



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/1066/'20**

March 3, 2020

Dr. Samuel K. Ngaima, Sr.

**PRESIDENT**

Lofa County Community College  
Republic of Liberia

Dear Dr. Ngaima:

Subject: **PROVISIONAL APPROVAL OF DRAFT 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 (LCCC) SBA and Consultancy 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 corrections as indicated.

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 LCCC'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

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

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

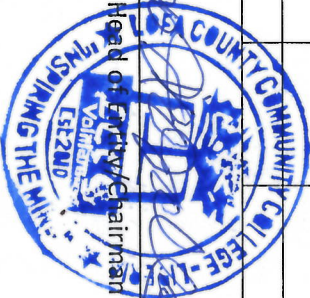
Lofa County Community College (LCCC)  
PROCUREMENT PLAN (SBA-GOL BUDGET)  
Source of Funding: Government of Liberia  
Fiscal year: 2019/2020

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
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	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)
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	08/19/2019	N/A	6/17/2020
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	08/26/2019	N/A	6/17/2020
UPDATE																	
ACTUAL																	
PLANNED	3	IFB.NO.LC CC/SBA/R FQ/003/1 9/20	CLEANING MATERIALS	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	08/19/2019	N/A	6/17/2020
UPDATE																	
ACTUAL																	
SUB TOTAL						20,482											

Prepared by: Samuel K. Johnson  
Procurement Director/ Manager

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

Date: 10-23-19



[Signature]  
03/09/20

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> <p>A. A4 papers-----250 cartoons</p> <p>B. Leger sheet-----25 cartoons</p> <p>C. Note pad-----25 dozens</p> <p>D. Hp cartridge (85A)-----115pcs</p> <p>E. Hp cartridge (83A)-----20pcs</p> <p>F. Hp cartridge (728A)-----50pcs</p> <p>G. Hp cartridge (78A)-----10pcs</p> <p>H. Canon toner (GPR 18)-----12pcs</p> <p>I. Laser jet cartridge(black&amp; color)---10pcs</p> <p>J. HP Laser jet cartridge(CS-330A)10pcs</p> <p>K. Canon toner(C-EXV 33)-----10pcs</p> <p><b>Assorted Stationery Items</b></p> <p>A. Ledger Book -----25pcs</p> <p>B. Box file-----12 cartoons</p> <p>C. Chalk cartoon-----5 cartoons</p> <p>D. Staple pin (lager)-----15pks</p> <p>E. Staple pin (small)-----5dozens</p> <p>F. Staple Machine(lager)-----5pcs</p> <p>G. Staple Machine (small)-----4dozens</p> <p>H. Ball pen(red, blue, black)---100pks</p> <p>I. Brown envelop A4-----30pks</p> <p>J. Brown envelop L/S-----30pks</p> <p>K. White envelop-----144pks</p>

  
03/03/20



			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

Prepared by: Tendues  
 Tarnue K. Johnson  
 Procurement Director/Procurement Manager

Date: 23/10/19

Approved by: [Signature]  
  
 Dr. Samuel K. Ngaima, Sr.  
 Head of Entity/Chairman, Procurement Committee

Date: 10-23-19

Bill  
 03/03/20