



OFFICE OF THE CHAIRPERSON

Republic of Liberia
NATIONAL ELECTIONS COMMISSION

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RL/NEC/DBL/05-24/'23

30 May 2023

Mr. Stevenson A. Yond

Officer-In-Charge

Public Procurement & Concession Commission (PPCC)

Executive Mansion Grounds, Capitol Hill

Monrovia, Liberia

*Received:
Theophilus Kollie
May 30, 2023
Time: 4:37 pm*

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 an International Competitive Bidding Process for the award of contract for the Supply and Delivery of Prepacked Elections and Runoff Materials (Training and Actual) for the 2023 General Elections 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 Prepacked Elections and Runoff Materials (Training and Actual) -(IFB No. NEC/PLE/ ICB/001/2023), in the amount of **Two Million Two Hundred Twenty Thousand Five Hundred Seventy-Four United States Dollars and Ninety-Two Cents (US\$2,220,574.92)**.

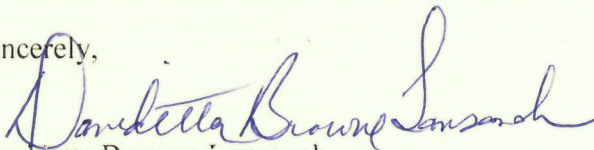
This request is in line with Section 31, subsection (1) of the PPC Act which requires the Procurement Committee, prior to awarding contract, to deliver to the commission for approval, a note of Intent to Award said contract especially so, where the contract value exceeds the thresholds established by 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 Prepacked Elections and Runoff Materials (Training and Actual) 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

Attachments: As indicated



Republic of Liberia
Public Procurement & Concessions Commission
Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



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OFFICER-IN-CHARGE

Ref. PPCC/RL/OIC/107/'23

June 6, 2023

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

Dear Hon. Lansanah:

Subject: **PPCC's RESPONSE: REQUEST FOR "NO OBJECTION TO AWARD CONTRACT TO UNIQUE ENTERPRISE FOR THE SUPPLY AND DELIVERY OF PREPACKED ELECTIONS AND RUNOFF MATERIALS (TRAINING AND ACTUAL) – 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 Prepacked Elections and Runoff Materials (Training and Actual) at an estimated cost of two million two hundred twenty thousand five hundred seventy-four United States Dollars ninety-two cents (**US\$2,220,574.92**).

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, bid evaluation report, procurement committee meeting minutes, draft contracts, etc.;
- That the requested contract package (IFB No. NEC/PLE/ICB/001/2023) was duly planned for on the NEC's approved procurement plan.

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 Prepacked Elections and Runoff Materials in the stipulated amount of two million two hundred twenty thousand five hundred seventy-four United States Dollars and ninety-two cents (**US\$2,220,574.92**).

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