



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/124/'23**

March 20, 2023

Hon. J. Nanborlor F. Singbeh
SECRETARY
The Liberian Senate
Monrovia, Liberia

Dear Hon. Singbeh:

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 Liberian Senate **SBA/Non-SBA** 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** 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 Fiscal Year 2023 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for **The Liberian Senate'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


Jargbe Roseme Nagbe Kowo (Cllr.)
CHIEF EXECUTIVE OFFICER

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

[illegible]

Johnny A. Clarke Director/Procurement Unit

Sen. Nyomblee Karyga-Lawrence Head of Entity/Chairman Proc. Committee

03-15-23



Probe Stone
Mar/20/2023

DRAFT

Name of Entity: Liberian Senate
Procurement Plan (Core Budget) Explanatory Notes
Fiscal Year: 2023

Item NO.	Contract Package Code	Contract Package	Content of Contract Package
1.	IFB NO.LS/CB/NCB/001/2023	Stationery	This comes from the budget stationery, it is used to purchase A-4 cartons of sheets, envelopes, paper glues, Diaries, ledgers, paper clips, Engel inks, refill pad, staple machines, erasers, carbon papers, dictionary oxford, s/s, disk box, makers (various colors), various computers inks, legal sheet, note pad, stick on pad, ball pens, ink, toner, A-4 manila folder.
2.	IFB NO.LS/CB/NCB/002/2023	Repairs & Maintenance-Civil	This comes from the budget line repairs & maintenance-civil. This package will be used to hire the services of a qualified firm to do the repair maintenances on the entire Senate building.
3.	IFB NO.LS/CB/NCB/003/2023	Uniform & Specialized Clothing	This comes from the budget line uniform & specialized clothing. This package is used to purchase uniform for the Senate securities & also purchase specialized clothing for the maintenance staffers & other needed department.
4.	IFB NO.LS/CB/NCB/004/2023	Computers Supplies, Parts & Cables	This comes from the budget line computers supplies, parts & cables. This package is used to purchase computer supplies, parts & cables for the Liberian Senate.

This plan is for both the Offices of the President Pro Tempore and The House of Senate.

Handwritten signature and date:
Mar 20, 2023

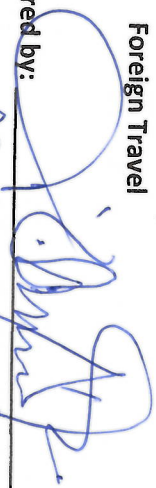


Handwritten signature and date:
March 20/2023

These items are not procure by the procurement unit but rather don by the finance section. Direct payments are mad by the senators to underwrite whatever travels cost that arises.

Here are the items:

- 1. Domestic Travel
- 2. Local Scholarship
- 3. Foreign Travel

Prepared by: 
PP Procurement Director

Date: February 27, 2023

RECD
Mar 20, 2023




March 20/2023