



Republic of Liberia  
**Public Procurement & Concessions Commission**

Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia

Website: [www.ppcc.gov.lr](http://www.ppcc.gov.lr) | Email: [info@ppcc.gov.lr](mailto:info@ppcc.gov.lr) | Phone Short Code: 4357

Ref. PPCC/RI/CEO/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

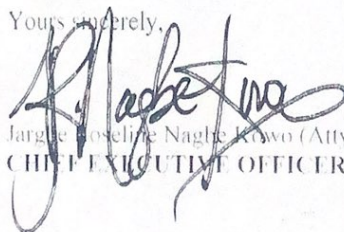
We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the National Housing Authority (NHA) Procurement Plan for Fiscal Year 2022 in accordance with **Section 40** (3) of the PPCA, 2010. The Commission, however, wishes to inform you that 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 Roseline Nagbe Krowo (Atty.)  
CHIEF EXECUTIVE OFFICER

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





Annual Procurement Plan (Appropriation) (GHS Budget)  
Fiscal Year 2022 (January-December 31)



1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	ITEM NO	PACKAGI NUMBER (CONTRACT PACKAGE)	CONTRACT PACKAGE	BASIC DATA Business Activity Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECIFICATIONS/DRAWINGS	PRICE OF BID DOCUMENT	PC APPROVAL OF BID DOCUMENT	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION OF BID REPORT	BID EVALUATION REPORT	PC APPROVAL OF BID REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MONTHLY CONTRIBUTION)	DELIVERY, INSPECTION & FINAL PAYMENT	ACCOMPLISHMENT	REMARKS
Planned Update Actual	1	HIU No. NHA/SHU/RIQ/001/2022	Cleaning Materials	C-4773	Assorted	930.00	RIQ	19-Aug-22	2-Sep-22	16-Sep-22	30-Sep-22	14-Oct-22	21-Oct-22	28-Oct-22	11-Nov-22	N/A	25-Nov-22	31-Dec-22	
Planned Update Actual	2	HIU No. NHA/SHU/RIQ/002/2022	Rep/ Maint. Mach- Equipment & Tools	C-9311	1-Ton	4,250	RIQ	22-Aug-22	5-Sep-22	19-Sep-22	3-Oct-22	17-Oct-22	24-Oct-22	31-Oct-22	14-Nov-22	N/A	28-Nov-22	31-Dec-22	
Planned Update Actual	3	HIU No. NHA/SHU/RIQ/003/2022	Printing & Binding Services	C-1012	1-Ton	1,750.00	RIQ	21-Aug-22	6-Sep-22	20-Sep-22	4-Oct-22	18-Oct-22	25-Oct-22	1-Nov-22	15-Nov-22	N/A	29-Nov-22	31-Dec-22	
Planned Update Actual	4	HIU No. NHA/SHU/RIQ/004/2022	Newspaper	C-4761	Assorted	200.00	RIQ	25-Aug-22	8-Sep-22	22-Sep-22	6-Oct-22	20-Oct-22	27-Oct-22	10-Nov-22	24-Nov-22	N/A	8-Dec-22	31-Dec-22	
Planned Update Actual	5	HIU No. NHA/SHU/RIQ/005/2022	Publication Services	I-5013	1-Ton	5,000.00	RIQ	26-Aug-22	9-Sep-22	23-Sep-22	7-Oct-22	14-Oct-22	21-Oct-22	28-Oct-22	11-Nov-22	N/A	25-Nov-22	31-Dec-22	

Signed: Mr. Philip Agyen  
Procurement Manager  
National Housing Authority

Date: 19.1.2022

Approved: *[Signature]*  
Acting Managing Director  
National Housing Authority

Date: Aug. 1, 2022



*[Signature]*  
19 Aug 18/2022



Planned	6	IFT No. N/A/NHA/IRQ/006/2022	Vehicle Rental Services	11-9-22	1 Firm	10,000.00	IRQ	29-Aug-22	12-Sep-22	26-Sep-22	10-Oct-22	17-Oct-22	24-Oct-22	31-Oct-22	14-Nov-22	N/A	28-Nov-22	11-Dec-22
Update																		
Actual																		
Planned	7	IFT No. NHA/NHA/IRQ/007/2022	Event Catering	1-5-21	1 Firm	6,500.00	IRQ	30-Aug-22	13-Sep-22	27-Sep-22	11-Oct-22	25-Oct-22	1-Nov-22	8-Nov-22	22-Nov-22	N/A	6-Dec-22	11-Dec-22
Update																		
Actual																		
Planned	8	IFT No. NHA/NHA/IRQ/008/2022	Generator Purchase	C-461	1	\$7,500.00	IRQ	31-Aug-22	14-Sep-22	28-Sep-22	12-Oct-22	26-Oct-22	2-Nov-22	9-Nov-22	23-Nov-22	N/A	7-Dec-22	11-Dec-22
Update																		
Actual																		
Planned	9	NHA/NHA/IRQ/009/2022	Regular/Maint ICT Equipment	C-931	1-Firm	\$4,250.00	IRQ	1-Sep-22	15-Sep-22	29-Sep-22	13-Oct-22	27-Oct-22	3-Nov-22	10-Nov-22	24-Nov-22	N/A	8-Dec-22	31-Dec-22
Update																		
Actual																		
GRAND TOTAL						3	40,000.00											

