



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/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**

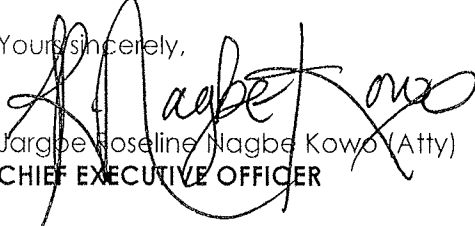
We present our compliments and wish to acknowledge receipt of your letter and accompanying documents, which sought the approval of the Commission for the NEC's SBA and Non-SBA Procurement Plans (2022 Senatorial By-Election-Lofa County).

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 required 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, **Value for Money** and **ultimately public confidence** in Liberia's public procurement and concessions processes.

Yours sincerely,


Jargoe Roseline Nagbe Kowo (Atty)
CHIEF EXECUTIVE OFFICER

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

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


	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
BASIC DATA								IMPLEMENTATION DATES										
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code(s)	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOO/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)	ACCEPT/ & FIN PAYME	
ANNED	1	IFB No. NEC/LSBE/ RFO/001/2022	Generators Spare Parts & Lubricants	C3314	22	8,025.00	RFO	02/21/22	02/28/22	03/07/22	03/14/22	03/21/22	03/24/22	03/25/22	03/28/22	N/A	04/05/22	04/29/
DATE																		
TUAL																		
ANNED	2	IFB No. NEC/LSBE/ NEC/001/2022	Election Stationery	G4761	Assorted	26,783.05	NCB	02/23/22	03/02/22	03/09/22	03/16/22	03/23/22	03/28/22	03/29/22	03/30/22	N/A	04/06/22	05/12
DATE																		
TUAL																		
ANNED	3	IFB No. NEC/LSBE/ NCB/002/2022	Replacement Materials (Voter Card)	G4761	Assorted	50,782.00	NCB	02/23/22	03/02/22	03/09/22	03/16/22	03/23/22	03/28/22	03/29/22	03/30/22	N/A	04/06/22	05/12
DATE																		
TUAL																		
ANNED	4	IFB No. NEC/LSBE/ NCB/003/2022	Printing and Binding of Elections materials	C1812	Assorted	71,190.00	NCB	02/22/22	03/01/22	03/08/22	03/16/22	03/23/22	03/25/22	03/28/22	03/31/22	N/A	04/06/22	05/12
DATE																		
TUAL																		
ANNED	5	IFB No. NEC/LSBE/ RB/001/2022	Production of Replacement & Election Forms & Signs	C1811/ C1812	Assorted	39,198.00	RB	02/22/22	03/01/22	03/08/22	03/16/22	03/23/22	03/25/22	03/28/22	03/31/22	N/A	04/06/22	05/12
DATE																		
TUAL																		
Sub Total						195,978.05												

Date: _____


2/2/20

National Elections Commission
Procurement Plan (LOFA COUNTY SENATORIAL BY-ELECTION)-(Non-SBA)
Source of Funding: 2022 National Budget
Fiscal Year: January 1, 2022 – December 31, 2022

