



# 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/RL/CEO/0425/'19

July 19, 2019

Hon. Molewuleh B. Gray

**CHAIRMAN**

National Investment Commission

Republic of Liberia

Dear Hon. Gray:

Subject: **PROVISIONAL APPROVAL OF DRAFT PROCUREMENT PLAN FOR FISCAL YEAR 2019/2020**

We present our compliments and wish to acknowledge receipt of your letter dated July 1, 2019 which sought the approval of the Commission for the National Investment Commission SBA and Non SBA Procurement Plans for FY 2019/2020 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 2019/2020 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for NIC's allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for FY 2019/2020 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 (2018/2019), for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for fiscal year 2019/2020.

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 Rosejije Jargbe Kowo (Atty).  
**CHIEF EXECUTIVE OFFICER**



**National Investment Commission**  
**Procurement Plan SBA**  
**Source of Funding Government of Liberia**  
**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	Code	Cont. Package	Business Activity Code	Qty	Est. Cost(USD)	Procure Method	Tech. Specs	Prepare Bidding Document	Entity/PC	Advertise	Bid Sub./Pub. Opening Same Date	Bid Eva Reports	Entity Pc App'l	Cont. Award/ Signature	Advance Payment e/LC	Delivery	Acceptance & Final Payment	Remarks
Planned	1	RFQ No: NIC/SBA/RFQ/001/19/20	Food Stuff	G 4711	Assorted	7,000.00	RFQ	8-May-19	15-May-19	22-May-19	20-Jun-19	27-Jun-19	4-Jul-19	8-Jul-19	15-Jul-19	NIL	12-Aug-19	30-Jun-20	
Update																			
Actual																			
Planned	2	RFQ No: NIC/SBA/RFQ/002/19/20	Catering Services	I5621	1 Firm	3,000.00	RFQ	10-May-19	17-May-19	24-May-19	21-Jun-19	28-Jun-19	5-Jul-19	9-Jul-19	16-Jul-19	NIL	23-Jul-19	30-Jun-20	
Update																			
Actual																			
Planned	3	RFQ No: NIC/SBA/RFQ/003/19/20	Vehicle Insurance	I6612	1 Firm	2,500.00	RFQ	13-May-19	20-May-19	27-May-19	21-Jun-19	28-Jun-19	5-Jul-19	9-Jul-19	16-Jul-19	NIL	23-Jul-19	30-Jun-20	
Update																			
Actual																			
Planned	4	IFB No: NIC/SBA/RB/001/19/20	Security Guard Services	N8010	1 Firm	11,000.00	RB	17-May-19	24-May-19	31-May-19	24-Jun-19	22-Jul-19	29-Jul-19	5-Aug-19	19-Aug-19	NIL	25-Nov-19	30-Jun-20	
Update																			
Actual																			
Planned	5	RFQ No: NIC/SBA/RFQ/004/19/20	Publication Service	J 5813	1 Firm	2,000.00	RFQ	9-May-19	16-May-19	23-May-19	25-Jun-19	23-Jul-19	30-Jul-19	6-Aug-19	20-Aug-19	NIL	26-Nov-19	30-Jun-20	
Update																			
Actual																			
Planned	6	RFQ No: NIC/SBA/RFQ/005/19/20	Printing & Binding Services	C 1812	1 Firm	5,000.00	RFQ	9-May-19	16-May-19	23-May-19	20-Jun-19	18-Jul-19	25-Jul-19	1-Aug-19	15-Aug-19	NIL	21-Nov-19	30-Jun-20	
Update																			
Actual																			
Planned	7	SS No: NIC/SBA/SS/001/19/20	Internet Services	J 6120	1 Firm	15,120.00	SS	17-May-19	24-May-19	31-May-19	24-Jun-19	22-Jul-19	29-Jul-19	5-Aug-19	19-Aug-19	NIL	25-Nov-19	30-Jun-20	
Update																			
Actual																			
Planned	8	RFQ No: NIC/SBA/RFQ/006/19/20	Search Cards	J6150	852pcs	4,260.00	RFQ	9-May-19	16-May-19	23-May-19	20-Jun-19	18-Jul-19	25-Jul-19	1-Aug-19	15-Aug-19	NIL	21-Nov-19	30-Jun-20	
Update																			
Actual																			
	Total					49,880.00													

