



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/1031/'20**

February 13, 2020

Atty. Saifuah-Mai Gray

**PRESIDENT**

National Oil Company of Liberia  
Republic of Liberia

Dear Atty. Gray:

Subject: **RECEIPT AND APPROVAL OF SPECIAL PROJECT (WEBSITE DESIGN AND HOSTING)  
PROCUREMENT PLAN FOR FISCAL YEAR 2019/2020 AND REQUEST TO USE RESTRICTED  
BIDDING METHOD OF PROCUREMENT FOR WEBSITE UPGRADING**

We present our compliments and wish to notify you that the Public Procurement and Concessions Commission has received and approved the **National Oil Company of Liberia (NOCAL)** Special Project Procurement Plan (*Services*) for Fiscal Year 2019/2020, and the request to use Restricted Bidding method of procurement to conduct bidding process for the upgrading of the entity's website in accordance with **Section 40 (3) and Section 50 (b)** of the PPCA, 2010.

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."

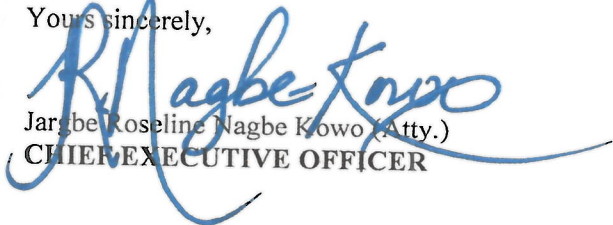
Please note that an approval of a method on the procurement plan is deemed as the Commission's full approval and as such a Procuring Entity will not be required to again request the use of said approved method.

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.

Best regards.

Yours sincerely,

  
Jarabe Roseline Nagbe Kowo (Atty.)  
**CHIEF EXECUTIVE OFFICER**

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

National Oil Company of Liberia  
Procurement Plan  
Special Project: Website Upgrade  
Source of Funding: Internal and External Generated Revenue  
FY: July 1, 2019- June 30, 2020

| 1                               | 2    | 3                | 4                       | 5   | 6               | 7                    | 8                      | 9                               | 10                                 | 11                           | 12                              | 13                                  | 14                                      | 15                       | 16                             | 17                                            | 18                         | 19      | 20 |
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| FY: July 1, 2019- June 30, 2020 |      |                  |                         |     |                 |                      |                        |                                 |                                    |                              |                                 |                                     |                                         |                          |                                |                                               |                            |         |    |
| BASIC DATA                      |      |                  |                         |     |                 | IMPLEMENTATION DATAS |                        |                                 |                                    |                              |                                 |                                     |                                         |                          |                                |                                               |                            |         |    |
| Item No.                        | Code | Contract Package | Business Activity Codes | QTY | Est. cost (USD) | Procurement method   | Tech. Spec/BOQ/Drawing | Preparation of Bidding Document | PC Approval- 1 Bid Doc/Tech. Specs | Bid Invitation & Release Doc | Bid/Submission /Public. Opening | Submission of Bid Evaluation Report | PC Approval- 2 of Bid Evaluation Report | Contract Award/Signature | Advance Payment (Mobilization) | Delivery/ Inspection (substantial completion) | Acceptance & Final Payment | Remarks |    |
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APPROVED BY:   
Lekeah Gayfior, Jr.  
Procurement Officer

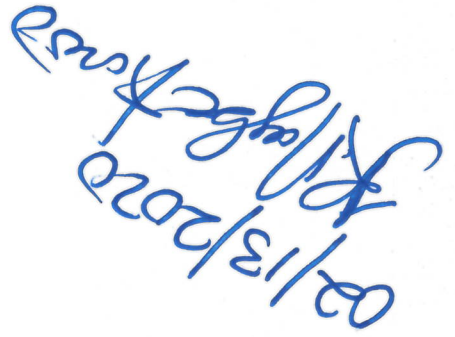
Date: 02-05-2020

APPROVED BY:   
Saifullah-Mai Gray  
Chief Executive Officer / Head of Procurement Committee

Date: 02-5-2020



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## Procurement Plan

## Special Project: Website Upgrade

Source of Funding: Internal and External Generated Revenue

FY: July 1, 2019- June 30, 2020

|                                                                                                                                                        |                                                  |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                   |                                |                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-------------------------------|
| <p>APPROVED BY: </p> <p>Mekah Gaylor, Jr.<br/>Procurement Officer</p> | <p>IFB NO. NOCAL/WEBSITE/PROJECT/RE001/19/20</p> | <p>WEBSITE UPGRADE</p> | <p>This estimated contract package (\$2,500,000) is drawn from our Financing Agreement with our Partner (TCs) for the procurement of Website Upgrade for Bid Rounds 2020 in April. Due to limited Service Provider in this field, the selected procurement method is selected in keeping with section 50 (b) of the PPACA Act of 2010. In keeping with Section 48.5, we also request for a week reduction in the lead time of this process as it will not affect competition.</p> | <p>APPROVED BY: </p> <p>Atty/ Saliuah-Mai Grey<br/>Chief Executive Officer / Head of Procurement Committee</p> | <p>Date: <u>02-05-2020</u></p> | <p>Date: <u>02-5-2020</u></p> |
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ARE BY:

**Deke Gaylor, Jr.**  
Procurement Officer

**Deke Gaylor, Jr.**  
Procurement Officer

Date:

b2-D5-2020

Date:

APPROVED BY: Saifuh-Mai Gray  
Atty Saifuh-Mai Gray

Chief Executive Officer / Head of Procurement Committee

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