



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/0506/'19

September 18, 2019

Atty. Saifuah Mai Gray

PRESIDENT/CEO

National Oil Company of Liberia

Republic of Liberia

Dear Atty. 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 which sought the approval of the Commission for the National Oil Company of Liberia SBA, Non SBA and Consultancy 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 NOCAL'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 Roseine Nagbe Kowo (Atty).
CHIEF EXECUTIVE OFFICER

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

National Oil Company of Liberia
Updated Procurement Plan (Non SBA Core Budget)
Source of Funding: Internal Generated Revenue
FY: July 1, 2019 - June 30, 2020

	1	2	3	4	5	6	BASIC DATA			7	8	9	10	11	12	13	14	15	IMPLEMENTATION DATA			17	18	19
	Item No.	Code	Contract Package	Business Activity Codes	QTY	Est. cost (USD)	Procurement method	Tech. Spec/BOQ/Drawings	Preparation of Bidding Document	PC Approval- 1 Bid Doc/Tech. Specs	Bid Invitation & Release Doc	Bid/ Submission 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						
Planned	1	IFB NO. NOCA/RFQ/001/19/20	Courier Service	H-5320	1 Firm	\$15,000.00	RFQ	9/3/2019	9/10/2019	9/17/2019	9/24/2019	10/1/2019	10/8/2019	10/22/2019	10/29/2019	N/A			11/9/2019					
Update																								
Actual																								
Planned	2	IFB NO. NOCA/RB/001/19/20	Vehicles	C-4510	4 vehicles	\$235,000.00	RB	11/4/2019	11/11/2019	11/25/2019	12/2/2019	12/23/2019	12/30/2019	1/3/2020	1/27/2020	N/A		2/24/2020	3/23/2020					
Update																								
Actual																								
Planned	3	IFB NO. NOCA/NCB/001/19/20	Machinery, Computers and other office Equipment	C-4659	Assorted	\$21,400.00	NCB	9/9/2019	9/16/2019	9/23/2019	9/30/2019	10/7/2019	10/21/2019	10/28/2019	11/4/2019	N/A		11/11/2019	11/25/2019					
Update																								
Actual																								
Planned	4	IFB NO. NOCA/NCB/002/19/20	Computer (Desktop /Laptop)	C-4741	11 pcs	\$11,000.00	NCB	9/16/2019	9/23/2019	9/30/2019	10/7/2019	11/4/2019	11/11/2019	11/18/2019	12/2/2019	N/A		12/16/2019	1/13/2020					
Update																								
Actual																								
Planned	5	IFB NO. NOCA/NCB/003/19/20	Repair and maintenance-Generator	C-3314	1 Firm	\$12,000.00	NCB	9/3/2019	9/10/2019	9/17/2019	9/24/2019	10/1/2019	10/8/2019	10/22/2019	10/29/2019	N/A		11/5/2019	11/9/2019					
Update																								
Actual																								
Planned	6	IFB NO. NOCA/RFQ/002/19/20	Repair and Maintenance-Office Equipment	S-9511	1 Firm	\$5,000.00	RFQ	9/3/2019	9/10/2019	9/17/2019	9/24/2019	10/1/2019	10/8/2019	10/22/2019	10/29/2019	N/A		11/5/2019	11/9/2019					
Update																								
Actual																								
			Sub-Total			\$285,900.00																		

PREPARED BY:



Yekah Gaylor, Jr.
Acting Procurement Manager/ Head of Unit

Date:

09/17/2019

APPROVED BY:


Atty. Saituah-Mai Gray
Chief Executive Officer / Head of Procurement Committee

Date:

9/17/19


P. T. Tugwa
9/17/19


P. T. Tugwa
09/18/19

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Item No.	Code	Contract Package	Business Activity Codes	QTY	BASIC DATA Est. cost (USD)	Procurement method	Tech. Spec/BOQ/Drawings	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	IMPLEMENTATION DATAS Advance Payment (Mobilization)	Delivery/ Inspection (substantial completion)	Acceptance & Final Payment
Planned	7	IFB NO. NOCAL/RFQ/003/19/20	Repair and Maintenance-Office Furniture	1 Firm	\$1,000.00	RFQ	9/30/2019	10/7/2019	10/14/2019	10/21/2019	10/28/2019	11/4/2019	11/18/2019	11/25/2019	N/A	12/2/2019	12/16/2019
Update																	
Actual																	
Planned	8	IFB NO. NOCAL/RFQ/004/19/20	Repair and Maintenance-Elevator	1 Firm	\$5,000.00	RFQ	9/30/2019	10/7/2019	10/14/2019	10/21/2019	10/28/2019	11/4/2019	11/18/2019	11/25/2019	N/A	12/2/2019	12/16/2019
Update																	
Actual																	
Planned	9	IFB NO. NOCAL/NCB/004/19/20	Food stuff and Refreshment	Assorted	\$17,500.00	NCB	9/2/2019	9/9/2019	9/16/2019	9/23/2019	9/30/2019	10/7/2019	10/21/2019	10/28/2019	N/A	11/4/2019	11/18/2019
Update																	
Actual																	
Planned	10	IFB NO. NOCAL/NCB/005/19/20	IT Equipment & Server	Assorted	\$116,200.00	NCB	9/23/2019	10/7/2019	10/21/2019	10/28/2019	11/25/2019	12/2/2019	12/16/2019	12/30/2019	N/A	1/13/2020	2/10/2020
Update																	
Actual																	
Planned	11	IFB NO. NOCAL/RFQ/005/19/20	Office Furniture	Assorted	\$5,500.00	RFQ	8/19/2019	8/26/2019	9/2/2019	9/9/2019	9/16/2019	9/23/2019	9/30/2019	10/7/2019	N/A	10/14/2019	10/28/2019
Update																	
Actual																	
			Sub-Total		\$145,200.00												
			Total		\$431,100.00												

