



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/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>

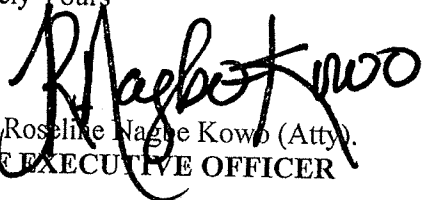
Upon passage of the FY 2019/2020 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for NDM's allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for FY 2019/2020 and staff of your Procurement Unit.

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**

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

**National Disaster Management Agency**  
**PROCUREMENT PLAN (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							IMPLEMENTATION DATES										REMARKS
			Business Activity Code	QTY	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	BID SUBMISSION/PU BLC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT			
1	IFB No. NDMA/SBA/RB/001/19/20	Petroleum Products (Fuel & Gasoline)	G4661	4,348 B	\$15,000.00	RB	01/05/19	10/05/19	20/05/19	29/05/2019	14/6/2019	24/06/19	02/07/19	12/07/19	N/A	03/06/20	28/06/20			
UPDATE																				
ACTUAL																				
2	IFB No. NDMA/SBA/RFQ/001/19/20	Event Catering	I5621	1 Firm	\$8,000.00	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																				
3	IFB No. NDMA/SBA/SS/001/19/20	Repairs & Maintenance of Non-Residential Building	F4100	1 Firm	\$14,000.00	SS	01/05/19	10/05/19	20/05/19	N/A	N/A	N/A	N/A	05/08/19	N/A	03/06/20	28/06/20			
UPDATE																				
ACTUAL																				
4	NDMA/SBA/RFQ/002/19/20	Cleaning Materials	G4773	* Assort	\$3,000.00	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																				
5	IFB No. NDMA/SBA/NCB/001/19/20	Security Guard Services	N8010	1 Firm	\$12,960.00	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																				
Grand TOTAL						\$52,960.00														


Prepared by:   
Vivian G. Walker  
Procurement Director/ NDMA

Approved by:   
Mr. Henry O. Williams  
Chairman Procurement Committee



Date: 17/7/19

*Handwritten:* August 1, 2019


*Handwritten:* Provisi...  




National Disaster Management Agency  
SBA Procurement Plan Explanatory Notes  
Fiscal Year 2019/2020

Item NO.	Contract Package Code	Contract Package	Content of Contract Package
1.	IFB No. NDMA/SBA/RB/001/19/20	Petroleum Products(Diesel & Gasoline)	This contract package is from the budget Fuel and Lubrication Vehicle & Generator, intended to procure 1,621 gallons of fuel at a unit cost of \$3.70 USD and 2,727 gallons of gasoline @ \$3.30 USD per gallon respectively.
2.	IFB No. NDMA/SBA/RFO/001/19/20	Event Catering	This contract package is from the budget line Workshops, Conferences, Seminars, refers to the cost of hiring a catering firm to provide catering services during Training and conference with an estimated cost at \$8,000 USD.
3.	IFB No. NDMA/SBA/SS/001/19/20	Repairs & Maintenance of Non-Residential Building	This contract package is from the budget line Repair and Maintenance Civil, intended to procure the services of a firm to carry out repairs and Maintenance Service on the NDMA Building at an estimated cost of \$14,000.
4.	IFB No. NDMA/SBA/RFO/002/19/20	Cleaning Materials	This contract package is from the budget line Cleaning Materials, intended to procure assorted cleaning materials such as chlorax, detols, brooms, and etc; for the purpose of cleaning NDMA bathrooms and offices at an estimated cost of \$3,000
5.	IFB No. NDMA/SBA/NCB/001/19/20	Security Guard Services	This contract package is from the budget line Operation Expenses, intended to hire security service to protect NDMA assets from thief at an estimated cost of \$12,960.

Prepared By:   
Vivian G. Walker  
Procurement Director

Date:   
Please indicate date next time  
on report entry

Provisional

authd  
August 1, 2019