



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/0933/'19**

November 21, 2019

Hon. J. Tiah Nagbe
EXECUTIVE DIRECTOR
National Identification Registry
Republic of Liberia

Dear Hon. Nagbe:

Subject: **PROVISIONAL APPROVAL OF DRAFT 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 Identification Registry SBA and Non SBA 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 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 NIR'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 Roseline Nagbe Kowo (Atty)
CHIEF EXECUTIVE OFFICER

Regulating and Monitoring Compliance with the Public Procurement and Concession Act of Liberia

**National Identification Registry
Procurement Plan (SBA Budget)
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
	Item No	Package Number (CODE)	BASIC DATA Contract PACKAGE	Business Activity Code	QTY	ESTIMATED COST USD	PROCUREMENT ENT METHOD	TECHNICAL SPECS/BOQ/ DRAWING	PREP. OF BID DOCUMENT	PC APPROVAL- BID DOC/TECH SPECS	BID INVITATION& RELEASE	BID SUBMISSION/ PUBLIC OPENING	SUBMISSION OF BID EVALUATION	PC APPROVAL- BID EVALUATION	CONTRACT AWARD& SIGNING	ADVANCE PAYMENT(M OBLIZATION	DELIVERY, INSPECTION SUBSTANT
Planned	1	IFB No.: NIR/SBA/SS/001/19/20	Internet Connectivity	J-6190	firm	9,600.00	SS	2-Jun-19	23-Jun-19	7-Jul-19	21-Jul-19	18-Aug-19	8-Sep-19	22-Sep-19	13-Oct-19	N/A	1-Mar-20
Update																	
Actual																	
Planned	2	IFB No.:NIR/SBA/RFQ/001/19/20	Generators Repairs & Maintenance Services	C-3314	firm	1,200.00	RFQ	6-Jun-19	13-Jun-19	20-Jun-19	27-Jun-19	11-Jul-19	18-Jul-19	25-Jul-19	1-Aug-19	N/A	16-Jan-20
Update																	
Actual																	
Planned	3	IFB No.:NIR/SBA/RFQ/002/19/20	Vehicle Repair & Maintenance Services	G-4620	Firm	4,800.00	RFQ	4-Jun-19	11-Jun-19	18-Jun-19	25-Jun-19	9-Jul-19	16-Jul-19	23-Jul-19	30-Jul-19	N/A	14-Jan-20
Update																	
Actual																	
Planned	4	IFB No.:NIR/SBA/RB/001/19/20	Security Guard Service	N-8010	firm	18,900.00	RB	4-Jun-19	11-Jun-19	25-Jun-19	9-Jul-19	6-Aug-19	27-Aug-19	10-Sep-19	1-Oct-19	N/A	17-Mar-20
Update																	
Actual																	
Planned	5	IFB NO.:NIR/SBA/RB/002/19/20	Petroleum Products	G-4661	8,108 @ 3.70	30,000.00	RB	3-Jun-19	10-Jun-19	24-Jun-19	8-Jul-19	5-Aug-19	26-Aug-19	9-Sep-19	30-Sep-19	N/A	12-Mar-20
Update																	
Actual																	
Planned	6	IFB No.:NIR/SBA/RFQ/003/19/20	Stretch Card	G-4651	firm	8,400.00	RFQ	3-Jul-19	24-Jul-19	7-Aug-19	14-Aug-19	11-Sep-19	18-Sep-19	25-Sep-19	2-Oct-19	N/A	19-Feb-20
Update																	
Actual																	
Sub Total						72,900.00											

Signed: 
 Momolu V. Sirleaf/Procurement Director

Date 09/05/19

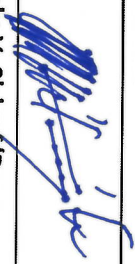
Approved By: 
 J. Tiah Nagbe/Executive Director

