



Republic of Liberia
NATIONAL ELECTIONS COMMISSION

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MONROVIA, LIBERIA

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OFFICE OF THE CHAIRPERSON

RL/NEC/DBL/05-07/'23

8 May 2023

Mr. Stevenson A. Yond

Officer-In-Charge

Public Procurement & Concession Commission (PPCC)

Executive Mansion Grounds, Capitol Hill

Monrovia, Liberia

Dear Mr. Yond:

I present compliments on behalf of the National Elections Commission (NEC), and herein inform you that the National Elections Commission (NEC) concluded a National Competitive Bidding Process for the award of contract for the Supply and Delivery of Election Kits and Ballot Boxes for the 2023 General Election as indicated on the 2023 Procurement Plan.

Accordingly, I write to request "No Objection" for notification of Intent to Award contract to **Unique Enterprise** the most Responsive Bidder for the Supply and Delivery of Election Kits and Ballot Boxes (**IFB No. NEC/FLE/NCB/002/2023**), in the amount of **Four Hundred Ninety-Nine Thousand Five Hundred United States Dollars (US\$499,500.00)**.

This request is in line with Section 31, subsection (1) of the PPC Act which requires the Procurement Committee to, prior to awarding contract, deliver to the Commission for approval, a note of Intent to Award said contract especially so, where the contract value exceeds the thresholds established by regulations promulgated by the Commission, unless where a minimum of fourteen (14) days have lapsed since such notification was delivered to the Commission.

The NEC therefore seeks "No objection" for its Intent to Award contract to **Unique Enterprise** for the Supply and Delivery of Election Kits and Ballot Boxes under the Election Project Procurement Plan for the 2023 General Elections. I have attached for your review, copies of the following documents:

- i. Invitation to Bid
- ii. Bids
- iii. Bids Opening Minutes
- iv. Bid Evaluation Panel's Report
- v. Minutes Of Procurement Committee Meeting approving Evaluation report
- vi. Draft Contract

Thank you for your usual kind cooperation.

Sincerely,

Davidetta Browne Lansanah

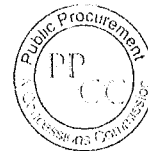
Chairperson /Procurement Committee

Received:
Theophilus Kollie
May 8, 2023
Time: 4:56 PM

Attachments: As indicated



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/OIC/087/'23**

May 18, 2023

Hon. Davidetta Browne Lansanah
CHAIRPERSON
National Elections Commission
Republic of Liberia

Dear Hon. Lansanah:

Subject: **PPCC's RESPONSE: REQUEST FOR "NO OBJECTION" FOR THE NEC TO AWARD CONTRACT TO UNIQUE ENTERPRISE FOR THE SUPPLY AND DELIVERY OF THE 2023 GENERAL ELECTIONS KITS AND BALLOT BOXES – FISCAL YEAR 2023**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the National Elections Commission (**NEC**) to award contract to **Unique Enterprise** for the supply and delivery of Election Kits and Ballot Boxes at an estimated cost of four hundred ninety-nine thousand five hundred United States Dollars (**US\$499,500.00**).

The Commission, upon review of your submissions, highlights the following:

- That the National Elections Commission submitted (**Hard copies**) including: bid opening minutes, evidence of publication, bid evaluation report, letter of additional funding, procurement committee meeting minutes, draft contracts, etc.;
- That the requested contract package (IFB No. NEC/PLE/NCB/002/2023) was duly planned for on the NEC's approved procurement plan, with an estimated amount of **US\$200,525.00**;
- That the NEC has provided a proof of source of funding for the variance in the contract price.

The Commission, upon overall review of your submission renders "No Objection" for the National Elections Commission to award contract to **Unique Enterprise** for the supply and delivery of **Election Kits and Ballot Boxes** in the stipulated amount of four hundred ninety-nine thousand five hundred United States Dollars (**US\$499,500.00**).

Kindly be reminded that all contracts which cumulative annual value exceeds the threshold of **US\$250,000.00** must be signed by the Minister responsible for Finance and attested to by the Minister responsible for Justice.

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.

Yours Sincerely,

Stevenson S. Yond
OFFICER IN CHARGE