procuring Entity, shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes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

**JUDICIARY BRANCH TEMPLE OF JUSTICE
PROCUREMENT PLAN (NON - SBA)
SOURCE OF FUNDING: 2021 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)	PROCURE MENT METHOD	TECHNICAL SPECS/BOQ/ DRAWINGS	PREPARA TION OF BID DOC.	PC APPROVE BID DOC/TECH SPECS	BID INVITA TION & RELEASE OF BID DOC.	BID SUBMSN./ PUBLIC OPENING	SUBMISSI ON OF BID EVAL. REPORT	PC APPROVAL BID EVAL. REPORT	CONTRAC T AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZA TION)	DELIVERY, INSPECTION (SUBSTANTI AL COMPLETIO N)	ACCEPT & FINAL PAYMENT	
1	JUD/NCB /001/2021	Stationery	G4761	Assorted	52,650.00	S/S	7/2/2021	7/9/2021	7/16/2021	N/A	N/A	N/A	9/10/2021	11/1/2021	N/A	12//31/2021	12/31/2021	
				Grand Total :	52,650.00													

IMPLEMENTATION DATES

Prepared By: *[Signature]*
Joyce L. Ndowar
PROCUREMENT DIRECTOR

Approved By: *[Signature]*
Cllr. Elizabeth J. Nelson
COURT ADMINISTRATOR

Date: Aug. 4, 2021



NAME OF ENTITY : JUDICIARY
 Procurement plan Explanatory Notes (NON-SBA)
 Fiscal Year 2021

Items NO.	Package Number Code	Contract Package	Content of contract package																																																
1	IFB NO./UD/NCG/001/2021	Stationery	<p>This contract package came from the budget line coding #221602 for Stationery, for the period from July through December 2021 of the national budget. Please see list of some items that will be purchased for this six month for the judiciary. The amount allocated for stationery is US\$52,650.00</p> <table border="0"> <thead> <tr> <th>Description</th> <th>QTY</th> <th>Description</th> <th>QTY</th> <th>Description</th> <th>QTY</th> </tr> </thead> <tbody> <tr> <td>1. Memo paper Ex/L</td> <td>80 cnts</td> <td>8. Brown Envelope L/s</td> <td>3 cnts</td> <td>15. Ball point pen</td> <td>25 pks</td> </tr> <tr> <td>2. Memo paper L/s</td> <td>100 cnts</td> <td>9. Brown Envelope S/s</td> <td>3 cnts</td> <td>16. Staple machine L/s</td> <td>3cnts</td> </tr> <tr> <td>3. Memo paper S/s</td> <td>120 cnts</td> <td>10. Brown Envelope M/s</td> <td>3cnts</td> <td>17. Staple machine m/s</td> <td>4 cnts</td> </tr> <tr> <td>4. Legal paper</td> <td>5 cnts</td> <td>11. Official Envelope</td> <td>5 cnts</td> <td>18. Staple machine s/s</td> <td>3 cnts</td> </tr> <tr> <td>5. Manila folder L/s</td> <td>6 cnts</td> <td>12. Box file</td> <td>5 cnts</td> <td>19. Staple pin L/s/ss/ms</td> <td>3 cnts each</td> </tr> <tr> <td>6. Manila folder S/s</td> <td>6 cnts</td> <td>13. White board marker</td> <td>20 pks</td> <td>20. High lighter</td> <td>6 pks</td> </tr> <tr> <td>7. Carbon paper</td> <td>6 cnts</td> <td>14. Marker</td> <td>6 Kks</td> <td>ECT.....</td> <td></td> </tr> </tbody> </table>	Description	QTY	Description	QTY	Description	QTY	1. Memo paper Ex/L	80 cnts	8. Brown Envelope L/s	3 cnts	15. Ball point pen	25 pks	2. Memo paper L/s	100 cnts	9. Brown Envelope S/s	3 cnts	16. Staple machine L/s	3cnts	3. Memo paper S/s	120 cnts	10. Brown Envelope M/s	3cnts	17. Staple machine m/s	4 cnts	4. Legal paper	5 cnts	11. Official Envelope	5 cnts	18. Staple machine s/s	3 cnts	5. Manila folder L/s	6 cnts	12. Box file	5 cnts	19. Staple pin L/s/ss/ms	3 cnts each	6. Manila folder S/s	6 cnts	13. White board marker	20 pks	20. High lighter	6 pks	7. Carbon paper	6 cnts	14. Marker	6 Kks	ECT.....	
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[Handwritten Signature]
 7/29/2021



10/2021