



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/0976/'20

January 17, 2020

Cllr. Jerome G. Korkoya, JD.
CHAIRMAN
National Elections Commission
Republic of Liberia

Dear Cllr. Korkoya:

Subject: **RECEIPT AND APPROVAL OF SPECIAL PROJECT (SENATORIAL AND NATIONAL REFERENDUM PROCUREMENT PLAN FOR FISCAL YEAR 2019/2020)**

We present our compliments and wish to notify you that the Public Procurement and Concessions Commission has received and approved the National Elections Commission Special Project Procurement Plan (*Goods and Services*) for Fiscal Year 2019/2020 in accordance with **Section 40 (3)** of the PPCA, 2010. The Commission informs you that your special project Procurement Plan has been duly 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 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 be reminded to duly submit your contract award information for all procurement contracts awarded in the previous fiscal year (2018/2019), for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for fiscal year 2019/2020.

Additionally, the Commission requires that you submit your **Procurement Plan for the FY 19/20 in consonance with Section 40 of the PPCA, and states that this is the third 3rd reminder to the National Elections Commission concerning this submission.**

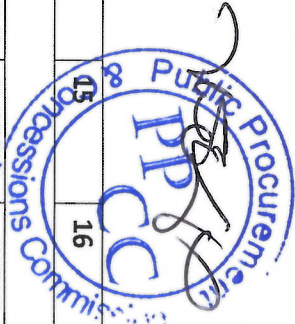
The Public Procurement and Concessions Commission admonishes and deems it a priority that you remain **primarily** in compliance with the PPCA, 2010, as we jointly aspire to achieve transparency, accountability, fairness, equality and ultimately public confidence in our public procurement and concessions processes.

Yours sincerely,


Jargbe Roseanne Nagebe Kowo (Atty.)
CHIEF EXECUTIVE OFFICER

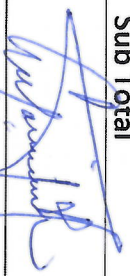
Regulating and Monitoring Compliance with the Public Procurement and Concessions Act of Liberia


National Elections Commission
Procurement Plan (SBA Project Budget)
Source of Funding: 2019/2020 National Budget
2020 SPECIAL SENATORIAL ELECTION AND NATIONAL REFERENDUM
Fiscal Year: July 1, 2019-June 30, 2020



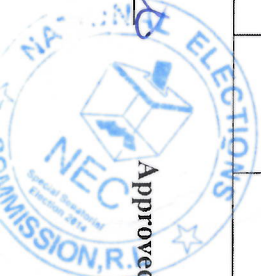
1/13/20

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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)
PLANNED	1	IFB No. NEC/SBA/SS ER/ NCB/001/19/20	Newspaper Advertisements	16399	20 Ads	14,400.00	NCB	11/18/19	11/25/19	12/2/19	12/9/19	1/6/20	1/13/20	1/20/20	1/27/20	N/A	2/10/20
UPDATE																	
ACTUAL																	
PLANNED	2	IFB No. NEC/SBA/SS ER/ RFQ/001/19/20	Jingle & Drama	15911	5	1,500.00	RFQ	11/21/19	11/28/19	12/5/19	12/12/19	12/19/19	12/26/19	1/2/20	1/9/20	N/A	1/23/20
UPDATE																	
ACTUAL																	
PLANNED	3	IFB No. NEC/SBA/SS ER/ RFQ/002/19/20	Radio Talk Shows	16020	17	5,000.00	RFQ	11/22/19	11/29/19	12/6/19	12/13/19	12/20/19	12/27/19	1/3/20	1/10/20	N/A	2/7/20
UPDATE																	
ACTUAL																	
PLANNED	4	IFB No. NEC/SBA/SS ER/ NCB/002/19/20	Public Service Announcement	16010	70	25,200.00	NCB	11/18/19	11/25/19	12/2/19	12/9/19	1/6/20	1/13/20	1/20/20	1/27/20	N/A	2/10/20
UPDATE																	
ACTUAL																	
PLANNED	5	IFB No. NEC/SBA/SS ER/ NCB/003/19/20	Catering Services	15621	firms	238,120.00	NCB	11/21/19	11/28/19	12/5/19	12/12/19	1/9/20	1/16/20	1/23/20	1/30/20	N/A	2/13/20
UPDATE																	
ACTUAL																	
Sub Total						284,220.00											

