



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/021/'23

April 17, 2023

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

Dear Hon. Browne:

Subject: **RECEIPT AND APPROVAL OF THE NATIONAL ELECTIONS COMMISSION NON SBA, SBA AND SBA PROJECT BUDGET ELECTION PROCUREMENT PLAN FOR FISCAL YEAR 2023.**

We present our compliments and wish to notify you that the Public Procurement and Concessions Commission has received and approved the National Elections Commission Non-SBA, SBA and SBA Project Budget Procurement Plan for the 2023 Presidential and Legislative Elections in accordance with **Section 40 (3)** of the PPCA, 2010, and Section 55(d).

The Commission conveys to the National Elections Commission that this Procurement Plan will be duly forwarded to the Ministry of Finance and Development Planning (MFDP), and that the MFDP will process allotments in keeping with the approved Procurement Plan, upon conclusion of stipulated processes.

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 necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any 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 be required to again request the use of said approved method.

Please note that all contracts which cumulative annual value above the threshold of **US\$250,000.00** must be signed by the Minister responsible for Finance and attested by the Minister responsible for Justice. **The Commission requires that you kindly forward copies of all stipulated contracts upon signing, so as to update our records.**

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 ensure the National Interest is assured and ultimately public confidence is maintained in all Public Procurement and Concession processes.

Best regards.

Stevenson S. Yond
OFFICER-IN-CHARGE

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

MEMORANDUM

April 04, 2023

To : Cllr. Jargbe Roseline Nagbe Kowo
Executive Director/Chief Executive Officer
Public Procurement and Concession Commission

Thru : Mr. Himmie E. Langford
Director, Compliance & Monitoring

From : Kelvin P. Paye *K. Paye*
Senior Compliance Officer

*Received:
Theophilus Kollie
April 6, 2023*

Subject: Approval of Non- SBA , SBA and SBA Project Budget, Election Procurement Plan (N.E.C.) Funded by GOL (FY 2023)

Having reviewed the entity Non- SBA , SBA and SBA Project Budget Election Procurement plan of the National Election Commission (N.E.C) with support from G.O.L for FY 2023 which include Non- SBA, SBA and SBA Project Budget Election procurement plan, Cash Plan and explanatory notes , it was observed that the plan is in Compliance with the requirements of section 40 of the PPCA which requires procuring entities to prepared annual procurement plan and submit same for approval by the Commission in line with its budget.

A careful review of the procurement plan and document named above has shown that the documents is in intact and that the National Election Commissions (N.E.C) is in line with the procurement laws of Liberia, particularly section 40 of the PPCA, 2010.

It was observed that the entity submitted hard copies of their contracts award, information along with quarterly reports.

Recommendation

Therefore, the entity Non- SBA , SBA and SBA Project Budget Election Procurement Plan with support from G.O.L for FY 2023 be approved.

Best regards,



Republic of Liberia
NATIONAL ELECTIONS COMMISSION
TURNER BOULEVARD, 2ND & 10TH STREETS, SINKOR - P.O. BOX 2044
MONROVIA, LIBERIA
Email: info@necliberia.org



March 1, 2023

Cllr. Jargbe Roseline Nagbe Kowo
Chief Executive Officer
Public Procurement & Concession Commission (PPCC)
Executive Mansion Grounds, Capitol Hill
Monrovia, Liberia

Dear Cllr. Kowo:

RE: PROCUREMENT PLAN FOR 2023 GENERAL ELECTIONS

I convey compliments on behalf of the National Elections Commission (NEC), and herewith submit the Procurement Plan for the 2023 Presidential & Legislative Elections along with a copy of a corresponding cash plan.

Madam Executive Director, considering the limited time for the conduct of the 2023 Presidential & Legislative Elections the National Elections Commission (NEC), requests the Commission's approval for the Reduction in Lead Time of **Two (2) Weeks** for all its contract packages for National Competitive Bidding (NCB) and Restricted Bidding (RB) methods captured on the Elections Procurement Plans (SBA and Non-SBA) in accordance with Section 48(5) of the PPC Act.

Besides, the NEC also requests "**No Objection**" for other contract packages as indicated on both the SBA and Non-SBA Procurement Plans.

Considering the limited time in relation to the preparation for the 2023 Presidential and Legislative Elections, the NEC believes this will help meet the timeline enshrined in the Constitution of the Republic of Liberia.

Kind regards.

