



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/0414/'19

July 10, 2019

Cllr. Boakai N. Kanneh

**CHAIRMAN**

Law Reform Commission

Republic of Liberia

Dear Cllr. Kanneh:

Subject: **PROVISIONAL APPROVAL OF DRAFT PROCUREMENT PLAN FOR FISCAL YEAR 2019/2020**

We present our compliments and wish to acknowledge receipt of your letter dated June 27, 2019 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 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 FY 2019/2020 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for LRC allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for FY 2019/2020 and staff of your Procurement Unit.

Meanwhile, we request that you kindly submit your contract award information for all procurement contracts awarded in the previous fiscal year (2018/2019)

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

## Fiscal year: 2019/2020

[illegible]

Date: 06/27/201

Cllr. Boakai N. Kanneh

**Head of Entity/Chairman Proc. Committee**

From  
K. J. G.  
July 20

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 spa 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. Saywah  
Supervisor/ Procurement Unit

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

Date: 06/27/2019

LAW REFORM COMMISSION  
Ministry of Revenue and Finance Building, 2nd Floor  
Albionville, Liberia

  
06/27/2019

Provisional  




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/002/2019/2020	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 P Monrovia, Liberia.

Signed: *Naeiti*  
Rachel G. Saywah  
Supervisor/ Procurement Unit

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

REPUBLIC OF LIBERIA  
LAW REFORM COMMISSION  
Ministry of Foreign Affairs Building, 2nd Floor  
MONROVIA LIBERIA

Date: *06/27/2019*

(Provisional)  
*[Signature]*  
10/2019

*Outstanding*  
*July 8, 2019*