



Republic of Liberia  
**Public Procurement & Concessions Commission**  
Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



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Ref. PPCC/RL/CEO/0727/19

October 16, 2019

Atty. Saifuah Mai-Gray  
**PRESIDENT/CEO**  
National Oil Company of Liberia  
Republic of Liberia

Dear Atty. Gray:

Subject: **RECEIPT AND APPROVAL OF CORE, SBA AND CONSULTANCY PROCUREMENT PLANS FOR FISCAL YEAR 2019/2020**

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** Procurement Plan (*Goods, Works and Services*) for Fiscal Year 2019/2020 in accordance with **Section 40 (3)** of the PPCA, 2010. The Commission wishes to inform National Oil Company of Liberia that its Procurement Plan has been 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 advises that you observe **Section 40 (5)** of the PPCA, 2010 which states that a Procuring Entity shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plan. The Commission and the Ministry responsible for Finance should be notified in writing of any material changes in the procurement plan and be provided with a copy of the updated procurement plan. 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 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.

Sincerely Yours

  
Jargbe Roseanne Nagbe Kowo (Atty).  
**CHIEF EXECUTIVE OFFICER**

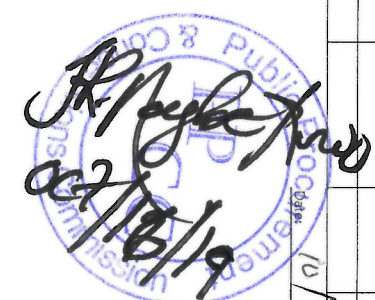
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Regulating and Monitoring Compliance with the Public Procurement and Concession Act of Liberia

## FY: July 1, 2019- June 30, 2020

[illegible]

10/7/2019





National Oil Company of Liberia  
Updated Procurement Plan (SBA Core Budget)  
Source of Funding: Internal 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
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 /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	Rem
Planned	8 NOCAU/SBA/NCB/004/19/20	Medical Insurance	K-6512	1 firm	\$25,000.00	NCB	9/4/2019	9/8/2019	10/2/2019	10/9/2019	11/6/2019	11/20/2019	12/4/2019	1/1/2020	N/A	1/5/2020	2/12/2020	
Update																		
Actual																		
Planned	9 NOCAU/SBA/RFQ/002/19/20	Vehicle Maintenance	C-4520	1 Firm	\$6,500.00	RFQ	9/2/2019	9/9/2019	9/16/2019	9/23/2019	9/30/2019	10/7/2019	10/4/2019	10/21/2019	N/A	10/28/2019	11/11/2019	
Update																		
Actual																		
Planned	10 NOCAU/SBA/RFQ/003/19/20	Refuse/Carbage Collection	N-9121	1 firm	\$600.00	RFQ	7/2/2019	7/9/2019	7/16/2019	7/23/2019	7/30/2019	8/6/2019	8/13/2019	8/20/2019	N/A	7/21/2019	9/10/2020	
Update																		
Actual																		
Planned	11 NOCAU/SBA/RFQ/004/19/20	Building Materials	C-4752	Assorted	\$6,500.00	RFQ	9/2/2019	9/9/2019	9/16/2019	9/23/2019	9/30/2019	10/7/2019	10/14/2019	10/21/2019	N/A	10/28/2019	11/11/2019	
Update																		
Actual																		
Planned	12 NOCAU/SBA/RFQ/005/19/20	Printing and Binding	C-1811	1 Firm	\$8,000.00	RFQ	9/6/2019	9/12/2019	9/19/2019	9/26/2019	10/3/2019	10/10/2019	10/17/2019	10/24/2019	N/A	10/31/2019	11/14/2019	
Update																		
Actual																		
Planned	13 NOCAU/SBA/RFQ/006/19/20	Press and Public Relations	M-7310	3 Firms	\$15,000.00	RFQ	8/26/2019	9/2/2019	9/9/2019	9/16/2019	9/23/2019	9/30/2019	10/7/2019	10/14/2019	N/A	10/21/2019	11/4/2019	
Update																		
Actual																		
Planned	14 NOCAU/SBA/NCB/005/19/20	Hall Rental	L-6810	1 Firm	\$40,983.31	NCB	9/16/2019	9/30/2019	10/14/2019	10/21/2019	11/18/2019	12/2/2019	12/16/2019	12/30/2019	N/A	1/13/2020	2/10/2020	
Update																		
Actual																		
Planned	15 NOCAU/SBA/NCB/006/19/20	Event Catering	L-5621	1 Firm	\$40,983.31	NCB	9/16/2019	9/30/2019	10/14/2019	10/21/2019	11/18/2019	12/2/2019	12/16/2019	12/30/2019	N/A	1/13/2020	2/10/2020	
Update																		
Actual																		
		Sub-Total			\$143,566.62													
		Total			\$348,305.62													

REPAIRED BY:

Yekeli Gayton Jr.

