



Republic of Liberia
Public Procurement & Concessions Commission

Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia

Website: www.ppec.gov.lr | Email: info@ppec.gov.lr | Phone Short Code: 4357

Ref: PPC/RI/CFO/492/22

August 8, 2022

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

Dear Hon. Johnson:

Subject: RECEIPT AND APPROVAL OF THE NATIONAL HOUSING AUTHORITY'S SBA
CORE BUDGET PROCUREMENT PLANS FOR FISCAL YEAR 2022

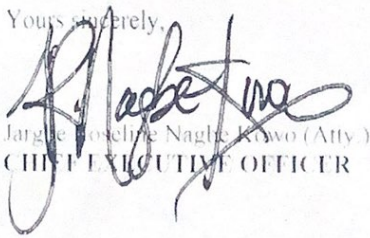
We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the National Housing Authority (NHA) Procurement Plan for Fiscal Year 2022 in accordance with Section 40 (3) of the PPCA, 2010. The Commission, however, wishes to inform you that your Procurement Plans 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 Plans, upon conclusion of all 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 plan. The Commission and the Ministry responsible for finance should be notified in writing of any material changes in the procurement plan and provide 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.

Best regards,

Yours sincerely,


Jargue Woschile Nagbe Kowo (Atty.)
CHIEF EXECUTIVE OFFICER

Name: Henry Swaray
Date: Sept 1, 2022
Entity: NHA
Contact No: 0886698162



Annual Procurement Plan (Core Budget)
Source of Funding: GOL & Internal Revenue
Fiscal Year 2022 (January 1 - December 31)



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)	BASIC DATA	CONTRACT PACKAGE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECIFICATIONS/ DRAWINGS	PREF. OF BID DOCUMENT	PC APPROVAL OF BID DOCUMENT	PC APPROVAL OF BID DOCUMENT	BID INVITATION OF BID DOC	BID SUBMISSION/PC	PC APPROVAL OF BID DOCUMENT	PC APPROVAL OF BID DOCUMENT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (SUBSTANTIAL)	DELIVERY, INSTALLATION (SUBSTANTIAL)	ACCEPTANCE PAYMENT	REMARKS
Planned	1	IBB NO. NIA/IRFQ/001/20	Computer Supplies & ICT Supplies	4-Pcs	4,000.00	RFO	4-Aug-22	18-Aug-22	1-Sep-22	1-Sep-22	15-Sep-22	28-Sep-22	6-Oct-22	13-Oct-22	20-Oct-22	N/A	3-Nov-22	31-Dec-22	
Update																			
Actual																			
Planned	3	IBB NO. NIA/IRFQ/003/20	Repair/Maint. Vehicle	1 Firm	8,748.00	RFO	6-Aug-22	22-Aug-22	5-Sep-22	5-Sep-22	19-Sep-22	3-Oct-22	10-Oct-22	17-Oct-22	24-Oct-22	N/A	7-Nov-22	31-Dec-22	
Update																			
Actual																			
Planned	4	IBB NO. NIA/IRFQ/004/20	Vehicle Insurance	1 Firm	750.00	RFO	9-Aug-22	23-Aug-22	6-Sep-22	6-Sep-22	20-Sep-22	4-Oct-22	18-Oct-22	25-Oct-22	1-Nov-22	N/A	15-Nov-22	31-Dec-22	
Update																			
Actual																			
Planned	5	IBB NO. NIA/IRFQ/005/22	Air Ticket	1 Firm	5,000.00	RFO	10-Aug-22	24-Aug-22	7-Sep-22	7-Sep-22	21-Sep-22	5-Oct-22	19-Oct-22	26-Oct-22	2-Nov-22	N/A	16-Nov-22	31-Dec-22	
Update																			
Actual																			
Planned	6	IBB NO. NIA/IRFQ/006/20	Internet Connectivity	1 Firm	3,500.00	RFO	11-Aug-22	25-Aug-22	8-Sep-22	8-Sep-22	22-Sep-22	6-Oct-22	13-Oct-22	20-Oct-22	27-Oct-22	N/A	10-Nov-22	31-Dec-22	
Update																			
Actual																			
Planned	7	IBB NO. NIA/IRFQ/007/20	Cells	Assorted	250.00	RFO	12-Aug-22	26-Aug-22	9-Sep-22	9-Sep-22	23-Sep-22	7-Oct-22	21-Oct-22	28-Oct-22	4-Nov-22	N/A	18-Nov-22	31-Dec-22	
Update																			
Actual																			



Aug 14/2022



Aug. 1, 2022

Approved: [Signature]
Mekki T. Johnson
Acting Managing Director
National Housing Authority

