



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

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,

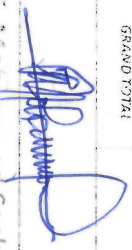
Sincerely Yours

Jargbe Roseline Nagbe Kowo (Atty).
CHIEF EXECUTIVE OFFICER


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

NATIONAL COMMISSION ON DISABILITIES (NCD)
 PROCUREMENT PLAN (SBA)
 SOURCE OF FUNDING: GOVERNMENT OF LIBERIA
 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	ACQUISITION NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITIES CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECIFICATIONS/DRAWINGS	DATE OF BID DOCUMENT	DATE OF APPROVAL OF BID DOCUMENT	DATE OF SUBMISSION OF BID	DATE OF SUBMISSION OF BID	DATE OF SUBMISSION OF BID	DATE OF SUBMISSION OF BID	DATE OF SUBMISSION OF BID	DATE OF SUBMISSION OF BID	DATE OF SUBMISSION OF BID	DATE OF SUBMISSION OF BID	DATE OF SUBMISSION OF BID
1	IFB NCD/SBA/RFQ/001/19/20	Products	6461	250 kg	6335.00	RFQ		6/3/2019	6/17/2019	6/24/2019	7/1/2019	7/19/2019	7/25/2019	8/1/2019	8/21/2019	N/A	6/1/2020	6/30/2020
2	IFB NCD/SBA/RFQ/002/19/20	SECURITY GUARD SERVICES	N8010	1 ym	7,520	RFQ		6/3/2019	6/17/2019	6/24/2019	7/1/2019	7/19/2019	7/25/2019	8/1/2019	8/21/2019	N/A	6/1/2020	6/30/2020
3	IFB NCD/SBA/RFQ/003/19/20	CLEANING MATERIALS	G4773	Assorted	500	RFQ		6/3/2019	6/17/2019	6/24/2019	7/1/2019	7/19/2019	7/25/2019	8/1/2019	8/21/2019	N/A	6/1/2020	6/30/2020
4	IFB NCD/SBA/RFQ/004/19/20	HALL RENTAL	16110	1	500	RFQ		6/3/2019	6/17/2019	6/24/2019	7/1/2019	7/19/2019	7/25/2019	8/1/2019	8/21/2019	N/A	6/1/2020	6/30/2020
5	IFB NCD/SBA/RFQ/005/19/20	VEHICLE RETAIL RELEASE	H4922	2	1,000	RFQ		6/3/2019	6/17/2019	6/24/2019	7/1/2019	7/19/2019	7/25/2019	8/1/2019	8/21/2019	N/A	6/1/2020	6/30/2020
6	IFB NCD/SBA/RFQ/006/19/20	EVENT CATERING	15523	1 FIRM	5,700	RFQ		6/3/2019	6/17/2019	6/24/2019	7/1/2019	7/19/2019	7/25/2019	8/1/2019	8/21/2019	N/A	6/1/2020	6/30/2020
7	GRAND TOTAL				26,653													

Prepared by: 
 F. Mohammed Sackor
 Procurement Officer

Approved by: 
 Mr. Dennis
 Executive Director/PC

DATE 9/9/2019

 9/11/19

Name of Entity NATIONAL COMMISSION ON DISABILITIES (NCD)
Procurement Plan (SBA)

Explanatory notes/Fiscal Year 2019/2020

NO.	REFERENCE #	CONTRACT PACKAGE	CONTENTS
1	IFB.NO.NCD/SBA/RFQ/001/2019/2020	Petroleum Products	This package is intended to procure fuel and Lubricants for cars and machines/generator, including domestic travel, fuel will be purchased and fuel the Commission's vehicles for the trip.
2	IFB.NO.NCD/SBA/RFQ/002/2019/2020	Security Guards Firm	This package is intended to hire security firm to protect the compound and properties of the Entity.
3	IFB.NO.NCD/SBA/RFQ/003/2019/2020	Cleaning Materials	This package is intended to procure broom, hand sanitizers, air- freshener, soap, and towels.
4	IFB.NO.NCD/SBA/RFQ/004/2019/2020	Hall Rental	This package is intended to rent a hall for the conduction of the (3) days conference, this amount is from the Conference budget line
5	IFB.NO.NCD/SBA/RFQ/005/2019/2020	Vehicle Rental & Lease	This package is intended to rent/lease Buses to transport the workshop external participants, this amount is from the Conference budget line
6	IFB.NO.NCD/SBA/RFQ/006/2019/2020	Event Catering	This package is intended to underwrite cost for the feeding of the workshop participants, this amount is from the Conference budget line

all the
submitted 13, 26 of 10/19

[Signature]



[Signature]
6/11/19

R. Magbe Law
09/13/19
Provisioned

NCD has an existing contract for office building with Mr. Thomas E. Mayor (LESSOR). Government has appropriated UDS 25,000.00 (Twenty Five Thousands United States Dollars) for the office Building lease for the period of one (1) years commencing from July 1, 2018 up to March 31, 2019. Has been renewed for April 1, 2019 to March 31, 2020.

Workshop, conference, & symposium budget is in the tune of US\$15,000

NO	DESCRIPTION	AMOUNT
1	Hall Rental	500.00
2	Event Catering	8,700.00
3	Vehicle Rental & Lease	900.00
4	External & Internal Transportation allowances for participants	500.00
5	Lodging for workshop participants (50)persons	500.00
6	DSA for workshop facilitators	500.00
7	Stationery	900.00
8	DSA for participants from the counties	2,500.00







Approved
September 13, 2019