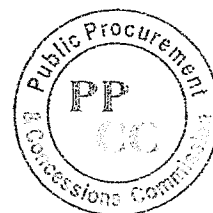


REPUBLIC OF LIBERIA

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 Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Ref: PPCC/RL/CEO/089/'23

August 9, 2023

Hon. Diana C.K. Harris
CO-CHAIRMAN
National Bureau of Concessions
Republic of Liberia

Dear Hon. Harris:

Subject: RECEIPT AND APPROVAL OF THE NATIONAL BUREAU OF CONCESSIONS SBA AND NON-SBA ANNUAL PROCUREMENT FOR FISCAL YEAR 2023.

We present our compliments and wish to notify you that the Public Procurement and Concessions Commission has received and approved the National Bureau of Concessions SBA and Non-SBA Annual Procurement Plans for Fiscal Year 2023 in accordance with **Section 40 (3)** of the PPCA, 2010, and Section 55(d).

The Commission conveys to the National Bureau of Concessions that this Procurement Plan will be duly forwarded to the Ministry of Finance and Development Planning (MFDP), and that the MFDP will process allotments in keeping with the approved Procurement Plan, upon conclusion of stipulated processes.

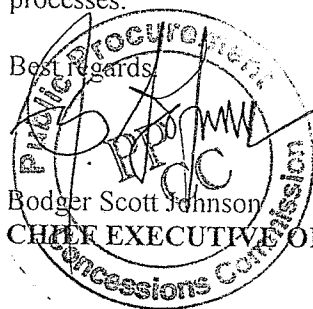
The Commission counsels that you observe **Section 40(5)** of the PPCA, 2010 which states "each Procuring Entity, shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes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

Please note that all contracts which cumulative annual value above the threshold of **US\$250,000.00** must be signed by the Minister responsible for Finance and attested by the Minister responsible for Justice. **The Commission requires that you kindly forward copies of all stipulated contracts upon signing, so as to update our records.**

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 ensure the National Interest is assured and ultimately public confidence is maintained in all Public Procurement and Concession processes.

Best regards,

Bodger Scott Johnson
CHIEF EXECUTIVE OFFICER



Regulating Procurement Compliance for National Development

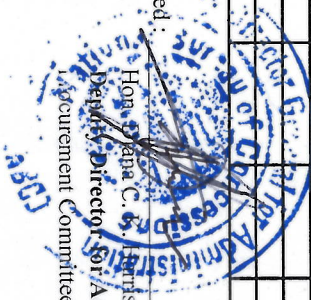
National Bureau of Concessions (NBC)
Procurement Plan (SBA - Core Budget)
GOL National Budget
Fiscal Year : 20223

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	Business Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOCTECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION N/PUBLIC 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	1	IFB No. NBC/SBA/RB/001/2023	Petroleum Products (Diesel & Gasoline)	G-4661	4750	30,000.00	RB	20-Feb-23	27-Feb-23	6-Mar-23	30-Jul-23	27-Aug-23	24-Sep-23	8-Oct-23	15-Oct-23	N/A	22-Oct-23	29-Oct
Update																		
Actual																		
Planned	2	IFB No. NBC/SBA/SS/001/2023	Internet Connectivity	J-6120	1 Firm	3,500.00	SS	22-Feb-23	1-Mar-23	15-Mar-23	30-Jul-23	10-Aug-23	28-Aug-23	27-Sep-23	11-Oct-23	N/A	18-Oct-23	25-Oct
Update																		
Actual																		
Grand Total						33,500.00												

Prepared by: *Aaron Y. B. Konah*
Aaron Y. B. Konah
Procurement Manager
National Bureau of Concessions

Date: *08/08/2023*


Approved: *Hong J. C. ...*
Hong J. C. ...
Deputy Director for Administration
Procurement Committee, NBC




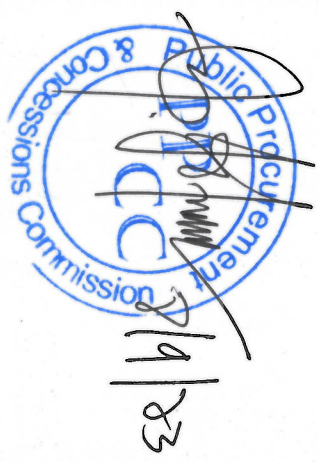
National Bureau of Concessions (NPC)
Procurement Plan (SBA - Core Budget)
GOL National Budget
Fiscal Year: 2023

