



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

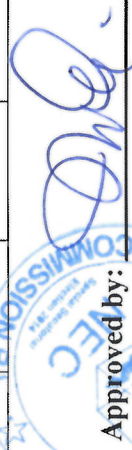


Jargbe Rosejine Magbe Kowo (Atty).
CHIEF EXECUTIVE OFFICER

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

2	3	4	5	6	7	8	9	10	11	IMPLEMENTATION DATES							
		BASIC DATA															
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)	ACCEPTANCE & FINAL PAYMENT
1	IFB No. NEC/SBA/GCMBE/NCB/00 1/19/20	Catering Services	I5621	firms	19,445.00	NCB	7/17/19	7/31/19	8/7/19	8/21/19	8/28/19	9/4/19	9/11/19	9/18/19	N/A	10/2/19	10/30/19
2	IFB No. NEC/SBA/GCMBE/RFQ/00 1/19/20	Newspaper Advertisements	M7310	8Ads	6,400.00	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	10/31/19
3	IFB No. NEC/SBA/GCMBE/RFQ/00 2/19/20	Election Song (Production)	J5920	1 firm	3,000.00	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	10/29/19
4	IFB No. NEC/SBA/GCMBE/SS/001/ 19/20	Vehicles Rental & Lease	N7710	39 Vehicles	25,100.00	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	10/31/19
5	IFB No. NEC/SBA/GCMBE/RFQ/00 3/19/20	Jingle & Drama Production	J5911	2	1,000.00	RFQ	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	10/3/19
Sub Total				54,945.00													

Prepared by:  Joseph Yarsiah
Director/Procurement Unit

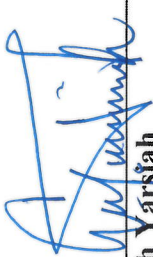
Approved by:  Jerome George Korkoya, JD
Chairman-BOC/Chairman-Procurement Committee

Date: 23/09/19

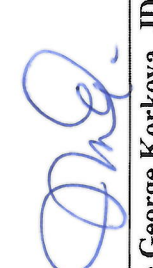
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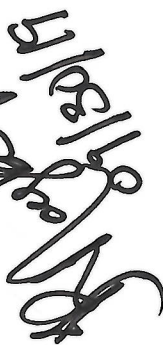
National Elections Commission
Draft Procurement Plan (SBA Project Budget)
Source of Funding: 2019/2020 National Budget
GRAND CAPE MOUNT COUNTY SENATORIAL BY-ELECTIONS
Fiscal Year: July 1, 2019-June 30, 2020

2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
ITEM NO.	PACKAGE NUMBER (CODE)	BASIC DATA					IMPLEMENTATION DATES										
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6	IFB No. NEC/SBA/GCMBE/RFQ/004/19/20	Radio Talk Shows	J6010	5	3,400.00	RFQ	7/29/19	8/5/19	8/12/19	8/19/19	8/26/19	9/2/19	9/9/19	9/16/19	N/A	9/23/19	10/15/19
7	IFB No. NEC/SBA/GCMBE/RFQ/005/19/20	Public Service Announcement	J6010	Firms	300.00	RFQ	7/30/19	8/6/19	8/13/19	8/20/19	8/27/19	9/3/19	9/10/19	9/17/19	N/A	9/24/19	10/29/19
8	IFB No. NEC/SBA/GCMBE/SS/002/19/20	Petroleum Products	G4661	2,898.20 Gals.	10,897.25	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	10/31/19
9	IFB No. NEC/SBA/GCMBE/RFQ/006/19/20	Spots Announcement	J6010	7	1,560.00	RFQ	7/29/19	8/5/19	8/12/19	8/19/19	8/26/19	9/2/19	9/9/19	9/16/19	N/A	9/23/19	10/15/19
10	IFB No. NEC/SBA/GCMBE/SS/003/19/20	Accreditation Cards (Election Observers)	C1811	Firms	11,325.00	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	10/29/19
Sub Total					27,482.25												

