



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/0680/'19

September 30, 2019

Cllr. Jerome G. Korkoya, JD

CHAIRMAN

National Elections Commission

Republic of Liberia

Dear Cllr. Korkoya:

Subject: **RECEIPT AND APPROVAL OF GRAND CAPE MOUNT COUNTY SENATORIAL BY-ELECTIONS PROCUREMENT PLAN FOR FISCAL YEAR 2019/2020**

We present our compliments and wish to notify you that the Public Procurement and Concessions Commission upon receipt and review of your procurement plan for the 2019 Grand Cape Mount County Senatorial By-Elections Procurement plan FY2019/2020, and subsequent submission of additional documents on September 25, 2019, grants approval in consonance with **Section 40 (3)** of the PPCA 2010. The Commission informs the NEC that its procurement plan has been duly forwarded to the Ministry of Finance and Development Planning (MFDP).

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 very necessary, review and update its procurement plan and notify the Commission in writing and the Minister of Finance of a 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 require to again request the use of said approved method.

Additionally, the Commission states that a review of the NEC's procurement documents archives showcased that the last competitive processes for the Ballot Papers and Prepacked Elections Materials were conducted in 2017, for the Presidential and Representative Elections, and subsequently the National Elections Commission, based on these previous processes, has since expressed time constraints, seeking sole sourcing approvals from the Commission for succeeding By-Elections.


However, it is important to note that since **2017**, the market values for these stipulated contract packages have changed, thus the NEC is **ADVISED** to conduct early procurement planning and institute competitive procurement processes by inviting companies in this market to participate, for this is **paramount** in achieving the best options and more importantly to **avoid requesting for sole sourcing approvals**.

Please note that the Commission is akin to the NEC commencing early procurement planning to procure Electoral Materials competitively so as to yield the best options and attain value for money for these pertinent contract packages for future elections. **The NEC is also advised to take advantage of prequalification process in consonance with PPCA Section 32 (3) and (5), to be ably prepared when faced with unforeseen elections emergencies.**

The Commission urges you to submit your **Procurement Plan for the FY 19/20 and 2018/2019 fiscal years' contracts in consonance with Section 40 and 43 (9) of the PPCA.**

The Public Procurement and Concessions Commission 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.

Sincerely yours


Jargbe Roseanne Magbe Kowo (Atty).
CHIEF EXECUTIVE OFFICER

National Elections Commission
 Procurement Plan (GRAND CAPE MOUNT COUNTY SENATORIAL BY-ELECTIONS)
 Source of Funding: 2019/2020 National Budget
 Fiscal Year: July 1, 2019-June 30, 2020

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
BASIC DATA								IMPLEMENTATION DATES									
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code(s)	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/PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)
PLANNED	1	IFB No. NEC/GCMBE /SS/001/19/20	Elections Stationery	G4761	Assorted	14,211.30	SS	8/1/19	8/8/19	8/15/19	8/22/19	8/29/19	9/5/19	9/12/19	9/19/19	N/A	9/26/19
UPDATE																	
ACTUAL																	
PLANNED	2	IFB No. NEC/GCMBE /SS/002/19/20	Ballot Paper Printing	C1812	1 Firm	57,055.00	SS	7/26/19	8/2/19	8/9/19	8/16/19	8/23/19	8/30/19	9/6/19	9/13/19	N/A	9/20/19
UPDATE																	
ACTUAL																	
PLANNED	3	IFB No. NEC/GCMBE /SS/003/19/20	Printing and Binding of Elections materials	C1811	Firms	17,039.17	SS	8/2/19	8/9/19	8/16/19	8/23/19	8/30/19	9/6/19	9/13/19	9/20/19	N/A	9/27/19
UPDATE																	
ACTUAL																	
PLANNED	4	IFB No. NEC/GCMBE /SS/004/19/20	Production of Elections Forms & Signs	C1811	Assorted	11,320.00	SS	7/25/19	8/1/19	8/8/19	8/20/19	8/27/19	9/3/19	9/10/19	9/17/19	N/A	9/24/19
UPDATE																	
ACTUAL																	
SUB TOTAL						99,625.47											

Prepared by: Joseph Xarsiah
 Director/Procurement Unit

Date: 23/09/19

Approved by: Jerome George Korkoya, JD
 Chairman-BOC/Chairman-Procurement Committee

Date: 9/24/19

9/30/19

National Elections Commission
Draft Procurement Plan (GRAND CAPE MOUNT COUNTY SENATORIAL BY-ELECTIONS)
Source of Funding: 2019/2020 National Budget
Fiscal Year: July 1, 2019-June 30, 2020

