



Republic of Liberia

# Public Procurement & Concessions Commission

Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



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Ref. PPCC/RL/CEO/1027/'20

February 12, 2020

Cllr. Boakai Kanneh

**CHAIRMAN**

Law Reform Commission

Republic of Liberia

Dear Cllr. Kanneh:

Subject: **RECEIPT AND APPROVAL OF SBA AND NON SBA 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 Law Reform Commission, SBA and Non SBA 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 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.

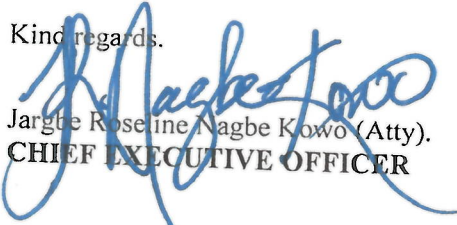
The Commission advises that you observe **Section 40 (5)** of the PPCA, 2010 which states that a Procuring Entity shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plan. The Commission and the Ministry responsible for Finance should be notified in writing 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.

Additionally, during the review, it was observed that copies of all procurement contracts awarded and executed for fiscal year 2018/2019 were not submitted. All efforts were made by the Compliance Officer in the Compliance and Monitoring Division of the Commission in requesting the LRC to submit its contracts award information in consonance with **Section 43 (2) (g)** and (l), but to no avail.

In view of the above, the Commission advises the Law Reform Commission to kindly submit all copies of contracts awarded and executed during fiscal year 2018/2019 within a week, upon receipt of this letter. In furtherance, please see attached letter indicating that your plan was provisionally approved, conveying stated information of contracts submission.

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 Roseanne Nagbe Kowo (Atty).  
**CHIEF EXECUTIVE OFFICER**

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

LAW REFORM COMMISSION  
PROCUREMENT PLAN (Non-SBA Budget)  
Source of Funding: GOL National Budget  
Fiscal year: 2019/2020

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	1
				IMPLEMENTATION DATES														
	ITE M NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUS. REGISTRA TION CODE	QTY	ESTIMATED COST (USD)	PROCURE MENT 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 (MOBILIZA TION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	AC I PA
	1.	IFB NO. LRC/RFQ/001/ 2019/2020	Vehicles spare parts	G4530	Assorted	2,000.00	RFQ	6/17/2019	6/21/2019	6/28/2019	7/05//2019	7/12/2019	7/19/2019	7/25/2019	7/31/2019	N/A	6/15/2020	6/3
UPDATE																		
ACTUAL																		
PLANNED	2.	IFB NO. LRC/RFQ/002/ 2019/2020	Generator spare parts	G4520	1	800.00	RFQ	6/19/2019	6/25/2019	7/01/2019	7/08/2019	7/15/2019	7/22/2019	7/29/2019	8/05/2019	N/A	6/15/2020	6/3
UPDATE																		
ACTUAL																		
PLANNED	3.	IFB NO. LRC/RFQ/003/ 2019/2020	Stationery	G4761	Assorted	2,000.00	RFQ	6/20/2019	6/26/2019	7/02/2019	7/09/2019	7/16/2019	7/23/2019	7/31/2019	8/06/2019	N/A	6/15/2020	6/3
UPDATE																		
ACTUAL																		
		TOTAL				4,800.00												

Signed:   
Rachel G. Saywah  
Supervisor/ Procurement Unit

Approved by:   
Cllr. Boakai N. Kanneh  
Head of Entity/ Chairman Proc. Committee

Date: 1/23rd/2020

  
Boakai N. Kanneh  
1/23/2020

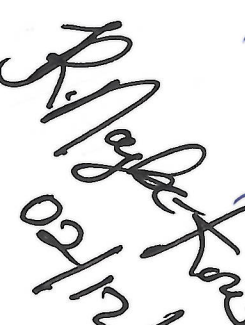


LAW REFORM COMMISSION  
PROCUREMENT PLAN (Non-SBA Budget)  
EXPLANATORY NOTES  
FISCAL YEAR: 2019/2020

NO.	Contract Package Code	Contract Package	Content of Contract Package
1.	IFB NO. LRC/RFQ/001/2019/2020	Vehicles Spare Parts	This budget comes from Repair and Maintenance Vehicles will be applied to the purchase of spare parts for vehicles (tires, filters, batteries etc, and maintenance services).
2.	IFB NO. LRC/RFQ/002/2019/2020	Generator Spare Parts	This budget comes from Repair and Maintenance Generator will be applied to the purchase of spare parts for generator (Batteries, Fuel Filter Engine oil and maintenance service).
3.	IFB NO. LRC/RFQ/003/2019/2020	Stationery	<p>This budget comes from Stationery it is intended to procure the following stationery items:</p> <ol style="list-style-type: none"><li>1. A4 Ream of sheet .....15 Boxes</li><li>2. Legal sheet (8.5" x 14") .....2 Boxes</li><li>3. Box file .....1 Box</li><li>4. White Envelops (letter size) .....2 Boxes</li><li>5. Executive Ball pens (12pcs in 1 pk) .....1 pack</li><li>6. Pen (assorted) .....5 packs</li><li>7. Plastic binding ring (big &amp; small) .....1 Box</li><li>8. Transparent binding sheet (A4 size) .....1 pack</li><li>9. Stamp pad .....2 pieces</li><li>10. Scotch tape, 5 cm, transparent .....3 pieces</li><li>11. White board marker .....4 packs</li><li>12. Flash drive .....6 pieces</li><li>13. Kodak max battery (double A) .....1 Box</li><li>14. Kodak max battery (Triple A) .....1 Box</li><li>15. Ledger (legal) .....3 pieces</li><li>16. Stick-on - pad .....1 box</li><li>17. Brown Envelops (A-4 size) .....5 packs</li></ol>

Signed:   
Rachel G. Saywan  
Supervisor/ Procurement Unit


Approved by:   
Cllr. Boakai N. Kanneh  
Head of Entity/ Chairman Proc. Committee

Date: 11/23rd/2020  


LAW REFORM COMMISSION  
PROCUREMENT PLAN (Non-SBA Budget)  
EXPLANATORY NOTES  
FISCAL YEAR: 2019/2020

NO.	Contract Package Code	Contract Package	Content of Contract Package
	IFB NO. LRC/RFQ/003/2019/2020	Stationery	Cartridge: 1. HP 61 combo Cartridge ..... 10 pieces 2. HP Cartridge 85A ..... 8 pieces 3. HP Cartridge 280A ..... 2 pieces 4. HP Cartridge 78A ..... 3 pieces 5. 05A Cartridge ..... 2 pieces 6. CGR3371737 ..... 3 pieces 7. LaserJet print Cartridge 26A..... 4 pieces 8. LaserJet print Cartridge 827A ..... 2 pieces
4.		Office Building Lease	This Budget \$50,000 comes from Offices Building Rental and Lease it will be applied to annual payment toward the lease of office building located North Gibson Street, Old CID Road, Mamba Monrovia, Liberia.

Signed:   
Rachel G. Saywah  
Supervisor/ Procurement Unit

Approved by:   
Cllr. Boakai N. Kanneh  
Head of Entity/ Chairman Proc. Committee

Date: 1/28/2020  