Sincerely,

Hon. Davidetta Browne Lansanah
Chairperson Procurement Committee

Received:
Theophilus S. B. Kollie
March 2, 2023
Time: 4:30pm

National Elections Commission Procurement Committee and Unit
Members


<u>NAME</u>	<u>POSITION</u>
1. Hon. Davidetta Browne-Lansanah.....	Chairperson
2. Hon. Anthony K. Sengbe, Member.....	Member
3. Atty. R. Jawah Gray, Jr., Member.....	Member
4. Madam Emma K. Togba, Member.....	Member
5. Mr. Michael A. Clarke, Member.....	Member
Joseph Kerkulah.....	Non-Member Secretary

Procurement Unit Members

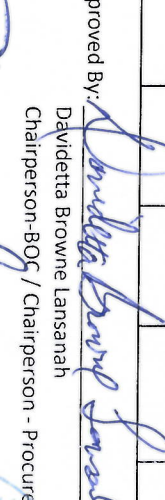
1. Joseph KerkulahDirector of Procurement
 2. Unice Harmon.....Deputy Director of Procurement
 3. Crayton M. Kamara Procurement Officer
 4. Alexander Kollie Procurement Assistant
 5. Maria Horace Procurement Assistant
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National Elections Commission
Procurement Plan (PRESIDENTIAL & LEGISLATIVE ELECTIONS)-(Non-SBA)
Source of Funding: 2023 National Budget
Fiscal Year: January 1, 2023 – December 31, 2023

1	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
PLANNED	1	IFB No. NEC/PLE/ NCB/001/2023	Generators Spare Parts	C33.4	22	51,210.00	NCB	02/21/2023	02/28/23	03/07/2023	03/14/23	03/28/2023	04/04/2023	04/11/2023	04/18/23	N/A	11/28/23	12/27/23
UPDATE																		
ACTUAL																		
PLANNED	2	IFB No. NEC/PLE/ SS/001/2023	Election Stationery	G4761	Assorted	299,826.56	SS	02/08/2023	02/15/23	02/22/23	03/01/2023	03/08/2023	03/16/23	03/22/23	03/29/23	N/A	11/22/23	12/19/23
UPDATE																		
ACTUAL																		
PLANNED	3	IFB No. NEC/PLE/ SS/002/2023	Computer Supplies & ICT Service	G4741	Assorted	426,871.62	SS	02/09/2023	02/16/23	02/23/23	03/02/2023	03/09/2023	03/16/23	03/23/23	03/30/23	N/A	11/23/23	12/20/23
UPDATE																		
ACTUAL																		
PLANNED	4	IFB No. NEC/PLE/ SS/003/2023	Printing and Binding of Elections materials	C1812	9 Firms	3,424,432.98	SS	02/10/2023	02/17/23	02/24/23	03/03/2023	03/10/2023	03/17/23	03/24/23	03/31/23	N/A	11/24/23	12/21/23
UPDATE																		
ACTUAL																		
PLANNED	5	IFB No. NEC/PLE/ RB/001/2023	Vehicles	G4510	24 vehicles	1,011,000.00	RB	02/21/2023	02/28/23	03/07/2023	03/14/23	03/28/2023	04/04/2023	04/11/2023	04/18/23	N/A	11/28/23	12/27/23
UPDATE																		
ACTUAL																		
PLANNED	6	IFB No. NEC/PLE/ SS/004/2023	Spare parts- Vehicles/Motorbikes	G4530	Assorted	125,434.00	SS	02/14/23	02/21/23	02/28/23	03/07/2023	03/14/23	03/21/23	03/28/23	04/04/2023	N/A	11/27/23	12/26/23
UPDATE																		
ACTUAL																		
PLANNED	7	IFB No. NEC/PLE/ RB/002/2023	Ballot Paper & Forms (Elections & Run Off)	C1812	3 Firms	3,542,605.41	RB	02/07/2023	02/14/2023	02/21/23	03/03/2023	04/14/2023	04/21/23	04/28/23	05/05/2023	N/A	07/25/2023	08/31/23
UPDATE																		
ACTUAL																		
Sub Total						8,881,380.57												

Prepared By: 
Joseph Kerikarah
Director/Procurement Unit

Date: 03/01/23

Approved By: 
Davidetta Browne Lansanah
Chairperson-BOC / Chairperson - Procurement Committee

Date: 03/01/23




Davidetta Browne Lansanah
Chairperson-BOC / Chairperson - Procurement Committee



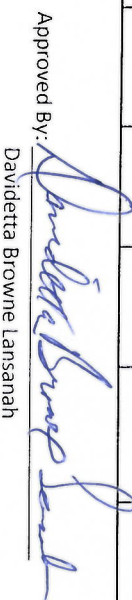
National Elections Commission
Procurement Plan (PRESIDENTIAL & LEGISLATIVE ELECTIONS)-(Non-SBA)