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
BASIC DATA								IMPLEMENTATION DATES										
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	5	IFB No. NEC/GCMBE /RFQ/001/19/20	Repair & Maintenance-Generators	G4659	Assorted	6,900.00	RFQ	8/2/19	8/9/19	8/16/19	8/23/19	8/30/19	9/6/19	9/13/19	9/20/19	N/A	9/27/19	10
PLANNED																		
UPDATE																		
ACTUAL																		
PLANNED	6	IFB No. NEC/GCMBE /SS/005/19/20	VSAT Subscription Reactivation	J6120	1 firm	4,000.00	SS	8/1/19	8/8/19	8/15/19	8/22/19	8/29/19	9/5/19	9/12/19	9/19/19	N/A	9/26/19	10
UPDATE																		
ACTUAL																		
PLANNED	7	IFB No. NEC/GCMBE /SS/006/19/20	Repair & Maintenance-Vehicles	G4530	Assorted	6,900.00	SS	7/25/19	8/1/19	8/8/19	8/20/19	8/27/19	9/3/19	9/10/19	9/17/19	N/A	9/24/19	10
UPDATE																		
ACTUAL																		
PLANNED	8	IFB No. NEC/GCMBE /RFQ/002/19/20	Scratch Cards	J6190	400 Pcs	2,000.00	RFQ	7/26/19	8/2/19	8/9/19	8/16/19	8/23/19	8/30/19	9/6/19	9/13/19	N/A	9/20/19	10
UPDATE																		
ACTUAL																		
Sub Total						19,800.00												

Prepared by: Joseph Yarsiah
Director/Procurement Unit

Date: 23/09/19

Approved by: Jerome George Korkoya, JD
Chairman-BOC/Chairman-Procurement Committee

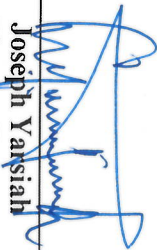
Date: 9/24/19




9/24/2019

National Elections Commission
Draft Procurement Plan (GRAND CAPE MOUNT COUNTY SENATORIAL BY-ELECTIONS)
Source of Funding: 2019/2020 National Budget
Fiscal Year: July 1, 2019-June 30, 2020

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 Activity Code(s)	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	IMPLEMENTATION DATES										
								TECHNICAL SPECS/BO Q/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH 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)	
PLANNED	9	IFB No. NEC/GCMBE /SS/007/19/20	Computer Supplies & ICT Equipment	G4741	Assorted	2,650.00	SS	8/2/19	8/9/19	8/16/19	8/23/19	8/30/19	9/6/19	9/13/19	9/20/19	N/A	9/27/19	
UPDATE																		
ACTUAL																		
PLANNED	10	IFB No. NEC/GCMBE /SS/008/19/20	Voter ID Photo Cartridge and Papers	G4761	15 boxes	1,500.00	SS	8/1/19	8/8/19	8/15/19	8/22/19	8/29/19	9/5/19	9/12/19	9/19/19	N/A	9/26/19	
UPDATE																		
ACTUAL																		
PLANNED	11	IFB No. NEC/GCMBE /RFQ/003/19/20	Replacement Materials-Pre-packed- Training	G4761	Assorted	1,787.50	RFQ	7/25/19	8/1/19	8/8/19	8/20/19	8/27/19	9/3/19	9/10/19	9/17/19	N/A	9/24/19	
UPDATE																		
ACTUAL																		
Sub Total						5,937.50												
GRAND TOTAL						125,362.97												

Prepared by:  Date 23/09/19
Joseph Yansiah
Director/Procurement Unit

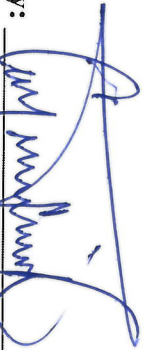
Approved by:  Date: 9/24/19
Jerome George Korkoya, JD
Chairman-BOC/Chairman-Procurement Committee