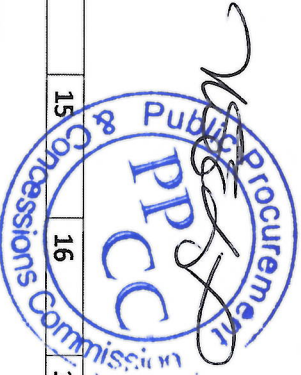
Prepared by: 
Joseph Yarsiah
Director/Procurement Unit

Date: 01-10-20
Approved by: 
Jerome George Korkoya, JD
Chairman-BOC/Chairman-Procurement Committee

Date: 01-10-20

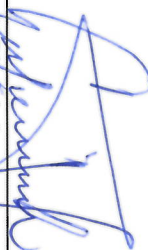


National Elections Commission
Procurement Plan (SBA Project Budget)
Source of Funding: 2019/2020 National Budget
2020 SPECIAL SENATORIAL ELECTION AND NATIONAL REFERENDUM
Fiscal Year: July 1, 2019-June 30, 2020

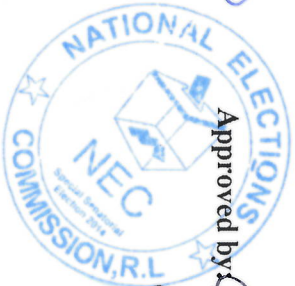


1/13/20

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PLANNED	6	IFB No. NEC/SBA/SSER/ NCB/004/19/20	Election Materials Storage Bags & Tarpaulin	G4761	6078 pcs	29,818.00	NCB	11/19/19	11/26/19	12/3/19	12/10/19	1/7/20	1/14/20	1/21/20	1/28/20	N/A	2/25/20
UPDATE																	
ACTUAL																	
PLANNED	7	IFB No. NEC/SBA/SSER/ NCB/005/19/20	Conference Halls Rental	N7721	164	11,650.00	NCB	11/21/19	11/28/19	12/5/19	12/12/19	1/9/20	1/16/20	1/23/20	1/30/20	N/A	2/13/20
UPDATE																	
ACTUAL																	
PLANNED	8	IFB No. NEC/SBA/SSER/ RB/001/19/20	Petroleum Products	G4661	15,476.19 Gals.	65,000.00	RB	11/18/19	11/25/19	12/2/19	12/9/19	1/6/20	1/13/20	1/20/20	1/27/20	N/A	2/10/20
UPDATE																	
ACTUAL																	
Sub Total						106,468.00											

Prepared by: 
Joseph Yarsiah
Director/Procurement Unit

Date 01-10-20

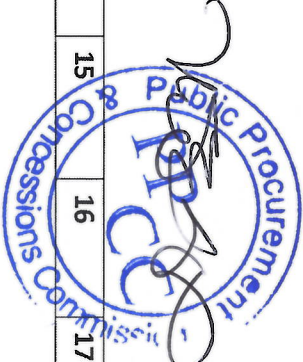


Approved by: 
Jerome George Korkoya, JD
Chairman-BOC/Chairman-Procurement Committee

Date: 01-10-20

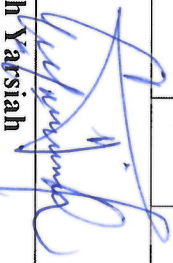


National Elections Commission
Procurement Plan (SBA Project Budget)
Source of Funding: 2019/2020 National Budget
2020 SPECIAL SENATORIAL ELECTION AND NATIONAL REFERENDUM
Fiscal Year: July 1, 2019-June 30, 2020



1/13/22

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BASIC DATA								IMPLEMENTATION DATES									
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PLANNED	9	IFB No. NEC/SBA/SSER/ NCB/006/1 9/20	Vehicles Rental & Lease	N7710	1,113 Vehicles	1,302,600.00	*NCB	11/19/19	11/26/19	12/3/19	12/10/19	1/7/20	1/14/20	1/21/20	1/28/20	N/A	2/25/20
UPDATE																	
ACTUAL																	
PLANNED	10	IFB No. NEC/SBA/SSER/ RFQ/003/1 9/20	Television Talk Show	J6010	5	1,500.00	RFQ	11/22/19	11/29/19	12/6/19	12/13/19	12/20/19	12/27/19	1/3/20	1/10/20	N/A	2/7/20
UPDATE																	
ACTUAL																	
PLANNED	11	IFB No. NEC/SBA/SSER/ NCB/007/1 9/20	Radio Drama & Spots Airing	J6010	Assorted	25,260.00	NCB	11/21/19	11/28/19	12/5/19	12/12/19	1/9/20	1/16/20	1/23/20	1/30/20	N/A	2/13/20
UPDATE																	
ACTUAL																	
Sub TOTAL						1,329,360.00											

