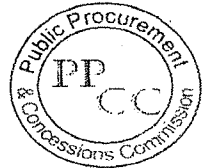




Republic of Liberia

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/060/'21

February 17, 2021

Cllr. Boakai N. Kanneh
CHAIRMAN
Law Reform Commission
Republic of Liberia

Dear Cllr. Kanneh:

Subject: **RECEIPT AND FINAL APPROVAL OF LRC'S SBA AND NON SBA
PROCUREMENT PLANS FOR FISCAL YEAR 2020/2021**

We present our compliments and acknowledge receipt of your letter which sought the final approval of the Commission for **Law Reform Commission (LRC)** SBA and Non SBA Procurement Plans for FY 2020/2021 in accordance with **Section 40(3)** of the PPC Act. The Commission hereby informs you that your plan has been **Approved** and has been forwarded to the Ministry of Finance and Development Planning(MFDP).

The Commission advises that you observe **Section 40(5)** of the PPCA, 2010 which states that 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 procurement plan and be provided with 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.

Please be advised that your Entity can carry out procurement activities based on this final approved Procurement Plan culminating in **framework agreements** for recurrent procurement items. Please ensure to include notification of this information in the tender document for your guidance, the Commission has produced a short note explaining the process for framework agreements and advance procurement which you can download at <http://ppcc.gov.lr/vr/index.php/documents>.

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

Yours sincerely,


Jarghe Roseline Nagbe Kowo (Atty.)
CHIEF EXECUTIVE OFFICER

LAW REFORM COMMISSION
PROCUREMENT PLAN (Non-SBA Budget)
Source of Funding: GOL National Budget
Fiscal year: 2020/2021

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | |
|---------|-----------------|--------------------------------------|----------------------------|-------------------------------|----------|-------------------------|---------------------------|-------------------------------------|-----------------------------|---|--|---|--|--|--------------------------------|--|--|----------------|
| | 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 DOCTECH 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 E. PA |
| | | | | | | | | | | | | | | | | | | |
| PLANNED | 1. | IFB NO. LRC/RFQ/001/ 2020/2021 | Vehicles spare parts | G4530 | Assorted | 2,000.00 | RFQ | 6/17/2020 | 6/23/2020 | 6/30/2020 | 7/07//2020 | 7/16/2020 | 7/24/2020 | 8/03/2020 | 8/10/2020 | N/A | 6/15/2021 | 6/3 |
| UPDATE | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | |
| PLANNED | 2. | IFB NO. LRC/RFQ/002/ 2020/2021 | Stationery | G4761 | Assorted | 2,000.00 | RFQ | 6/22/2020 | 6/25/2020 | 7/03/2020 | 7/10//2020 | 7/22/2020 | 7/30/2020 | 8/07/2020 | 8/17/2020 | N/A | 6/15/2021 | 6/3 |
| UPDATE | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | |
| | | TOTAL | | | | 4,000.00 | | | | | | | | | | | | |

Signed: *[Signature]*
Rachel G. Saywah
Supervisor/ Procurement Unit

Approved by: *[Signature]*
Cllr. Boakai N. Kanneh
Head of Entity/ Chairman Proc. Committee

Date: 02/12/19/2021



LAW REFORM COMMISSION
PROCUREMENT PLAN (Non-SBA Budget)
EXPLANATORY NOTES
FISCAL YEAR: 2020/2021

| NO. | Contract Package Code | Contract Package | Content of Contract Package |
|-----|-------------------------------|----------------------|---|
| 1. | IFB NO. LRC/RFQ/001/2020/2021 | 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/003/2020/2021 | Stationery | <p>This budget comes from Stationery it is intended to procure the following stationery items:</p> <ol style="list-style-type: none">1. A4 Ream of sheet 15 Boxes2. Legal sheet (8.5" x 14") 2 Boxes3. Box file 1 Box4. White Envelops (letter size) 2 Boxes5. Executive Ball pens (12pcs in 1 pk) 1 pack6. Pen (assorted) 5 packs7. Plastic binding ring (big & small) 1 Box8. Transparent binding sheet (A4 size) 1 pack9. Stamp pad 2 pieces10. Scotch tape, 5 cm, transparent 3 pieces11. White board marker 4 packs12. Flash drive 6 pieces13. Kodak max battery (double A) 1 Box14. Kodak max battery (Triple A) 1 Box15. Ledger (legal) 3 pieces16. Stick -on - pad 1 box17. Brown Envelops (A-4 size) 5 packs |

Signed: 
Rachel G. Saywan
Supervisor/ Procurement Unit

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

Date: 02/12/2021



LAW REFORM COMMISSION
PROCUREMENT PLAN (Non-SBA Budget)
EXPLANATORY NOTES
FISCAL YEAR: 2020/2021

| 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 |
| 3. | | 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 P Monrovia, Liberia. |

Signed: 
Rachel G. Saywan
Supervisor/ Procurement Unit

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

Date: 02/12/2021