Prepared by:  Joseph Varsiah
Director/Procurement Unit

Date: 23/09/19

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

Date: 9/24/19 

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

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L1	IFB No. NEC/SBA/GCMBE/RFQ/007/19/20	Motorbikes Rental & Lease	N7710	50 Vehicles	1,500.00	RFQ	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	10/3/19
Sub Total					1,500.00												
GRAND TOTAL					83,927.25												

Prepared by: Joseph Yarsiah Date: 23/09/19

Approved by: Jerome George Korkoya, JD Date: 9/24/19

Director/Procurement UnitChairman-Procurement Committee

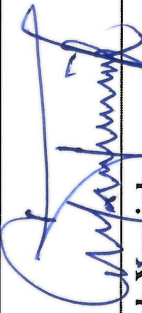


2019/09/24

Yarsiah

Notes to Procurement Plan (SBA)

CONTRACT PACKAGES	EXPLANATION/BREAKDOWN
B No. NEC/SBA/ GCMBE/NCB/001/19/20- catering Services	This will be for the hiring of catering services for workshops, conferences and seminars that will be conducted for preparatory activities for the 2019 Senatorial By-Election of Grand Cape Mount County. This includes lunch for Magisterial Team training (4 persons), lunch for ES trainings (21 persons), lunch for polling staff-POs and VIOs (392) and lunch for refresher training, etc. These workshops and training will be conducted in the county. This contract package will be funded from the budget line Workshops, Conferences, Seminars as indicated on the cash plan. This procurement will be done into lots. In consonance with the PPCA Section 48, Subsection (5), the NEC wishes to request the Commission approval for the Reduction in the Lead Time for this Procurement. This line item will be used to give out elections information/messages to the public. Taking into consideration the importance of these messages or information, the NEC ask the Commission approval to use most of the legally operating Newspapers within the country. Some of the messages or information include names of qualified political parties, name of qualified candidates, timeline of the elections, nomination processes, and all other information relating to the Senatorial By-Election of Grand Cape Mount County. This contract package will be funded from the budget line Advertising and Public Relations indicated on the Cash Plan. In consonance with the PPCA Section 48, Subsection (5), the NEC wishes to request the Commission approval for the Reduction in the Lead Time for this Procurement. This line item will be used to translate information/messages developed by the NEC for the Senatorial By-Elections of Grand Cape Mount County through song. The song will be developed through a language that is understood easily by the majority of citizen of Cape Mount (Liberians English) and in the local vernacular (dialects). This contract package will be funded from the cash plan line Advertising and Public Relations. In consonance with the PPCA Section 48, Subsection (5), the NEC wishes to request the Commission approval for the Reduction in the Lead Time for this Procurement. This line item will be used to rent ten (10) trucks for three days, twenty nine (29) pickups for four days. The vehicles listed above will be rented for the <u>delivery of elections materials</u> to parties of the county, magisterial areas, supervision and monitoring, and subsequently <u>retrieval of elections materials</u> from centers and polling places leading to the 2019 Senatorial By-Election of Grand Cape Mount County. This contract package will be funded from the budget line Vehicles Rental and Lease indicated on the Cash Plan. The Procurement Committee asks the Commission for no object to Sole Source to Bright Star Car Rental & Auto Service Inc., Mawata Transport Inc. and Trans-Logistic Group of Companies Inc., which were selected through a competitive process for the just ended Montserrado Senatorial and District # 15 Representative By-election. This will enable the NEC meets all time bound activities along with prompt delivery of vehicles for the Senatorial By-Election of Grand Cape Mount County. This line item will be used for Civic and Voter Education messages, Replacement messages, and Elections messages through Jingle and Drama Production. These jingle and dramas will be developed in Liberian English using developed CVE and elections messages that will be performed by various drama groups within the county. The NEC also asks the Commission approval to use various drama groups, taking into consideration that one drama group cannot perform all around the county. This contract package will be funded from the budget line Advertising and Public Relations as indicated on the cash plan. This line item will be used to account for all the information given on radio stations in and around the county. As we are cognizant of the fact that Elections messages should get to the public by every other means. The NEC ask the Commission for no object to use legally operating radio stations such as: ELBC, ELWA, Trust FM, Fabric FM, Power FM, Sky FM, Kings FM, Radio D-15, Prime FM, Hot FM, etc. and other communities radio stations within the county. This contract package will be funded from the budget line Advertising and Public Relations as indicated on the cash plan.
B No. NEC/SBA/ GCMBE/RFQ/001/19/20- newspaper Advertisements	
B No. NEC/SBA/ GCMBE/RFQ/002/19/20-lection Song (Production)	
B No. NEC/SBA/ GCMBE/SS/001/19/20-ehicles Rental & Lease	
B No. NEC/SBA/ GCMBE/RFQ/003/19/20-ingle & Drama Production	
B No. NEC/SBA/ GCMBE/RFQ/004/19/20-adio Talk Shows	

