



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/0476/19

August 30, 2019

Hon. Duannah A. Kamara

**MANAGING DIRECTOR**

Liberia Water and Sewer Corporation

Republic of Liberia

Dear Hon. Kamara:

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 Liberia Water and Sewer Corporation SBA, Non 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 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 LWSC'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 (A/ty).  
**CHIEF EXECUTIVE OFFICER**

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

Liberia Water and Sewer Corporation  
PROCUREMENT PLAN (SBA)

Source of Funding: (Internal Revenue and GOL Subsidy)  
Fiscal year: 2019/2020

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	VENDOR'S BUSINESS ACTIVITIES CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ /DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	IMPLEMENTATION DATES							
											BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION N/PUBLIC OPENING	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	
PLANNED	1	IFB No.: LWSC/SBA /NCB/001 /19/20	Rice (Bulk)	G 4711	3,846 Bags	50,000.00	NCB	25-Sep-19	2-Oct-19	9-Oct-19	16-Oct-19	13-Nov-19	27-Nov-19	4-Dec-19	27-Dec-19	N/A	27-May-20	30-Jun-20
UPDATE																		
ACTUAL																		
PLANNED	2	IFB No.: LWSC/SBA /RB/001/ 19/20	Vehicles Insurance	K 6512	One (1) firm	5,000.00	RB	25-Sep-19	9-Oct-19	9-Oct-19	16-Oct-19	30-Oct-19	6-Nov-19	13-Nov-19	30-Nov-19	N/A	2-Jun-20	30-Jun-20
UPDATE																		
ACTUAL																		
PLANNED	3	IFB No.: LWSC/SBA /RB/002/ 19/20	Personnel Life Insurance Coverage	K 6511	One (1) firm	30,000.00	RB	15-Nov-19	22-Nov-19	30-Nov-19	6-Dec-19	3-Jan-20	10-Jan-20	17-Jan-20	24-Jan-20	N/A	26-Jun-20	30-Jun-20
UPDATE																		
ACTUAL																		
PLANNED	4	IFB No.: LWSC/SBA /RFO/001 /19/20	Event Catering	I 5621	One (1) firm	8,500.00	RFQ	25-Sep-19	9-Oct-19	9-Oct-19	16-Oct-19	30-Oct-19	6-Nov-19	13-Nov-19	30-Nov-19	N/A	2-Jun-20	30-Jun-20
UPDATE																		
ACTUAL																		
PLANNED	5	IFB No.: LWSC/SBA /NCB/002 /19/20	Security Guard Services	N8010	One (1) firm	180,000.00	NCB	25-Sep-19	9-Oct-19	9-Oct-19	16-Oct-19	13-Nov-19	27-Nov-19	4-Dec-19	27-Dec-19	N/A	25-May-20	30-Jun-20
UPDATE																		
ACTUAL																		
PLANNED	6	IFB No.: LWSC/SBA /NCB/003 /19/20	Advertising & Public Relations	M 7310	Five (5) firms	25,000.00	NCB	27-Sep-19	4-Oct-19	11-Oct-19	18-Oct-19	15-Nov-19	28-Nov-19	6-Dec-19	31-Dec-19	N/A	25-May-20	30-Jun-20
UPDATE																		
ACTUAL																		
Sub-Total						298,500.00												

Prepared By: *[Signature]*  
Amadu S. Barbo II  
Procurement Director

Date: *08/20/2019*

*2019*  
August 23, 2019

Approved By: *[Signature]*  
Dyanah A. Kennard  
Managing Director/Chairman Procurement Committee

Date: *8/25/2019*

*[Signature]*  
*08/29/19*

*[Signature]*  
*08-29-1*



Liberia Water and Sewer Corporation  
PROCUREMENT PLAN ( SBA)

Source of Funding: (Internal Revenue and GOL Subsidy)  
Fiscal year: 2019/2020


1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
BASIC DATA																		
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	VENDOR 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	IMPLEMENTATION DATES				
PLANNED	7	IFB No.: LWSC/SBA /RFQ/002 /19/20	Vehicles Rental Services	N 7710	One (1) firm	5,000.00	RFQ	28-Nov-19	5-Dec-19	12-Dec-19	19-Dec-19	2-Jan-20	9-Jan-20	16-Jan-20	23-Jan-20	N/A	4-Jun-20	26-Jun-20
UPDATE																		
ACTUAL																		
PLANNED	8	IFB No.: LWSC/SBA /NCB/004 /19/20	Printing & Production	C 1812	One (1) firm	38,000.00	NCB	27-Sep-19	4-Oct-19	11-Oct-19	18-Oct-19	15-Nov-19	28-Nov-19	6-Dec-19	31-Dec-19	N/A	25-May-20	30-Jun-20
UPDATE																		
ACTUAL																		
PLANNED	9	IFB No.: LWSC/SBA /NCB/005 /19/20	Building Materials	G 4663	Assorted	13,500.00	NCB	13-Sep-19	20-Sep-19	27-Sep-19	4-Oct-19	1-Nov-19	25-Oct-19	1-Nov-19	8-Nov-19	N/A	29-May-20	28-Jun-20
UPDATE																		
ACTUAL																		
PLANNED	10	IFB No.: LWSC/SBA /RFQ/003 /19/20	Equipment Maintenance	C 3312	One (1) firm	2,500.00	RFQ	28-Nov-19	5-Dec-19	12-Dec-19	19-Dec-19	2-Jan-20	9-Jan-20	16-Jan-20	23-Jan-20	N/A	29-May-20	28-Jun-20
UPDATE																		
ACTUAL																		
Sub-Total						56,500.00												

