

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/162/'21

May 4, 2021

Hon. Solomon Hinnéh  
**EXECUTIVE DIRECTOR**  
National Aids Commission  
Republic of Liberia

Dear Hon. Hinnéh:

Subject: **RECEIPT AND APPROVAL OF SBA PROCUREMENT PLAN FOR FISCAL YEAR 2020/2021**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the National Aids Commission (NAC) SBA Procurement Plan (*Goods and Services*) for Fiscal Year 2020/2021 in accordance with **Section 40 (3)** of the PPCA, 2010. The Commission, upon review and scrutiny of your submission and accompanying documents, thus, approves the National Aids Commission SBA Procurement Plan. Please note that a copy of this Procurement Plan will be duly forwarded to the Ministry of Finance and Development Planning (MFDP), to enable processing of allotments in keeping with the approved Procurement Plans, upon conclusion of stipulated procurement processes.

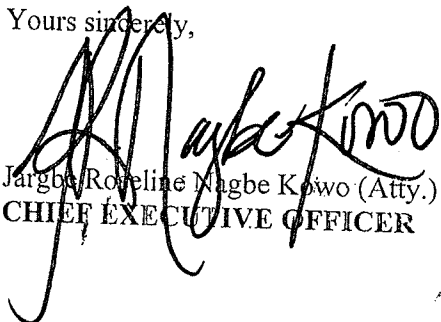
The Commission counsels that you observe Section 40(5) of the PPCA, 2010 which states "each Procuring Entity, shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in its plan. An updated procurement plan shall accompany said notice to the Commission.

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.

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.

Best regards.

Yours sincerely,

  
Jargbe/Roseline Nagbe Kowo (Atty.)  
**CHIEF EXECUTIVE OFFICER**

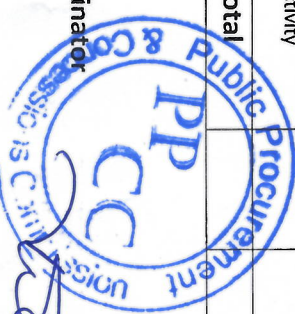
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Regulating and Monitoring Compliance with the Public Procurement and Concession Act of Liberia

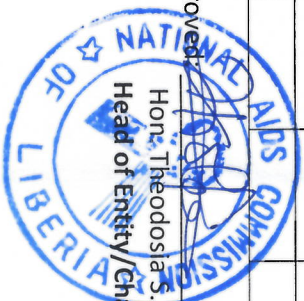
National AIDS Commission  
PROCUREMENT PLAN (SBA)  
Source of Funding: National Budget  
Budget Period 2020/2021

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	ITEM NO.	BASIC DATA						IMPLEMENTATION DATES									
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code (s)	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	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)
PLANNED	1	IFB. NO. NAC/SBA/Rfq /001/2020/21	Petroleum Products (Diesel & Gasoline)		1,315.78 gals. @ 3.80	US\$5,000	Rfq	2-2-Mar-2021	24-Mar-2021	26-Mar-2021	7-May-2021	10-May-2021	14-May-2021	17-May-2021	19-May-2021	N/A	21-Jun-2021
UPDATE																	
ACTUAL																	
PLANNED	2	IFB. NO NAC/SBA/Rfq /002/2020/21	Stationery			US\$1,570	Rfq	2-2-Mar-2021	24-Mar-2021	26-Mar-2021	7-May-2021	10-May-2021	14-May-2021	17-May-2021	19-May-2021	N/A	21-Jun-2021
UPDATE																	
ACTUAL																	
PLANNED	3	IFB. NO NAC/SBA/Rfq /003/2020/21	Cleaning Materials			US\$ 300	Rfq	2-2-Mar-2021	24-Mar-2021	26-Mar-2021	7-May-2021	10-May-2021	14-May-2021	17-May-2021	19-May-2021	N/A	21-Jun-2021
UPDATE																	
ACTUAL																	
PLANNED	4	IFB. NO NAC/SBA/Rfq /004/2020/21	Internet connectivity			US\$350	Rfq	2-2-Mar-2021	24-Mar-2021	26-Mar-2021	7-May-2021	10-May-2021	14-May-2021	17-May-2021	19-May-2021	N/A	21-Jun-2021
			Subtotal			\$US 7,220.00											

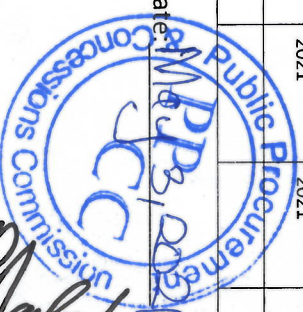
Signed:   
Daniel O. Brown  
Procurement Coordinator

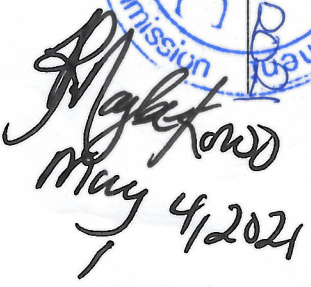


Approved:   
Hon. Theodosia S. Kolie  
Head of Entity/Chairperson/Procure. Com



Date:



  
May 4, 2021

National AIDS Commission  
PROCUREMENT PLAN (SBA)  
Source of Funding: National Budget/ 2020/2021