Prepared by: 
Joseph Yarsiah
Director/Procurement Unit

Date: 01-10-20
Approved by: 
Jerome George Korkoya, JD
Chairman-BOC/Chairman-Procurement Committee



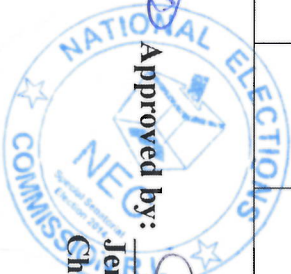
National Elections Commission
Procurement Plan (SBA Project Budget)
Source of Funding: 2019/2020 National Budget
2020 SPECIAL SENATORIAL ELECTION AND NATIONAL REFERENDUM
Fiscal Year: July 1, 2019-June 30, 2020

1/13/21

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			BASIC DATA					IMPLEMENTATION DATES									
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PLANNED	12	IFB No. NEC/SBA/SSER/NCB/008/1 9/20	Video Production & Street Theater	16010	firms	55,000.00	NCB	11/19/19	11/26/19	12/3/19	12/10/19	1/7/20	1/14/20	1/21/20	1/28/20	N/A	2/25/20
UPDATE																	
ACTUAL																	
PLANNED	13	IFB No. NEC/SBA/SSER/RFQ/004/1 9/20	Media Platforms	16010	firms	7,750.00	RFQ	11/21/19	11/28/19	12/5/19	12/12/19	12/19/19	12/26/19	1/2/20	1/9/20	N/A	1/23/20
UPDATE																	
ACTUAL																	
PLANNED	14	IFB No. NEC/SBA/SSER/RFQ/005/1 9/20	Press Conferences	16010	10	3,500.00	RFQ	11/22/19	11/29/19	12/6/19	12/13/19	12/20/19	12/27/19	1/3/20	1/10/20	N/A	2/7/20
UPDATE																	
ACTUAL																	
Sub TOTAL						66,250.00											
GRAND TOTAL						1,786,298.00											

Prepared by: Joseph Yarsiah
Director/Procurement Unit

Date 01-10-20



Approved by: Jerome George Korkoya, JD
Chairman-BOC/Chairman-Procurement Committee

Date: 01-10-20



Notes to Procurement Plan (SBA)