Prepared By: P. V. Bryant Date: 08/20/2019

Amadu S. Baryo II  
Procurement Director

Approved By: [Signature] Date: 8/23/2019

Duannah A. Kanneh  
Managing Director/Chairman Procurement Committee

  
[Signature] 08/23/2019



Liberia Water and Sewer Corporation  
PROCUREMENT PLAN (SBA)

Source of Funding: (Internal Revenue and GOL Subsidy)

Fiscal year: 2019/2020

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
BASIC																		
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	VENDOR 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/PUBLICATION/OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	
PLANNED	11	IFB No.: LWSC/SBA /NCB/006 /19/20	Cleaning Material	G4773	Assorted	15,000.00	NCB	13-Sep-19	20-Sep-19	27-Sep-19	4-Oct-19	1-Nov-19	25-Oct-19	1-Nov-19	8-Nov-19	N/A	29-May-20	28-Jun-20
UPDATE																		
ACTUAL																		
PLANNED	12	IFB No.: LWSC/SBA /RFQ/004 /19/20	Materials for Map Production	C 1811	Assorted	6,500.00	RFQ	30-Dec-19	6-Jan-20	13-Jan-20	20-Jan-20	3-Feb-20	10-Feb-20	17-Feb-20	24-Feb-20	N/A	4-May-20	28-Jun-20
UPDATE																		
ACTUAL																		
PLANNED	13	IFB No.: LWSC/SBA /NCB/ 007/19/20	Air Tickets	N 7911	One (1) Firm	50,000.00	NCB	13-Sep-19	20-Sep-19	27-Sep-19	4-Oct-19	1-Nov-19	25-Oct-19	1-Nov-19	8-Nov-19	N/A	29-May-20	28-Jun-20
UPDATE																		
ACTUAL																		
PLANNED	14	IFB No.: LWSC/SBA /RFQ/ 005/19/20	Freight & Delivery	H 5229	One (1) Firm	1,500.00	RFQ	29-Oct-19	5-Nov-19	12-Nov-19	19-Nov-19	23-Nov-19	31-Dec-19	7-Jan-20	28-Jan-20	N/A	29-May-20	28-Jun-20
UPDATE																		
ACTUAL																		
PLANNED	15	IFB No.: LWSC/SBA /RFQ/006 /19/20	Repairs & Maintenance Non-Residential Building	F 4100	One (1) firm	12,000.00	RFQ	27-Sep-19	4-Oct-19	11-Oct-19	18-Oct-19	15-Nov-19	28-Nov-19	6-Dec-19	31-Dec-19	N/A	25-May-20	30-Jun-20
UPDATE																		
ACTUAL																		
PLANNED	16	IFB No.: LWSC/SBA /RB/ 003/19/20	Petroleum Products (Fuel & Gasoline)	G 4661	Assorted	685,530.50	RB	15-Nov-19	22-Nov-19	30-Nov-19	6-Dec-19	3-Jan-20	10-Jan-20	17-Jan-20	24-Jan-20	N/A	26-Jun-20	30-Jun-20
UPDATE																		
ACTUAL																		
Sub-Total				770,530.50														
GRAND TOTAL				1,125,530.50														

Prepared By: Amadu S. Baryo II  
Procurement Director

08/20/2019  
Date

Approved By: Duaneh A. Kpofara  
Managing Director/Chairman Procurement Committee

