



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/RI/CEO/192/'22

April 4, 2022

Hon. Diana C.K. Harris  
**DEPUTY DIRECTOR GENERAL**  
National Bureau of Concessions  
Republic of Liberia

Dear Hon. Harris:

Subject: **PROVISIONAL APPROVAL OF THE NATIONAL BUREAU OF CONCESSIONS ANNUAL PROCUREMENT PLANS FOR FISCAL YEAR 2022.**

We present our compliments and acknowledge receipt of your letter which sought the Commission's approval of the National Bureau of Concessions Annual Procurement Plans for FY 2022 in accordance with **Section 40(3)** of the PPC Act. The Commission hereby informs 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 notification of this information in the tender document for your guidance. The Commission has produced a short note explaining the process for framework agreements and advance procurement which you can download at <http://ppcc.gov.lr/vr/index.php/documents>.

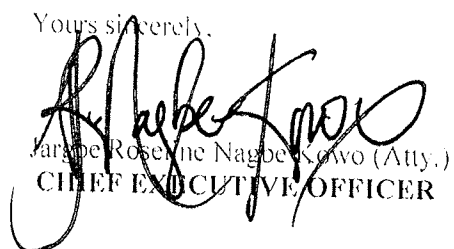
Upon the passage of the National Budget 2022, you are required to submit a revised/updated procurement plan, details budget for NBC's **allocation** in the approved budget, Cash plan, names and positions of the Procurement Committee members for FY 2022 and staff of the Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the just ended six months budget. For stated submission will serve as a precursor for the Commission granting you final approval of your recurrent procurement plan for fiscal year 2022.

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

Yours sincerely,

  
Janyne Roseanne Nagbe Kowo (Atty.)  
**CHIEF EXECUTIVE OFFICER**

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



REPUBLIC OF LIBERIA

# National Bureau of Concessions

Congo Town, Tubman Boulevard, Monrovia, Liberia



Office of the Deputy Director General/Admin.  
Email: harrisdiania984@gmail.com  
Cells: +231-770286231/+231-886330390

March 18, 2022

Atty. Jargbe Nagbe Roseline Kowo  
Chief Executive Commissioner  
Public Procurement & Concessions Commission  
Executive Mansion Grounds  
Capitol Hill, Monrovia – Liberia

**Ref: Submission of NBC's Draft Cash Plan, Core Budget Procurement Plan and SBA Procurement Plan– FY2022**

Dear Atty. Kowo:

I extend my compliments and herewith submit the NBC's Draft SBA Procurement Plan, Core Budget Procurement Plan, Draft Spending Plan, Members of the Procurement Unit and Members of the Procurement Committee for Fiscal Year 2022.

Furtherance to the aforementioned, the NBC await your approval in order to have these Procurement Plans implemented for Fiscal Year 2022 budget execution.

With sentiments of my highest esteem, I remained.

Kind regards.

Diana C. K. Harris  
Deputy Director General/Administration/NBC

**ATTACHMENTS**

1. List of Members within the Procurement Unit
2. List of Members of the Procurement Committee
3. Cash Plan
4. Draft Procurement Plans: Core Budget & SBA



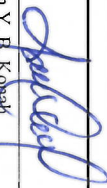
Received By:  
Theophilus Kollie  
March 18, 2022  
Time: 2:43 PM



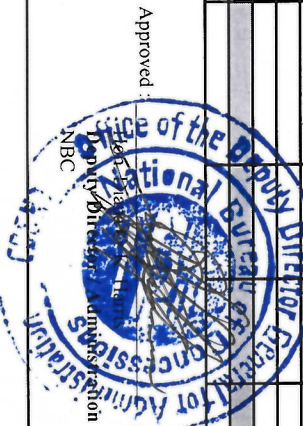
NATIONAL BUREAU OF CONCESSIONS (NBC)

DRAFT PROCUREMENT PLAN (NON\_SBA)  
GOL NATIONAL BUDGET  
FISCAL YEAR : 2022

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
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/ 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/RFO/001/2022	Stationery	G-4761	Assorted	10,000.00	RFO	4-Mar-22	11-Mar-22	18-Mar-22	25-Mar-22	1-Apr-22	8-Apr-22	15-Apr-22	22-Apr-22	N/A	13-May-22	12-Jul-22
Update																		
Actual																		
Planned	2	IFB No.NBC/RFO/002/2022	Scratch Cards	J-6190	Assorted	302.00	RFO	3-Mar-22	10-Mar-22	17-Mar-22	24-Mar-22	31-Mar-22	7-Apr-22	14-Apr-22	21-Apr-22	N/A	12-May-22	11-Jun-22
Update																		
Actual																		
Grand Total					10,302.00													

Prepared by:   
Aaron Y. B. Koma  
Procurement Director  
NBC

Date: 3/12/2022



  
March 14, 2022

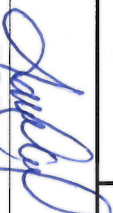
NATIONAL BUREAU OF CONCESSIONS (NBC)

Notes the Procurement Plan (Core Budget)

GOL National Budget

Fiscal Year : 2022

No.	Contract Package Code	Package	Explanatory Note
1	IFB No.NBC/RFQ/001/2022	Stationery	This package will require the provision of the following by the most responsive bidder through the RFQ: 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 artridge - 36 SETS, 122 Color Cartridge - 12 SETS, 78A Cartridge - 12 PCS, Binding Plastic 15MM - 12 PACKS, Binding Plastic 10MM - 12 PACKS, Binding 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/RFQ/002/2022	Scratch Cards	This package includes 30 pieces of 10x5cm Scratch-Cards at USD5 per card and 30 Pieces Orange Scratch-Cards at USD5 per card as well and 2 pieces of both Orange and 10x5cm Cards at USD1 per card and one piece each.

Prepared by :   
Aaron Y. B. Komah  
Procurement Director  
NBC

Approved by :   
Hon. Director General  
Deputy Director General Administration  
NBC

Date : 3/2/2022

