



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/1062/'20**

March 2, 2020

Hon. Tonia D. Johnson

**DEPUTY MANAGING DIRECTOR FOR ADMINISTRATION/
ACTING MANAGING DIRECTOR**

National Housing Authority
Republic of Liberia

Dear Hon. Johnson:

Subject: **RECEIPT AND APPROVAL OF SBA, NON SBA AND CONSULTANCY
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 Housing Authority SBA, Non SBA and Consultancy Procurement Plan 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 HOUSING AUTHORITY
Procurement Plan (Core Budget)
Source of Funding: GOL & Internal Revenue
Fiscal Year 2019/2020

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	BASIC DATA Business Activity code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPEC/BOQ/DRAWING	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/PUBLIC OPENING	IMPLEMENTATION DATES SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION & SUBSTANTIAL COMPLETION	ACCEPTANCE & FINAL PAYMENT	REMARKS
	1	IFB No.: NHA/NCB/001/19/20	ICT Infrastructure	G-4741	Assorted	65,000.00	NCB	1-Jul-19	8-Jul-19	15-Jul-19	22-Jul-19	19-Aug-19	2-Sep-19	9-Sep-19	16-Sep-19	N/A	30-Jun-20	30-Jun-20	
	Planned																		
	Update																		
	Actual																		
	2	IFB No.: NHA/NCB/002/19/20	Vehicle Purchase	G-4510	5 Vehicles	200,000.00	NCB	3-Jul-19	10-Jul-19	17-Jul-19	24-Jul-19	21-Aug-19	4-Sep-19	11-Sep-19	18-Sep-19	N/A	30-Jun-20	30-Jun-20	
	Planned																		
	Update																		
	Actual																		
	3	IFB No.: NHA/RFQ/001/19/20	Vehicle Insurance	K - 6512	1 firm	7,000.00	RFQ	5-Jul-19	12-Jul-19	19-Jul-19	26-Jul-19	2-Aug-19	9-Aug-19	16-Aug-19	23-Aug-19	N/A	30-Jun-20	30-Jun-20	
	Planned																		
	Update																		
	Actual																		
	4	IFB No.: NHA/NCB/003/19/20	Repair/Maint. Vehicle	G - 4520	1 firm	25,000.00	NCB	8-Jul-19	15-Jul-19	22-Jul-19	29-Jul-19	26-Aug-19	9-Sep-19	16-Sep-19	23-Sep-19	N/A	30-Jun-20	30-Jun-20	
	Planned																		
	Update																		
	Actual																		
	5	IFB No.: NHA/NCB/004/19/20	Stationery	G - 4761	Assorted	65,232.00	NCB	10-Jul-19	17-Jul-19	24-Jul-19	31-Jul-19	28-Aug-19	11-Sep-19	18-Sep-19	25-Sep-19	N/A	30-Jun-20	30-Jun-20	
	Planned																		
	Update																		
	Actual																		
	6	IFB No.: NHA/NCB/005/19/20	Air Ticket	N-7911	1 firm	20,000.00	NCB	12-Jul-19	19-Jul-19	26-Jul-19	2-Aug-19	9-Aug-19	16-Aug-19	23-Aug-19	30-Aug-19	N/A	30-Jun-20	30-Jun-20	
	Planned																		
	Update																		
	Actual																		
	7	IFB No.: NHA/RF/001/19/20	Petroleum Product(Gasoline & Diesel)	G - 4661		17,600.00	RB	27-Jul-19	3-Aug-19	10-Aug-19	17-Aug-19	24-Aug-19	31-Aug-19	7-Sep-19	14-Sep-19	N/A	30-Jun-20	30-Jun-20	
	Planned																		
	Update																		
	Actual																		
	SUB Total																		
						448,232.00													

Prepared By:

Philip swen, Procurement Manager

Date: March 2, 2020

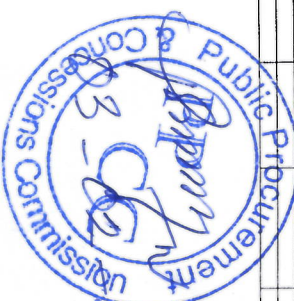
Approved By:

Madam Tonia D. Johnson, Deputy Managing Director

Date: March 2, 2020



Procurement Unit



NATIONAL HOUSING AUTHORITY
Procurement Plan (Core Budget)
Source of Funding: GOL & Internal Revenue

[illegible]

Prepared By:

Date: March 2, 2020

Approved By: [Signature] Date: 11/11/2011

March 2, 2020

Philip swen, Procurement Manager

Madam Tonia D. Johnson, Deputy Managing Director

PROCUREMENT
UNITY



NATIONAL HOUSING AUTHORITY
PROCUREMENT PLAN EXPLANATORY NOTES
Fiscal Year: 2019/2020

No.	Contract Package Code	Contract Package	Content of Contract Package
1	IFB No.: NHA/NCB/001/19/20	ICT Infrastructure	This package is taken from the budget line items ICT infrastructure and computer supplies 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/NCB/002/19/20	Vehicles	This package is intended to purchase 5 vehicles for NHA Use.
3	IFB No.: NHA/RFO/001/19/20	Vehicle Insurance	This package is taken from budget line item vehicle insurance . This package is intended to hire a firm to provide comprehensive insurance for NHA Vehicles.
4	IFB No.: NHA/NCB/003/19/20	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.
5	IFB No.: NHA/NCB/004/19/20	Stationeries	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, Pefectors etc
6	IFB No.: NHA/NCB/005/19/20	AIR Ticket	This package is taken from the foreign means of Travel budget line. It is intended to purchase Air tickets for senior Officials of NHA for Foreign assignment.
7	IFB No: NHA/RB/001/19/20	Petroleum Product (gas & Diesel)	This contract package is taken from budget line item fuel and lubricant-vehicle and fuel and lubricant - generator. It is intended to procure 8,000 gallons of Fuel and 9,600 gallons of gasoline 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.
	IFB No.: NHA/NCB/006/19/20	Legal Services	This package is intended to procure legal service for all National Housing legal issues.
	IFB No.: NHA/NCB/007/19/20	Training Materials	This package is intended to procure training materials for Staffs training.
	IFB No.: NHA/RFO/002/19/20	Gift	This package is taken from budget line item employee awards. It is intended to purchase gift for staffs awards.
		Water and Sewage	This package is intended to procure water for bathrooms @\$4,000.00
		Electricity	This Package is intended to procure electricity to supply power @\$9,250.00

Prepared By : Philip Swen Date: March 2, 2020
Philip Swen, Procurement Director

Approved By : Madam Tonia D Johnson
Madam Tonia D Johnson, Deputy Managing Director

Date: March 2, 2020

