

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/160/'21

May 4, 2021

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

Dear Hon. Nagbe:

Subject: **RECEIPT AND APPROVAL OF SBA AND NON SBA PROCUREMENT PLAN FOR FISCAL YEAR 2020/2021**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the National Identification Registry (NIR) SBA and Non SBA Procurement Plans (*Goods and Services*) for Fiscal Year 2020/2021 in accordance with **Section 40 (3)** of the PPCA, 2010. The Commission, upon review and scrutiny of your submission and accompanying documents, thus, approves the National Identification Registry (NIR) SBA and Non SBA Procurement Plans. Please note that a copy of this Procurement Plan will be duly forwarded to the Ministry of Finance and Development Planning (MFDP), to enable processing of allotments in keeping with the approved Procurement Plans, upon conclusion of stipulated procurement 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 plans and notify the Commission in writing and the Minister of Finance of any material changes in its plan. An updated procurement plan shall accompany said notice to the Commission.

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,


Jargbe Rueline 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 AND INTERNAL REVENUE
FISCAL YEAR 2020/2021

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/D RAWING	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/ MOBILIZATION	DELIVERY, INSPECTION E. (SUBSTANT)
Planned	1	IFB No.: NIR/SBA/SS/001/20/21	Internet Connectivity	J-6190	1 firm	\$ 16,845.00	SS	30-Mar-21	6-Apr-21	13-Apr-21	11-May-21	8-Jun-21	11-May-21	18-May-21	1-Jun-21	N/A	15-Jun-21
Update																	
Actual																	
Planned	2	IFB No.: NIR/SBA/NCB/001/20/21	Security Guard Service	N-8010	1 firm	\$ 18,900.00	NCB	30-Mar-21	6-Apr-21	13-Apr-21	11-May-21	8-Jun-21	11-May-21	18-May-21	1-Jun-21	N/A	22-Jun-21
Update																	
Actual																	
Planned	3	IFB No.: NIR/SBA/NCB/002/20/21	Printing & Publication	C-1812	1 firm	\$ 50,594.00	NCB	13-Apr-21	19-Apr-21	26-Apr-21	7-May-21	31-May-21	4-Jun-21	8-Jun-21	15-Jun-21	N/A	22-Jun-21
Update																	
Actual																	
Planned	4	IFB No.: NIR/SBA/NCB/003/20/21	Medical Insurance (Staff)	K-6511	1 firm	\$ 34,080.00	NCB	12-Apr-21	19-Apr-21	26-Apr-21	3-May-21	31-May-21	7-Jun-21	14-Jun-21	18-Jun-21	N/A	21-Jun-21
Update																	
Actual																	
Planned	5	IFB No.: NIR/SBA/NCB/004/20/21	Repair & Maintenance of Non-Residential Building	F-4330	1 firm	\$ 12,500.00	NCB	12-Apr-21	19-Apr-21	26-Apr-21	6-May-21	3-Jun-21	7-Jun-21	14-Jun-21	18-Jun-21	N/A	23-Jun-21
Update																	
Actual																	
Planned	6	IFB No.: NIR/SBA/NCB/005/20/21	Publication of General Announcement	J-5819	1 firm	\$ 30,000.00	NCB	12-Apr-21	19-Apr-21	26-Apr-21	6-Jun-21	4-Jul-21	7-Jun-21	14-Jun-21	18-Jun-21	N/A	25-Jun-21
Update																	
Actual																	
		SUB TOTAL				\$ 162,919.00											

Signed:

[Signature]

Date: April 21, 2021

Approved by:

[Signature]

Date:

4/21/21

Momolu V. Sirleaf/ Procurement Director

J. Tiah Nagbe / Executive Director



NATIONAL IDENTIFICATION REGISTRY
PROCUREMENT PLAN (SBA BUDGET)
SOURCE OF FUNDING: GOVERNMENT OF LIBERIA AND INTERNAL REVENUE
FISCAL YEAR 2020/2021

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
		BASIC DATA										IMPLEMENTATION DATES					
Item No	Package Number (CODE)	Contract PACKAGE	Business Activity Code	QTY	ESTIMATED COST USD	PROCUREMENT 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(MOBILIZATION	DELIVERY, INSPECTION (SUBSTANT)	AC E P
Planned	7	Generators Repairs & Maintenance Services	C-3314	1 firm	7,200.00	RFQ	3-May-21	10-May-21	17-May-21	24-May-21	1-Jun-21	8-Jun-21	14-Jun-21	21-Jun-21	N/A	25-Jun-21	30
Update																	
Actual																	
Planned	8	Vehicle Repair & Maintenance Services	G-4620	1 firm	8,700.00	RFQ	3-May-21	10-May-21	17-May-21	24-May-21	1-Jun-21	8-Jun-21	14-Jun-21	21-Jun-21	N/A	5-Jul-21	30
Update																	
Actual																	
Planned	9	Event Catering	I-5610	1 firm	6,000.00	RFQ	12-Apr-21	19-Apr-21	26-Apr-21	6-May-21	20-May-21	27-May-21	31-May-21	8-Jun-21	N/A	15-Jun-21	30
Update																	
Actual																	
Planned	10	Cleaning Material	G-4773	Assorted	8,000.00	RFQ	12-Apr-21	19-Apr-21	26-Apr-21	6-May-21	20-May-21	27-May-21	31-May-21	8-Jun-21	N/A	15-Jun-21	30
Update																	
Actual																	
Planned	11	Petroleum Products	G-4661	1 firm	45,664.00	RB	19-Apr-21	26-Apr-21	7-May-21	14-May-21	11-Jun-21	15-Jun-21	18-Jun-21	21-Jun-21	N/A	25-Jun-21	30
Update																	
Actual																	
Planned	12	Vehicle Rental Service	N-7710	firm	4,000.00	RFQ	12-Apr-21	19-Apr-21	26-Apr-21	6-May-21	20-May-21	27-May-21	31-May-21	8-Jun-21	N/A	22-Jun-21	30
Update																	
Actual																	
Planned	13	Pre-Printed Blank Cards	C-1812	firm	42,000.00	SS	19-Apr-21	26-Apr-21	7-May-21	14-May-21	11-Jun-21	15-Jun-21	18-Jun-21	21-Jun-21	N/A	25-Jun-21	30
Update																	
Actual																	
Sub Total					121,564.00												
Grand Total					284,483.00												