Source of Funding: 2023 National Budget
Fiscal Year: January 1, 2023 – December 31, 2023

1	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/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
	8	IFB No. NEC/P/E/ ICB/001/2023	Prepacked Elections Materials	G4761	Assorted	3,223,331.92	ICB	02/07/2023	02/14/2023	02/21/23	03/03/2023	04/14/2023	04/21/23	04/28/23	05/05/2023	N/A	07/25/2023	08/31/23
PLANNED																		
UPDATE																		
ACTUAL																		
	9	IFB No. NEC/P/E/ NCB/002/2023	Kits and Ballot Boxes	G4761	11,155 boxes	200,525.00	NCB	02/21/2023	02/28/23	03/07/2023	03/14/23	03/28/2023	04/04/2023	04/11/2023	04/18/23	N/A	11/28/23	12/27/23
PLANNED																		
UPDATE																		
ACTUAL																		
	10	IFB No. NEC/P/E/ SS/005/2023	Scratch Card	J6190	17,198 Pcs	85,990.00	SS	02/10/2023	02/17/23	02/24/23	03/03/2023	03/10/2023	03/17/23	03/24/23	03/31/23	N/A	11/24/23	12/21/23
PLANNED																		
UPDATE																		
ACTUAL																		
	11	IFB No. NEC/P/E/ RB/003/2023	Data Center Systems & Solutions	J6311	Firm	50,000.00	RB	02/21/2023	02/28/23	03/07/2023	03/14/23	03/28/2023	04/04/2023	04/11/2023	04/18/23	N/A	11/28/23	12/27/23
PLANNED																		
UPDATE																		
ACTUAL																		
	12	IFB No. NEC/P/E/ SS/006/2023	Internet Services	J6120	Firm	31,500.00	SS	02/14/23	02/21/23	02/28/23	03/07/2023	03/14/23	03/21/23	03/28/23	04/04/2023	N/A	11/27/23	12/26/23
PLANNED																		
UPDATE																		
ACTUAL																		
	13	IFB No. NEC/P/E/ RB/004/2023	VSAT Subscription	J6120	Firm	22,800.00	RB	02/21/2023	02/28/23	03/07/2023	03/14/23	03/28/2023	04/04/2023	04/11/2023	04/18/23	N/A	11/28/23	12/27/23
PLANNED																		
UPDATE																		
ACTUAL																		
	Sub Total					3,624,146.92												

Prepared By: 
Joseph Kerkuliah
Director/Procurement Unit
Date: 03/01/23



Approved By: 
Davidetta Browne Lansanah
Chairperson-BOC / Chairperson - Procurement Committee
Date: 03/01/23

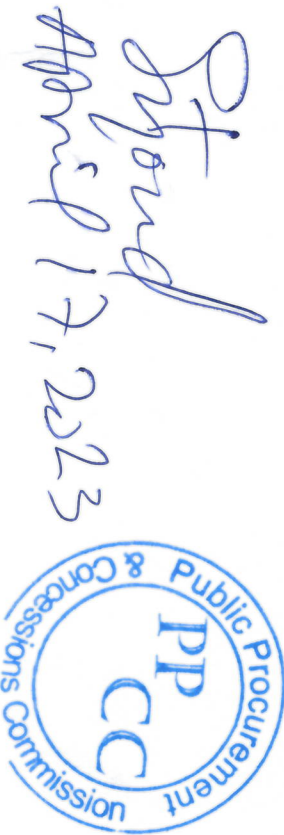


National Elections Commission
Procurement Plan (PRESIDENTIAL & LEGISLATIVE ELECTIONS)-(Non-SBA)
Source of Funding: 2023 National Budget
Fiscal Year: January 1, 2023 – December 31, 2023

