



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/0503/'19

September 13, 2019

Hon. Ricardia B. Dennis

**EXECUTIVE DIRECTOR**

National Commission on Disabilities

Republic of Liberia

Dear Hon. Dennis:

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 Commission on Disabilities 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 NCD'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

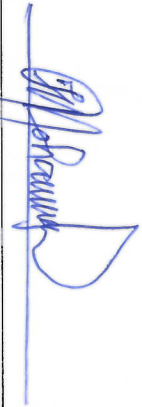
Jargbe Roseline Nagbe Kowo (Atty).  
**CHIEF EXECUTIVE OFFICER**


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

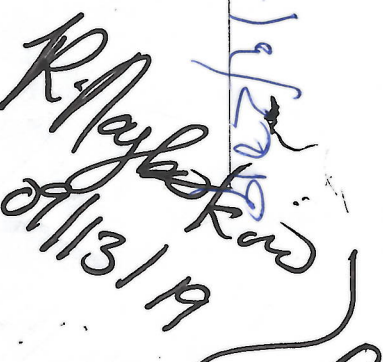
NATIONAL COMMISSION ON DISABILITIES (NCD)  
 PROCUREMENT PLAN (NON-SBA)  
 SOURCE OF FUNDING: COL  
 Fiscal Year: 2019/2020

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
ITEM NO.			BASIC DATA															
PACKAGE NUMBER (CODE)			CONTRACT PACKAGE	Business activities code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQS/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)	ACCEPT, FIN PAYM
PLANNED	1	IFB NO:NCD/RFQ/001/19/20	Stationery	G4761	ASSORTED	1348	RFQ	6/10/2019	6/19/2019	6/29/2019	7/12/2019	7/31/2019	8/6/2019	8/13/2019	9/3/2019	N/A	6/15/2020	6/30/20
UPDATE																		
ACTUAL																		
PLANNED	2	IFB NO:NCD/RFQ/002/19/20	Vehicle Repair & Maintenance Services	G4520	1 FIRM	3,000	RFQ	6/14/2019	6/29/2019	7/3/2019	7/12/2018	7/31/2019	8/6/2019	8/13/2019	9/3/2019	N/A	6/15/2020	6/30/20
UPDATE																		
ACTUAL																		
PLANNED	3	IFB NO:NCD/RFQ/003/19/20	Food stuff	G-4711	ASSORTED	500	RFQ	6/19/2019	7/29/2019	8/5/2019	8/12/2019	8/19/2019	8/26/2019	9/2/2019	9/17/2019	N/A	6/15/2020	6/30/20
UPDATE																		
ACTUAL																		
GRAND TOTAL						4,448												

Prepared by:   
 F. Mohammed Sackor  
 Procurement Officer

  
 9/10/19  
 attested  
 9/13/2019

Approved by:   
 Ricardo B. Dennis (M.S.)  
 Executive Director/HC Head

DATE: 9/13/2019  
  
 R. Ayub  
 09/13/19

Name of entity **NATIONAL COMMISSION ON DISABILITIES (NCD)**  
 Procurement Plan (Consultancy Services)  
 Explanatory notes/Fiscal Year 2019/2020

1. Consultancy services budget is in the tone of **USD\$8,690.00**

A	Legal Consultant	4,090.00
B	IT consultant	3,000.00
C	Public Relation Officer Consultant	1,600.00

NO.	Reference #	Contract Package	Contents
1	FRP/NO.NCD/FBS/001/2019/2020	Legal Consultant	This package is intended to hire legal petitioner to defend the Institution in term of legal issue.
2	RFP/NO.NCD/QCBS/001/2019/2020	IT Consultant	This package is intended to hire IT technician to diagnose and repair all of the Institution's office equipment, Laptops and Desktops computers.
3	RFP/NO.NCD/LCS/001/2019/2020	Public Relation Officer (PRO)	This package is intended to hire a spoke person for the Institution to disseminate all important information relating to the Institution for general public.

*[Signature]*



9/10/19

*Signature*  
September 19, 2019