Prepared by: Bourah K. Gibson  
 Procurement Officer/ NIC

Approved by: Moses M. Gray  
 Chairman/ NIC


Date: 16/07/19

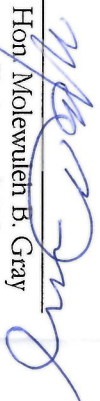
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**National Investment Commission**  
**PROCUREMENT PLAN Explanatory Notes SBA**  
Source of Funding: Government of Liberia  
Fiscal Year: 2019/2020

Item NO.	Contract Package Code	Contract Package	Content	Estimated Amount (USD)
1.	RFQ No: NIC/SBA/RFQ/001/19/20	Printing & Binding Services	The Commission will hire a Firm to provide Printing and Binding services through a contract award in line with the budget amount allocated.	\$5,000.00
2.	RFQ No: NIC/SBA/RFQ/002/19/20	Food Stuff	Food Stuff is separated from the budget item Food and Catering Services to be single package to purchase food items from a reputable Supermarket for the Commission.	\$7,000.00
3.	RFQ No: NIC/SBA/RFQ/003/19/20	Catering Services	The Management will hire a Catering firm to render Catering Services for in house workshop, and Training Programs from the budget line item Food and Catering Services.	\$3,000.00
4.	RFQ No: NIC/SBA/RFQ/004/19/20	Vehicle Insurance	The Management will hire an insurance firm from the National Competitive Bidding process to provide Insurance services for the Commission's eight (8) vehicles per the amount indicated for this package.	\$2,500.00
5.	RFQ No: NIC/SBA/RB/002/19/20	Security Guard Services	The amount indicated under this package is geared towards hiring a Security firm to provide security personnel to protect NIC Offices and	\$11,000.00

Prepared By:   
Bóimah K. Gibson  
Procurement Officer/NIC

Approved By:   
Hon. Molewuloh B. Gray  
Chairman/NIC

Date: 1407/19

*CEEB*  
*July 18, 2019*

*11/19/19*  
*[Signature]*

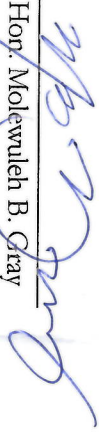
**National Investment Commission**  
**PROCUREMENT PLAN Explanatory Notes SBA**  
**Source of Funding: Government of Liberia**  
**Fiscal Year: 2019/2020**

			Assets.	
6.	RFQ No: NIC/SBA/RFQ/005/19/20	Publication Service	This service is separated package from the budget line item of Printing, Binding and Publication Services, and to hire a firm to provide Publication services for advertisement and the purchase of local dailies.	\$2,000.00
7.	RFQ No: NIC/SBA/RFQ/006/19/20	Scratch Cards	The amount allocated to this Budget Line item will utilized towards purchase of scratch cards for use by the Commission for official communication purposes.	\$4,260.00
8.	SS No: NIC/SBA/SS/001/19/20	Internet Services	The internet Services will be provided the GOL through LIBTECO to the Commission for the amount allocated.	\$15,120.00


**\*\* NON-Residential Building (Office Building):** The National Investment Commission has an existing contract with the Outland family for the use of the building currently hosting the Commission. Amount indicated under this budget package is, One hundred twenty five thousand United States dollars (\$ 125,000.00).

**\*\* Local Staff Training:** The NIC staff will undertake professional training at the Liberia Institute of Public Administration (LIPA) under this budget item (Staff Training- Local) in the estimated amount of One Thousand United States Dollars (\$ 1,000.00)

Prepared By:   
 Bolimah K. Gibson  
 Procurement Officer/NIC

Approved By:   
 Hon. Molewuleh B. Gray  
 Chairman/NIC

Date: 16/07/19

  
 JULY 18, 2017

Provisioned  
  
 07/19/19