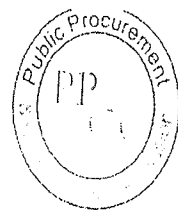




Republic of Liberia
Public Procurement & Concessions Commission

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/1619/20

November 19, 2020

Hon. Tonia D. Johnson
ACTING MANAGING DIRECTOR
National Housing Authority
Republic of Liberia

Dear Hon. Johnson:

Subject: **PROVISIONAL APPROVAL OF DRAFT PROCUREMENT PLAN FOR FISCAL YEAR 2020/2021**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the National Housing Authority (NHA) SBA, Core Budget and Consultancy Procurement Plans for FY 2020/2021 in accordance with **Section 40 (3)** of the PPC Act. The Commission however wishes to inform you that your plan has been **Provisionally Approved** pending the passage of the national budget.

Please be advised that your Entity can carry out procurement activities based on this provisionally approved draft procurement plan culminating in **framework agreements** for recurrent procurement items. Similarly, you are also advised to carry out procurement activities for non-recurrent procurement items in advance of the passage of the National Budget, but contracts for these packages **MUST** not be signed until the budget is approved by the President and you ascertain the availability of funding. Please ensure to include notifications of this information in the tender documents for both framework agreements and advance procurement. For your guidance, the Commission has produced a short note explaining the processes for framework agreements and advance procurement which you can download at <http://ppcc.gov.lr/vr/index.php/documents>.

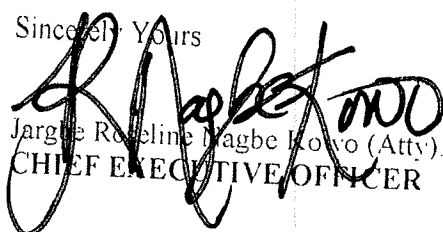
Upon passage of the FY 2020/2021 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for NHA's allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for FY 2020/2021 and staff of your Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the previous fiscal year (2019/2020), for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for fiscal year 2020/2021.

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.

Sincerely Yours


Jargbe Rodeline Magbe Kowo (Atty.)
CHIEF EXECUTIVE OFFICER

National Housing Authority
Procurement (Non Core Budget)
Source of Funding (NHA Special Revenue)

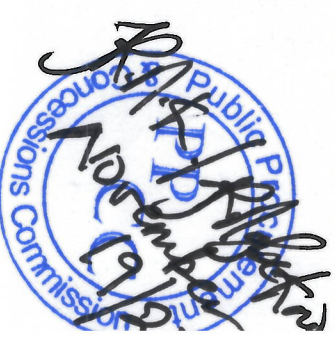
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS Activity code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DR AWINGS	PREP OF BID DOCUMENT	PC APPROVAL- BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/PUB LIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL- BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS	
Planned	1	IFB NO.: NHA/RFQ/001/20/21	ICT Infrastructure	G-4741	Assorted	10,000.00	RFQ	1-Sep-20	8-Sep-20	22-Sep-20	6-Oct-20	20-Oct-20	27-Oct-20	3-Nov-20	17-Nov-20	N/A	30-Jun-21	30-Jun-21		
Update																				
Actual																				
Planned	2	IFB NO.: NHA/RFQ/002/20/21	Vehicle Insurance	K-6512	1-Firm	6,000.00	RFQ	2-Sep-20	9-Sep-20	23-Sep-20	7-Oct-20	21-Oct-20	28-Oct-20	4-Nov-20	18-Nov-20	N/A	30-Jun-21	30-Jun-21		
Update																				
Actual																				
Planned	3	IFB NO.: NHA/RFQ/003/20/21	Repairs/Maint. Vehicle	G - 4520	1 Firm	6,991.00	RFQ	3-Sep-20	10-Sep-20	24-Sep-20	8-Oct-20	22-Oct-20	29-Oct-20	5-Nov-20	19-Nov-20	N/A	30-Jun-21	30-Jun-21		
Update																				
Actual																				
Planned	4	IFB NO.: NHA/RFQ/004/20/21	Air Ticket	N-7911	1 Firm	5,000.00	RFQ	4-Sep-20	11-Sep-20	25-Sep-20	9-Oct-20	23-Oct-20	30-Oct-20	6-Nov-20	20-Nov-20	N/A	30-Jun-21	30-Jun-21		
Update																				
Actual																				
Planned	5	IFB NO.: NHA/RFQ/005/20/21	Training Materials	G-4761	Assorted	5,000.00	RFQ	7-Sep-20	14-Sep-20	28-Sep-20	12-Oct-20	26-Oct-20	2-Nov-20	9-Nov-20	23-Nov-20	N/A	30-Jun-21	30-Jun-21		
Update																				
Actual																				
Planned	6	IFB NO.: NHA/RFQ/006/20/21	Gifts	G-4771	Assorted	1,000.00	RFQ	8-Sep-20	15-Sep-20	29-Sep-20	13-Oct-20	27-Oct-20	3-Nov-20	10-Nov-20	24-Nov-20	N/A	30-Jun-21	30-Jun-21		
Update																				
Actual																				
Planned	7	IFB NO.: NHA/RB/001/20/21	Petroleum Product(Gas & Diesel)	G - 4661	17,600.00	24,750.00	RB	9-Sep-20	16-Sep-20	30-Sep-20	14-Oct-20	28-Oct-20	4-Nov-20	11-Nov-20	25-Nov-20	N/A	30-Jun-21	30-Jun-21		
Update																				
Actual																				
Planned	8	IFB NO.: NHA/NCB/001/20/21	Stationery	G - 4761	Assorted	24,768.00	NCB	10-Sep-20	24-Sep-20	8-Oct-20	5-Nov-20	3-Dec-20	17-Dec-20	31-Dec-20	14-Jan-21	N/A	30-Jun-21	30-Jun-21		
Update																				
Actual																				
Planned	9	IFB NO.: NHA/NCB/001/20/21	Vehicle Purchase	G-4510	5	117,182.00	NCB	11-Sep-20	25-Sep-20	9-Oct-20	6-Nov-20	4-Dec-20	18-Dec-20	1-Jan-21	15-Jan-21	N/A	30-Jun-21	30-Jun-21		
Update																				
Actual																				
SUB Total		200,691.00																		

