



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/0450/19

August 12, 2019

Hon. Henry O. Williams

CHAIRPERSON

National Disaster Management

Republic of Liberia

Dear Hon. Williams:

Subject: **PROVISIONAL APPROVAL OF DRAFT PROCUREMENT PLAN FOR FISCAL YEAR 2019/2020**

We present our compliments and wish to acknowledge receipt of your letter dated July 15, 2019 which sought the approval of the Commission for the National Disaster Management SBA and Non SBA 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 NDM'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 Nagne Kowo (Atty).
CHIEF EXECUTIVE OFFICER

National Disaster Management Agency PROCUREMENT PLAN (NON-SBA Core budget) Source of Funding: GOL National Budget Fiscal year: 2019/2020

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BASIC DATA			ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	IMPLEMENTATION DATES			CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS
			Business Activity Code	QTY															
PLANNED	1	IFB No.	Computer (Laptops/	G4741	Assort	\$16,374.00	NCB	01/05/19	10/05/19	20/05/19	29/05/2019	05/07/19	16/07/19	25/07/19	05/08/19	N/A	03/06/20	28/06/20	
UPDATE																			
ACTUAL																			
PLANNED	2	IFB No.	ICT Equipment	G4651	Assort	\$3,755.00	RFQ	01/05/19	10/05/19	20/05/2019	29/05/2019	17/06/19	26/06/19	29/06/19	05/07/19	N/A	03/06/20	28/06/20	
UPDATE																			
ACTUAL																			
PLANNED	3	IFB No.	Repairs & Maintenance ICT	S9511	1 firm	\$20,129.00	NCB	01/05/19	10/05/19	20/05/19	29/05/2019	05/07/19	16/07/19	25/07/19	05/08/19	N/A	03/06/20	28/06/20	
UPDATE																			
ACTUAL																			
PLANNED	4	IFB No.	Scratch Cards	J6190	500 pcs	\$2,500.00	RFQ	01/05/19	10/05/19	20/05/19	29/05/2019	17/06/19	26/06/19	29/06/19	05/07/19	N/A	03/06/20	28/06/20	
UPDATE																			
ACTUAL																			
PLANNED	5	IFB No.	Software renewal & License	G4651	*Assort	\$20,130.00	NCB	01/05/19	10/05/19	20/05/19	29/05/2019	05/07/19	16/07/19	25/07/19	05/08/19	N/A	03/06/20	28/06/20	
UPDATE																			
ACTUAL																			
PLANNED	6	IFB No.	Repairs & Maintenance Telecommunication equipment	S9512	1 firm	\$20,129.00	NCB	01/05/19	10/05/19	20/05/19	29/05/2019	05/07/19	16/07/19	25/07/19	05/08/19	N/A	03/06/20	28/06/20	
UPDATE																			
ACTUAL																			
PLANNED	7	IFB No.	Stationery	G4761	*Assort	\$6,000.00	RFQ	01/05/19	10/05/19	20/05/2019	29/05/2019	17/06/19	26/06/19	29/06/19	05/07/19	N/A	03/06/20	28/06/20	
UPDATE																			
ACTUAL																			
Grand TOTAL						\$89,017.00													

Prepared by: [Signature]
 Vivian G. Walker
 Director/ NDMA
 Procurement

Approved by: [Signature]
 Mr. Henry O. Williams
 Chairman Procurement Committee

Date: 17/7/19



Provisional
[Signature]
 08/12/2019

National Disaster Management Agency

(NON-SBA Core Budget) Procurement Plan Explanatory Notes

Fiscal Year 2019/2020

Item NO.	Contract Package Code	Contract Package	Content of Contract Package
1.	IFB No. NDMA/NCB/001/19/20	Computer (Laptops/ Desktops)	<p>This contract package is from the budget line Computer Supplies and ICT Services and refers to the cost of procuring computers and laptops with an estimated amount of \$16,374.00 USD.</p> <p>5 pcs of Laptops 158GB Ram- @ \$9,024.00</p> <p>7 pcs of Desktops 4GB Ram @ \$7,350.00</p>
2.	IFB No. NDMA/RFO/001/19/20	ICT Equipment	<p>This contract package is from the budget line Computer Supplies and ICT Services and refers to the cost of procuring 5 pcs of 3 in one printers with an estimated amount of \$3,755.00 USD.</p>
3.	IFB No. NDMA/NCB/002/19/20	Repair & Maintenance of ICT Equipment	<p>This contract package is from the budget line Repair and Maintenance of Computer Hardware and refers to the cost of procuring the service of installation of ICT cable channels, network jack, face plate, keystone, cat6 cable and etc. with an estimated amount of 20129.00 USD.</p>
4.	IFB No. NDMA/RFO/002/19/20	Scratch Cards	<p>This contract package is from the budget line Scratch Cards, and refers to the cost of procuring 500 pcs of scratch cards at the cost of \$5.00 USD per card with an estimated budget of \$2,500.00USD.</p>
5.	IFB No. NDMA/NCB/003/19/20	Software & License	<p>This contract package is from the budget line Computer Software Renewal License and refers to the cost of procuring the following software: MS office, accountant software, HR software, Database engine software etc... at an estimated cost of \$20,130.00 USD.</p>
6.	IFB No. NDMA/NCB/004/19/20	Repair & Maintenance telecommunication Equipment	<p>This contract package is intended to procure the service of maintaining the base line, man pack HF, VHF radio communication, at the estimated cost of \$20,129.00 USD from the budget line maintenance of telecommunication equipment.</p>
7.	IFB No. NDMA/RFO/002/19/120	Stationery	<p>This contract package is from the budget line Stationery, intended to procure following stationery: Sheets, Filing cabinet, Folders, desk tray, stapler, paper clips, white board, marker, envelopes, pens, bender, box file, inks, toner, disc, pen drive, stamp and etc. at an estimated cost of \$6,000.00.</p>

Prepared By: 
Vivian G. Walker
Procurement Director

Date:
Please indicate date next time and sign properly.