



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/256/'21

July 12, 2021

Rev. James Andrews Lablah
ACTING DIRECTOR GENERAL
National Commission on Higher Education
Republic of Liberia

Dear Rev. Lablah:

Subject: **RECEIPT AND APPROVAL OF DRAFT SBA CORE BUDGET PROCUREMENT PLANS FOR SPECIAL BUDGET YEAR 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 Core Budget Procurement Plans (*Goods and Services*) for Special Budget Year 2021 in accordance with **Section 40 (3)** of the PPCA, 2010. The Commission, however, wishes to inform you that your Procurement Plan will be 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.

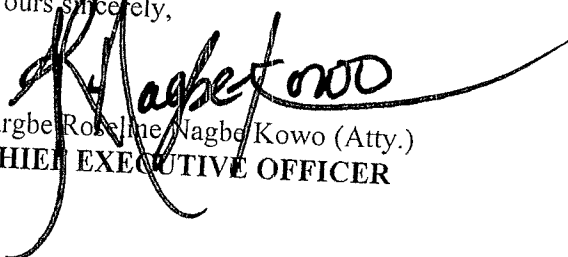
The Commission counsels that you observe Section 40(5) of the PPCA, 2010 which states "each Procuring Entity, shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes 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 Rosejine Nagbe Kowo (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 (GOI National Budget)
Fiscal Year: 2021(July to December)

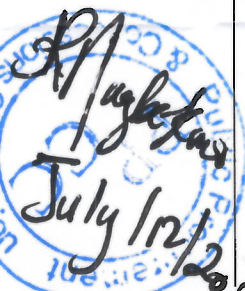
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
ITEM NO.	BASIC DATA							IMPLEMENTATION DATES										
	PACKAGE NUMBER {CODE}	Contract package	Business Activities {CODE}	QTY	Estimated Cost(USD)	Proc. Method	Tech. Spec/BOQ/Drawing	Prep of Bid Doc	PC Approval of Bid Doc./Tech. Spec.	Bid Invitation & 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	
planned	1	IFBNo./NCH E/SBA/RFQ/001/2021	Petroleum Products Vehicle/Generator	G-4661 1,322.31 4gals. @3.63	4,800	RFQ	06/17/21	06/23/21	06/30/21	07/02/21	07/09/21	07/20/21	07/28/21	08/10/21	N/A	12/15/21	12/22/21	
Update																		
Actual																		
Planned	2	IFBNo./NCH E/SBA/RFQ/002/2021	Repair & Maint. Vehicle	G-4520 1	800	RFQ	06/16/21	06/22/21	06/29/21	07/01/21	07/12/21	07/22/21	07/29/21	08/09/21	N/A	12/20/21	12/29/21	
Update																		
Actual																		
Planned	3	IFBNo./NCH E/SBA/RFQ/003/2021	Repair & Maint. Generator	C-3314 1	1,145	RFQ	06/16/21	06/22/21	06/29/21	07/01/21	07/12/21	07/22/21	07/29/21	08/09/21	N/A	12/20/21	12/29/21	
Update																		
Actual																		
Sub Total					6,745													

Signed: 
Mentar Gbooe/Procurement Director

Date: July 5, 2021

Approved: 
Rev. James Andrew Labiah, Acting Director General

Date: 05-27-21



National Commission on Higher Education
Procurement Plan (SBA Code Budget)
Source of Funding (GOL) National Budget
Fiscal Year: 2021(July to December)

