



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/0824/'19

November 12, 2019

Hon. Boniface D. Satu

MANAGER

National Road Fund

Republic of Liberia

Dear Hon. Satu:

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 Road Fund 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 LRC'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.

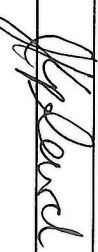
Sincerely, Yours

Jargbe Roseline Nagbe-Kowo (Acty)
CHIEF EXECUTIVE OFFICER

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


NATIONAL ROAD FUND OFFICE OF LIBERIA
PROCUREMENT PLAN: SBA
SOURCE OF FUND: NATIONAL BUDGET
FISCAL YEAR 2019/2020

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 1 |
|------------|---------|-------------------------------|----------------------|------------------------|-------------------------|----------------------|-------------------|-------------------------------|-----------------------|----------------------------------|-------------------------------------|--------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------------|---|----------|
| BASIC DATA | | | | | | | | IMPLEMENTATION DATES | | | | | | | | | | |
| | ITEM NO | PACKAGE NUMBER (CODE) | CONTRACT PACKAGE | BUSINESS ACTIVITY CODE | QTY | ESTIMATED COST (USD) | PROC UREM METH OD | TECHNICAL SPECS/BOQ/ DRAWINGS | PREP. OF BID DOCUMENT | PC APPROVAL - BID DOC/TECH SPECS | BID INVITATION & RELEASE OF BID DOC | BID SUBMISSION /PUBLIC OPENING | SUBMISSION OF BID EVALUATION REPORT | PC APPROVAL - BID EVALUATION REPORT | CONTRACT AWARD & SIGNING | ADVANCE PAYMENT (MOBILIZATION) | DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION) | ACC & PA |
| PLANNED | 1 | IFB No. NRF/SBA/RB/001/19/20 | Petroleum Products | G4661 | 6197.1831 GALLONS @3.55 | 22,000.00 | RB | 09/13/19 | 09/20/19 | 09/25/19 | 09/27/19 | 10/28/19 | 11/03/19 | 11/10/19 | 11/17/19 | N/A | 06/30/20 | 06/3 |
| UPDATE | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | |
| PLANNED | 2 | IFB No. NRF/SBA/RFQ/001/19/20 | Air Tickets | N7911 | 1 FIRM | 9,000.00 | NCB | 09/12/19 | 09/19/19 | 09/22/19 | 09/24/19 | 10/23/19 | 10/30/19 | 11/03/19 | 11/13/19 | N/A | 06/30/20 | 06/3 |
| UPDATE | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | |
| PLANNED | 3 | IFB No. NRF/SBA/RFQ/002/19/20 | Marketing & Branding | I5621 | FIRM | 10,00.00 | RFQ | 09/20/19 | 09/27/19 | 10/01/19 | 10/08/19 | 10/15/19 | 10/20/19 | 10/25/19 | 11/05/19 | N/A | 06/30/20 | 06/3 |
| UPDATE | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | |
| PLANNED | 4 | IFB No. NRF/SBA/RFQ/003/18/19 | Publications | G4761 | ASORTED | 500.00 | RFQ | 09/23/19 | 09/30/19 | 10/04/19 | 10/09/19 | 10/16/19 | 10/21/19 | 10/27/19 | 11/06/19 | N/A | 06/30/20 | 06/3 |
| UPDATE | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | |
| PLANNED | 5 | IFB No. NRF/SBA/SS/001/19/19 | Office Lease | L6810 | 1 | 10,000.00 | SS | 10/11/19 | 10/18/19 | 10/25/19 | N/A | N/A | N/A | N/A | 11/12/19 | N/A | 06/30/20 | 06/3 |
| UPDATE | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | |
| SUB TOTAL | | | | | | US \$51,500.00 | | | | | | | | | | | | |

Signed: 


Jeremiah T. Kpelewah
Procurement Specialist
National Road Fund


Date: Oct 25, 2019

Approved: 

