



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/512/21**

November 12, 2021

Mr. Boniface D. Satu, Jr.
National Road Fund Manager
Republic of Liberia

Dear Mr. Satu:

Subject: **PROVISIONAL APPROVAL OF NATIONAL ROAD FUND NON-SBA CORE PROCUREMENT PLAN FOR SPECIAL BUDGET FY 2021.**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the National Road Fund Non-SBA Core Procurement Plan for Special Budget FY 2021 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 culminated in **framework agreements** for 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>.

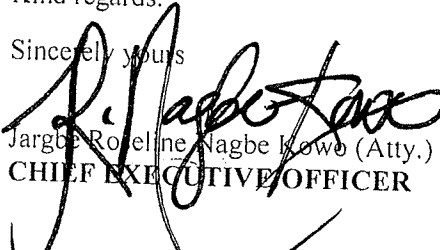
Upon passage of the National Special Budget 2021, you are required to submit a revised/updated procurement plan, detailed budget for NRF's allocation in the approved budget, Cash Plan, names and positions of procurement committee members for Budget Year 2021 and staff of your Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the just ended FY 2020/2021, for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for the Special Budget Year.

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

NATIONAL ROAD FUND OF LIBERIA
NON-SBA CORE PROCUREMENT PLAN
SOURCE OF FUND: SPECIAL BUDGET

JULY - DECEMBER 2021

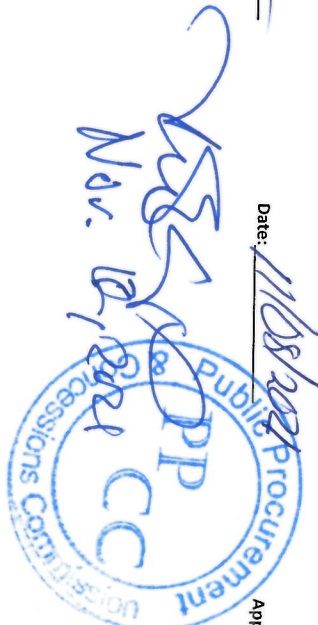
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
BASIC DATA								IMPLEMENTATION DATES									
	ITEM NO	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/ DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL- BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/PU PLIC OPENNING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL-BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT(MOBILIZATION)	DE INSPECT TIAL CC
PLANNED UPDATE ACTUAL	1	IFB NO. NRF/SBA/RFQ/001/2021	Stationery	G-4761	ASSORTED	3,500.00	RFQ	10/1/2021	10/8/2021	10/15/2021	10/20/2021	10/25/2021	11/5/2021	11/11/2021	11/18/2021	N/A	
PLANNED UPDATE ACTUAL	2	IFB NO. NRF/SBA/RFQ/002/2021	Purchase of 5.5KVA Generator	G-4659	1 PC	5,000.00	RFQ	10/1/2021	10/8/2021	10/15/2021	10/20/2021	10/25/2021	11/5/2021	11/11/2021	11/18/2021	N/A	
PLANNED UPDATE ACTUAL	3	IFB NO. NRF/SBA/RFQ/003/2021	Office Equipment	G-4659	ASSORTED	7,500.00	RFQ	10/1/2021	10/8/2021	10/15/2021	10/20/2021	10/25/2021	11/5/2021	11/11/2021	11/18/2021	N/A	
PLANNED UPDATE ACTUAL	4	IFB NO. NRF/SBA/RFQ/004/2021	Food Items	G4711	ASSORTED	4,000.00	RFQ	10/1/2021	10/8/2021	10/15/2021	10/20/2021	10/25/2021	11/5/2021	11/11/2021	11/18/2021	N/A	
PLANNED UPDATE ACTUAL	5	IFB NO. NRF/SBA/RFQ/005/2021	Cleaning Materials	G4773	ASSORTED	1,000.00	RFQ	10/1/2021	10/8/2021	10/15/2021	10/20/2021	10/25/2021	11/5/2021	11/11/2021	11/18/2021	N/A	
GRAND TOTAL						US\$21,000.00											

Prepared by: 
Tracy Kromah
Acting Procurement Specialist
National Road Fund

Date: 11/08/2021

Approved by: 
Boniface D. Satu
Manager, National Road Fund
National Road Fund
Procurement Committee

Date: 11/08/2021



NATIONAL ROAD FUND OF LIBERIA
NON-SBA CORE PROCUREMENT PLAN
SOURCE OF FUND: SPECIAL BUDGET
JULY – DECEMBER 2021

EXPLANATION NOTES:

ITEM NO.	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	DESCRIPTION OF CONTRACT PACKAGE																														
1	IFB NO. NRF/SBA/RFQ/001/2021	Stationery	<p>The cost of US\$ 3,500.00 is derived from the budget line item Stationery, as indicated in NRF's Special budget from July – December 2021. The procurement of this contract package is intended to cover cost of items.</p> <table><tr><td>1.</td><td>Cartridge/Ink</td><td>20 Sets</td></tr><tr><td>2.</td><td>Legal Sheet</td><td>10 Ctns</td></tr><tr><td>3.</td><td>White Color A4 Sheet</td><td>20 Ctns</td></tr><tr><td>4.</td><td>Blue Color A4 Sheet</td><td>10 Ctns</td></tr><tr><td>5.</td><td>Brown Envelope A4 Size</td><td>5 Ctns</td></tr><tr><td>6.</td><td>Brown Envelop Legal Size</td><td>5 Ctns</td></tr><tr><td>7.</td><td>White Envelop</td><td>2 Ctns</td></tr><tr><td>8.</td><td>Manila Folder A4 Size</td><td>2 Ctns</td></tr><tr><td>9.</td><td>Manila Folder Legal Size</td><td>2 Ctns</td></tr><tr><td>10.</td><td>Ball Pen</td><td>5 Pks</td></tr></table>	1.	Cartridge/Ink	20 Sets	2.	Legal Sheet	10 Ctns	3.	White Color A4 Sheet	20 Ctns	4.	Blue Color A4 Sheet	10 Ctns	5.	Brown Envelope A4 Size	5 Ctns	6.	Brown Envelop Legal Size	5 Ctns	7.	White Envelop	2 Ctns	8.	Manila Folder A4 Size	2 Ctns	9.	Manila Folder Legal Size	2 Ctns	10.	Ball Pen	5 Pks
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2	IFB NO. NRF/SBA/RFQ//002/2021	Purchase of 5.5KVA Generator	<p>The cost of US\$5,000.00 is derived from the budget line item for the Purchase of 5.5 KVA Generator as indicated in the NRF'S Special Budget from July-December 2021. This contract package is intended to cover cost of the procurement of a stand-by generator to enable electricity stability.</p>																														
3	IFB NO. NRF/SBA/RFQ/003/2021	Office Equipment	<p>The cost of US\$ 7,500.00 is derived from the budget line item Office Equipment, as indicated in the NRF's Special Budget from July-December 2021. The procurement of the contract package is intended to cover cost of the below listed items;</p> <table><tr><td>1.</td><td>Laptops</td><td>4PCS</td></tr><tr><td>2.</td><td>Desktops</td><td>1PCS</td></tr><tr><td>3.</td><td>Printers</td><td>4PCS</td></tr></table>	1.	Laptops	4PCS	2.	Desktops	1PCS	3.	Printers	4PCS																					
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4.	IFB NO. NRF/SBA/RFQ/004/2021	Food Items	<p>The cost of US\$4,000.00 is derived from the budget line food items as indicated in the NRF'S Special Budget from July-December 2021. This contract package is intended to cover cost for the provision of procurable food items for NRF Office operations listed below;</p> <table><tr><td>1.</td><td>Mayonnaise</td><td>25 Jars</td></tr><tr><td>2.</td><td>Butter</td><td>15 Jars</td></tr><tr><td>3.</td><td>Ovaltine</td><td>25 Jars</td></tr><tr><td>4.</td><td>Milk</td><td>25 Cans</td></tr><tr><td>5.</td><td>Coffee</td><td>20 Cans</td></tr><tr><td>6.</td><td>Sugar</td><td>1 Ctn</td></tr><tr><td>7.</td><td>Coffee Mate</td><td>20 Cups</td></tr></table>			1.	Mayonnaise	25 Jars	2.	Butter	15 Jars	3.	Ovaltine	25 Jars	4.	Milk	25 Cans	5.	Coffee	20 Cans	6.	Sugar	1 Ctn	7.	Coffee Mate	20 Cups												
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5.	IFB NO. NRF/SBA/RFQ/005/2021	Cleaning Materials	<p>The cost of US\$1,000.00 is derived from the budget line item Cleaning Materials as indicated in the NRF'S Special Budget from July-December 2021. This contract package is intended to cover cost for the provision of cleaning materials for NRF Office operations listed below;</p> <table><tr><td>1.</td><td>Glass Cleaner</td><td>8 Pcs</td></tr><tr><td>2.</td><td>Pine Sol Sparkling</td><td>12 Pcs</td></tr><tr><td>3.</td><td>Mr. Clean 500ml</td><td>12 Pcs</td></tr><tr><td>4.</td><td>Sprigone</td><td>15 Cans</td></tr><tr><td>5.</td><td>Klin Tie Soap</td><td>2 Ctns</td></tr><tr><td>6.</td><td>Clora</td><td>10 Gals.</td></tr><tr><td>7.</td><td>Rexoguard 1.25ml</td><td>10 Gals.</td></tr><tr><td>8.</td><td>Hand Sanitizer</td><td>50 Bottles</td></tr><tr><td>9.</td><td>Air Freshener</td><td>30 Pcs</td></tr><tr><td>10.</td><td>Desk Polisher</td><td>15 Cans</td></tr><tr><td>11.</td><td>Tissue</td><td>20 Dozs.</td></tr></table>			1.	Glass Cleaner	8 Pcs	2.	Pine Sol Sparkling	12 Pcs	3.	Mr. Clean 500ml	12 Pcs	4.	Sprigone	15 Cans	5.	Klin Tie Soap	2 Ctns	6.	Clora	10 Gals.	7.	Rexoguard 1.25ml	10 Gals.	8.	Hand Sanitizer	50 Bottles	9.	Air Freshener	30 Pcs	10.	Desk Polisher	15 Cans	11.	Tissue	20 Dozs.
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Sign: Tracy Kromah
 Tracy Kromah
 Acting Procurement Specialist
 National Road Fund

Date: 11/08/2021



Approved: Boniface D. Satu
 Boniface D. Satu
 Manager, National Road Fund
 Chairman, Procurement Committee



Date: 11/08/2021

R. Cabestano
 18/11/2021