



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 Roseline Nagbe Kowo (Atty).
CHIEF EXECUTIVE OFFICER

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

FY: July 1, 2019- June 30, 2020

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Date _____

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FY: July 1, 2019- June 30, 2020

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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/SBANCB/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 in Liberia. (\$27,000.00)
2	IFB NO. NOCAL/SBANCB/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/SBANCB/001/19/20	Stationery Supplies	This procurable was drawn from the budgetary line Stationery and supplies. NOCAL intends to procure varieties of stationery supplies including but not limited to pens, stick-on-pads, envelopes (all sizes), staplers and pins, markers and highlighters, paper trim, etc. (\$40,000.00)
4	IFB NO. NOCAL/SBANCB/002/18/19	Security Guards	This budgetary line item covers the cost for security services (\$18,000.00)
5	IFB NO. NOCAL/SBANCB/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 traveling for meetings, conferences and workshops
6	IFB NO. NOCAL/SBANCB/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/SBANCB/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/SBANCB/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/SBANCB/002/19/20	Vehicle Maintenance	This object of procurement is drawn from the budgetary line vehicle Maintenance. This is the cost cover the entity's vehicle servicing (\$6,500.00)
10	IFB NO. NOCAL/SBANCB/003/19/20	Rufuse/Cabbage Collection	This line item covers the cost for office garbage collection drawn for the budget line Junior Services. (\$600.00)
11	IFB NO. NOCAL/SBANCB/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, window glasses, etc
12	IFB NO. NOCAL/SBANCB/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 Reports. Budget etc.(\$8,000.00)
13	IFB NO. NOCAL/SBANCB/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 happening within the sector (\$15,000.00)
14	IFB NO. NOCAL/SBANCB/005/19/20	Hall Rental	This procurable item in the amount of (\$40,983.31) is drawn from the the budget line workshops, conferences, symposiums and seminar (\$81,966.62). NOCAL intends to use this amount for hall rental purposes for the enlisted item.
15	IFB NO. NOCAL/SBANCB/006/19/20	Event Catering	This procurable item in the amount of (\$40,983.31) is drawn from the the budget line workshops, conferences, symposiums and seminar (\$81,966.62). NOCAL intends to use this amount for event and catering services for the enlisted items.
*		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 bathroom and for cleaning purpose (\$3,000.00)

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

Date: 8/17/2019

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

Date: 09/17/19

Z. Taylor
9/17/19

Provisional
09/18/19