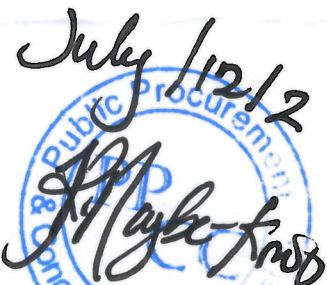
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
ITEM NO.	BASIC DATA							IMPLEMENTATION DATES										
	PACKAGE NUMBER {CODE}	Contract package	Business Activities {CODE}	QTY	Estimated Cost{USD}	Proc. Method	Tech. Spec./BOQ/Drawing	Prep of Bid Doc	PC Approval of Bid Doc./Tech. Spec.	Bid Invitation & 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	
planned	4	IFBNo./NCHE/SBA/RFQ/004/2021	Cleaning Materials & Service	G-4773	Assorted	1,000.00	RFQ	06/18/21	06/24/21	06/30/21	07/05/21	07/14/21	07/23/21	07/29/21	08/11/21	N/A	12/21/21	12/28/21
Update																		
Actual																		
Planned	5	IFBNo./NCHE/SBA/RFQ/005/2021	Stationery	G-4761	Assorted	3,000.00	RFQ	06/18/21	06/24/21	06/30/21	07/05/21	07/14/21	07/23/21	07/29/21	08/11/21	N/A	12/21/21	12/28/21
Update																		
Actual																		
Grand Total						10,745												

Signed: 
Mentor Gboe/Procurement Director

Date: July 5, 2021

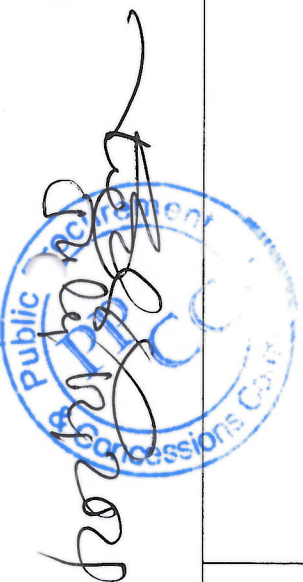
Approved: 
Rev. James Andrew Lablah, Acting Director General

Date: 05-07-21




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

Item NO.	Contract Package Code	Contract Package	Content of Contract Package
1.	IFBNo./NCHE/SBA/RFO/001/2021	Petroleum Products	This contract package (Petroleum Products) will be used for the one (1) vehicle and the generator of the Commission.
2.	IFBNo./NCHE/SBA/RFO/002/2021	Repair & Maintenance- Vehicle	This contract package will be used for repair & maintenance of the below item: 1. One (1) vehicle: double cabin pick-up
3.	IFBNo./NCHE/SBA/RFO/003/2021	Repair & Maintenance- Generator	This contract package will be used for repair & maintenance of the below item: 1. One (1) Generator 75KVA
4.	IFBNo./NCHE/SBA/RFO/004/2021	Cleaning Materials & Service	This contract package will be used to procure the below items: 1. Clorax-----1ctn. 2. Tie soap-----3ctns. 3. Sanitizer-----1ctn. 4. Tissue-----3sacks. 5. Air freshener-----1ctn. 6. Spray gone-----1ctn. 7. Delta-----1ctn. 8. Hand soap-----1ctn 9. Trash can-----7pcs. 10. Broom-----7pcs. 11. Napkin-----1ctn. 12. Etc, etc.




5.	IFBNo./NCHE/SBA/Rfq/005/2021	Stationery	This contract package will be used to procure the below items: <div>1. A4paper-----10ctn. 2. Cartridge Ink- 285A-----7pcs. 3. Photo copier Ink -737-----4pcs 4. Cartridge-Ink- 725-----3pcs. 5. Cartridge-Ink-932/933-----3set 6. Ball pen-----5pks. 7. Manila folder-----4ctns. 8. Hanging Folder-----4ctns. 9. Calculator-----7pcs. 10. Record book-----7pcs. 11. Legal paper-----2ctns. 12. Memory stick-32GB-----10pcs 13. Stick on pad-----4pks. 14. Writing pad (large size) -----10pks. 15. Writing pad (small size) -----10pks. 16. Staple machine-----7pcs. 17. Highlighter-----3pks. 18. Basic marker-----3pks. 19. Paper glue-----2boxes 20. Paper clip-----2boxes 21. Box file-----1ctn. 22. Etc, etc.</div>
----	------------------------------	------------	---

Prepared by: 
Procurement Director/NCHE


July 12, 2021

Date: July 5, 2021


July 12, 2021