	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
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	
ANNED	6	IFB No. NEC/LSBE/ NCB/004/2022	Spare parts & Lubricants-Vehicles	G4530	Assorted	14,000.00	NCB	02/21/22	02/28/22	03/07/22	03/14/22	03/21/22	03/24/22	03/25/22	03/28/22	N/A	04/05/22	04/29/22
UPDATE																		
ACTUAL																		
ANNED	7	IFB No. NEC/LSBE/ RFO/002/2022	Solar Panel & Installation	G4659	Assorted	7,000.00	RFO	02/22/22	03/01/22	03/08/22	03/16/22	03/23/22	03/25/22	03/28/22	03/31/22	N/A	04/06/22	05/12/22
UPDATE																		
ACTUAL																		
ANNED	8	IFB No. NEC/LSBE/ NCB/005/2022	Data Center Processing Accessories & Software	G4741	Assorted	89,250.00	NCB	02/23/22	03/02/22	03/09/22	03/16/22	03/23/22	03/28/22	03/29/22	03/30/22	N/A	04/06/22	05/12/22
UPDATE																		
ACTUAL																		
ANNED	9	IFB No. NEC/LSBE/ SS/001/2022	Ballot Papers & Forms (Senatorial)	C1811	1 Firm	114,380.00	SS	02/21/22	02/28/22	03/07/22	03/14/22	03/21/22	03/24/22	03/25/22	03/28/22	N/A	04/05/22	04/29/22
UPDATE																		
ACTUAL																		
ANNED	10	IFB No. NEC/LSBE/ RFO/003/2022	Scratch Card	J6190	1,600 Pcs	6,000.00	RFO	02/25/22	03/04/22	03/11/22	03/18/22	03/25/22	03/29/22	03/31/22	04/04/22	N/A	04/20/22	04/29/22
UPDATE																		
ACTUAL																		
Sub Total						230,630.00												

Prepared by: 
Joseph Keirulah
Director/Procurement Unit

Date: 03/28/2022

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

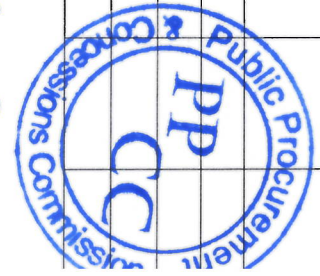
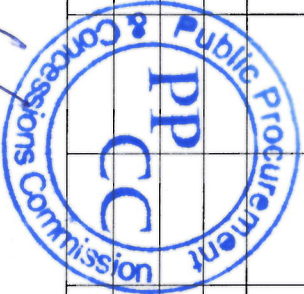
Date: March 11, 2022

3/28/2022



National Elections Commission
Procurement Plan (LOFA COUNTY SENATORIAL BY-ELECTION)-(Non-SBA)
Source of Funding: 2022 National Budget
Fiscal Year: January 1, 2022 – December 31, 2022

	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
ITEM NO.	BASIC DATA							IMPLEMENTATION DATES										
	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	
UNED 11	IFB No. NEC/LSBE/ RFQ/004/202 2	Online Results Portal Upgrade	J6311	Firm	3,000.00	RFQ	02/28/22	03/07/22	03/14/22	03/21/22	03/28/22	03/31/22	04/05/22	04/07/22	N/A	04/15/22	04/28/22	
AL																		
UNED 12	IFB No. NEC/LSBE/ RFQ/005/202 2	Domain Renewal & Web Services	J6312	firm	3,000.00	RFQ	02/25/22	03/04/22	03/11/22	03/18/22	03/25/22	03/29/22	03/31/22	04/04/22	N/A	04/20/22	04/29/22	
ATE																		
UNED 13	IFB No. NEC/LSBE/ RFQ/006/202 2	Firewall License (Cyberoam)	J6120	Firm	1,600.00	RFQ	02/28/22	03/07/22	03/14/22	03/21/22	03/28/22	03/31/22	04/05/22	04/07/22	N/A	04/15/22	04/28/22	
ATE																		
UNED 14	IFB No. NEC/LSBE/ RFQ/007/202 2	VSAT Subscription & replacement parts	J6120	Firm	4,600.00	RFQ	02/21/22	02/28/22	03/07/22	03/14/22	03/21/22	03/24/22	03/25/22	03/28/22	N/A	04/05/22	04/29/22	
ATE																		
UNED																		
Sub Total					12,200.00													
Grand Total					438,808.05													



Prepared by: Joseph Kerutani
Director/Procurement Unit
Date: 03/11/22

Approved by: Cllr. P. Teplah Reeves
Co-Chairperson -BOC/Chairperson-Procurement Committee
Lofa County Senatorial By-Election
Date: March 11, 2022