Bonifate D. Satu
Manager, National Road Fund
Chairman, Procurement Committee

Date: 10-28-2019





NATIONAL ROAD FUND OFFICE OF LIBERIA
PROCUREMENT PLAN: SBA
SOURCE OF FUND: NATIONAL BUDGET
FISCAL YEAR 2019/2020

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
|-----------|----------|--------------------------------|---|------------------------|----------|----------------------|--------------------|-------------------------------|-----------------------|----------------------------------|-------------------------------------|--------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------------|---|--------------------------|
| | ITEM NO. | PACKAGE NUMBER (CODE) | CONTRACT PACKAGE | BASIC DATA | | | | IMPLEMENTATION DATES | | | | | | | | | | |
| | | | | 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 SUBMISSIO N/PUBLIC OPENING | SUBMISSION OF BID EVALUATION REPORT | PC APPROVAL - BID EVALUATION REPORT | CONTRACT AWARD & SIGNING | ADVANCE PAYMENT (MOBILIZATION) | DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION) | ACCIDENT & FINANCIAL PAY |
| PLANNED | 6 | IFB No./NRF/SBA/SS /002/19/20 | Vehicle Repairs & Maintenance Service | G4520 | 1Firm | 3,000.00 | SS | 10/25/19 | 11/05/19 | 11/11/19 | N/A | N/A | N/A | N/A | 11/15/19 | N/A | 06/30/20 | 06/3 |
| UPDATE | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | |
| PLANNED | 7 | IFB No. NRF/SS/003/19/20 | Generator Repairs & Maintenance Service | G4520 | 1 FIRM | 1,500.00 | SS | 10/25/19 | 11/05/19 | 11/11/19 | N/A | N/A | N/A | N/A | 11/16/19 | N/A | 06/30/19 | 06/30 |
| UPDATE | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | |
| PLANNED | 8 | IFB No. NRF/SBA/RFQ/004/ 19/20 | Internet Connectivity | J6110 | 1 FIRM | 2,000.00 | RFQ | 09/23/19 | 09/30/19 | 10/04/19 | 10/09/19 | 10/16/19 | 10/21/19 | 10/27/19 | 11/06/19 | N/A | 06/30/20 | 06/3 |
| UPDATE | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | |
| PLANNED | 9 | IFB No. NRF/SBA/RFQ/00 5/19/20 | Printing & Binding | C1811 | ASSORTED | 2,000.00 | RFQ | 09/10/19 | 09/17/19 | 09/24/19 | 09/30/19 | 10/14/19 | 10/21/19 | 10/28/19 | 11/04/19 | N/A | 06/30/20 | 6/30/ |
| UPDATE | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | |
| SUB TOTAL | | | | | | 8,500.00 | | | | | | | | | | | | |

Signed: Jeremiah T. Kpelewah
Procurement Specialist
National Road Fund

Date: 09/25/2019

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

Date: 10/28/2019

3/4/2019

11/1/19

SOURCE OF FUND: NATIONAL BUDGET

[illegible]

Date: 1/10-28.

**Manager, National Road Fund
Chairman, Procurement Committee**

Boniface D. Satl

NATIONAL ROAD FUND OF LIBERIA
SBA PROCUREMENT PLAN
SOURCE OF FUND: NATIONAL BUDGET
FISCAL YEAR 2019/2020

EXPLANATION NOTES:

| ITEM NO. | CONTRACT PACKAGE CODE | CONTRACT PACKAGE | DESCRIPTION OF CONTRACT PACKAGE |
|----------|----------------------------------|---|---|
| 1. | IFB No. NRF/SBA/RB/001/19/20 | Petroleum Products | The Cost of US\$22,000.00 Is Derived from The Budget Line Item Petroleum Products for Both Vehicles and Generators Indicated in NRF's Budget FY 2019/20. This Contract Package Is Intended To Cover Cost Of Petroleum Products For NRF's Vehicles, Generator And Administrative Works. |
| 2. | IFB No. NRF/SBA/RFQ/001/19/20 | Air Tickets | The Cost of US \$ 9,000.00 Is Derived from The Budget Line Item Foreign Means of Travel, As Indicated in The NRF's Budget FY 2019/2020. This Contract Package Is Intended To Facilitate Mandatory Travels To Attend Regional Meetings And Other Professional Bodies. |
| 3. | IFB No. NRF/SBA/RFQ/002/19/20 | Marketing/ Branding Service | The Cost of US \$ 10,000.00 Is Derived from The Budget Line Item Marketing & Branding as Indicated in The NRF's Propose Budget FY 2019/2020. This Contract Package Is Intended To Cover Cost of Marketing & Branding of NRF |
| 4. | IFB No. NRF/SBA/RFQ/003/19/20 | Publications | The Cost of US \$ 500.00 is derived from The Budget Line Item Publications, As Indicated in The NRF'S Budget FY 2019/2020. This Contract Package Is Intended To Cover Cost Of EOI Advertisement/Publications |
| 5. | IFB No. NRF/SS/001/19/20 | Vehicle Repairs & Maintenance Service | The cost of US \$3,000.00 is derived from the budget line item Repair and Maintenance of Vehicles, as indicated in NRF's Budget FY 2019/2020. This procurement contract package is intended for the continuation of quality service that has been provided by the service provider who initially supplied NRF vehicles. The contract will be a framework agreement. |
| 6. | IFB No. NRF/SS/002/19/20 | Generator Repairs & Maintenance Service | The cost of US \$1,500.00 is derived from the budget line item Repair and Maintenance of Vehicles, as indicated in NRF's Budget FY 2019/2020. This procurement contract package is intended for the continuation of quality service that has been provided by the service provider who initially supplied NRF Generator. The contract will be framework agreement. |
| 7. | IFB No. NRF/SBA/RFQ/004/19/20 | Internet Connectivity | The Cost of US \$ 2,000.00 Is derived from The Budget Line Item Telecommunications, Internet Postage and Carriage, as Indicated in The NRF's Budget FY 2019/2020. This Contract Package Is Intended To Cover Cost Of Internet Connectivity at NRF New Office. |

