



Republic of Liberia  
**Public Procurement & Concessions Commission**  
Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



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**Ref: PPCC/RL/CEO/206/'22**

April 25, 2022

Prof. Edward L. Wonkery  
**DIRECTOR GENERAL**  
National Commission on Higher Education  
Republic of Liberia

Dear Prof. Wonkery:

Subject: **PROVISIONAL APPROVAL OF DRAFT PROCUREMENT PLAN FOR FISCAL YEAR 2022**

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 for FY 2022 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>

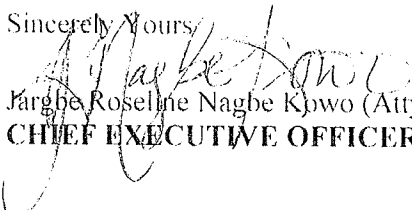
Upon passage of the Fiscal Year 2022 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for **NCHE's** allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for Fiscal Year 2022 and staff of your Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the just ended Special Budget Year 2021, for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for Fiscal Year 2022.

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

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

*Handwritten signature and date: April 21, 2022*

National Commission on Higher Education  
Procurement Plan (SBA)  
Source of Funding (GOL) National Budget)  
Fiscal Year 2022

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/Substantial completion}	Acceptance & Final Payment	
planned	1	IFBNo./NCHE /SBA/RB/001 /2022	Petroleum Products/Vehicle	G-4661	3,272.394 Gals. @5.47	17,900	RB	04/05/22	05/05/22	05/26/22	06/06/22	06/27/22	07/27/22	08/11/22	08/22/22	N/A	12/06/22	12/19/22
Update																		
Actual																		
Planned	2	IFBNo./NCHE /SBA/RFO/0 01/2022	Cleaning Materials	G-4773	Assorted	7,000	RFO	04/06/22	04/27/22	05/04/22	05/12/22	05/23/22	05/31/22	06/08/22	06/17/22	N/A	12/07/22	12/20/22
Update																		
Actual																		
Planned	3.	IFBNo./NCHE /SBA/RFO/0 02/2022	Stationary	G-4761	Assorted	10,000	RFO	04/06/22	04/27/22	05/04/22	05/12/22	05/23/22	05/31/22	06/08/22	06/17/22	N/A	12/08/22	12/21/22
Update																		
Actual																		
Planned	4.	IFBNo./NCHE /SBA/RB/002 /2022	Generator	C-3314	One (1)	15,000	RB	04/05/22	05/06/22	05/27/22	06/07/22	06/28/22	07/28/22	08/12/22	08/23/22	N/A	12/09/22	12/22/22
Update																		
Actual																		
		Grand TOTAL					49,900.00											

Signed: \_\_\_\_\_

Mental Gboe/Procurement Director

Date: \_\_\_\_\_

*Handwritten date: 4/22/2022*

Approved: \_\_\_\_\_

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Date: \_\_\_\_\_

*Handwritten date: April 21, 2022*

Professor Edward Lama Wonkeror/ Director General

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Name of Entity: National Commission on Higher Education  
Procurement Plan Explanatory Note (SBA Budget)  
Fiscal Year: 2022

Item NO.	Contract Package Code	Contract Package	Content of Contract Package
1.	IFBNo./NCHE/SBA/RB/001/2022	Petroleum Products	The petroleum products will be used for one (1) vehicle
2.	IFBNo./NCHE/SBA/RFO/001/2022	Cleaning Materials	This contract package will be used to procure the below items: 1. Clorax-----3ctns. 2. Tie soap-----5ctns. 3. Sanitizer-----3ctns. 4. Tissue-----5sacks. 5. Air freshener-----3ctns. 6. Spray gone-----1ctn. 7. Delta-----3ctns. 8. Hand soap-----1ctn 9. Trash can-----12pcs. 10. Broom-----7pcs. 11. Napkin-----1ctn. 12. Etc, etc.
3.		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.
4.	IFBNo./NCHE/SBA/RFO/002/2022	Stationery	This contract package will be used to procure the below items: 13. A4 sheet-----40ctns. 14. Manila Folder-A4-----10ctns.



*Handwritten signature and date: April 22, 2022*

			15. Brown envelop-A4-----20ctns. 16. Cartridge 85A-----12pcs. 17. Cartridge 737-----12pcs. 18. Ink 932/933-----12sets. 19. HP Ink 123-----12sets. 20. Ball Pen-----12pks. 21. Paper Glue-----12pks. 22. Correction Fluid-----15pks. 23. Gargo paper-----1ctn. 24. Stick on pad-----2boxes 25. Note pad-----2ctns. 26. Hanging folder-----5ctns 27. Memory stick-----13pcs. 28. Permanent marker-----40pks. 29. Box file-----1ctn. 30. Highlighter-----5pks. 31. Ledger book-----24pcs 32. Etc, etc.
5.	IFBNo./NCHE/SBA/RB/002/2022	Generator	This contract package will be used to procure the below item: 1. One(1) KVA Generator for the Commission.
6.		Feasibility Studies/Survey	This is an in house project. That is, NCHE 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. ➤ DSA for enumerators ➤ Compile and analyze ➤ Report writing and publication of statistics

*Rec'd 11/22/2012*

Note: The budget for the below line items was captured from the budget of US\$ 78,510 for Petroleum Products for NCHE:

- 1. Feasibility studies/surveys-US\$25,000.00
- 2. Domestic Travel –Daily Subsistence Allowance- US\$6,000.00
- 3. Domestic Travel Incidental – US\$1,500.00
- 4. Generator US\$15,000.00
- 5. Stationery- US\$10,000.00
- 6. US\$3,110.00 was added to the contract package for cleaning materials US\$3,890.00 which sum up to US\$7,000.00

Prepared by: *Mentor Akoe*  
Procurement Director/NCHE



Date: *April 24, 2012*