Prepared by: 
Joseph Yarsiah
Director/Procurement Unit



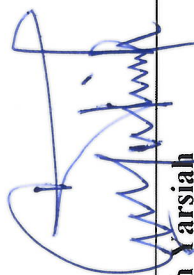
Date: 23/09/19


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

Date: 09/20/19


Notes to Procurement Plan (SBA)

CONTRACT PACKAGES	EXPLANATION/BREAKDOWN
IFB No. NEC/SBA/ GCMBE/RFQ/005/19/20- Public Service Announcement	This line item will be used to account for all public service announcements for the Senatorial By-Elections of Cape Mount on radio stations in and around the county. As we are cognizant of the fact that Elections messages should get to the public by every other means. The NEC asks the Commission for no object to use most of the legally operating radio stations in the country and communities radio stations in the counties. This contract package will be funded from the budget line Advertising and Public Relations as indicated on the cash plan.
IFB No. NEC/SBA/ GCMBE/SS/002/19/20- Petroleum Products	This line item will be used for the procurement of petroleum products for all NEC vehicles, motorbikes and generators for its operations during the Senatorial By-Election of Cape Mount. A unit cost of US\$3.76 was used to derive at the quantity indicated in the plan. The Procurement Committee asks the Commission for no object to Sole Source to Super Petroleum Company, which was selected through a competitive process for the just ended Montserrado Senatorial and District # 15 Representative By-election. This will enable the NEC meets all time bound activities along with prompt delivery of Petroleum Products for the Senatorial By-Election of Grand Cape Mount County.
IFB No. NEC/SBA/ GCMBE/RFQ/006/19/20- Spots Announcement	This line item will be used to give out elections information/messages to the public. Taking into consideration the importance of these messages or information, the NEC ask the Commission approval to use most of the legally operating Newspapers and radio stations within the country. Some of the messages or information include names of qualified political parties, name of qualified candidates, timeline of the elections, nomination processes, and all other information relating to the 2019 Senatorial By-Elections of Grand Cape Mount County. This contract package will be funded from the budget line Advertising and Public Relations indicated on the Cash Plan.
IFB No. NEC/SBA/ GCMBE/SS/003/19/20- Accreditation Cards(Election Observers)	This line item will be used for printing Media Accreditation Badges, Badges for International Observers (Large), Badges for National Observers (Medium), Party Representative ID Cards, Independent Candidate Representative ID Cards, Observer ID Cards etc. that will be done into lots. This package will be financed from the line Printing, Binding & Publications as indicated on the cash plan. The Procurement Committee asks the Commission for no object to Sole Source to Superior Group of Companies, and JP Express Int'l Inc., which were selected through a competitive process for the just ended Montserrado Senatorial and District # 15 Representative By-election. This will enable the NEC meets all time bound activities along with prompt delivery of Accreditation Cards for the Senatorial By-Election of Grand Cape Mount County.
IFB No. NEC/SBA/ GCMBE/RFQ/007/19/20- Motorbikes Rental & Lease	This line item will be used to rent fifty (50) Motorbikes for 2 days. The motorbikes listed above will be rented for the <u>delivery of elections materials</u> to the county, magisterial areas, supervision and monitoring, and subsequently <u>retrieval of elections materials</u> from centers and polling places leading to the Senatorial By-Election of Cape Mount County. This contract package will be funded from the budget line motorbikes Rental and Lease indicated on the Cash Plan.

Prepared by: 
Joseph Yarsiah
Director/Procurement Unit

Date: 23/09/19

Approved by:

Date:



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