date

08/20/2019  
23/2019



**Name of Entity: Liberia Water and Sewer Corporation (LWSC)**  
**Procurement Plan: (SBA Consolidated Budget)**

**Explanatory Notes**  
**Fiscal Year: 2019/2020**

No.	IFB/RFP Reference Number	Contract Package	Detailed Content
1.	IFB No.: LWSC/SBA/NCB/001/19/20	Rice (Bulk)	This Contract Package is from the Budget line item Rice. It is intended to purchase quarterly supply of rice for LWSC contractors and employees for the fiscal year 2019/2020: 1. Rice-50kg----3,846 Bags @13usd
2.	IFB No.: LWSC/SBA/RB/001/19/20	Vehicles Insurance	This Contract Package is from the Budget line item Vehicle Tax & Insurance. It is intended to register and insure the following vehicles during fiscal year 2019/2020: 1. Vehicles Insurance--35 vehicles to be insured @2,500 2. Vehicles Tax 35 vehicles Tax to be paid at Ministry of Transport @2,500
3.	IFB No.: LWSC/SBA/RB/002/19/20	Personnel Life Insurance Coverage	This Contract Package is from the Budget line item Group Insurance. It is intended to hire the service of an Insurance company to cover contractors and employees during the fiscal year 2019/2020: ● Insurance - 586 person
4.	IFB No.: LWSC/SBA/RFD/001/19/20	Event Catering	This Contract Package is from the Budget line item Entertainment & Accommodation. It is intended to hire catering services during the following programs during in the fiscal year 2019/2020: 1 Year End Party-(Hiring Catering services) 2. Retirement Program-(Hiring Catering services)
5.	IFB No.: LWSC/SBA/NCB/002/19/20	Security Services	This Contract Package is from the Budget line item Security Services. It is intended to hire a private security firm to protect all LWSC facilities during fiscal year 2019/2020:
6	IFB No.: LWSC/SBA/NCB/003/19/20	Advertising & Public Relations	This Contract Package is from the Budget line item Advertising & Public Relations. It is intended to advertise LWSC public service announcements, vacancy announcements, Procurement related activities, etc., during in the fiscal year 2019/2020: 1. Advertising—3 Firms (Invitation for Bids, advertisement & promotional jingles for LWSC services 2. Public Relation—2 Firms (Announcements for Water and sewer services.
7.	IFB No.: LWSC/SBA/RFD/002/19/20	Vehicles Rental Services	This Contract Package is from the Budget line item Vehicles Rental. It is intended to hire the services of a used car company during the fiscal year 2019/2020: ● Vehicles Rental---15 vehicles to be used on Emergency cases out of Town.
8.	IFB No.: LWSC/SBA/NCB/004/19/20	Printing & Production	This Contract Package is from the Budget line item Printing and Production. It is intended to print National and Internal documents and also for the production of LWSC Identification card for fiscal year 2019/2020. It is divided into two lots: 1. Printing and Binding and 2. Production of Identification Card. Lot 1 is 70% of the estimated contract package (26,600) while lot 2 is 30%(1,400) of the estimated

*Ottobind*  
*August 23, 2019*

			contract package. Lot 1: Printing & Binding Eg.(Bid Documents, Annual Budget,etc.) Lot 2: Identification Card
9.	IFB No.: LWSC/SBA/NCB/005/19/20	Building Materials	This Contract Package is from the Budget line item Building Materials & other materials. It is intended to purchase building materials inclusive of cement, steel rod, thinner, paint, and assorted local building materials (Wawa, timber,round pole, blocks, crushed rock,sand, etc.) to carry-out major renovation on LWSC facilities during the fiscal year 2019/2020.
10.	IFB No.: LWSC/SBA/RFD/003/19/20	Equipment Maintenance	This Contract Package is from the Budget line item Equipment maintenance. It is intended to repair and maintain LWSC equipment during the fiscal year 2019/2020. Maintenance of water pumps, sewer tools ,repair, etc.
11.	IFB No.: LWSC/NCB/006/19/20	Cleaning materials	This Contract Package is from the Budget line item Janitorial Supplies . It is intended to purchase Janitorial materials inclusive of the soap, deltol, flash, floor mopper, rubber buckets,etc. needed for the maintenance of all LWSC facilities.(Central office, Fiamah, White Plains,etc..) during the fiscal year 2019/2020.
12.	IFB No.: LWSC/SBA/RFD/004/19/20	Materials for Map Production	This Contract Package is from the Budget line item Updates Storage, Map Production, & Research Room. It is intended to purchase needed materials inclusive of drawing stool, projector, GIS disc, Autocad software disc, etc., for research purposes and map production during the fiscal year 2019/2020.
13.	IFB No.: LWSC/SBA/NCB/007/19/20	Air Ticket	This Contract Package is from the Budget line item Foreign Travel. It is intended to purchase plane tickets during the fiscal year 2019/2020 to facilitate LWSC officials & employees who are traveling on official duties. A. Trips-8
14.	IFB No.: LWSC/SBA/RFD/005/19/20	Custom Broker & Clearing Services	This Contract Package is from the Budget line item Freight & Delivery .It is intended to hire a "clearing and forwarding" agency during the fiscal year 2019/2020 to facilitate LWSC shipment in country.
15.	IFB No.: LWSC/SBA/RFD/006/19/20	Repairs & Maintenance Non-Residential Buildings	This Contract Package is from the Budget line item Building Maintenance. It is intended to do minor works and hire the service of a firm to conduct regular maintenance services on all of LWSC facilities in country during the fiscal year 2019/2020. 12,000usd was deducted from the budget line Building Maintenance.
16.	IFB No.: LWSC/SBA/RB/ 003/19/20	Petroleum Products	This Contract Package is from the Budget line item Fuel & Lubricant and 50L subsidy (50%). It is intended to purchase the following items during fiscal year 2019/2020:  Lot 1. Fuel Bulk..... 90,000 Gallons @ 3.80 Lot 2. Gasoline Coupons ..... 89,000 Gallons @3.50 Lot 3. Engine Oil 15W-40-CI-4..... 51 drums@650

Prepared by: *Jo J. Sigalit* 08-27-19

Prepared by: Sp. T. Bright 08-27-19

Procurement Director

Date: October 29, 2019

Approved by: \_\_\_\_\_

Head of Entity/Chairman Procurement Committee

Date: \_\_\_\_\_