Signature: 
Mr. Philip Sween
Procurement Manager
National Housing Authority

Date: Nov. 16, 2020

Approved By: 
Helen Tonia E. Johnson
DMBA/Acting Managing Director
National Housing Authority

Date: Nov. 16, 2020

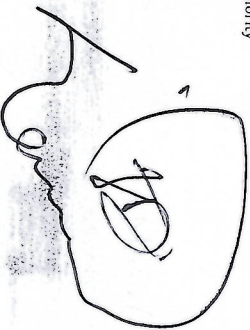


National Housing Authority
Executive Mansion Grounds
Procurement Plan Explanatory Note (Core Budget)
Source of Funding: GOL & Internal Revenue
Fiscal Year 2020/2021

Nos.	Contract Package Code	Contract Package	Content of Contract Package
1	IFB No.: NHA/RFQ/001/20/21	ICT Infrastructure	This package is taken from the budget line Items ICT infrastructure and computer supplies @ \$10,000.00USD and it will be used for the purchase of ICT infrastructure and Equipments such as Microsoft office Suit, Software, computers (Lap tops and Desktop) etc.
2	IFB No.: NHA/RFQ/002/20/21	Vehicle Insurance	This package is taken from budget line item vehicle insurance @ \$6,000.00USD . This package is intended to hire a firm to provide comprehensive insurance for NHA Vehicles.
3	IFB No.: NHA/RFQ/003/20/21	Repairs/Maint. Vehicle	This package is intended to hire a firm to provide repair and maintenance services for the following Vehicles: 1.Managing Director Vehicle, 2. DMD /A Vehicle, 3. DMD/Ts Vehicle, and Utility Vehicle @ \$6,991.00USD.
4	IFB No.: NHA/RFQ/004/20/21	Air Ticket	This package is taken from budget line item Foreign means of Travel @ \$5,000.00USD. It is intended to purchase Air tickets for senior Officials of NHA for Foreign assignment.
5	IFB No.: NHA/RFQ/005/20/21	Training Materials	This Contract Package is taken frombudget line Training Material @ \$5,000.00 and is intended to purchase training materials for training of Staffs.
6	IFB No.: NHA/RFQ/006/20/21	Gifts	This Contract Package is taken from budget line item Employee Awards, @ \$1,000.00USD and is intended to purchase gifts for Staffs employees.
7	IFB No.: NHA/RB/001/20/21	Petroleum Product(Gas & Diesel)	This contract package is taken from budget line item fuel and lubricant-vehicle and fuel and lubricant - generator @ \$24,750.00USD . It is intended to procure 8,000 gallons of Fuel and gasoline @ \$3.75 for vehicles assigned to the National housing Authority, and to provide fuel for the generator that supply power to the Entity in the absence of LEC.
8	IFB NO.: NHA/NCB/001/20/21	Stationery	This contract package is intended to procure assorted stationeries and supplies including the following :A4 Sheet, Legal Sheets; Cartridges, Note Pads, Pens, Box File, Highlighter, Stick on Pad, Paper Glue, Staple Pins, Pains Remover, Staple machines, Ledgers, markers, white boards, white board markers, Paper Clips, Folders, letter envelopes, Brown envelopes, Petefarors etc @ \$24,768.00USD.
9	IFB NO.: NHA/NCB/002/20/21	Vehicle Purchase	This package is taken from budget line item 1Vehicle Purchase @ \$1171,182.00USD and is intended to purchase 5 vehicles for NHA Use.
10		Water & Sewage	This Contract Package is take from budget line item Water & Sewage @ \$2,000.00 USD and is intended to purchase water for bathrooms.
11		Electricity	This Contract Package is take from budget line item Electricity @ \$3,000 and is intended to purchase electricity to supply power for daily operations of the entity.

Signe: 
 Mr. Philip Swen
 Procurement Manager
 National Housing Authority
 Date: Nov.16, 2020

Approved By: 
 Madam Tonla D. Johnson
 DMD/Acting Managing Director
 National Housing Authority
 Date: Nov. 16/2020



11/18/2020

