



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



Website: [www.ppcc.gov.lr](http://www.ppcc.gov.lr) | Email: [info@ppcc.gov.lr](mailto:info@ppcc.gov.lr) | Phone Short Code: 4357

Ref. **PPCC/RL/CEO/1050/'20**

February 28, 2020

Cllr. Jerome G. Korkoya, JD

**CHAIRMAN**

National Elections Commission

Republic of Liberia

Dear Cllr. Korkoya:

Subject: **RECEIPT AND APPROVAL OF SBA AND NON SBA PROCUREMENT PLAN FOR FISCAL YEAR 2019/2020**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the National Elections Commission SBA and Non SBA Procurement Plans for FY 2019/2020 in accordance with **Section 40** (3) of the PPC Act. The Commission however wishes to inform you that your Procurement Plan has been forwarded to the Ministry of Finance and Development Planning (MFDP), and that the MFDP will process allotments in keeping with the approved Procurement Plans.

The Commission advises that you observe **Section 40** (5) of the PPCA, 2010 which states that a Procuring Entity shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plan. The Commission and the Ministry responsible for Finance should be notified in writing of any material changes in the procurement plan and be provided with a copy of the updated procurement plan. 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.

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.

Kind regards.

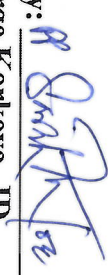
  
Jargbe Roseline Nagbe Kowo (Atty).  
**CHIEF EXECUTIVE OFFICER**

National Elections Commission  
Procurement Plan (SBA)

Source of Funding: 2019/2020 National Budget. Fiscal Year: July 1, 2019-June 30, 2020

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/DR AWINGS	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/SBA/ RB/001/19/20	Petroleum Products (Diesel & Gasoline)	G4661	4,310.34 gallons	15,000.00	RB	2/7/20	2/14/20	2/21/20	2/28/20	3/27/20	4/3/20	4/10/20	4/17/20	N/A	6/10/20	6/24/20
UPDATE																		
ACTUAL																		
PLANNED	2	IFB No. NEC/SBA/ RFQ/001/19/20	Advertising and Public Relations	J5819	Assorted	3,000.00	RFQ	2/14/20	2/21/20	2/28/20	3/6/20	3/13/20	3/20/20	3/27/20	4/3/20	N/A	6/18/20	6/22/20
UPDATE																		
ACTUAL																		
PLANNED	3	IFB No. NEC/SS/ 001/19/20	Telecommunications ,Internet	J6120	1 firm	20,000.00	SS	2/7/20	2/14/20	2/21/20	2/28/20	3/6/20	3/13/20	3/20/20	3/27/20	N/A	6/12/20	6/26/20
UPDATE																		
ACTUAL																		
Grand Total						US\$38,000.00												

Prepared by:   
Joseph A. Yarsiah  
Director/Procurement Unit  
Date: 6/27/20

Approved by:   
Jerome George Korkoya, JD  
Chairman-BOC/Chairman-Procurement Committee  
Date: 27/02/2020





Notes to Procurement Plan (SBA)

NO.	CONTRACT PACKAGES	EXPLANATION/BREAKDOWN
1.	IFB No. NEC/SBA/RB/001//19/20- Petroleum Products	This line item will be used for the procurement of fuel for all NEC vehicles and generators for its operations during the 2019/2020 budget year. A unit cost of US\$3.48 was used to derive at the quantity indicated in the plan. The Restricted Method of procurement is proposed here whereby capable suppliers of petroleum products will be invited to submit bids.
2.	IFB No. NEC/SBA/ RFQ/001//19/20- Advertising & Public Relations	This line item will be used for the procurement of advertising IFBs and Public Serve Announcements (PSA), Spot Announcement, Radio Broadcast, Newspaper Publication, radio drama, regulation and procedures, announcement, publication of time line, etc.
3.	IFB No. NEC/SS/001//19/20 – Telecommunication, Internet-Fiber Optic	Telecommunication Corporation (the sole provider of the Fiber cable subscription in the country) For the supply of internet services to the NEC. Payments will be made upon submission of an invoice by the LIBTELCO. The NEC has a budget of \$20,000 USD to attain this process for this 2018/2019 fiscal year.

Prepared by: Joseph A. Yarsiah Date 6/27/20  
Director/Procurement Unit



Approved by: Jerome George Korkoya, JD Date: 27/02/2020  
Chairman-BOC/Chairman-Procurement Committee