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
BASIC DATA								IMPLEMENTATION DATES											
	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	REM
	14	IFB No. NEC/PLE/ SS/007/2023	Office Furniture & Fixture	G4759	Firm	135,000.00	SS	02/08/2023	02/15/23	02/22/23	03/01/2023	03/08/2023	03/16/23	03/22/23	03/29/23	N/A	11/22/23	12/19/23	
PLANNED																			
UPDATE																			
ACTUAL																			
PLANNED	15	IFB No. NEC/PLE/ SS/008/2023	Vehicle Insurance Coverage	K6512	Firm	72,000.00	SS	02/09/2023	02/16/23	02/23/23	03/01/2023	03/09/2023	03/16/23	03/23/23	03/30/23	N/A	11/23/23	12/20/23	
UPDATE																			
ACTUAL																			
PLANNED	16	IFB No. NEC/PLE/ NCB/003/2023	Air Tickets	N7911	Firm	91,000.00	NCB	02/07/2023	02/14/2023	02/21/23	02/28/23	03/14/23	03/21/23	03/28/23	04/04/2023	N/A	11/21/23	12/18/23	
UPDATE																			
ACTUAL																			
PLANNED	17	IFB No. NEC/PLE/ RFQ/001/2023	Cleaning Materials	G4773	Assorted	10,000.00	RFQ	02/09/2023	02/16/23	02/23/23	03/01/2023	03/09/2023	03/16/23	03/23/23	03/30/23	N/A	11/23/23	12/20/23	
UPDATE																			
ACTUAL																			
PLANNED	18	IFB No. NEC/PLE/ RB/005/2023	Electronic Billboard	N8020	Firm	32,500.00	RB	02/21/2023	02/28/23	03/07/2023	03/14/23	03/28/2023	04/04/2023	04/11/2023	04/18/23	N/A	11/28/23	12/27/23	
UPDATE																			
ACTUAL																			
Sub. Total						340,500.00													
Grand Total						12,846,027.49													

Prepared By: Joseph Kerkorian Date: 03/01/23
Director/Procurement Unit

Approved By: Davidetta Browne Lansanah Date: 03/01/23
Chairperson-BOC / Chairperson - Procurement Committee



Notes to Procurement Plan-(Non-SBA)