Notes to Procurement Plan-(Non-SBA)

NO	CONTRACT PACKAGES	EXPLANATION/BREAKDOWN
1	IFB No. NEC/LSBE/ RFO/001/2022- Generators Spare Parts & Lubricants	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 materials include: spare filters, 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 materials are available to install the parts and do the repairs. This package will be financed from the line Repairs & Maintenance-Generators as indicated on the cash plan. In consonance with 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/ NEC/001/2022- Election Stationery	This procurement package represents assorted stationery materials for the Lofa County Senatorial By-Election. Items to be procured include: A4 sheets, legal paper, Royal Executive sheets, Manila folder, Staple pins, Calculator, Stick on pads, Highlighter, Brown envelope, Stapler, Marker, Handling folder, 05A Ink, 35A Ink, Computer cartridges, note pads, assorted 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 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 national competitive bidding 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 in Time for this Procurement. This will enable the NEC meets all time bound activities for the Lofa County Senatorial By-election.
3	IFB No. NEC/LSBE/ NCB/002/2022- Replacement Materials (Voter Card)	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, pen, ink, cord rope, A5 notepad (journal), conference badge holder with clip, envelopes for forms (large size), ledger book, photo back group cloth, envelopes for forms (medium size), Lamination Pouch, Flat pack Cardboard boxes for replacement forms, absorbent Cloth, Paper Clips – Medium and permanent markers (assorted), assorted pen, brown 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 bidding (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 the Reduction in the Lead Time for this Procurement.
4	IFB No. NEC/LSBE/ NCB/003/2022-Printing and Binding of Elections materials	This line item will be used for the procurement of printing & binding of election materials for the Lofa County Senatorial By-election, the printing & binding include: flex banners for directional sign, know your candidates, stickers, Civic Education materials, Training and Gender Materials, banner, posters (A2, A3, A4), t-shirt and caps, fliers (A4), assorted forms, nomination procedures booklet, nomination and elections regulations, nomination banner, nomination forms, accreditation procedures manual, media motivational & informational posters, training booklets, accreditation cards for observers, certificate, etc. and the national competitive bidding (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. 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 will enable the NEC meets all time bound activities for the Lofa County Senatorial By-election.
5	IFB No. NEC/LSBE/ RB/001/2022- Production of Replacement & Election Forms & Signs	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 Senatorial By-election. These forms include: Replacement Form B-01, Oath of Office Form, Replacement Center Here Sign, Left Arrow Sign, Replacement Handover Form, Replacement Accounting Form, Right Arrow Sign, Notice of Poll, Senatorial (A1, 4-color), Material Transfer Forms (Before), Material Transfer Forms (After), Complaint forms, Seals form (NCR), Declaration of Results -- Senate (NCR), Presiding Officer Worksheet, Preliminary Daily Reporting-ES, Directional Signs, Witness Form (40 witness), training kit), materials transfer before and after polling forms (NCR) booklets, etc. These materials have specific elections future/security nature, and the Restrictive (RB) method will be used for this procurement. This contract package will be financed from the cash plan line Election (Forms & Signs). 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 will enable the NEC meets all time bound activities for the Lofa County Senatorial By-election.

Prepared by: 
Joseph Kerkulah
Director/Procurement Unit

Date: 03/11/22

Approved by: 

