



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/0463/'19

September 11, 2019

Hon. Solomon Hinnneh

**EXECUTIVE DIRECTOR**

National Aids Commission

Republic of Liberia

Dear Hon. Hinnneh:

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 National Aids Commission 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 NAC'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







**National AIDs Commission**  
**Procurement Plan: (SBA)**  
**Explanatory Notes**  
**Fiscal Year: 2019/2020**

1	IFB. NO NAC/SBA/RFQ/001/2019/20	Petroleum Product	This Package is intended to procure the below listed items: 3. Diesel in coupons-----675.75 gallons 4. Gasoline in coupons-----675.67 gallons Note: source of funding comes from the budget line fuel& lubricant-vehicle.
2	IFB. NO NAC/SBA/RFQ/002/2019/20	Stationery	This package is intended to procure the below listed items for office use: 1. A-4 Paper-----100 Cartoon 2. Legal Paper-----10 Cartoon 3. Manila Folder A4 size-----15 Boxes 4. Box file Folder-----5Cartoon 5. pen-----50 packs
3	IFB. NO NAC/SBA/RFQ/003/2019/20	Vehicle Spare Parts	This Package is intended to procure spare parts for vehicle repairs and maintenance. NOTE: Source of funding is from the budget line Repairs & Maintenance Vehicles.
4	IFB. NO NAC/SBA/RFQ/004/2019/20	Cleaning Materials and services	This Package is intended to procure the below: D. Floor mop-----8 Pieces E. Buckets -----7 Pieces F. Hard Broom-----12 Pieces, soft broom---12, D. Tie soap---5 cartoons
5	IFB. NO NAC/SBA/RFQ/005/2019/20	Internet Connectivity	This Package is intended to procure the following: A. Internet for all employees during working hours-----5 MEG Wave

*Attybp*  
*August 18, 2019*

*Attybp*  
*8/23/19*  
*Procurement*

			Band NOTE: Source of funding is from the budget line internet provider services.
6	IFB. NO NAC/SBA/RFO/006/2019/20	Event Catering	This package is intended to procure services of a firm for refreshment during meetings and workshops and seminar. NOTE: Source of funding is from the budget line workshops, Conferences & Seminar.
7	IFB. NO NAC/SBA/RFO/007/2019/20	Hall Rental	This package is intended to procure venue for meetings , workshops and seminar. NOTE: Source of funding is from the budget line workshops, Conferences & Seminar
8	IFB. NO NAC/SBA/RFO/008/2019/20	Staff training local	This package is intending for capacity building for NAC staff. The cost of the package is (\$US 2,500). It is also intended to build the capacity of staff by sending them to Liberia Institute of Public Administration (LIPA). ✓
10	IFB. NO NAC/SBA/RFO/009/2019/20	Electricity	This package is intended to procure electricity to NAC offices. The cost of this package is (\$US 2,000)
11	IFB. NO NAC/SBA/RFO/010/2019/20	Water and Sewage	This package is intended to procure water to NAC office and all of its bathrooms and kitchen. The cost of this package is (\$US 650)

Prepared by:



Mr. William J. Trueh  
Procurement Assistant/NAC

Approved by:



Hon. Theodosia S. Kollee  
Head of Entity/ Chairman Procurement Committee/NAC

Date:

  
Aug. 12, 2019

  
August 19, 2019