NO	CONTRACT PACKAGES	EXPLANATION/BREAKDOWN
1	NEB No. NEC/PLE/ NCB/001/2023- 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 parts, oil 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 mechanics 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, 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. This will enable the NEC meets all time bound activities for the 2023 Presidential and Legislative Elections.
2	IFB No. NEC/PLE/ SS/001/2023 Election Stationery	This procurement package represents assorted stationery materials for the 2023 voter registration process. Items to be procured include: A4 sheets, Legal paper, Royal Executive Bond, A3 sheets, Manila folder, Staple pins, Calculator, Stick on pads, Highlighter, Brown envelope, Stapler, Marker, Handling folder, 35A ink, 35A ink, Computer cartridges, note pads, assorted markers, 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 packing envelope, etc. This package will be financed from the line Stationery as indicated on the cash plan, this procurement will be done into lots. The NEC wishes to use the Sole Source Method of procurement in sole sourcing Cross Words for this procurement. Cross Words is the most responsive bidder who was selected through a National Competitive Bidding process under the NEC 2022 Voter Registration project Procurement Plan. In order for the NEC to meet up with the October 10, 2023 General Elections day as indicated on the time line, the NEC request the Commission approval for the use of the above method.
3	IFB No. NEC/PLE/ SS/002/2023 Computer Supplies & ICT Service	This line item accounts for the following, projector for Tallying, projectors' Lamp Replacement, Laptop computer (Rugged), Photocopier Printers, Sharp MX-1054 Developer unit, Sharp MX-1054 Toner, Sharp MX-1054 Drum unit, Microsoft office suite 2016 (200 users), anti-virus, Microsoft office version 2016 premium (4 users), network attached storage (64/72TB), Photocopier Toner, Power Strips, Printer Cartridges (HP color Laserjet Black), Printer Cartridge PVC cards, Printer Cartridges (HP color Laserjet Magenta), Printer Cartridges (HP color Laserjet Cyan), Printer Cartridges (HP color Laserjet Yellow), Printer (Color Laserjet) Drum Unit (Black), Printer (Color Laserjet) Drum Unit (Magenta), Printer (Color Laser jet) Drum Unit (Yellow), Printer (Color Laserjet), Laptop computer (Rugged), installation of Personal Digital Assistant, installation of software, Licensing for PDA software, shelfie for storage of documents, HP Toner 37A black original, ID Ribbon ZX82, Developer (Sharp-MX-M1054), Toner (Sharp MX-M1054), Desktop Computer, MAC BOOK PRO, Election results tally laptop, etc. This contract package will be funded from the budget line Computer Supplies & ICT Services as indicated on the Cash Plan. The NEC asks the Commission for no objection to use the Sole Source Method of procurement in sole sourcing Techno IT Inc. for this procurement. Techno IT Inc. was the most responsive bidder who was selected through a National Competitive Bidding process under the NEC 2022 Voter Registration project Procurement Plan. In order for the NEC to meet up with the October 10, 2023 General Elections day as indicated on the time line, the NEC request the Commission approval for the use of the above method.
4	IFB No. NEC/PLE/ SS/003/2023 Printing and Binding of Election materials	This line item is slated for elections specific motivational and informational materials for Civic Education, Gender and Training Purposes: Banners, Posters (A3 & A4) T-shirt, caps, and flyers, manual for training, billboards (large & medium), sample tactile guides, staff ID, Party Agents tags, Observers Tags, certificate, polling & counting manuals, poll workers guides, information guides, inclusion forms, objection forms, notice forms, presiding officer worksheets, material transfer forms (NCR) before & after, record of seals (NCR), oath of office forms, polling place result forms(NCR), complaint form declaration of result, claim forms, challenge form, daily accounting forms, nomination forms, listing of persons applying for inclusion envelopes for forms, writ of elections (A3), etc. 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 the following companies that when through competitive processes: Victor Printing Services, Elite Branding and DesignSabanoh Enterprises Inc., JP Express Int'l Inc., Interbus Inc., Aliey Printing Press, Inmagi Printing & Publishing Company, Progress Printing Press, and Divine Graphix. In order for the NEC to meet up with the October 2023 General Elections day as indicated on the time line, the NEC request the Commission approval for the use of the above method.
5	IFB No. NEC/PLE/ RB/001/2023 Vehicle	This line item will be used to procure eight SUR vehicles, fourteen pickups and two buses, which will be used by the National Elections Commission for the supervision of field activities. The vehicles will be required for the implementation of field activities, like Civic Education, Assessment of Voter Registration Centers, Training activities and for transport and retrieval of electoral materials from various area if necessary. The line transport equipment (vehicles) will be used to finance this procurement and the restricted bidding method (RB) 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. This will enable the NEC meets all time bound activities for the conduct of the 2023 Presidential and Legislative Elections.
6	IFB No. NEC/PLE/ SS/004/2023 Spare parts & Lubricants- Vehicles/Motorbikes	To procure various spare parts for the Commission's fleet of vehicles and motorbikes based on needs and to obtain those parts that are needed on a routine basis such as fuel filters, air filters, hydraulic arm seal, hydraulic oil, brake fluid, battery, pressure plate, clutch disc, tires, release bearing, universal joint brake pad, differential oil, horns, gear oil, spark plugs, water separate filter, master cylinder, priming pump, etc. In addition, the procurement of lubricants for the vehicles and motorbikes will be done from this 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 Repairs & Maintenance-Vehicles as indicated on the Cash Plan. The NEC asks the Commission for no objection to use the Sole Source Method of procurement in sole sourcing Genuine Standard Auto Service for this procurement. Genuine Standard Auto Service was the most responsive bidder who was selected through a National Competitive Bidding process under the NEC 2022 Voter Registration project Procurement Plan. In order for the NEC to meet up with the October 10, 2023 General Elections day as indicated on the time line, the NEC request the Commission approval for the use of the above method.
7	IFB No. NEC/PLE/ RB/002/2023 Ballot Paper & Forms (Elections & Run Off)	This line item will be used for the printing of 13,317,811 pieces at the unit cost of US\$0.20 of Presidential and Legislative ballot papers and presidential run off ballot papers, the printing of the Presidential and Legislative Mock ballot, the records of the count forms, training Ballot papers for Legislative elections, training Ballot papers for Presidential, training Template for the Blind (Tactile Sheet) for Presidential. The shipping cost of these materials will be accounted for from this line. This procurement will be finance from the line Elections (Ballot Papers) as indicated on the cash plan. In considering the security nature of the documents the restrictive bidding method of procurement will be used for this procurement.

Prepared By:

JOSEPH KER KUAIH
Director/Procurement Unit

Date: 03/01/23

Approved By:

DAVIDETTA BROWNE LANSANAH
Chairperson-BOC/Agent-PP
Procurement Committee

Date: 03/01/23



Notes to Procurement Plan-(Non-SBA)