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


Date: March 14, 2022

6	Spare parts & Lubricants-Vehicles	air filters, hydraulic arm seal, hydraulic oil, brake fluid, battery, pressure plate, clutch disc, tires, release bearing, universal joint brake pad, differential gear oil, spark plugs, water separator filter, master cylinder, priming pump, etc. In addition, the procurement of lubricants for the vehicles will be done contract package. Note: our mechanics are available to install the parts and do the repairs. This contract package will be funded from the budget line & 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
7	IFB No. NEC/LSBE/RFO/002/2022- Solar Panel & Installation	This line item will be used to procure panels various spares, Dry Cell Rechargeable Batteries. This package will be finance from the line Machinery & Equipment as indicated on the cash plan. In consonance with the PPCA Section 48, Subsection (5), the NEC wishes to request the Commission approval 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.
8	IFB No. NEC/LSBE/ NCB/005/2022- Data Center Processing Accessories & Software	This line item will be used to procure Laptops for Tally Clerks, Sharp MX-1054 (Drum Unit/ADF Unit & Scanner, Developer (Sharp-MX-M1054), (Lamp Replacement), Candidate Nomination Software Upgrade, laptops (Asst. Magistrate & Logistician), DRUM (Sharp-MX-M1054), HP Toner Magenta (for CP6015dn), HP Toner 823A Yellow (for CP6015dn) Results Management Software Upgrade, A3 Zip Bags (for Packaging of 1 Toner 823A Black (for CP6015dn), Surge Protectors (220V), HP Cartridges (64A), HP Toner 823A Cyan (for CP6015dn), etc. This contract package be funded from the budget line Computer Supplies & ICT Services as indicated on the Cash Plan and the national competitive bidding (NCB) method used for this procurement. In consonance with the PPCA Section 48, Subsection (5), the NEC wishes to request the Commission approval for the Reduction Time for this Procurement. This will enable the NEC meets all time bound activities for the Lofa County Senatorial By-election
9	IFB No. NEC/LSBE/ SS/001/2022- Ballot Papers & Forms (Senatorial)	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 counting the training and actual process, etc. Additionally, shipping cost of these printed materials will be accounted for under this line. This package will be financed the line Elections (Ballot Papers) as indicated on the cash plan and it will be done into lots. The Procurement Committee asks the Commission for no ob Sole Source to Buck Press, due to acceptable and good past performance considering high Ballot quality and prompt delivery of the 2021 Representative elections ballot papers and elections forms. The NEC believe this will help her meet the timeline as it relates to the conduct of the upcoming Senatorial By-elections in Lofa county.
10	IFB No. NEC/LSBE/ RFO/003/2022- Scratch Cards	This line item will be used for the procurement of one thousand two hundred (1,200) pieces of scratch cards at the unit price of US\$5.00 US\$6,000.00. This contract package will be funded from the budget line Telecommunications, Internet, Postage and Courier on the Cash 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. 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.


Prepared by: 
 Joseph Kerkulah
 Director/Procurement Unit

Date: 03/11/22

Approved by:


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

Date: March 11, 2022


 P. T. Thomas
 8/28/2022



 Magistrate
 March 28/2022

11	IFB NO. NEC/LSBE/ RFQ/004/2022- Online Results Portal Upgrade	This item will be used for the upgrade of online results portal (ONR) that will serve as a means of transmitting election results across the county, and the online Results Portal (ORP) user-friendly, etc. This contract package will be funded from the budget line Telecommunications, Internet and Postage 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.
12	IFB No. NEC/LSBE/ RFQ/005/2022- Domain Renewal & Web Services	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@neciberia.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 t Elections Results (progressive & final) announced by the Chairperson of NEC are hosted on this webpage; www.neciberia.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 c 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 enable the NEC meets all time bound activities for the conduct of the upcoming Senatorial By-Election in Lofa county.
13	IFB No. NEC/LSBE/ RFQ/006/2022- Firewall License (Cyberoam)	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 Fire 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
14	IFB No. NEC/LSBE/ RFQ/007/2022- VSAT Subscription & replacement parts	This line item will be used for VSAT Subscription & replacement parts for the Lofa county Senatorial By-Election and terminals come online with reacti subscription to serve NEC's 2 magisterial offices for 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 fundec 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 activiti conduct of the upcoming Senatorial By-Election in Lofa county

Prepared by: 
Joseph Kerkulah
Director/Procurement Unit

Date 03/11/22

Approved by:


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

Date:

November 14, 2022

3/28/2022

