

Republic of Liberia  
**Public Procurement & Concessions Commission**

Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



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Ref: PPCC/RL/CEO/115/'21

March 25, 2021

Hon. Henry O. Williams  
**EXECUTIVE DIRECTOR**  
National Disaster Management Agency  
Republic of Liberia

Dear Hon. Williams:

Subject: **RECEIPT AND APPROVAL OF SBA AND NON SBA PROCUREMENT PLANS FOR FISCAL YEAR 2020/2021**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the NDMA's SBA and Non SBA Procurement Plans (*Goods and Services*) for Fiscal Year 2020/2021 in accordance with Section 40 (3) of the PPCA, 2010. The Commission, upon review and scrutiny of your final submission and accompanying documents, thus, approves the NDMA's SBA and Non SBA procurement Plans. Please note that a copy of this Procurement Plan will be duly forwarded to the Ministry of Finance and Development Planning (MFDP), to enable processing of allotments in keeping with the approved Procurement Plans, upon conclusion of stipulated procurement processes.

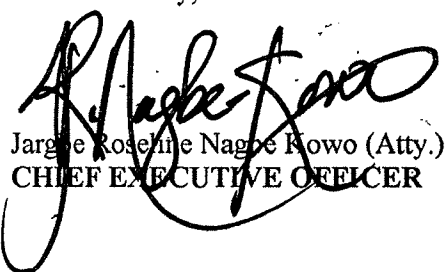
The Commission counsels that you observe Section 40(5) of the PPCA, 2010 which states "each Procuring Entity, shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes 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,

  
Jargoe Roseline Nagbe Howo (Atty.)  
CHIEF EXECUTIVE OFFICER

**National Disaster Management Agency**  
**PROCUREMENT PLAN (NON-SBA Core 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	20
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/ DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL- BID DOCTECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/ PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL- BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT		REMARK
PLANNED	1	IFB No. NDMA/RFQ/001/20/21	ICT Professional Services	J6120	1 firm	\$5,000.00	RFQ	2/22/2021	3/2/2021	3/10/2021	3/18/2021	4/2/2021	4/9/2021	4/16/2021	4/23/2021	N/A	06/04/21	06/30/21	
UPDATE																			
ACTUAL																			
PLANNED	2	IFB No. NDMA/SS/001/20/21	Internet Connectivity	J6120	1 firm	\$5,000.00	SS	2/22/2021	3/2/2021	3/10/2021	N/A	N/A	N/A	4/23/2021	N/A	06/04/21	06/30/21		
UPDATE																			
ACTUAL																			
PLANNED	3	IFB No. NDMA/RFQ/002/20/21	Scratch Cards	J6190	2,000 pcs	\$10,000.00	RFQ	2/22/2021	3/2/2021	3/10/2021	3/18/2021	4/2/2021	4/9/2021	4/16/2021	4/23/2021	N/A	06/04/21	06/30/21	
UPDATE																			
ACTUAL																			
PLANNED	4	IFB No. NDMA/NCB/001/20/21	Repair & Maintenance - vehicle	G4520	1 firm	\$16,146.00	NCB	2/8/2021	2/16/2021	2/24/2021	3/4/2021	4/12/2021	4/19/2021	4/23/2021	4/30/2021	N/A	06/04/21	06/30/21	
UPDATE																			
ACTUAL																			
PLANNED	5	IFB No. NDMA/RFQ/003/20/21	Stationery	G4761	* Assorted	\$5,000.00	RFQ	2/22/2021	3/2/2021	3/10/2021	3/18/2021	4/2/2021	4/9/2021	4/16/2021	4/23/2021	N/A	06/04/21	06/30/21	
UPDATE																			
ACTUAL																			
PLANNED	6	IFB No. NDMA/NCB/002/20/21	Security Guard Services	N8010	1 Firm	\$10,000.00	NCB	2/8/2021	2/16/2021	2/24/2021	3/4/2021	4/12/2021	4/19/2021	4/23/2021	4/30/2021	N/A	06/04/21	06/30/21	
UPDATE																			
ACTUAL																			
PLANNED	7	IFB No. NDMA/RFQ/004/20/21	Personnel Non - Life Insurance	K6512	1 Firm	\$4,000.00	RFQ	2/22/2021	3/2/2021	3/10/2021	3/18/2021	4/2/2021	4/9/2021	4/16/2021	4/23/2021	N/A	06/04/21	06/30/21	
UPDATE																			
ACTUAL																			
GRAND TOTAL						\$55,146.00													

Prepared by: *Vivian G. Walker*  
Vivian G. Walker  
Procurement Director/ NDMA

Approved by: *Hon. Henry O. Williams*  
Hon. Henry O. Williams  
Chairman Procurement Committee

Date: *03/23/21*




*March 25, 2021*

*March 25, 2021*

**National Disaster Management Agency**  
**(Non SBA Core Budget) Explanatory Notes**  
**Fiscal Year 2020/2021**

Item NO.	Contract Package Code	Contract Package	Content of Contract Package
1.	IFB No.: NDMA/RFQ/001/20/21	ICT Professional Services	This contract package is from the budget line ICT Professional Services and refers to the cost of procuring Wireless cabling for the ground floor of the Agency.
2.	IFB No.: NDMA/SS/001/20/21 IFB No.: NDMA/RFQ/002/20/21	Internet Connectivity Scratch Cards	This contract package is from the budget line Internet Provider Services and refers to the cost of procuring internet connectivity services with an estimated amount of \$5,000.00 USD from LIBTECO.  This contract package is from the budget line Scratch Cards, and refers to the cost of procuring 2,000 pcs of scratch cards at the cost of \$5.00 USD per card with an estimated budget of \$10,000.00USD.
4.	IFB No.: NDMA/NCB/001/20/21	Repair & Maintenance - Vehicle	This contract is intended to procure the professional services of garages to repair and maintain the Agency's vehicles. It is from the budget line Repair and Maintenance – Vehicle is estimated at \$16,146.00 USD
5.	IFB No.: NDMA/RFQ/003/20/21	Stationery	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 \$5,000.00 USD
6.	IFB No. NDMA/NCB/002/20/21	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 \$10,000.00 US
7.	IFB No.: NDMA/RFQ/004/20/21	Personnel Non – Life Insurance	This contract package is from the budget Personal Insurance, intended to hire the services of an Insurance Firm to cover the NDMA Employee Medical Insurance at an estimated cost of \$4,000.00 USD.

Prepared By:   
Vivian G. Walker  
Procurement Director

Date: 03/23/21



  
March 28, 2021