Date: 10/2/19


 11/2/19

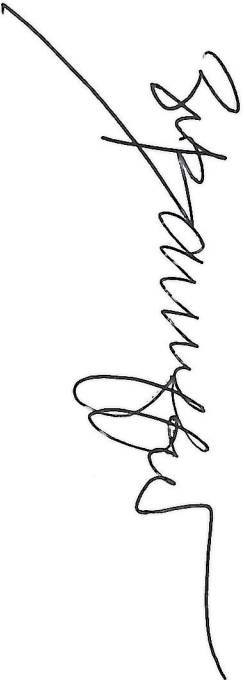
National Identification Registry
Procurement Plan (SBA Core Budget)
Source of Funding: Government of Liberia
Fiscal Year 2019/2020

Planned	7	IFB No.:NIR/SBA/RFQ/004/19/20	Event Catering	I-5610	firm	4,364.00	RFQ	3-Jul-19	24-Jul-19	7-Aug-19	14-Aug-19	11-Sep-19	18-Sep-19	25-Sep-19	2-Oct-19	N/A	19-Feb-20
Update																	
Actual																	
Sub Total						4,364.00											
Grand Total						77,264.00											

Signed: 
Momlu V. Sirleaf/Procurement Director

Date 09/05/19 Approved By: 
J. Tiah Nagbe/Executive Director


Date: 10/02

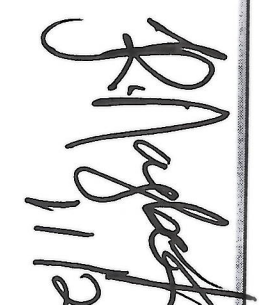



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National Identification Registry
Procurement Plan Explanatory Notes (SBA Budget)
Source of Funding: Government of Liberia
Fiscal Year 2019/2020

Item No.	Contract package Code	Contract Package	Content of Contract Package
1.	IFB NO NIR/SBA/SS/001/19/20	Internet Connectivity	This package is intended to procure internet service for the National Identification Registry Head Office. This will be taken from the internet provider service budget line.
2.	IFB NO NIR/SBA/Rfq/001/19/20	Repair & Maintenance Generator	This package is intended to hire a company to repair and maintain the Registry's one 50KV A generator. This will be taken from the budget of generator repair and maintenance.
3.	IFB NO NIR/SBA/Rfq/002/19/20	Vehicle Repair & Maintenance	This package is intended to hire company for the purpose repairing and maintaining NIR three (3) Vehicles. And this will be taken from the budget line of Vehicle repair and maintenance.
4.	IFB NO NIR/SBA/NCB/001/19/20	Security Guard Service	This package is intended to hire a private security guard service for the NIR head office. This will be taken from the Operational budget line.
5.	IFB NO.NIR/SBA/RB/001/19/20	Petroleum Products	This package is intended to procure 8,108 gallons of fuel for the National Identification Registry vehicles, and generators at the rate of USD 3.70. This will be taken from both Vehicle and generator fuel & Lubricants budget line.
6.	IFB NO NIR/SBA/Rfq/003/19/20	Scratch Cards	This package is intended to procure scratch cards for the National Identification Registry staffs operations. This will be taken from Scratch Cards budget line.

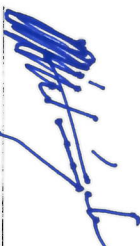
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National Identification Registry
Procurement Plan Explanatory Notes (SBA Budget)
Source of Funding: Government of Liberia
Fiscal Year 2019/2020

6.	IFB No. NIR/SBA/RFQ/00419/20	Event Catering	This package is intended to hire a catering firm to provided breakfast and lunch for various activities at the National Identification Registry which include: board meeting, workshops, staff's training, etc. This will be taken from Workshops, Conferences, Symposia and Seminars budget line.
7.	IFB NO NIR/SBA/SS/00219/20	Office Building Rental/ Lease	This Package is intended to pay the yearly rent for the National Identification Registry head office building located in Congo Town at the back of YWCA. This will be taken from the budget line of Office Building Rental and Lease.

Prepared by: 
Momolu V. Sirleaf
Procurement Officer

Date: 09/05/2019

Approved by: 
Hon. J. Tiah Nagbe
Executive Director

Date 10/21/19