NO	CONTRACT PACKAGES	EXPLANATION/BREAKDOWN
8	I/FB No. NEC/PLE/ ICB/001/2023-Prepacked Elections Materials	This line item will be used to procure pre packed Elections materials for the 2023 Presidential and Legislative elections process, materials to be procured include the following: Cardboard packing training materials), Permanent ink marker, Thumbprint Pads (pre-inked), Staff ID Cards), Rope, Pens (Ballpoint), Stamp Pad (pre-inked) 3 per team, Heavy-Duty Plastic Bags for trash can, tip moistener (wet sponge), Bull dog clip (small), Counting kit bag, Permanent Markers, Brown A4 envelope - discarded- Presidential, Sticker for polling place journal(A5), 1 spoiled-Presidential, Indelible ink (sample bottle for training), Absorbent cloth, Steno Pad, TEE 1 envelope, TEE 2 envelope, TEE 3 envelope, Sticker for polling place journal (A6), Polling place journal, Stamp pad, Tunics, Thin cord rope, Staff ID Cards Holder, Absorbent Cloth, Card punch, Brown A4 envelope - discarded - Senate, etc. The cost of this procurement will also include the cost of shipment to get the materials in county on time. This contract package will be financed from the cash plan line Elections (Prepacked Materials).
9	I/FB No. NEC/PLE/ NCB/002/2023- Kits and Ballot Boxes	This line item will be used to procure gray precinct kits, yellow precinct kits and ballot boxes that will be used for the 2023 General Elections. This line will be financed from the line Elections (Prepacked Materials) as indicated on the cash plan and the national competitive bidding method (NCB) will be used for this procurement. In consonance with the PPCA Section 48, Subsection (5) 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 conduct of the Presidential and Legislative Elections.
10	I/FB No. NEC/PLE/ SS/005/2023- Scratch Cards	This line item will be used for the procurement of Seventeen thousand One hundred and Ninety Eight (17,198) pieces of scratch cards at the unit price of US\$5.00 totalling US\$85,990.00. This contract package will be funded from the budget line Telecommunications, Internet, Postage and Courier on the Cash Plan. The NEC asks the Commission for no objection to use the Sole Source Method of procurement in sole sourcing Lone Star Cell and Orange Liberia for this procurement, the two companies are the sole provider of the scratch cards. Payment will be made upon submission invoice by the two companies. For this FY2023, the NEC has a budget of US\$85,990.00 to cater for this. This will enable the NEC meets all time bound activities of the conduct of the Presidential and Legislative Elections.
11	I/FB No. NEC/PLE/ RB/003/2023- Data Center Systems & Solutions	This line item is specified for the procurement of a secured certified 2023 Online Results Portal and Encryption of Final Registration Roll (FRR) for Stakeholders. This contract package will be funded from the budget line Telecommunication, Internet, and Postage as indicated on the Cash Plan and the restricted bidding method (RB) will be used for this procurement. In consonance with the 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 of the conduct of the 2023 Presidential and Legislative Elections.
12	I/FB No. NEC/PLE/ SS/006/2023- Internet Services	This line item will be used to procure internet services through a mutual understanding with the Liberia Telecommunication Corporation (the sole provider of Fiber Cable Subscription in the country) for the supply of internet service to NEC. Payments will be made upon submission of an invoice by the Libtelco. For the 2023 General Election project, the NEC has a budget of US\$31,500.00 to fund this and this contract package will be funded from the budget line Telecommunications, Internet, Postage and Courier as indicated on the Cash Plan.
13	I/FB No. NEC/PLE/ RB/004/2023- VSAT Subscription	This line item will be used for VSAT Subscription for the 2023 General Elections and terminals come online with reactivation and subscription to serve NEC's 19 magisterial offices for internet connectivity to headquarters supporting Elections operations. A secured certified Broadband Satellite Provider must support existing satellite terminal equipment of the NEC and this contract package will be funded from the budget line Telecommunications, Internet, Postage and Courier 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 conduct of the 2023 Presidential and Legislative Elections.
14	I/FB No. NEC/PLE/ SS/007/2023- Office Furniture & Fixture	Funds from this line item will be used for the procurement of conference hall tables, conference hall chairs, executive desks and chairs, file cabinets (metal, lockable), desks (with keyboard small tables (for computers/printers), conference tables (folding-legs), desk chairs (on wheels, adjustable height), foldable tables, bookshelves (metal) conference chairs, executive chairs, metal (conference room) bookshelves (metal), desk (metal), etc. and this contract package will be funded from the budget line Furniture & Fixture as indicated on the Cash Plan. The NEC wishes to use the Sole Source Method of procurement in sole sourcing Cross Words for this procurement. Cross Words was the most responsive bidder who was selected through a National Competitive Bidding process under the NEC 2022 Voter Registration project Procurement Plan. In order for the NEC to meet up with the October 2023 General Elections day as indicated on the time line, the NEC wishes to request the Commission approval for the use of the above method.