Signed: _____

Momlu V. Sirleaf/Procurement Director

Date: April 21, 2021

Approved By: _____

J. Tiah Nagbe/Executive Director

Date: 4/21/21



National Identification Registry
Procurement Plan Explanatory Notes (SBA Budget)
Source of Funding: Government of Liberia and Internal Revenue
Fiscal Year 2020/2021

Item No.	Contract package Code	Contract Package	Content of Contract Package
1.	IFB No.: NIR/SBA/RB/001/20/21	Internet Connectivity	This package is intended to procure internet bundles and connectivity device for the National Identification Registry Head Office. This will be taken from the internet provider service budget line of GoL and Telecommunication of Internal Revenue.
2.	IFB NO.: NIR/SBA/NCB/001/20/21	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 Security Guard Service budget line(Internal Revenue).
3.	IFB No.: NIR/SBA/NCB/002/20/21	Printing & Publication	This package is intended to hire a printing press that will print and supply us forms, flyers, call cards, letter heads, calendars, etc. This will be taken from the budget line of Printing Binding and Publication Services of the Internal Revenue.
4.	IFB No.: NIR/SBA/NCB/003/20/21	Medical Insurance Coverage	This package is intended to hire Insurance Company for the purpose of providing medical insurance for the National Identification Registry employees/Staffers. This will be taken from the Staff Insurance budget line of Internal Revenue.
5.	IFB No.: NIR/SBA/NCB/004/20/21	Repair & Maintenance of Non-Residential Building	This package is intended to hire a construction company to repair any damage caused on the National Identification Registry head office building. This amount will be taken from Repairs and Maintenance-Civil budget line of Internal Revenue.
6.	IFB No.: NIR/SBA/NCB/005/20/21	Publication of General Announcement	This package is intended to carry out publicity by placing advertisement in the Newspapers, radio announcements, promotes both in the print and electronic mediums, radio talk shows, etc. This will be taken from the Internal Revenue budget line of Advertising and Public Relations.
7.	IFB NO.: NIR/SBA/RFQ/001/20/21	Repair & Maintenance Generator	This package is intended to hire a company to do maintenance and repair on the Registry's two (50kva and 20kva) generators. This will be taken from Repair and Maintenance generator(GoL) and Repair and Maintenance Machinery (Internal Revenue) budget lines.

May 4, 2021


PP
April 24, 2021

4/21/21

National Identification Registry
Procurement Plan Explanatory Notes (SBA Budget)
Source of Funding: Government of Liberia and Internal Revenue
Fiscal Year 2020/2021


8.	IFB NO.: NIR/SBA/RFQ/002/20/21	Vehicle Repair & Maintenance	This package is intended to hire company for the purpose of repairing and maintaining NIR three (3) Vehicles. And this will be taken from the budget line of Vehicle repair and maintenance both GoL and Internal Revenue.
9.	IFB No.: NIR/SBA/RFQ/004/20/21	Event Catering	This package is intended to hire entity or business to conduct catering services for workshop, conferences and symposium. This will be taken from the Food and Catering Services budget line of Internal Revenue.
10.	IFB No.: NIR/SBA/RFQ/005/20/21	Cleaning Material	This package is intended to procure assorted materials namely: barrels, floor mob, broom, dust pan, yard trash can, rubber buckets, hand sanitizer, etc. This will be taken from budget line Cleaning Materials and Services of Internal Revenue.
11.	IFB NO.: NIR/SBA/RB/001/20/21	Petroleum Products	This package is intended to procure 7,801 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 of GoL and Internal Revenue.
12.	IFB No.: NIR/SBA/RFQ/006/20/21	Vehicle Rental Service	This package is intended to hire company to provide vehicle rental service to enhance the operation of the Registry. It will be taken from the budget line Domestic Mean of Travel of Internal Revenue.
13.	IFB No.: NIR/SBA/SS/003/20/21	Pre-Printed Blank Cards	This package is intended to hire a company for the purpose of providing Pre-Printing Blank Cards for the National Identification Registry nationwide enrollment process. This will be taken from the Operational Expense budget line of Internal Revenue.
14.	IFB NO.: NIR/SBA/SS/002/20/21	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(GoL).

Prepared by:



Momolu V. Sirleaf
Procurement Director

Date:



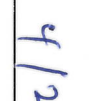
21, 2021

Approved by:



Hon. J. Tiah Nagbe
Executive Director

Date:



4/21/21