No.	Contract Package Code	Package	Explanatory Note
1	IFB No. NBC/SBA/RB/001/2023	Petroleum Products (Diesel & Gasoline)	Five Thousand Nine Hundred and Seventy-Three (5,973 Gallons) of which 3846 gallons in fuel and 2127 gallons in gas. The price is take at the prevailing rate provi
2	IFB No. NBC/SBA/SS/001/2023	Internet Connectivity	Sourcing of internet connectivity from LIBTELCO

No.	List of expenditures	Explanation of other budgetary Expenditures and services.
1	Daily Subsistence Allowance (DSA)	The Amount of USD13,250 is for payment to employees as stipend for non official/evaluation visits in various concessions areas.
2	Rental and Lease of Building	The amount (USD70,000) is for sourcing rental and lease of building. Non official/evaluation visits in various concessions areas.
3	Electricity	The amount of USD3,750.00 is for the payment of Electricity. This payment is made by the MFDP.

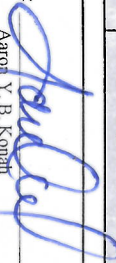
Prepared by : 
Aaron Y. B. Konah
Procurement Manager
National Bureau of Concessions

Approved by : 
Director for Administration
Procurement Committee
Date : - 08/08/2023



National Bureau of Concessions (NBC)
Procurement Plan (Core Budget)
GOL National Budget
Fiscal Year : 2023

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
BASIC DATA								IMPLEMENTATION DATES												
ITEM No:	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOCTECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/PU BLC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION & SUBSTANTIAL COMPLETION	ACCEPTANCE & FINAL PAYMENT	REMARKS		
Planned	1 IFB No NBC/RFO/001/2023	Stationery	G-4761	Assorted	14,015.00	RFO	21-Feb-23	28-Feb-23	7-Mar-23	1-Aug-23	9-Aug-23	16-Aug-23	23-Aug-23	30-Aug-23	N/A	6-Sep-23	13-Sep-23			
Update																				
Actual																				
Planned	2 IFB No NBC/RFO/002/2023	Cleaning Materials & Services	G-4773	Assorted	3,000.00	RFO	23-Feb-23	2-Mar-23	9-Mar-23	3-Aug-23	12-Aug-23	19-Aug-23	26-Aug-23	29-Sep-23	N/A	13-Sep-23	13-Oct-23			
Update																				
Actual																				
Grand Total					17,015.00															

Prepared by: 
Aaron Y. B. Konan
Procurement Manager
National Bureau of Concessions

Date: 08/08/2023


Approved: 
Deputy Director General
Deputy Director for Administration
Procurement Committee, NBC



National Bureau of Concessions (NBC)
Notes to the Procurement Plan (Core Budget)

GOL National Budget
Fiscal Year : 2023

Contract Package		Explanatory Note	
No.	Code	Package	
1	IFB No.NBC/RFO/001/2023	Stationery	This package will require the provision of the following by the most responsive bidder through the NCB: Ream of A4 Paper - 60 CTNS, Ream of Paper Legal - 12 CTNS, Poster Sheets - 18 PACKS, A4 Size Note Pads - 48 PACKS, A4 Size Mannila Folder - 24 PACKS, A4 Size Brown Envelop - 24 PACKS, 85A Cartridge - 48 PCS, Ball Pen - 36 PACKS, Box Files - 144 PCS, 128A Color Cartridge - 18 SETS, 728 Cartridge - 16 PCS, 61 Color C cartridge - 36 SETS, 122 Color Cartridge - 12 SETS, 78A Cartridge - 12 PCS, Binding Plastic 15MM - 12 PACKS, Binding Plastic 10MM - 12 PACKS, Plastic 25MM - 12 PACKS, Flap Chart, etc. This Package also includes internal training materials (Stationery) that will be made available to senior management for internal training of employees.
2	IFB No.NBC/RFO/002/2023	Cleaning Materials & Services	This package includes the following materials: Tide Soap, washing soap, cleaning buckets, chlora, etc

Prepared by: 
Aaron Y. B. Konih
Procurement Manager
National Bureau of Concessions

Approved by: 
Deputy Director for Administration
Procurement Committee

Date : 08/08/2023

