



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/1659/'20

December 21, 2020

Prof. David S. Dahn  
**ACTING DIRECTOR GENERAL**  
National Commission on Higher Education  
Republic of Liberia

Dear Prof. Dahn:

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 Commission for the National Commission on Higher Education (NCHE) SBA Procurement Plan (*Goods and Services*) for Fiscal Year 2020/2021 in accordance with **Section 40 (3)** of the PPCA, 2010. The Commission, however, wishes to inform you that your Procurement Plan has been duly forwarded to the Ministry of Finance and Development Planning (MFDP), and that the MFDP will process allotments in keeping with the approved Procurement Plans.

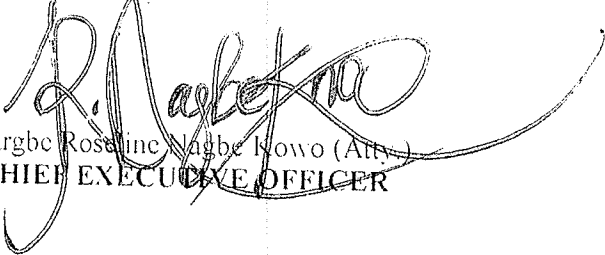
The Commission counsels that you observe **Section 40(5)** of the PPCA, 2010 which states "each Procuring Entity, shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes 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 Nigbe Nowo (Att.)  
**CHIEF EXECUTIVE OFFICER**

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

National Commission on Higher Education  
Procurement Plan (SBA Code Budget)  
Source of Funding (GOL) National Budget  
Fiscal Year 2020/2021

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 Activities {CODE}	QTY	Estimated Cost{USD}	Proc. Method	Tech. Spec/BOQ/Drawing	Prep of Bid Doc	PC Approval of Bid Doc./Tech. Spec.	Bid Invitation & Release of Doc.	Bid Sub & Public Opening	Sub of Bid Evaluation Report	PC Approval of Bid Evaluation Report	Contract Award & Signing	Advance Payment {Mobilization}	Delivery/Inspection{Substantiation on completion}	Acceptance & Final Payment
	1	IFBNo./NC HE/SBA/RF Q/001/202 0/2021	Printing & Binding	C-1811	Assorted	690.00	RFQ	12/14/20	12/23/20	01/06/21	01/18/21	01/29/21	02/15/21	02/26/21	03/12/21	N/A	06/21/21	06/25/21
planned																		
Update																		
Actual																		
TOTAL						690.00												

Signed:   
Date: 12-16-2020

Mentar Gboe/Procurement Director

Approved:   
Date: Dec. 16, 2020

Prof. David S. Dahn, Acting Director General



Name of Entity: National Commission on Higher Education  
Procurement Plan Explanatory Note (SBA Budget)  
Fiscal Year: 2020/2021

Item NO.	Contract Package Code	Contract Package	Content of Contract Package
1.	IFBNo./NCHE/SBA/RFO/001/2020/2021	Printing & Binding	The amount of <b>US\$690.00</b> was deducted from the Feasibility Studies ( <b>US\$3,890.00</b> ) as a contract package for printing and binding of report compile and analyze from the data collection of Tertiary Institutions.
2.		Office Building Rental & Lease	The lease agreement signed between the National Commission on Higher Education and the Keita Family, located on the S. D. Cooper Road, Paynesville City is expired. The Commission is still maintaining the building. This contract package will be used to sign new lease agreement.
3.		Feasibility Studies	This is an in house project. The Commission will conduct a data collection on all Tertiary Institutions (Universities and Colleges) in the Republic of Liberia to update the enrollment of students and faculty/staff qualifications. <ul style="list-style-type: none"> <li>✓ DSA for enumerators</li> <li>✓ Compile and analyze</li> <li>✓ Report writing and publication of statistics</li> </ul>

Prepared by:   
Procurement Director/NCHE