NO.	CONTRACT PACKAGES	EXPLANATION/BREAKDOWN
1	IFB No. NEC/SBA/SSER/ NCB/001/19/20- Newspaper Advertisements	This line item will be used to give out Elections and Referendum information/messages to the public in and around the country. Take into consideration the importance of these messages or information, the NEC ask the Commission approval to use most of the legally c Newspapers within the country. Some of the messages or information include: names of registrar voters, name of candidates, timelir elections, nomination processes, and all other information relating to the Senatorial Election and the National Referendum. The NEC will Frame Work Contract with those entities that will be selected to rounder this service based on price and coverage and payment will be dc the submission of a cash invoices. This contract package will be funded from the budget line Advertising and Public Relations indicated on Plan.
2	IFB No. NEC/SBA/SSER/ RFO/001/19/20- Jingle & Drama	This line item will be used for the National Referendum messages, Civic and Voter Education messages, Nomination and Elections messages jingle and Drama Production. These jingle and dramas will be developed in different languages using developed Referendum, CVE and i messages that will be performed by various drama groups within the country. The NEC asks the Commission approval to use various dram: taking into consideration that one drama group cannot perform all around the country. This contract package will be funded from the bu Advertising and Public Relations as indicated on the cash plan.
3	IFB No. NEC/SBA/SSER/ RFO/002/19/20- Radio Talk Shows	This line item will be used to account for all the information given on radio stations in and around the country. As we are cognizant of the Elections messages should get to the public by every other means. The NEC ask the Commission for no object to use legally operating radic such as: ELWA, Trust FM, Fabric FM, Power FM, Sky FM, Kings FM, Radio D-15, Prime FM, Hot FM, etc. and other communities radio statior the countries. This contract package will be funded from the budget line Advertising and Public Relations as indicated on the cash plan.
4	IFB No. NEC/SBA/SSER/ NCB/002/19/20- Public Service Announcement	This line item will be used to account for all public service announcements for the Senatorial Election and the National Referendum on radio st and around the country. As we are cognizant of the fact that Elections messages should get to the public by every other means. The NEC Commission for no object to use most of the legally operating radio stations in the country and communities radio stations in the countries. This contrac will be funded from the budget line Advertising and Public Relations as indicated on the cash plan.
5	IFB No. NEC/SBA/SSER/ NCB/003/19/20- Catering Services	This will be for the hiring of catering services for workshops, conferences and seminars that will be conducted during the Senatorial Elector National Referendum, which includes lunch for Civic Educators training, lunch for Magisterial Team training (60 persons), lunch for ES traini persons), lunch for VR staff (8,510 persons) and lunch for stand by trainees (483 person), Exhibition staff (4636 persons) and for Replacerc (428 persons), etc. These workshops and training will be conducted in the fifteen counties. This contract package will be funded from the bu Workshops, Conferences, Seminars as indicated on the cash plan. This procurement will be done into lots. In consonance with the PPCA Se Subsection (5), the NEC wishes to request the Commission approval for the Reduction in the Lead Time for this Procurement. This will er NEC meets all time bound activities for the 2020 Senatorial Election and National Referendum.
6	IFB No. NEC/SBA/SSER/ NCB/004/19/20- Election Materials Storage Bags & Tarpaulin	This line item will be used to procure various sizes of storage bags (Ghana must go bags) to carry the voter roll update materials buck, exhibi replacement materials, and to also procure tarpaulin and rope to build tents to be used as registration centers. 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 er NEC meets all time bound activities for the 2020 Senatorial Election and National Referendum. This contract package will be funded from th line Other Office Materials and Consumable as indicated on the cash plan.

Prepared by:

Joseph Yarsiah

Director/Procurement Unit

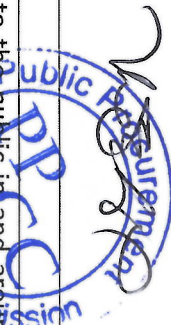
Date: 01-10-20

Approved by:

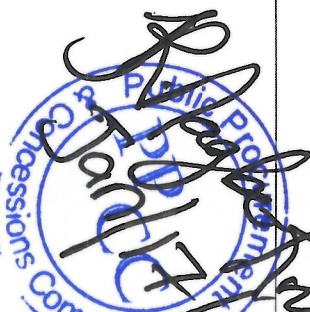
Jerome George Korkoya JD

Chairman-BOC/ Chairman-Procurement Committee

Date: 01-10-20

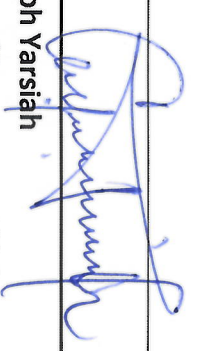


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Notes to Procurement Plan (SBA)