Prepared By:

Joseph Kerkulah
Director/Procurement Unit

Date: 03/01/23

Approved By:

Davidetta Browne Lansanah
Chairperson-BOC/Chairperson Procurement Committee

Date: 03/01/23

Notes to Procurement Plan-(Non-SBA)

NO	CONTRACT PACKAGES	EXPLANATION/BREAKDOWN
15	IFB No. NEC/PLE/ SS/008/2023- Vehicle Insurance Coverage	This will be used for a Procurement process of a certified insurance company to provide comprehensive and third-party insurance coverage for the NEC fleet of vehicles that will be procured and use by NEC during the period of the elections and 2024 and this contract package will be funded from the budget line Vehicle Insurance as indicated Cash Plan. The NEC wishes to use the Sole Source Method of procurement in sole sourcing American Underwriters Group (AUG) for this procurement. AUG was the responsive bidder who was selected through a Restrictive Bidding process under the NEC 2022 Voter Registration project Procurement Plan. In order for the NEC to meet u the October 2023 General Elections day as indicated on the time line, the NEC request the Commission approval for the use of the above method.
16	IFB No. NEC/PLE/ NCB/003/2023-Air Tickets	This line item will be used to procure flight tickets for international travel. In accordance with the PPCA Section 48, Subsection (5), the NEC wishes to request the Commi approval for the Reduction in the Lead Time for this Procurement; this will enable the NEC to meet all Time bound activities for the 2023 General Elections. The NEC also see Commission approval to request quotations from three service providers as per the need of this Procurement, considering that the price of flight tickets may change some The three quotations will be evaluated using a quote evaluation process to select the most responsive service provider.
17	IFB No. NEC/PLE/ RFQ/001/2023- Cleaning Materials	This line item is slated for the procurement of detergents: Hand sanitizers, Air Fresheners, Cloroxes. Spuds cleansers, etc. Sanitary cleaning materials; bathroom brushe other essential cleaning items to be used at the NEC head office. This will be funded from the cleaning materials and services line as indicated on the Cash Plan.
18	IFB No. NEC/PLE/ RB/005/2023- Electronic Billboard	As indicated on the cash plan, this line will be financed from the line Advertisement & Public Relations. This line item will be used to procure two electronic billboards that used to communicate Civic and Voter Education messages and other related information about the NEC. In accordance with the PPCA Section 48, Subsection (5), the NEC to request the Commission's approval for the Reduction in the Lead Time for this Procurement; this will enable the NEC to meet all Time bound activities for the 2023 G Elections.

Prepared By: Joseph Kerkulah
Director/Procurement Unit

Date: 03/01/23

Approved By: Davidetta Browne Lansanah
Chairperson-BOC/Chairperson Procurement Committee