 9/24/19

Notes to Procurement Plan

NO	CONTRACT PACKAGES	EXPLANATION/BREAKDOWN
1.	IFB No. NEC/GCMBE /SS/001/19/20- Elections Stationery	This procurement package represents assorted elections stationery materials for the 2019 Senatorial and District # 15 Representative By-Elections. Items t procured include: A4 sheets, Legal paper, Royal Executive Bond, A3 sheets, Executive Ball Pens, Manila folder, Staple pins, Calculator, Stick on pa Highlighter , Brown envelope, Stapler , Marker, Handling folder, 05A Ink, 35A Ink, Computer cartridges, note pads, assorted markers, masking tape, m phone, note pad, mega phone, batteries for mega phone, writing tablets (yellow notepads), binder clips, erasers, envelopes, hole punches, flipchart, notice boa piper glue, scotch tape, LaserJet printer, photocopiers, USB Memory sticks, desk pencil sharpeners, calculators, steno pads, flipchart eraser, flipchart pads, m phone battery, brown packing envelope, cable cat 3 meter etc. This package will be financed from the line Stationery as indicated on the cash plan, procurement will be done into lots. The Procurement Committee asks the Commission for no object to Sole Source to Techno IT Inc. and Office Expr <u>which were selected through a competitive process for the just ended Montserrado Senatorial and District # 15 Representative By-election. This enable the NEC meets all time bound activities along with prompt delivery of stationery materials for the Senatorial By-Election of Grand Cape Mo County.</u>
2.	IFB No. NEC/GCMBE /SS/002/19/20- Ballot Paper Printing	This line item will be used for the production of <u>95,700</u> pieces of Senatorial ballot papers, 260 (training and actual) Tacile ballot guide, 1,000 Mock ballot, and 700 pieces of the records of the count. Additionally, shipping cost of these materials will be accounted for from this line. This packag financed from the line Elections (Ballot Papers) as indicated on the cash plan and it will be done into lots. The Procurement Committee asks the Commissi objection to Sole Source to <u>Buck Press, due to acceptable and good past performance (2005 -2019 Two General Elections, By-elections, and the it Montserrado Senatorial and District # 15 Representative By-Elections), High Ballot quality and prompt delivery, and additionally, proximity to prompt delivery of materials prior to the stipulated By-Election, as mention in section 55 (1) (b).</u>
3.	IFB No. NEC/GCMBE /SS/003/19/20- Printing and Binding of Elections Materials	This line item is stated for elections specific motivational and informational posters materials for Civic Education, Gender and Training Purposes: Banner (A3 & A4) t-shirt, caps, and flyers, know your candidates, nomination procedures booklet, nomination forms, accreditation procedures manual, replacemen etc. which will be done into lots. This package will be finance from the line Printing, Binding & Publications as indicated on the cash plan. The Proc Committee asks the Commission for no object to Sole Source to Seamarco Printing Press, Alley Printing Press, Divine Graphix Incorporated, Magnet King Sign & Design, Graceland International, Inc., and JP Express Int'l Inc , <u>which were selected through a competitive process for the ju Montserrado Senatorial and District # 15 Representative By-election. This will enable the NEC meets all time bound activities along with prompt of printed materials for the Senatorial By-Election of Grand Cape Mount County.</u>
4.	IFB No. NEC/GCMBE /SS/004/19/20- Production of Elections Forms and Signs	This contract package hub on the procurement of elections forms and signs for training and the actual process. These forms include: Challenge to Inclusi (A4), Daily Accounting Form, Appeal Form, Personnel Accounting Forms (A4), Summary Accounting Sheet, Material Transfer Forms (NCR), Registration Form, Complaint Form, Photo-taking Daily Accounting Sheet, Manual Voter Roll (A-4 copy book), Preliminary Daily Reporting-ES, Oath of Office Form, Pr Daily Reporting-Magistrates, Directional Signs "Left", Directional Signs "Right", Directional Signs "Center Here", Witness Form (10 witness forms per tra record of seals form (NCR) A-3, Declaration of results, Presiding Officer Worksheet, Polling Place HERE Signs, Data capturing forms, etc. This contrac will be financed from the cash plan line Elections (Forms & Signs). The Procurement Committee asks the Commission for no object to Sole Source to Enterprises Inc., <u>which was selected through a competitive process for the just ended Montserrado Senatorial and District # 15 Representative By-E</u> This will enable the NEC meets all time bound activities along with prompt delivery of printed Elections Forms and Signs for the Senatorial By-E Grand Cape Mount County.

Prepared by: 

Joseph Yarsiah
Director/Procurement Unit

Date: 23/09/19

Approved by:



Date:

9/24/19

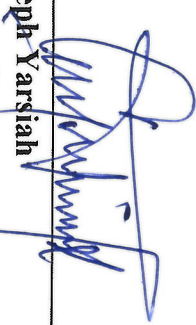
Jerome George Korkoya JD
Chairman-BOC/ Chairman-Procurement Committee