Signed By: *[Signature]* Date: Aug. 1, 2022  
 Procurement Officer  
 National Housing Authority/NHA

Approved: *[Signature]*  
 Acting Managing Director  
 National Housing Authority/NHA

Date: Aug. 1, 2022



*[Handwritten signature]*  
 Aug 18, 2022





National Housing Authority  
Executive Mansion Grounds  
Annual ~~Admission~~ Procurement Plan Explanatory Note (SBA)  
Source of Funding: GOL & Internal Revenue  
Fiscal Year/2022 (January-December 31)



Nos.	Contract Package Code	Contract Package	Content of Contract Package
1	IFB No.: NHA/SBA/RFQ/001/2022	Cleaning Materials	This Contract Package is taken from budget line item Cleaning Materials @ \$938.00, and is intended for all janitorial supplies and Services including the following: Tissue, Deterol, Liquid soap, Chlorine, Floor Mops, Brooms, Floor Towels, Dust Pan, Air Freshener, Spray-gone, Detergent, Napkins ect...
2	IFB No.: NHA/SBA/RFQ/002/2022	Repair/ Maint- Mach- Equipment & Furn.	This contract package is taken from budget line item: Rep/ Maint- ICT Equipment Services, @ (\$4,250,000USD) and is intended to hire contracting Firm to carry out maintenance of ICT Equipments for the entity
3	IFB No.: NHA/SBA/RFQ/003/2022	Printing & Binding Services	This contract package is taken from budget line item Printing & Binding Services @ (\$1,750,000USD), and will be used for printing and binding of NHA's documents such as Bid documents, Letter heads, and customer Land deeds.
4	IFB No.: NHA/SBA/RFQ/004/2022	Newspaper Publication Services	This Package is taken from budget line item Newspaper, Books & Periodicals @ (\$200,00), it is intended to procure assorted Newspapers for NHA Senior officials.
5	IFB No.: NHA/SBA/RFQ/005/2022	Vehicle Rental services	This package is taken from the budget line item: Advertising & Publication services @ (\$5,000,00), and it refers to the cost for publication of contract packages, public announcement, awareness, etc.
6	IFB No.: NHA/SBA/RFQ/006/2022	Event Catering	This contract package is taken from budget items: Celebrations @ (\$3,500,000USD), Workshop, Conf. & Seminar @ (\$500,000USD), Food & Catering Services @ (\$1,250,00) and Entertainment @ (\$1,250,000USD) which sum the amount of (\$6,500,000USD). It is intended to hire a Catering Firm which will attend to all NHA's Catering Services when there are Programmes and celebrations, etc.
7	IFB No.: NHA/SBA/RFQ/007/2022		

Signed:   
Mr. Philip Swen  
Procurement Manager  
National Housing Authority

Date: Aug. 1, 2022

Approved:

Madam Jorita D. Johnson  
Acting Managing Director  
National Housing Authority


Dated: Aug. 1, 2022





IFB No.: 8 NHA/SBA/RFQ/008/2022	Generator Purchase	This contract Package is taken from the budget line item, Other Fixed Assets (Generator) @ (\$7,500,000USD). It is intended to purchase one Generator for NHA to facilitate electricity when LEC services are unable to supply current at that moment.
9 NHA/SBA/RFQ/009/2022	Repair/Main-ICT Equipment	This contract Package is taken from the budget line item Repair/Main-ICT Equipment @ (4,250,000), it is intended for the maintenance of all NHA's ICT-Equipment.  This Contract Package is taken from budget line item: Continuation of the Construction of Five Hundred (500) Housing Units @ \$500,000.00USD. It is intended to continue the Construction of five hundred (500) Housing Units in VOA, Brewerville from the Fiscal Year 2016/2017 which was approved. This include: (1) Completion of the Balance 36 Duplexes Housing Units @ \$204,850.00 (2) Part Payment Boreholes Construction @ \$48,460.00 (3) Part Payment Construction Reinforced Septic Tanks @ \$56,505.00 (4) Part Payment Access Roads Rehabilitation @ (\$ 22,500.00) (5) Abandonment Cost 3 Contractors @ \$123,580.00, which was not initially budgeted for in 2017 (6) Project Administrative Costs @ \$44,105. These sum the total of \$500,000.00USD, which were initially approved for the Fiscal Year 2017
10	Continuation of 500 Housing Units	




Signed:   
Mr. Philip Swen  
Procurement Manager  
National Housing Authority/NHA

Date: Aug. 1, 2022

Approved:   
Madam Tonda D. Johnson  
Acting Managing Director  
National Housing Authority/NHA

Date: Aug. 1, 2022

  
Aug 4, 2022

