



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 (SBA)
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
BASIC DATA				IMPLEMENTATION DATES															
	ITEM NO	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code	QTY	ESTIMATE D COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BO Q/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL BID DOC/TECH SPECS	BID INVITATION N & RELEASE OF BID DOC	BID SUBMISSION ON/PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCEMENT PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION & SUBSTANTIAL COMPLETION	ACCEPTANCE & FINAL PAYMENT	REMARKS
Planned	1	IFB No.: NHA/SBA/RFQ/003/19/20	Cleaning Materials	G - 4773	Assorted	8,000.00	RFQ	16-Jul-19	23-Jul-19	30-Jul-19	6-Aug-19	13-Aug-19	20-Aug-19	27-Aug-19	3-Sep-19	N/A	30-Jun-20	30-Jun-20	
Update																			
Actual																			
Planned	2	IFB No.: NHA/SBA/RFQ/004/19/20	Rep/ Maint. - Mach, Equip & Furn.Services	C-3312	1 Firm	5,000.00	RFQ	18-Jul-19	25-Jul-19	1-Aug-19	8-Aug-19	15-Aug-19	22-Aug-19	29-Aug-19	5-Sep-19	N/A	30-Jun-20	30-Jun-20	
Update																			
Actual																			
Planned	3	IFB No.: NHA/SBA/NCB/008/19/20	Event Catering	I - 5621	1 Firm	21,000.00	NCB	22-Jul-19	29-Jul-19	5-Aug-19	12-Aug-19	9-Sep-19	23-Sep-19	30-Sep-19	7-Oct-19	N/A	30-Jun-20	30-Jun-20	
Update																			
Actual																			
Planned	4	IFB No.: NHA/SBA/NCB/009/19/20	Purchase of Furniture & Fixture	F-4759	Assorted	17,000.00	NCB	24-Jul-19	31-Jul-19	7-Aug-19	14-Aug-19	11-Sep-19	25-Sep-19	2-Oct-19	9-Oct-19	N/A	30-Jun-20	30-Jun-20	
Update																			
Actual																			
Planned	5	IFB No.: NHA/SBA/RFQ/005/19/20	Rep/ Maint. - ICT Equipment Services	C-9511	20	10,000	RFQ	25-Jul-19	1-Aug-19	8-Aug-19	15-Aug-19	22-Aug-19	29-Aug-19	5-Sep-19	12-Sep-19	N/A	30-Jun-20	30-Jun-20	
Update																			
Actual																			
Sub Total						61,000.00													

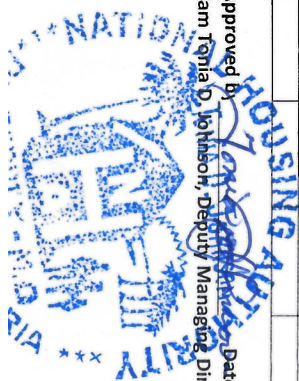
Prepared by:

Philip swen, Procurement Manager

Date: *Monday, 20*

Approved by: *Tony Johnson* Date: *Monday, 20*

Madam Tonia D. Johnson, Deputy Managing Director



NATIONAL HOUSING AUTHORITY PROCUREMENT PLAN (SBA) 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
		BASIC DATA							IMPLEMENTATION DATES									
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOC/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/PU BLC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT
	6	IFB No.: NHA/SBA/SS/001/19/20	Internet Connectivity	J-6110	1 Firm	20,000.00	SS	28-Jul-19	4-Aug-19	11-Aug-19	18-Aug-19	25-Aug-19	1-Sep-19	8-Sep-19	15-Sep-19	N/A	30-Jun-20	30-Jun-20
Planned																		
Update																		
Actual																		
	7	IFB No.: NHA/SBA/RFQ/006/19/20	Printing & Binding Services	J-5819	1 Firm	10,000.00	RFQ	29-Jul-19	5-Aug-19	12-Aug-19	19-Aug-19	26-Aug-19	2-Sep-19	9-Sep-19	16-Sep-19	N/A	30-Jun-20	30-Jun-20
Planned																		
Update																		
Actual																		
	8	IFB No.: NHA/SBA/RFQ/007/19/20	Newspaper	G-4761	Assorted	2,000.00	RFQ	30-Jul-19	6-Aug-19	13-Aug-19	20-Aug-19	27-Aug-19	3-Sep-19	10-Sep-19	17-Sep-19	N/A	30-Jun-20	30-Jun-20
Planned																		
Update																		
Actual																		
	9	IFB No.: NHA/SBA/NCB/0010/19/20	Vehicle Rental services	N-7710	1 Firm	20,500.00	NCB	1-Aug-19	8-Aug-19	15-Aug-19	22-Aug-19	19-Sep-19	3-Oct-19	10-Oct-19	17-Oct-19	N/A	30-Jun-20	30-Jun-20
Planned																		
Update																		
Actual																		
	10	IFB No.: NHA/SBA/NCB/0011/19/20	Publication Services	J-5813	1 Firm	20,000	NCB	5-Aug-19	12-Aug-19	19-Aug-19	26-Aug-19	23-Sep-19	7-Oct-19	14-Oct-19	21-Oct-19	N/A	30-Jun-20	30-Jun-20
Planned																		
Update																		
Actual																		
Total						72,500.00												

Prepared by:

Philip Swen, Procurement Manager

Date:

19/08/2020

Approved by:

Madam Tonya D. Johnson, Deputy Managing Director

Date:

19/08/2020



NATIONAL HOUSING AUTHORITY
PROCUREMENT PLAN (SBA) EXPLANATORY NOTES
FISCAL YEAR: 2019/2020

No.	Contract Package Code	Contract Package	Content of Contract Package
1	IFB No.: NHA/SBA/RFQ/003/19/20	Cleaning Materials	All Janitorial supplies including the following : Tissue, Detol, Liquid soap, Chlorine, Floor Mops, Brooms, Floor Towels, Dust Pan, Air Freshner, Spray-gone Detergent, Napkins ect...
2	IFB No.: NHA/SBA/RFQ/004/19/20	Rep/ Maint. - Mach., Equip & Furn. Services	This contract package is intended to procure repair and maintenance service for equipments and machine such as Air conditioner , refrigerators and generator.
3	IFB No.: NHA/SBA/NCB/008/19/20	Event Catering	This Contract package is taken from budget line items Workshop, Conference, Seminar @ \$5,000.00, Food and catering services @ \$6,000.00, Entertainment @ \$5,000.00 and Celebration @ \$5,000. It is intended to procure catering services for board meetings, Workshops, various Promotional and dedicatior programs.
4	IFB No.: NHA/SBA/NCB/009/19/20	Purchase of Furniture & Fixture	This package refres to the cost of purchasing office furniture fixtures such desk, chair, filing carbinate etc ...
5	IFB No.: NHA/SBA/RFQ/005/19/20	Rep/ Maint.- ICT Equipment Services	This contract package is intended to hire contractor to carry out maintenance of ICT Equipments.
6	IFB No.: NHA/SBA/SS/001/19/20	Internet Connectivity	This package is intended to procure internet subscription services .
7	IFB No.: NHA/SBA/RFQ/006/19/20	Printing & Binding Services	This contract package will be used for printing and binding of documents such as bid docurements/ letter heads and customer Land deeds
5	IFB No.: NHA/SBA/RFQ/007/19/20	Newspaper	This Package is taken from budget line item Newspaper, Books & Periodicals that will be uses to procure assorted Newspapers for NHA Senior officials
9	IFB No.: NHA/SBA/NCB/0010/19/20	Vehicle Rental Services	This contract package is taken from the budget line items Domestic means of travel and vehivle rental and lease. It is intended for the procurement of Vehicle rental services to facilitate transportation for M&E team to monitor or verify NHA projects in VOA, Brewerville, Grand Gedeh amongst others.
10	IFB No.: NHA/SBA/NCB/0011/19/20	Publication Services	This package is taken from the budget line item Advertising & Publication services, and it refers to the cost of publication of contract packages, public announcement, awareness etc

Prepared by:
Philip Swen, Procurement Manager

Date: *March 29, 2020*

Approved by: *Madam Tonia D. Johnson*
Date: *March 29, 2020*
Madam Tonia D. Johnson, Deputy Managing Director