Aug. 1, 2022
[Signature]
Aug. 4, 2022

Signed: [Signature]
Mr. [Name]
Procurement Manager
National Housing Authority

Planned	Update	Actual	Item No.	NIA/RFQ/09/202	Periodic Product/Case &	G-4661	2,666.60	10,000.00	RB	15-Aug-22	25-Aug-22	12-Sep-22	26-Sep-22	10-Oct-22	24-Oct-22	31-Oct-22	7-Nov-22	N/A	21-Nov-22	31-Dec-22
Planned	Update	Actual	8	NIA/RFQ/09/202	Periodic Product/Case &	G-4661	2,666.60	10,000.00	RB	15-Aug-22	25-Aug-22	12-Sep-22	26-Sep-22	10-Oct-22	24-Oct-22	31-Oct-22	7-Nov-22	N/A	21-Nov-22	31-Dec-22
Planned	Update	Actual	9	NIA/RFQ/09/202	Stationery	G-4761	Assorted	6,000.00	RFQ	16-Aug-22	30-Aug-22	13-Sep-22	27-Sep-22	11-Oct-22	25-Oct-22	1-Nov-22	8-Nov-22	N/A	22-Nov-22	31-Dec-22
Planned	Update	Actual	10	NIA/RFQ/10/202	Repar/Maint Mach-Equip & Furni	C-3312	Assorted	1,250.00	RFQ	17-Aug-22	31-Aug-22	14-Sep-22	28-Sep-22	12-Oct-22	26-Oct-22	2-Nov-22	9-Nov-22	N/A	23-Nov-22	31-Dec-22
Planned	Update	Actual	11	NIA/RFQ/11/202	Furniture & Fixture	G-4659	Assorted	1,363.00	RFQ	18-Aug-22	1-Sep-22	15-Sep-22	29-Sep-22	13-Oct-22	27-Oct-22	3-Nov-22	10-Nov-22	N/A	24-Nov-22	31-Dec-22
Grand Total								\$ 40,881.00												

Date: Aug. 1, 2022

Signature: [Signature]

Date: Aug. 1, 2022

Signature: [Signature]

Approved by: [Signature]
National Housing Authority (NHA)

Date: Aug. 4, 2022

Signature: [Signature]

Date: Aug. 4, 2022

Signature: [Signature]

Approved by: [Signature]
National Housing Authority (NHA)



National Housing Authority
Annual Procurement Plan Exploratory (Core Budget)
Fiscal Year 2022 (January-December 31)

1	IFB No.: NHA/RFQ/001/2022	ICT Infrastructure	This package is taken from the budget line Computer supplies and ICT Infrastructure Services @ (\$4,000.00USD). \$3,500.00 will be used for the purchase of four (4) computers, (Lap tops), while (\$500.00) will be applied to Micro-Soft Office Suit.
3	IFB No.: NHA/RFQ/002/2022	Repairs/Maint. Vehicle	This package is taken from budget line item: Repair and Maintenance services @ (\$8,748.00USD). It 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.
4	IFB No.: NHA/RFQ/003/2022	Vehicle Insurance	This package is intended to hire a firm to provide Insurance services for the following Vehicles: 1. Managing Director Vehicle, 2. DMD/A Vehicle, 3. DMD/TS Vehicle, and Utility Vehicle @ \$736.00USD.
5	IFB No.: NHA/RFQ/004/2022	Air Ticket	This package is taken from budget line item: Foreign-Means of Travel @ (\$5,000.00USD). It is intended to purchase Air Ticket for NHA's Senior Managers to seek Foreign assignments across the Country.
6	IFB No.: NHA/RFQ/005/2022	Internet Connectivity	This package is taken from budget line item: Telecomm. Internet & Postage @ (\$3,500.00USD). It is intended to hire a firm to supply Internet connectivity for the daily operation of the Institution.
7	IFB No.: NHA/RFQ/006/2022	Gifts	This Contract Package is taken from budget line item: Employee Awards, @ \$250.00USD and is intended to purchase gifts for Staffs and employees upon special achievements.
8	IFB No.: NHA/RFQ/008/2022	Petroleum Product (Gas & Diesel)	This contract package is taken from budget line items: fuel and lubricant-vehicle @ \$7,000.00USD. Fuel lubricant Generator @ (\$3,000.00USD). It is intended to procure (2,666.66 gallons gasoline) for vehicles assigned to Senior Official and Generator of the National Housing Authority for the daily operation.
9	IFB No.: NHA/RFQ/009/2022	Stationery	This contract package is taken from budget line items: Training Material @ \$2,000.00 and stationeries and supplies @ \$4,000.00USD. It is intended to purchase the following: A4 Sheet, Legal Sheets, Cartridges, Note Pads, Pens, Box File, Highlighter, Stick on Pad, Paper Glue, Staple Plus, Pains Remover, Staple machines, Ledgers, Markers, white boards, Makers, Paper Clips, Folders, Envelopes, Brown envelopes, Pelerators and etc. for the daily operation of the entity, workshops, and training of NHA Staffs.
10	IFB No.: NHA/RFQ/10/2022	Repairs/Maint. Mach- Equpt & Fumt	This Contract Package is taken from budget line item Repairs/Maint. Mach-Equpt & Furniture @ (\$1,250.00), and it is intended to hire a firm for maintenance of all NHA Machines, Equipments and Furnitures.
11	IFB No.: NHA/RFQ/12/2022	Furniture & Fixture	This Contract Package is taken from budget line items, Furniture and Fixture @ (\$1,383.00), it is intended to purchase furnitures and equipments for the smooth operation of each department for their daily use.
12		Water & Sewage	This Contract Package is taken from budget line item: Water & Sewage @ (\$1,500.00USD) and is intended to supply water for the bathrooms of each Department daily use.
13		Electricity	This Contract Package is taken from budget line item: Electricity @ \$4,500.00USD and is intended to purchase electricity to supply power for daily operations of the entity.

Signature:  Date: Aug 1, 2022
Mr. Phil Power
Procurement Manager
National Housing Authority

Approved By:  Date: Aug 1, 2022
Madam Cynthia D. Johnson
Acting Managing Director
National Housing Authority



Any 18/1/2022