

Republic of Liberia





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/173/'22

March 28, 2022

Cllr. P. Teplah Reeves
CHAIRPERSON/ PROCUREMENT COMMITTEE
National Elections Commission
Republic of Liberia

Dear Cllr. Reeves:

Subject: PPCC's RESPONSE: REQUEST FOR APPROVAL OF THE NEC's 2022 SENATORIAL BY-ELECTION (LOFA COUNTY)-SBA AND NON-SBA PROCUREMENT PLANS FOR FISCAL YEAR 2022

We present our compliments and wish to acknowledge receipt of your letter and accompanying documents, which sought the approval of the Commission for the NEC's SBA and Non-SBA Procurement Plans (2022 Senatorial By-Election-Lofa County).

The Commission, upon review and scrutiny of the NEC's documents and subsequent clarifications states that the Lofa County By-Election Procurement Plan is hereby approved with execution of the below:

- That given the indicated expressed urgency, a two-week reduction in lead time is granted for all Restricted and National Competitive Bidding processes, consistent with Section 48(5) of the PPCA;
- That the NEC is <u>required</u> to update this Lofa County Senatorial By-Election Procurement Plan, in line with the above;
- That this communication also serves as another reminder and caveat to the NEC, to submit copies of actual contracts instituted for recurrent activities and special projects for FY 2020/2021 and Special Budget Year 2021. This is a statutory requirement prescribed by the PPCA, specifically PPCA Sections 37 and 43(9), pertinent for publishing and a significant part of the open disclosure reform the Government of Liberia is now vigorously implementing.

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, <u>Value for Money</u> and <u>ultimately public confidence</u> in Liberia's public procurement and concessions processes.

Jarghe Hoseline Hagbe Kow CHIEF EXECUTIVE OFFICER

Regulating and Monitoring Compliance with the Public Procurement and Concession Act of Liberia

National Elections Commission

Procurement Plan (LOFA COUNTY SENATORIAL BY-ELECTION)-(Non-SBA)

Source of Funding: 2022 National Budget

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2/28/2022

Joseph Korkwalan

Date How h had some Approved by: White Polyth Clir. P. Teplah Reeves

Cilr. P. Teplah Reeves

Co-Chairperson-BOC/Chairperson-Procurement Unit

Lofa County Senatorial By-Election

Co-Chairperson-BOC/Chairperson-Procurement Committee Lofa County Senatorial By-Election

National Elections Commission

Procurement Pl. (LOFA COUNTY SENATORIAL BY-ELEC. JN)-(Non-SBA)

Fiscal Year: January 1, 2022 - December 31, 2022 Source of Funding: 2022 National Budge

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Prepared by:

Director/Procurement Unit Joseph Kerkulal

2/201/2021

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Approved by: _

Co-Chairperson-BOC/Chairperson-Procurement Committee Cllr. P. Teplah Reeves Lofa County Senatorial By-Election

National Elections Commission

Procurement Plan (LOFA COUNTY SENATORIAL BY-ELECTION)-(Non-SBA) Source of Funding: 2022 National Budge

Fiscal Year: January 1, 2022 - December 31, 2022

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Prepared by:

Director/Procurement Unit

3/28/2022

Joseph Kerkulah

Approved by:

Cllr. P. Teplah Reeves

Co-Chairperson - BOC/Chairperson-Procurement Committee

Date: Mardell, 2022

Lofa County Senatorial By-Election

Notes to Procurement Plan-(Non-SBA)