PREPARED BY: 
Yekah Gaffior, Jr.
Acting Procurement Manager/ Head of Unit

Date: 09/17/2019

APPROVED BY: PP Dr. Tenun
Atty. Saitan-Mai Gray
Chief Executive Officer / Head of Procurement Committee

Date: 09/17/11

T. Tenun ok
9/18/19

Provisional
Approved
9/18/19

National Oil Company of Liberia
National Oil Company of Liberia
Updated Procurement Plan Non SBA Core Budget Explanatory Note
Fiscal Year 2019/2020

NO.	Contract Package Code	Contract Package	Content of Contract Package
1	IFB NO. NOCAL/RFQ/001/19/20	Courier Service	This contract package was drawn from the budgetary line Postage & Courier which is intended for posting & receiving of (a.) Mails (b) Parcels etc., and estimated at \$1,500.00.
2	IFB NO. NOCAL/RFQ/001/19/20	Vehicles	This contract package is derived from the budgetary line "Vehicles" NOCAL intends to procure Four (4) vehicles for Operational purposes, estimated at \$235,000.00.
3	IFB NO. NOCAL/NCB/001/19/20	Machinery, Computer and other Office Equipments	This object of procurement is drawn from the budget line, Machinery and Office Equipment for which NOCAL intends to procure office equipment such as photo copy machines, paper shredders, etc. estimated at (\$21,400.00).
4	IFB NO. NOCAL/NCB/002/19/20	Computer (Desktop /Laptop)	This contract package is drawn from the budgetline Computer (Desktop/Laptop) for the purchase of computers for the Technical Department. (\$11,000.00)
5	IFB NO. NOCAL/NCB/003/19/20	Repair and Maintenance - Generator	This object is drawn from the budget line item (Repairs and Maintenance - Generator) for the general repairs and maintenance of the two generators (\$12,000.00)
6	IFB NO. NOCAL/RFQ/002/19/20	Repair and Maintenance-Office Equipment	This object is drawn from the budget line item (Repair and maintenance -Office Equipment) for the general repair and maintenance of air conditioners, printer, xanners, photocopy machines, shredders, etc. (\$3,000.00).
7	IFB NO. NOCAL/RFQ/003/19/20	Repair and Maintenance-Office Furniture	This object is drawn from the budget line item (Repairs and maintenance -Office Furniture) for the general repair and maintenance of office furniture such as, tables, chairs, desk, cabinet, chairs etc. (\$1,000.00).
8	IFB NO. NOCAL/RFQ/004/19/20	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).
9	IFB NO. NOCAL/NCB/004/18/19	Food Stuff and Refreshment	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. (\$17,500.00).
10	IFB NO. NOCAL/NCB/005/18/19	IT Equipment	This object of procurement is drawn from the budget line ICT Infrastructure for the procurement to IT Equipment, IT Server and computer peripherals such as External Harddrives, adaptors, cables, Mobile Devices,server extension, etc. (\$116,200.00)
11	IFB NO. NOCAL/RFQ/005/18/19	Office Furniture	This object is estimated at \$5,000.00 and drawn from the budget line Furniture and Fixture for the procurement of office furniture such as desks, tables, chairs, etc.
*		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
*		Registration and Licenses	This budgetary line item is intended for vehicles registration and licenses-paid to the Ministry of Transport. NOCAL intends to pay (\$2,700.00)
*		Residential Property Rental & Lease	For this budgetline there already exists an ongoing contract between NOCAL and the vendor


PREPARED BY: 
Yekeh Taylor, Jr.
Acting Procurement Manager/ Head of Unit

Date: 09/17/2019

APPROVED BY: 
Atty. Saliuah-Mai Gray
Chief Executive Officer / Head of Procurement Committee

Date: 9/17/19

Z. Taylor 
9/17/19

For this budgetline there already exists an ongoing contract between NOCAL and the vendor

Paul Simel
09/18/19