Notes to Procurement Plan

NO	CONTRACT PACKAGES	EXPLANATION/BREAKDOWN
5.	IFB No. NEC/GCMBE /RFQ/001/19/20- Repair & Maintenance-Generators	This line item will be used to procure various spare parts based on needs and to obtain those parts that are needed on a routine basis, and such servicing include: spare plots, oil filters, fuel filters, air filters, batteries, assorted spare parts, etc. In addition, the procurement of lubricants for the generators will from this contract package. Note: our mechanics are available to install the parts and do the repairs. This package will be financed from the line R Maintenance-Generators as indicated on the cash plan. In consonance with the PPCA Section 48, Subsection (5), the NEC wishes to request the Con approval for the Reduction in the Lead Time for this Procurement.
6.	IFB No. NEC/GCMBE /SS/005/19/20-VSAT Subscription Reactivation	This line item will be used for paying annual Total Value Subscription renewal license for the Unified Threat Management appliance (Cyberoam) that the NEC WAN (Wide Area Network) & LAN (Local Area Network) infrastructure for intrusion prevention-protection, filtering of Internet contents, Ba utilization and network traffic monitoring. (Cyberoam Firewall is NEC Gateway for all Internet Services & Internal Network Analysis). This contract pack be funded from the budget line Telecommunication, Internet and Postage as indicated on the Cash Plan. The Procurement Committee asks the Commis no objection for Sole Source approval for Cyberoam Firewall, as mention in section 55 (1) (b).
7.	IFB No. NEC/MBE/NCB/004/18/19- Repair & Maintenance-Vehicles	To procure various spare parts for the Commission's fleet of vehicles based on needs and to obtain those parts that are needed on a routine basis such filters, air filters, hydraulic arm seal, hydraulic oil, brake fluid, battery, pressure plate, clutch disc, tires, release bearing, universal joint brake pad, diff oil, horns, gear oil, spark plugs, water separate filter, master cylinder, priming pump, etc. In addition, the procurement of lubricants for the vehicles will from this contract package. Note: our mechanics are available to install the parts and do the repairs. This contract package will be funded from the bu Repairs & Maintenance-Vehicles as indicated on the Cash Plan. The Procurement Committee asks the Commission for no object to Sole Source to Trading Center, which was selected through a competitive process for the just ended Montserrado Senatorial and District # 15 Representative By-ē
8.	IFB No. NEC/GCMBE /RFQ/002/19/20- Scratch Cards	This will enable the NEC meets all time bound activities along with prompt delivery of Spare Parts for the Senatorial By-Election of Grand Cape Mount This line item will be used for the procurement of four hundred (400) pieces of scratch cards at the unit price of US\$5.00 totaling US\$2,000.0 contract package will be funded from the budget line Telecommunications, Internet, Postage and Courier on the Cash Plan. In consonance PPCA Section 48, Subsection (5), the NEC wishes to request the Commission approval for the Reduction in the Lead Time for this Procurement. This wil the NEC meets all time bound activities for the 2019 Senatorial By-Election of Grand Cape Mount County.
9.	IFB No. NEC/GCMBE /SS/007/19/20- Computer Supplies & ICT Equipment	This line item will account for the following: Microsoft office suite 2016 (200 users), toner, high capacity duplex unit, access control unit (finger/RFID), computers, ups (with AVR), 24 port switch (managed), USB 3.0 portable HDisk (2/3TB), backup tapes media (1.6TB), professional computer tool kit & blo 6TB-3.5inch hard drive, etc. This contract package will be funded from the budget line Computer Supplies & ICT Services as indicated on the Cash Pl Procurement Committee asks the Commission for no object to Sole Source to Techno IT Inc., which was selected through a competitive process for ended Montserrado Senatorial and District # 15 Representative By-election. This will enable the NEC meets all time bound activities along with delivery of Computer Supplies & ICT Equipment for the Senatorial By-Election of Grand Cape Mount County.

Prepared by: 
Joseph Yarsiah
Director/Procurement Unit

Date: 23/09/19

Approved by: 
Jerome George Korkoya JD
Chairman-BOC/ Chairman-Procurement Committee

Date: 9/12/19







Notes to Procurement Plan

NO	CONTRACT PACKAGES	EXPLANATION/BREAKDOWN
10.	IFB No. NEC/GCMBE/SS/008/19/20-Voter ID Photo Cartridge and Papers	This line item will be used for the procurement of photo cartridge and papers, which will be used for the replacement of lost voter c package will be finance from the line Stationery as indicated on the cash plan. The Procurement Committee asks the Commission for no obj Source to Cross Words, which was selected through a competitive process for the just ended Montserrat Senatorial and District # 15 Repr By-election. This will enable the NEC meets all time bound activities along with prompt delivery of Photo Cartridge and Papers for the Sena Election of Grand Cape Mount County.
11.	IFB No. NEC/GCMBE/RFQ/003/19/20- Replacement Materials-Pre-packed- Training	This line item will be used to procure scissors, brown envelope, thin cord rope, media pack, glue, photo cutter, pen, notepad, ruler, garbage bag, heavy storage bag (GMG), envelopes for forms (large size), conference badge holder with clip, etc. This contract package will be financed from the cash pla Elections (Replacement Materials) as indicated on the Cash Plan. In consonance with the PPCA Section 48, Subsection (5), the NEC wishes to requ Commission approval for the Reduction in the Lead Time for this Procurement.

Prepared by: 
Joseph Xarsiah
Director/Procurement Unit

Date: 23/09/19

Approved by: 
Jerome George Korkoya JD
Chairman-BOC/ Chairman-Procurement Committee

Date: 9/12/19