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	ITEM NO.	BASIC DATA						IMPLEMENTATION DATES									
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code (s)	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOO/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 (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)
PLANNED	5	IFB. NO NAC/SBA/Rfq /005/2020/21	vehicle Insurance coverage	K6512	1Firm	US\$ 1,200	Rfq	2-2-Mar-2021	24-Mar-2021	26-Mar-2021	7-May-2021	10-May-2021	14-May-2021	17-May-2021	19-May-2021	N/A	21-Jun-2021
UPDATE																	
ACTUAL																	
PLANNED	6	IFB. NO NAC/SBA/Rfq /006/2020/21	Event Catering	15621	1Firm	US\$ 1,000	Rfq	2-2-Mar-2021	24-Mar-2021	26-Mar-2021	7-May-2021	10-May-2021	14-May-2021	17-May-2021	19-May-2021	N/A	21-Jun-2021
UPDATE																	
ACTUAL																	
PLANNED	7	IFB. NO NAC/SBA/Rfq /007/2020/21	Hall Rental	L6810	1firm	US\$ 808	Rfq	2-2-Mar-2021	24-Mar-2021	26-Mar-2021	7-May-2021	10-May-2021	14-May-2021	17-May-2021	19-May-2021	N/A	21-Jun-2021
UPDATE																	
ACTUAL																	
PLANNED	8	IFB. NO NAC/SBA/Rfq /008/2020/21	Vehicle Spare Parts	G4530	Assorted	US\$2,000	Rfq	2-2-Mar-2021	24-Mar-2021	26-Mar-2021	7-May-2021	10-May-2021	14-May-2021	17-May-2021	19-May-2021	N/A	21-Jun-2021
Subtotal						\$US 5,008											
Grand Total						\$US 12,208											

Signed:

Daniel O. Brown/ Procurement Coordinator

Approved:

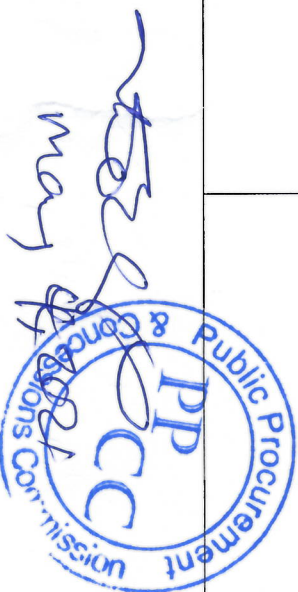
Hon. Theodosia S. Kofee/Head of Entity/Procure. Comm.

Date:

May 4/2021

**NATIONAL AIDS COMMISSION OF LIBERIA**  
**Procurement Plan: (SBA) Explanatory Notes**  
**Fiscal Year: 2020/2021**

<b>1</b>	IFB. NO NAC/SBA/RFO/001/2020/21	Petroleum Product	<p>This Package is intended to procure the below listed items:</p> <ol style="list-style-type: none"> <li>1. Diesel in coupons-----657.50 gallons</li> <li>2. Gasoline in coupons-----657.50gallons</li> </ol> <p>Note: source of funding comes from the budget line Fuel&amp; Lubricant-vehicle.</p>
<b>2</b>	IFB. NO NAC/SBA/RFO/002/2020/21	Stationery	<p>This package is intended to procure the below listed items for office use:</p> <ol style="list-style-type: none"> <li>1. A-4 Paper ..... 25 Cartoon</li> <li>2. Legal Paper ..... 8 Cartoon</li> <li>3. Manila Folder A4 size ..... 15 Boxes</li> <li>4. Box file Folder ..... 5 Cartoon</li> <li>5. pen ..... 20 packs</li> <li>6. Brown Envelop (A4) ..... 10 pks</li> <li>7. White Envelop ..... 10</li> <li>8. Stapler pin ..... 7 pks</li> <li>9. White board marker ..... 6 pks</li> </ol>
<b>3.</b>	IFB. NO NAC/SBA/RFO/003/2020/21	Cleaning Materials	<p>This Package is intended to procure the below listed items:</p> <ol style="list-style-type: none"> <li>A. Floor mop-----8 Pieces</li> <li>B. Buckets -----7 Pieces</li> <li>C. Hard Broom-----12 Pieces, soft broom---12,</li> <li>D. Tide soap ..... 1 cartoon</li> <li>E. Air freshener ..... 2 dozen</li> <li>F. Spray gun ..... 1 dozen</li> <li>G. Hand sanitizer ..... 2 dozen</li> </ol>



4.	IFB. NO NAC/SBA/RFO/004/2020/21	Internet Connectivity	This Package is intended to procure the following: A. Internet for all employees during working hours-----5 MEG Wave Band NOTE: Source of funding is from the budget line internet provider services.
5	IFB. NO NAC/SBA/RFO/005/2020/21	Vehicle Insurance Coverage	This package is intended to insure the vehicles owned by the National AIDS Commission (NAC). Note: source of funding for this contract is taken from the budget line "Vehicle Insurance"
6	IFB. NO NAC/SBA/RFO/006/2020/21	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/007/2020/21	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/Symposia & Seminar
8	IFB. NO NAC/SBA/RFO/008/2020/21	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.
9	IFB. NO NAC/SBA/RFO/009/20120/21	Staff training local	This package is intended 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 the Liberia Institute of Public Administration (LIPA).
10	IFB. NO NAC/SBA/RFO/010/2020/21	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/011/2020/21	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)

  
 May 4, 2021  




Prepared by: \_\_\_\_\_

Mr. Daniel O. Brown  
Procurement Coordinator/NAC

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

Hon. Theodosia S. Kolee  
Head of Entity/Chairman, Procurement Comm./NAC



Date: May 3, 2021

WSS  
May 4, 2021