ON	CONTRACT PACKAGES	EXPLANATION/BREAKDOWN
Н	IFB No. NEC/LSBE/	
	RFQ/001/2022- Generators	hiters, fuel filters, air filters, batteries, assorted spare parts, etc. In addition, the procurement of lubricants for the generators will be done from this contract package. Note: our median before the parts and do the repairs. This package will be financed from the Repairs & Maintenance Generators as indicated on the cach plan. In concentration with
	Spare Parts & Lubricants	Section 48, Subsection (5), the NEC wishes to request the Commission approval for the Reduction in the Lead Time for this Procurement.
2	IFB No. NEC/LSBE/	This procurement package represents assorted stationery materials for the Lofa County Senatorial By-Election. Items to be procured include: A4 sheets, Leg sheets Manila folder Starle ring Calculator Stick on and Highlighter Brown and have Starley Marker Hardley 614 - 61
	NEC/001/2022- Election	sneets, Manila folder, Staple pins, Calculator, Stick on pads, Highlighter, Brown envelope, Stapler, Marker, Handling folder, 05A lnk, 35A lnk, Computer cartridges, note pads, assorte masking tape, mega phone, batteries for mega phone, yellow notepads, masking tapes, envelopes, flipchart, notice boards, paper glue, LaserJet printer, steno pads, flipchart pads, brown envelopes, flipchart, notice boards, paper glue, LaserJet printer, steno pads, flipchart pads, brown envelopes, flipchart, notice boards, paper glue, LaserJet printer, steno pads, flipchart pads, brown envelopes, flipchart, notice boards, paper glue, LaserJet printer, steno pads, flipchart pads, brown envelopes, flipchart, notice boards, paper glue, LaserJet printer, steno pads, flipchart pads, brown envelopes, flipchart pads, assorte
	Stationery	envelope, etc. This package will be financed from the line Stationery as indicated on the cash plan; this procurement will be done into lots and the nat
		method will be used for this procurement. In consonance with the PPCA Section 48, Subsection (5), the NEC wishes to request the Commission approval for the Reduction is
		Time for this Procurement. This will enable the NEC meets all time bound activities for the Lofa County Senatorial By-election.
ω	IFB No. NEC/LSBE/	This line item will be used to procure Replacement Materials for the Lofa County Senatorial By-election, items to be procured include: thumbprint pad, glue, page 15.
	NCB/002/2022- Replacement	cord rope, A5 notepad (journal), conference badge holder with clip, envelopes for forms (large size), ledger book, photo back group cloth, envelopes for forms (large size), ledger book, photo back group cloth, envelopes for forms (large size), ledger book, photo back group cloth, envelopes for forms (large size), ledger book, photo back group cloth, envelopes for forms (large size), ledger book, photo back group cloth, envelopes for forms (large size), ledger book, photo back group cloth, envelopes for forms (large size), ledger book, photo back group cloth, envelopes for forms (large size), ledger book, photo back group cloth, envelopes for forms (large size), ledger book, photo back group cloth, envelopes for forms (large size), ledger book, photo back group cloth, envelopes for forms (large size), ledger book, photo back group cloth, envelopes for forms (large size), ledger book, photo back group cloth, envelopes for forms (large size), ledger book, photo back group cloth, envelopes for forms (large size), ledger book, photo back group cloth, envelopes for forms (large size), ledger book, photo back group cloth, envelopes for forms (large size), ledger book, photo back group cloth, envelopes for forms (large size), ledger book, photo back group cloth, envelopes for forms (large size), ledger book, photo back group cloth, envelopes for forms (large size), ledger book, photo back group cloth, envelopes for forms (large size), ledger book, photo back group cloth, envelopes for forms (large size), ledger book group cloth, envelopes for forms (large size), ledger book group cloth, envelopes for forms (large size), ledger book group cloth, envelopes for forms (large size), ledger book group cloth, envelopes for forms (large size), ledger book group cloth, envelopes for forms (large size), ledger book group cloth, envelopes for forms (large size), ledger book group cloth, envelopes for forms (large size), ledger book group cloth, envelopes for forms (large size), ledger book group cloth, envelopes for forms (large
	Materials (Voter Card)	Lamination Pouch, Flat pack Cardboard boxes for replacement forms, absorbent Cloth, Paper Clips – Medium and permanent markers (assorte
		tape, ruler, garbage bag-heavy duty, etc. This contract package will be financed from the cash plan line Elections (Replacement Materials), and the national competitive
		(NCB) method will be used for this procurement. In consonance with the PPCA Section 48, Subsection (5), the NEC wishes to request the Commission approval for
		in the Lead Time for this Procurement.
4	IFB No. NEC/LSBE/	This line item will be used for the procurement of printing & binding of election materials for the Lofa County Senatorial By-election, the print
	NCB/003/2022-Printing and	include: flex banners for directional sign, know your candidates, stickers, Civic Education materials, Training and Gender Materials, banner, posters
	Binding of Elections	t-shirt and caps, fliers (A4), assorted forms, nomination procedures booklet, nomination and elections regulations, nomination banner, n
	materials	procedures manual, media motivational & informational posters, training booklets, accreditation cards for observers, certificate, etc. and the national competitive
		(NCB) method will be used for this procurement. This package will be financed from the line Printing, Binding & Publications as indicated on the cash plan.
		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
		NEC meets all time bound activities for the Lofa County Senatorial By-election.
G	IFB No. NEC/LSBE/	This line item will be used to procure replacement forms and signs (training & actual) and elections forms and signs (training & actual) for the Lofa County
	RB/001/2022- Production of	election. These forms include: Replacement form 8-61, Oath of Office Form, Replacement Center Here Sign, Left Arrow Sign, Replacement Handwer Form, Replacement
	Replacement & Election	Accounting Form, Right Arrow Sign, Notice of Poll - Senatorial (A1, 4-color), Material Transfer Forms (Before), Material Transfer Forms (Af
	Forms & Signs	Seals form (NCR), Declaration of Results Senate (NCR), Presiding Officer Worksheet, Preliminary Daily Reporting-ES, Directional Signs, With
		training kit), materials transfer before and after polling forms (NCR) booklets, etc. These materials have specific elections future/security na
		(RB) method will be used for this produrement. This contract package will be financed from the cash plan line Election (Forms & Signs). In consonance with the PPC
		48, Subsection (5), the NEC wishes to request the Commission approval for the Reduction in the Lead Time for this Procurement. This will enable

