



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/1609/'20

November 16, 2020

Atty. Saifua-Mai Gray  
**PRESIDENT**  
National Oil Company  
Republic of Liberia

Dear Atty. Gray:

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 Commission for the National Oil Company (NOCAL) SBA and Non SBA Procurement Plan (*Goods and Services*) for Fiscal Year 2020/2021 in accordance with Section 40 (3) of the PPCA, 2010. The Commission, however, wishes to inform you that your Procurement Plan has been 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.

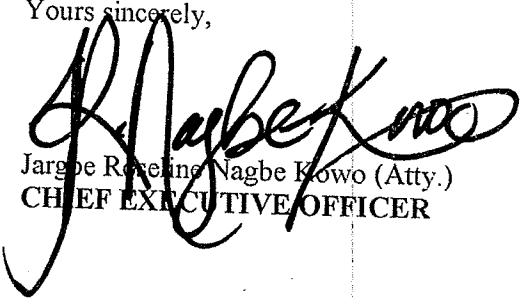
The Commission counsels that you observe Section 40(5) of the PPCA, 2010 which states "each Procuring Entity, shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes 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,

  
Jargoe 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 ( Non SGA Core Budget)  
Source of Funding: Internal Generated Revenue  
FY: July 1, 2020 - June 30, 2021

		BASIC DATA										IMPLEMENTATION DATA						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
Item No.	Code			Business Activity Codes	QTY	Est. cost (USD)	Procurement method	Tech. Spec/BOD/Drawing	Preparation of Bidding Document	PC Approval- 1 Bid Doc/Tech. Specs	Bid Invitation & Release Doc	Bid/Subscription /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
		Contract Package																
Planned	1	IFB NO. NOCA/RFQ/001/20/21		Telecommunication, Portage & Courier Service	1 Firm	\$15,000.00	RFQ	10/19/2020	10/26/2020	11/2/2020	11/9/2020	11/23/2020	11/30/2020	12/7/2020	12/14/2020	N/A	12/21/2020	6/4/2021
Update																		
Actual																		
Planned	2	IFB NO. NOCA/NCB/001/20/21		Repair and Maintenance- Machinery Equipment (Generator)	1 Firm	\$16,000.00	NCB	10/20/2020	10/27/2020	11/10/2020	11/17/2020	12/15/2020	12/22/2020	12/29/2020	1/12/2021	N/A	1/19/2021	6/11/2021
Update																		
Actual																		
Planned	3	IFB NO. NOCA/RFQ/002/20/21		Repair and Maintenance of Vehicles	1 Firm	\$6,500.00	RFQ	10/18/2020	10/25/2020	11/1/2020	11/8/2020	11/22/2020	11/29/2020	12/6/2020	12/13/2020	N/A	12/20/2020	6/18/2021
Update																		
Actual																		
Planned	4	IFB NO. NOCA/RFQ/003/20/21		Repair and Maintenance- Elevator	1 Firm	\$5,000.00	RFQ	10/20/2020	10/27/2020	11/3/2020	11/10/2020	11/24/2020	12/1/2020	12/8/2020	12/15/2020	N/A	12/22/2020	6/8/2021
Update																		
Actual																		
Planned	5	IFB NO. NOCA/NCB/002/20/21		Beverage Serving Activities (Entertainment)	1 Firm	\$17,500.00	NCB	10/22/2020	10/29/2020	11/12/2020	11/19/2020	12/17/2020	12/24/2020	12/31/2020	1/14/2021	N/A	1/21/2021	6/15/2021
Update																		
Actual																		
Planned	6	IFB NO. NOCA/NCB/003/20/21		IT Equipment & Server	Assorted	\$85,000.00	NCB	10/26/2020	11/2/2020	11/16/2020	11/23/2020	12/21/2020	12/28/2020	1/4/2021	1/18/2021	N/A	1/25/2021	6/30/2021
Update																		
Actual																		
Planned	7	IFB NO. NOCA/NCB/004/20/21		ICT Infrastructure, Network, Hardware & Website Facilities	1 Firm	\$83,000.00	NCB	10/30/2020	11/6/2020	11/20/2020	11/27/2020	12/25/2020	1/1/2021	1/8/2021	1/22/2021	N/A	1/29/2021	6/29/2021
Update																		
Actual																		

PREPARED BY:

Yekah Casfior, Jr.  
Procurement Officer

Date:

10/25/2020

APPROVED BY:

Chief Executive Officer / Head of Procurement Committee


Date:

11/2/2021



National Oil Company of Liberia  
National Oil Company of Liberia  
Procurement Plan Non SBA Core Budget Explanatory Note  
Fiscal Year 2020/2021

NO.	Contract Package Code	Contract Package	Content of Contract Package
1	IFB NO. NOCAL/RFQ/001/20/21	Telecommunication, Postage & Courier Service	This contract package was drawn from the budgetary line Telecommunication, Postage & Courier which is intended for posting & receiving of (a) Mail (b) Parcels etc., and estimated at \$1,500.00.
2	IFB NO. NOCAL/NCB/001/20/21	Repair and Maintenance-Machinery Equipment (Generator)	This contract package is derived from the budgetary line "Repair and Maintenance-Machinery Equipment (Generator)" for the general repairs and maintenance of two generators (\$16,000.00)
3	IFB NO. NOCAL/RFQ/002/20/21	Repair and Maintenance of Vehicles	This object is drawn from the budget line item (Repairs and maintenance - Vehicle) for the general repair and maintenance of the vehicles. (\$6,500.00).
4	IFB NO. NOCAL/RFQ/003/20/21	Repair and Maintenance-Elevator	This object is drawn from the budget line item (Repairs and maintenance - Elevator) for the general repair and maintenance of the elevator. (\$5,000.00).
5	IFB NO. NOCAL/NCB/002/20/21	Beverage Serving Activities (Entertainment)	This object is drawn from the budget line item (Entertainment). It is intended to provide refreshment and food stuff for NOCAL's Board and priority guests and other entertainment activities (\$17,500.00).
6	IFB NO. NOCAL/NCB/003/20/21	IT Equipment & Server	This object of procurement is drawn from the budget line IT Equipment and Server for the rebranding and design of the Servers. (\$85,000.00)
7	IFB NO. NOCAL/NCB/004/20/21	ICT Infrastructure, Network, Hardware & Website Facilities	This object of procurement is drawn from the budget line ICT Infrastructure for the procurement to Solar & Battery Bank Repairs, IT Peripheral, Anti Virus Microsoft Licenses, etc. (\$83,007.00)
*		Electricity	To be paid to the Liberia Electricity Corporation (LEC) as electricity bills. NOCAL intends to spend (\$29,000.00) to LEC being the sole provider of Public power
*		Vehicle Insurance, Registration and Licenses	This budgetary line item is intended for vehicles insurance, registration and licenses-paid to the Ministry of Transport. NOCAL intends to pay (\$19,265.00)
-		Donation and Contribution	This budgetary line item is intended for donation and contribution towards government functions such as: Holidays, programs, stakeholders meeting and other int'l activities (\$28,765.00)
*		Residential Property Rental & Lease	For this budgetline there already exists an ongoing contract between NOCAL and the vendor

PREPARED BY:   
Yekah Gaylor, Jr.  
Procurement Officer

Date: 11/28/2020



APPROVED BY:   
Atty. Saituah-Mai Gray  
Chief Executive Officer / Head of Procurement Committee  
Date: 11/22/2020

