

Republic of Liberia  
**Public Procurement & Concessions Commission**  
Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



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

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Ref. PPCC/RL/CEO/1071/'20

March 9, 2020

Dr. Samuel K. Ngaima, Sr.

**PRESIDENT**

Lofa County Community College

Republic of Liberia

Dear Dr. Ngaima:

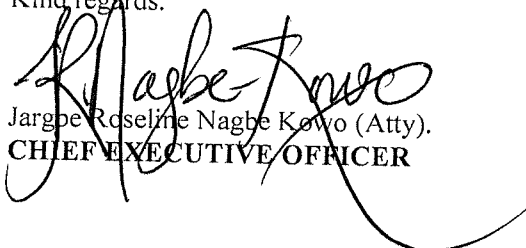
Subject: **RECEIPT AND APPROVAL OF SBA AND CONSULTANCY PROCUREMENT PLAN  
FOR FISCAL YEAR 2019/2020**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Lofa County Community College SBA, and Consultancy Procurement Plan for FY 2019/2020 in accordance with **Section 40** (3) of the PPC Act. The Commission however wishes to inform you that your Procurement Plan has been 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 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 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.

  
Jargbe Roseline Nagbe Kowo (Atty).  
**CHIEF EXECUTIVE OFFICER**

**Lofa County Community College (LCCC)**  
**PROCUREMENT PLAN (SBA-GOL BUDGET)**  
**Source of Funding: Government of Liberia**  
**Fiscal year: 2019/2020**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	1
BASIC DATA							IMPLEMENTATION DATES									
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITIES 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/ PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	
PLANNED	1	IFB.NO.LC CC/SBA/R FQ/001/1 9/20	Stationery	G-4761	ASSORTED	9,800	RFQ	07/1/2019	07/8/2019	07/15/2019	07/22/2019	07/29/2019	08/5/2019	08/12/2019	03/05/2020	
UPDATE																
ACTUAL																
PLANNED	2	IFB.NO.LC CC/SBA/R FQ/002/1 9/20	PETROLEUM PRODUCT	G-4661	1,9498 gallons @5	9,749	RFQ	07/1/2019	07/8/2019	07/15/2019	07/22/2019	08/5/2019	08/12/2019	08/19/2019	03/05/2020	
UPDATE																
ACTUAL																
PLANNED	3	IFB.NO.LC CC/SBA/R FQ/003/1 9/20	CLEANING MATERIAS	G-4773	ASSORTED	933	RFQ	07/1/2019	07/8/2019	07/15/2019	07/22/2019	07/29/2019	08/5/2019	08/12/2019	03/05/2020	
UPDATE																
ACTUAL																
SUB TOTAL						20,482										

Prepared by: *[Signature]*

Procurement Director/ Manager

Approved by: *[Signature]*

Head of Entity/Chairman Proc. Committee

Date: 03/03/2020



**Lofa County Community College (LCCC)**  
**PROCUREMENT PLAN 5 (GOL-SBA budget)**  
**Source of Funding: Government of Liberia**  
**Fiscal year: 2019/2020**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	1
BASIC DATA							IMPLEMENTATION DATES									
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITIES 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/ PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	
PLANNED	4	IFB.NO.LCC C/SBA/RB/0 01/19/20	Security guard services	N8010	1 firm	\$42,572	RB	07/1/2019	07/8/2019	07/15/2019	07/22/2019	08/19/2019	09/2/2019	09/16/2019	03/05/2020	
UPDATE																
ACTUAL																
SUB TOTAL						\$42,572										
GRAND TOTAL						\$63,054										

Prepared by: James K. Johnson  
 Procurement Director/ Manager

Approved by: [Signature]  
 Head of Entity/Chairman Proc. Committee

Date: 03/03/20





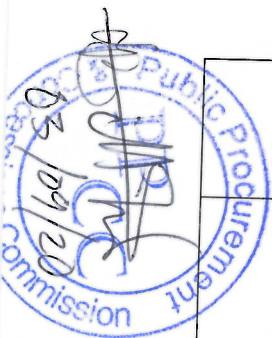
# Lofa County Community College

## Procurement Plan:

## SBA Explanatory Notes

Fiscal Year: 2019/2020

Item No	IFB/RFP Reference Number	Contract Package	Detailed Content
1	IFB No. LCCC/SBA/RFO/001/19/20	Stationery	<p>This contract package is intended to procure the following items below : It is drawn from the budget line Stationery</p> <ul style="list-style-type: none"> <li>A. A4 papers-----250 cartoons</li> <li>B. Leger sheet-----25 cartoons</li> <li>C. Note pad-----25 dozens</li> <li>D. Hp cartridge (85A)-----115pcs</li> <li>E. Hp cartridge (83A)-----20pcs</li> <li>F. Hp cartridge (728A)-----50pcs</li> <li>G. Hp cartridge (78A)-----10pcs</li> <li>H. Canon toner (GPR 18)-----12pcs</li> <li>I. Laser jet cartridge(black&amp; color)---10pcs</li> <li>J. HP Laser jet cartridge(CS-330A)10pcs</li> <li>K. Canon toner(C-EXV 33)-----10pcs</li> </ul> <p><b>Assorted Stationery Items</b></p> <ul style="list-style-type: none"> <li>A. Ledger Book -----25pcs</li> <li>B. Box file-----12 cartoons</li> <li>C. Chalk cartoon-----5 cartoons</li> <li>D. Staple pin (lager)-----15pks</li> <li>E. Staple pin (small)-----5dozens</li> <li>F. Staple Machine(lager)-----5pcs</li> <li>G. Staple Machine (small)-----4dozens</li> <li>H. Ball pen(red, blue, black)---100pks</li> <li>I. Brown envelop A4-----30pks</li> <li>J. Brown envelop L/S-----30pks</li> <li>K. White envelop-----144pks</li> </ul>



			L. White board maker-----15pks M. Maker permanent -----15pks
2	IFB No .LCCC/SBA/RFQ/002/19/20	Petroleum products (Gasoline, Diesel & Lubricant)	This contract package is intended to procure the following below Listed items: It is drawn from the budget line Fuel & Lubricant. A. Diesel fuel-----1,000gallons B. Gasoline-----800gallons C. Engine Oil(for both) -----149.8gallons
3	IFB No .LCCC/SBA/RFQ/003/19/20	Cleaning materials	This contract package is intended to procure the following below listed items: : It is drawn from the budget line Cleaning Materials A. Floor Mop-----100pcs Kiln soap (cartoons)-----60 cartoons B. Antiseptic (cartoons)-----60 cartoons C. Clorox (cartoons)-----75 cartoons D. Tissue (Sac)-----100 sac E. Air freshener(dozen)-----85 dozens F. Spray gun (dozen)-----85 dozens G. Hand glove (let duty)-----50pair H. Hand glove(heavy duty)-----20 pair
4	IFB. NO.LCCC/SBA/RB/001/19/20	Security Guard Services	This contract package is intended to procure the following below listed items: it is drawn from the budget line Security Guard service, and it is intended to hire one firm

Prepared by:

Tarnue K. Johnson

Procurement Director/Procurement Manager

Date:

03/08/20

Approved by:

Dr. Samuel K. Ngaina, Sr.

Head of Entity/Chairman Procurement Committee

Date:

03/08/20