Prepared by:

Director/Procurement Unit

Joseph Kerkulah

activities for the Lofa County Senatoria

Approved by:

Cllr. P. Teplah Reeves

Co-Chairperson - BOC/Chairperson-Procurement Committee

Date: March 11

Lofa County Senatorial By-Election

Notes to Procurement Plan-(Non-SBA)

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/\	consonance with the PPCA Section 48, Subsection (5) the NEC wishes to request the Commission approval for the Reduction in the Lea The NEC believe this will help her meet the timeline as it relates to the conduct of the upcoming Senatorial By-Election in Lofa county	US\$6,000.00. This contract package will	line	in Lofa county.	sole source to Buck Press., due to acceptab	the line Elections (Ballot Papers) as indicated	the training and actual process, etc. Addition	line it	Lead Time for this Procurement. This will enable the NEC meets all time bound activities for the Lofa County Senatorial By-election	used for this procurement. In consonance wi	be funded from the budget line Compute	er 82:	genta	np Re	line i	uction	Equipment as indicated on the cash plan. In	line i	& Maintenance-Vehicles as indicated on approval for the Reduction in the Lead Time f	tract p	r oil, s	ilters,
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	dIm	urier	orice .		he 20:	nmiss	ackag	recor		oval fo	biddin	This	for Pa	X-M10	harp-l	ial By-	Comm	ne line	s to re	om th	hicles	, pressure plate, itch disc, tires, release bearing, universal joint brake pad, diffe
	e for t	be tunded from the budget line Telecommunications, Internet, Postage and courier on th	This line item will be used for the procurement of one thousand two hundred (1,200) pieces of scratch cards at the unit brice of the	included by the contract of th	21 Rep	ion fo	e will	d of th		or the	g (NCI	contr	ackag	054),	MX-M	election	consonance with the PPCA Section 48, Subsection (5), the NEC wishes to request the Commission	Mac	eques Senat	e buc	will b	. diffe
issio		ne Cas	S\$5.0	יונטוומו סי	<u>le and good past performance considering high Ballot quality and prompt delivery of the 2021 Represent:</u> The NFC helieve this will help her meet the timeline as it relates to the conduct of the impension sentential pa	on the cash plan and it will be done into lots. The Procurement Committee asks the Commission for no ob	ally, shipping cost of these printed materials will be accounted for under this line. This package will be finar	This line item is specified for the procurement of 254,100 pieces of Senatorial election ballot papers, 5000 pieces of Mock ballots. The record of the coun		Reduc	B) met	Toner 823A Black (for CP6015dn), Surge Protectors (220V), HP Cartridges (64A), HP Toner 823A Cyan (for CP6015dn), etc. This contract pac	Magenta (for CP6015dn), HP Toner 823A Yellow (for CP6015dn) Results Management Software Upgrade, A3 Zip Bags (for Packaging of I	HP T	1054	Reduction in the Lead Time for this Procurement. This will enable the NEC meets all time bound activities for the Lofa County Senatorial By-election.	appro	hinery	& Maintenance-Vehicles as indicated on the Cash Plan. In consonance with the PPCA Section 48, Subsection (5), the NEC wishes to request the Co approval for the Reduction in the Lead Time for this Procurement. This will enable the NEC meets all time bound activities for the Lofa County Senatorial By	contract package. Note: our mechanics are available to install the parts and do the repairs. This contract package will be funded from the budget lin-	e don	air filters, hydraulic arm seal 'vdraulic oil, brake fluid, battery, pressure plate, 'tch disc, tires, release bearing, universal joint brake pad. differential
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Prepared by:

Director/Procurement Unit Joseph Kerkulah

Approved by: WW

Cllr. P. Teplah Reeves

Co-Chairperson - BOC/Chairperson-Procurement Committee Lofa County Senatorial By-Election

Date: Morch March 25/202

Notes to Procurement Plan-(Non-SBA)

	14	13	12	‡
Prepared by: Joseph Kerkulah Director/Procurement Unit	IFB No. NEC/LSBE/ RFQ/007/2022- VSAT Subscription & replacement parts	IFB No. NEC/LSBE/ RFQ/006/2022- Firewall License (Cyberoam)	IFB No. NEC/LSBE/ RFQ/005/2022- Domain Renewal & Web Services	Online Results Portal Upgrade
	This line item will be used for VSAT Subscription & replacement parts for the Lofa county Senatorial By-Election and terminals come online with reactive subscription to serve NEC's 2 magisterial offices to internet connectivity to headquarters supporting election operations and vote's tabulation and trans secured certified Broadband Satellite Provider must support existing satellite terminal equipment of the NEC and this contract package will be funded budget line Telecommunications. Internet Postage and Courier as indicated on the Cash Plan. In consonance with the PPCA Section 48, Subsection (5 wishes to request the Commission approval for the Reduction in the Lead Time for this Procurement. This will enable the NEC meets all time bound activition conduct of the upcoming Senatoral By-Election in Lofa county	This line item will be used for the procurement of firewall license (Cyberoam) that exists on the NEC WAN (Wide Area Network) & LAN (Local Area infrastructure for intrusion prevention-protection, filtering of Internet contents, Bandwidth utilization and network traffic monitoring. (Cyberoam Firev Gateway for all Internet Services & Internal Network Analysis). This contract package will be funded from the budget line Telecommunications, Internet ar as indicated on the Cash Plan. In consonance with the PPCA Section 48, Subsection (5), the NEC wishes to request the Commission approval for the Reduc Lead Time for this Procurement. This will enable the NEC meets all time bound activities for the conduct of the upcoming Senatorial By-Election in Lofa co	This line item will be used to pay annual hosting fees to the Service Provider, for NECs domain mail that primarily showcases organizational email iden web. Domain mail (sample: procurement@necliberia.org) is used for all internal and external communication within NEC, also to Partners and sta Webhosting is NECs' platform for delivery of critical and sustained electoral information, policies, guidelines, regulations, and feedback to the pul Registration ID Check is also hosted here, where voters check their information simply by inputs of their Voter ID number with a returned result of where is assigned to vote on polling (election) day. Real time Election Results are transmitted through our FTP (File Transfer Protocol) domain services on the Elections Results (progressive & final) announced by the Chairperson of NEC are hosted on this webpage; www.necliberia.org/results. Elections results f 2011, 2014, etc. are still accessible on the page. In 2011 the site received several millions of hits per second in a single day, when eager intruders wer deface the site to host alternative results, but were unsuccessful due to the encrypted, stable, and unbreakable UNIX infrastructure behind the site) Information only. This contract package will be funded from the budget line Telecommunications, Internet and Postage as indicated on the Cash Plan. In comit the PPCA Section 48, Subsection (5), the NEC wishes to request the Commission approval for the Reduction in the Lead Time for this Procuremen enable the NEC meets all time bound activities for the conduct of the upcoming Senatorial By-Election in Lofa county.	the online Results Portal (ORP) suser-friendly, etc. This contract package will be ded from the budget line Telecommunications, Internet and Postage as 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 for this Procurement. This will enable the NEC meets all time bound activities for the conduct of the upcoming Senatorial By-Election in Lofa county.