Date:

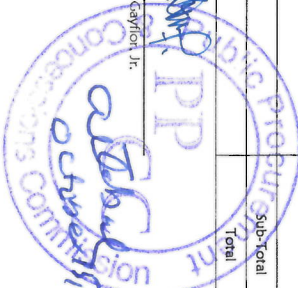
10/07/2019

APPROVED BY:

Atty. Saifuah-Mai Gray

Date:

10/17/2019



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

NO.	Contract Package Code	Contract Package	Content of Contract Package
1	IFB NO. NOCAL/SBA/RS/001/19/20	Internet Connectivity	This contract package is derived from the budgetary line Internet Service and Email. NOCAL intends to subscribe to Libtelco for internet connectivity service, which is the only source provider of fiber optic (\$27,000.00)
2	IFB NO. NOCAL/SBA/RS/001/19/20	Diesel & Gasoline	This budgetary line item contains Fuel for Vehicle and Generator. NOCAL intends to purchase 4,650 gallons for its generator usage and for the utility vehicle for the fiscal period totaling \$18,600.
3	IFB NO. NOCAL/SBA/NCB/001/19/20	Stationery Supplier	This procurable was drawn from the budgetary line Stationery and supplies. NOCAL intends to procure varieties of stationeries supplies including but not limited to pens, stick-on-pads, envelopes (all sizes), staples, markers and highlighters, paper rims, etc. (\$40,000.00)
4	IFB NO. NOCAL/SBA/NCB/002/18/19	Security Guards	This budgetary line item covers the cost for security services (\$18,000.00)
5	IFB NO. NOCAL/SBA/NCB/003/19/20	Air Ticketing	This Contract Package is derived from the budgetary line Means of Foreign travel. NOCAL intends to procure Air Tickets at the cost of (\$82,374.00) for staff travelling for meetings, conferences and workshops.
6	IFB NO. NOCAL/SBA/RS/001/19/20	Vehicle Insurance	This procurable was drawn from the budgetary line Vehicle Insurance. NOCAL intends to insure seven (7) vehicles under Comprehensive Coverage. (\$16,265.00)
7	IFB NO. NOCAL/SBA/RS/001/19/20	Vehicle Parking	This package is drawn from the budget line item parking fees (\$2,500.00). NOCAL intends to do a contract with a parking facility.
8	IFB NO. NOCAL/SBA/NCB/004/19/20	Medical Insurance	This line item represents Staff medical insurance. NOCAL intends to have a medical coverage for its employees. (\$25,000)
9	IFB NO. NOCAL/SBA/RS/002/19/20	Vehicle Maintenance	This object of procurement is drawn from the budgetary line vehicle Maintenance. This is the cost covers the entity's vehicle servicing (\$6,500.00)
10	IFB NO. NOCAL/SBA/RS/003/19/20	Rufure/Cabbage Collection	This line item covers the cost for office gabbage collection drawn from the budget line Junior Services. (\$600.00)
11	IFB NO. NOCAL/SBA/RS/004/19/20	Building Materials	This object of procurement is drawn from the budgetary line repair and Maintenance. - Building. This covers the general maintenance of the building (\$6,500) Building materials such as: Plumbing parts, tiles, glass, etc
12	IFB NO. NOCAL/SBA/RS/005/19/20	Printing and Binding	This procurable was drawn from the budgetary line Printing and Binding. NOCAL intends to hire a firm that will do its printing and binding services. This includes the printing and binding of its Annual Report etc. (\$8,000.00)
13	IFB NO. NOCAL/SBA/RS/006/19/20	Press and Public Relations	This object of procurement is drawn from the budgetary line Press and Public Relations. NOCAL intends to procure the services of the print and electronics media for creating awareness of happenings within the organization. (\$15,000.00)
14	IFB NO. NOCAL/SBA/NCB/005/19/20	Hall Rental	This procurable item in the amount of (\$40,983.31) is drawn from the budget line workshops, conferences, symposiums and seminar (\$81,966.62). NOCAL intends to use this amount for hall rental purposes.
15	IFB NO. NOCAL/SBA/NCB/006/19/20	Event Catering	This procurable item in the amount of (\$40,983.31) is drawn from the budget line workshops, conferences, symposiums and seminar (\$81,966.62). NOCAL intends to use this amount for event and catering.
*		DSTV Subscription	This package is drawn for the budget line DSTV Subscription for monthly subscription (\$3,000.00)
*		Water and Sewage	This line item was drawn from the budget line Water and Sewage and it represents the office water usage for the bathrooms and for cleaning purposes. (\$3,000.00)

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

Date: 10/07/2019

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

Date: 11/7/2019