Date: 03/01/2



NATIONAL ELECTIONS COMMISSION - CASH PLAN (2023) GENERAL ELECTIONS

	ADMINISTRATION & MANAGEMENT	BUDGET	Jan. 2023	Feb. 2023	Mar. 2023	Apr. 2023	May-23	Jun. 2023	Jul. 2023	August 2023	TOTAL
221104	Honorarium	10,524,833.00		4,209,933.20	2,104,966.60	1,052,483.30	1,052,483.30	1,052,483.30	1,052,483.30		10,524,833.00
221101	FOREIGN Travel-Means of Travel	91,000.00		36,400.00	18,200.00	9,100.00	9,100.00	-	9,100.00	9,100.00	91,000.00
221102	FOREIGN Travel-Daily Subsis. Allow	-		-	-	-	-	-	-	-	-
221104	Domestic Travel-Means of Travel	-		-	-	-	-	-	-	-	-
221105	Domestic Travel-Daily Subsis. Allow	1,687,432.00		674,972.80	337,486.40	168,743.20	168,743.20	-	168,743.20	168,743.20	1,687,432.00
221106	Domestic Travel - Incidental	-		-	-	-	-	-	-	-	-
221201	Electricity	-		-	-	-	-	-	-	-	-
221202	Water and Sewage	-		-	-	-	-	-	-	-	-
221203	Telecommunications, Internet	-		-	-	-	-	-	-	-	-
221305	Vehicle Rental and Lease	200,290.00		80,116.00	40,058.00	20,029.00	20,029.00	-	20,029.00	20,029.00	200,290.00
221306	Other Rental (Motor Bikes)	3,363,075.00		1,345,230.00	672,615.00	336,307.50	336,307.50	-	336,307.50	336,307.50	3,363,075.00
221306	Other Rental (Equipment)	115,520.00		46,208.00	23,104.00	11,552.00	11,552.00	-	11,552.00	11,552.00	115,520.00
221306	Other Rental (Canopy, tables & Chair)	-		-	-	-	-	-	-	-	-
221306	Other Rental (Conference Halls)	58,830.00		23,532.00	11,766.00	5,883.00	5,883.00	-	5,883.00	5,883.00	58,830.00
221401	Fuel and Lubricants - Vehicle	696,640.40		278,656.16	139,328.08	69,664.04	69,664.04	-	69,664.04	69,664.04	696,640.40
221402	Fuel and Lubricants - Generators	343,075.50		137,230.20	68,615.10	34,307.55	34,307.55	-	34,307.55	34,307.55	343,075.50
221403	Fuel and Lubricants - Motor Cycles and other	-		-	-	-	-	-	-	-	-
221501	Repair and Maintenance - Civil	-		-	-	-	-	-	-	-	-
221501	Fencing of Magisterial Offices	-		-	-	-	-	-	-	-	-
221502	Repair and Maintenance - Vehicles	125,434.00		50,173.60	25,086.80	12,543.40	12,543.40	-	12,543.40	12,543.40	125,434.00
221503	Repair and Maintenance - Generators	51,210.00		20,484.00	10,242.00	5,121.00	5,121.00	-	5,121.00	5,121.00	51,210.00
221504	Repairs and Maintenance - Machinery Equip	-		-	-	-	-	-	-	-	-
221505	Repairs and Maintenance - ICT Equipment	-		-	-	-	-	-	-	-	-
221506	Repairs and Maintenance - Motor Cycles	-		-	-	-	-	-	-	-	-
221601	Cleaning Materials and Services	10,000.00		4,000.00	2,000.00	1,000.00	1,000.00	-	1,000.00	1,000.00	10,000.00
221602	Stationery	299,826.56		119,930.62	59,965.31	29,982.66	29,982.66	-	29,982.66	29,982.66	299,826.56
221603	Printing, Binding and Publications Services	3,424,432.98		1,369,773.19	684,886.60	342,443.30	342,443.30	-	342,443.30	342,443.30	3,424,432.98
221605	Computer Supplies and ICT Services	426,871.62		170,748.65	85,374.32	42,687.16	42,687.16	-	42,687.16	42,687.16	426,871.62
221606	Other Office Material and Consummables	1,230.00		492.00	-	123.00	123.00	-	123.00	369.00	1,230.00
221701	Consultancy Services	-		-	-	-	-	-	-	-	-
221701	Security Services/Consultant	-		-	-	-	-	-	-	-	-
222102	Workshops, Conferences, Symposia and Sem	1,841,584.40		736,633.76	368,316.88	184,158.44	184,158.44	-	184,158.44	184,158.44	1,841,584.40
222104	Small Tools/Equipment Household	-		-	-	-	-	-	-	-	-
222105	Entertainment Representation and Gifts	-		-	-	-	-	-	-	-	-
222108	Advertising and Public Relations	359,745.00		143,898.00	71,949.00	35,974.50	35,974.50	-	35,974.50	35,974.50	359,745.00
222109	Operational Expenses	1,032,403.63		412,961.45	206,480.73	103,240.36	103,240.36	-	103,240.36	103,240.36	1,032,403.63
222116	Bank Charges	-		-	-	-	-	-	-	-	-
222121	OTHER LEGAL FEES	62,143.59		24,857.44	-	6,214.36	6,214.36	-	6,214.36	18,643.08	62,143.59
222126	Elections (Ballot Papers)	3,542,605.40		-	-	-	-	3,542,605.40	-	-	3,542,605.40
222126	Elections (Optical Mark Recognition - OMR	-		-	-	-	-	-	-	-	-
222126	Forms, Hologram Laminates)	-		-	-	-	-	-	-	-	-
222127	Elections (Forms & Signs)	-		-	-	-	-	-	-	-	-
222127	Election (Pre-packed Materials)	3,523,816.92		-	-	-	-	3,523,816.92	-	-	3,523,816.92
223106	Vehicle Insurance	72,000.00		72,000.00	-	-	-	-	-	-	72,000.00

ADMINISTRATION & MANAGEMENT		BUDGET												TOTAL	
		Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 23	Jun 2023	Jul 2023	August 2023						
232101	Hearing Court	-	-	-	-	-	-	-	-	-	-	-	-	-	-
232201	Transport Equipment (Motor Bikes)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
232201	Transport Equipment (Vehicles)	1,011,000.00	1,011,000.00	-	-	-	-	-	-	-	-	-	-	1,011,000.00	-
232211	Machinery and Other Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-
232211	Machinery and Other Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-
232211	Machinery and Other Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-
232211	Machinery and Other Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-
232211	Machinery and Other Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-
232211	Machinery and Other Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-
232214	Security Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-
232221	Furniture and Fixtures	135,000.00	135,000.00	-	-	-	-	-	-	-	-	-	-	135,000.00	-
TOTAL BUDGET		33,000,000.00	11,104,231.07	4,930,440.82	2,471,557.77	2,471,557.77	8,118,905.62	2,471,557.77	1,431,749.19	2,471,557.77	2,471,557.77	1,431,749.19	33,000,000.00	33,000,000.00	

SIGNED: R. JAWAH GRAY, JR./CFO 

DATE: Feb. 23, 2023