7	IFB No. NEC/SBA/SSER/ NCB/005/19/20- Conference Halls Rental	This line will be used for the renting of conference and other halls that will accommodate the training and workshop for Elections Supervisors staff, party agents, civic voter educators, magistrates, National Referendum conferences, etc. in the fifteen counties. This contract package funded from the budget line Other Rental (Conference Halls) as indicated on the cash plan. In consonance with the PCCA Section 48, Subsection the NEC wishes to request the Commission approval for the Reduction in the Lead Time for this Procurement. This will enable the NEC to time bound activities for the 2020 Senatorial Election and National Referendum.
8	IFB No. NEC/SBA/SSER/ RB/001/19/20- Petroleum Products	This line item will be used for the procurement of fuel for all NEC vehicles, motorbikes and generators for its operations during the Senatorial Election and the National Referendum. A unit cost of US\$4.20 was used to derive at the quantity indicated in the plan. In consonance with the PCCA Section 48, Subsection (5), the NEC wishes to request the Commission approval for the Reduction in the Lead Time for this Procurement, to enable the NEC meets all time bound activities for the 2020 Senatorial Election and National Referendum.
9	IFB No. NEC/SBA/SSER/ NCB/006/19/20- Vehicles Rental & Lease	This line item will be used to rent one hundred forty three (143) trucks for four (4) days, nine hundred and seventy (970) pickups for eight days. The vehicles listed above will be rented for the Delivery of materials from the airport to HQ, delivery of materials to magisterial offices, delivery of materials to counties and Retrieval of all Elections Materials during the 2020 Senatorial Election and the National Referendum. This contract package exceeds the threshold for the use of National Competitive Bidding but the fact remains that rented and leased vehicles will be expected to go in the leeward Counties and are to be driven by local drivers of the firm(s) who understand the territory of Liberia. Additionally, the NEC wishes that enough competition will be encouraged locally as there are numerous car rental firms operating in Liberia. In consonance with the PCCA 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 2020 Senatorial Election and National Referendum.
10	IFB No. NEC/SBA/SSER/ RFQ/003/19/20- Television Talk Show	This line item will be used to account for all the information given on television stations in and around the country. As we are cognizant of the fact that Elections messages should get to the public by every other means. The NEC ask the Commission for no object to use legally operating television stations. This contract package will be funded from the budget line Advertising and Public Relations as indicated on the cash plan.
11	IFB No. NEC/SBA/SSER/ NCB/007/19/20- Radio Drama & Spots Airing	This item will be used for the airing of drama developed through the local radio stations. The Procurement Committee asks the Commission to object to use most of the radio stations in Montserrado and other communities' radio stations in the counties through the signing of contract particular amount with necessary supporting documents. The Procurement Committee asks for your approval owing to the fact that the dramas developed will have to be done in a language that is understood easily by the majority of Liberians (Liberians English) and in the local vernacular (dialects), and it also seek the commission's approval owing to the fact that one radio station cannot give out the information to all the counties and their towns. This item will be funded from the budget line Advertising and Public Relations.
12	IFB No. NEC/SBA/SSER/ NCB/008/19/20- Videos Production & Street Theater	This line item will be used for National Referendum, Civic and Voter Education and Elections messages through Video Production and Street Theater. This video will be used to send out messages that will be developed. NEC intends to hire a professional video recording firm to produce recorded dramas to be played on all television stations. This contract package will be funded from the budget line Advertising and Public Relations as indicated on the cash plan.

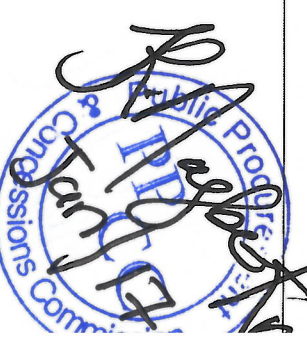
Prepared by: 
Joseph Yarsiah
Director/Procurement Unit

Date: 01-10-2020

Approved by: 

Date: 01-10-2020

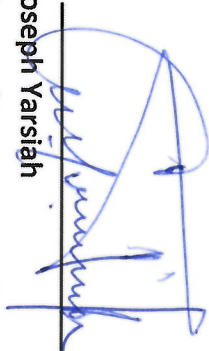
Jerome George Korkoya JD
Chairman-BOC/ Chairman-Procurement Committee




1/13/

Notes to Procurement Plan (SBA)

13	IFB No. NEC/SBA/SSER/ RFQ/004/19/20-Media Platforms	This line item will be used to translate information/messages developed by the NEC for the 2020 Senatorial Election and the Referendum media platforms. The Procurement Committee asks for the Commission approval to use various media platforms out messages to the activities. This contract package will be funded from the cash plan line Advertising and Public Relations.
14	IFB No. NEC/SBA/SSER/ RFQ/005/19/20-Press Conferences	This line item will be used for press conferences in and around the country for the 2020 Senatorial Election and the National Referendum Procurement Committee asks for the Commission approval to use various press institution to cover all our press conferences. This contract will be funded from the cash plan line Advertising and Public Relations.

Prepared by: 
Joseph Yarsiah
Director/Procurement Unit

Date: 01-10-20

Approved by: 
Jerome George Korkoya JD
Chairman-BOC/ Chairman-Procurement Committee

Date: 01-10-20

