



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/1396/20

August 17, 2020

Prof. David S. Dahn

ACTING DIRECTOR GENERAL

National Commission on Higher Education

Republic of Liberia

Dear Prof. Dahn:

Subject: **PROVISIONAL APPROVAL OF DRAFT 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 Draft Procurement Plan (Core Budget) for FY 2020/2021 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 2020/2021 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for NCHE's allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for FY 2020/2021 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 (2019/2020), for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for fiscal year 2020/2021.

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 Kwo (Atty).

CHIEF EXECUTIVE OFFICER

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	
																		BASIC DATA
planned	1	IFBNo./NC HE/SBA/RF Q/001/202 O/2021	Cleaning Materials	G-4773 Assorted	4,636	RFQ	07/03/20	07/14/20	07/24/20	08/04/20	08/14/20	08/25/20	09/04/20	09/15/20	N/A	06/21/21	06/25/21	
Update																		
Actual																		
TOTAL					4,636													

Signed: [Signature] Date: July 28, 2020
Mentar Gbobe/Procurement Director

Approved: [Signature]
Prof. David S. Dahn, Acting Director General



Date: July 28, 2020

[Signature]
8/17/20

[Signature]
Aug 17/20 20

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	Cleaning Materials	<p>This contract package will be used to purchase the below items:</p> <ol style="list-style-type: none"> Sanitizer-----4ctns. Air Freshener-----4ctns. Tie soap-----8ctns. Cloral-----8ctns. Delta-----4ctns. Tissue-----18sacks Bucket-----7pcs. Mop-----7pcs. Broom-----12pcs. Hand glove-----6pairs Liquid soap-----2ctns. Tower-----1dozen
2.		Office Building Rental & Lease	<p>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.</p>

Prepared by: James G. Iwayer
Procurement Director/NCHE

James G. Iwayer
8/17/20

Robert
Aug 17 2020

Date: Aug 17 2020