Signed: 

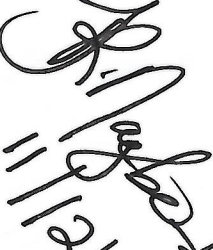
Date: Oct 25 2019

Approved: 

Date: 10-28-20

Jeremiah T. Kpelawah
Procurement Specialist
National Road Fund

Boniface B. Satu
Manager, National Road Fund
Chairman, Procurement Committee


10/28/20

NATIONAL ROAD FUND OF LIBERIA
SBA PROCUREMENT PLAN
SOURCE OF FUND: NATIONAL BUDGET
FISCAL YEAR 2019/2020

| | | | |
|-----|----------------------------------|------------------------------|--|
| 8. | IFB No. NRF/SBA/RFQ/005/19/20 | Printing & Binding | The Cost of US \$2,000.00 Is derived from The Budget Line Item Production, Printing & Binding, as Indicated in The NRF's Budget FY 2019/2020. This Contract Package Is Intended To Cover Cost Of Production, Printing and Binding of NRF Administrative Documents. |
| 9. | IFB No./NRF/RFQ/006/19/20 | Security Guard Service | The cost of US \$10,000.00 is derived from the budget line item Security Guard Service, as indicated in NRF's Budget FY 2019/2020. This contract package is intended to cover cost of provision of security service for NRF staff and properties |
| 10. | IFB No./NRF/SBA/RFQ/07/19/20 | Vehicle Insurance | The cost of US \$5,500.00 is derived from the budget line item Vehicle Insurance, as indicated in NRF's Budget FY 2019/2020. This contract package is intended to cover cost of vehicle insurance for all operational vehicles in the fleet. Currently, NRF has 4 vehicles in its fleet. |
| 11. | IFB No./NRF/RFQ/008/19/20 | Catering Service | The Cost of US \$ 2,500.00 Is derived from The Budget Line Item Catering Service , as Indicated in The NRF's Budget FY 2019/2020. This Contract Package Is Intended To Cover Cost of Catering Service for NRF's training and workshops activities. |
| 12. | IFB No./NRF/RFQ/009/19/20 | Scratch Cards | The Cost of US \$ 3000.00 Is derived from The Budget Line Item Scratch Cards , as Indicated in The NRF's Budget FY 2019/2020. This Contract Package Is Intended To Cover Cost of Scratch Cards for Communications |
| 13. | IFB No./NRF/RFQ/010/19/20 | Hall Rental | The Cost of US \$ 1,500.00 Is derived from The Budget Line Item Hall Rental , as Indicated in The NRF's Budget FY 2019/2020. This Contract Package Is Intended To Cover Cost of Hall Rental to conduct training and workshop activities. |
| 14. | IFB No. NRF/SBA/SS/003/19/20 | Utility – Water and Sewer | The Cost Of Us \$ 1,500.00 Is Derived From The Budget Line Item for Water and Sewer, as Indicated In The NRF's Budget FY 2019/2020. This Contract Package Is Intended To Cover Cost of payment to Liberia Water & Sewer Corporation (LWSC) for their service through the Finance department. |
| 15. | IFB No. NRF/SBA/SS/004/19/20 | Electricity | The Cost Of Us \$ 1,500.00 Is Derived From The Budget Line Item for Electricity, as Indicated In The NRF's Budget FY 2019/2020. This Contract Package Is Intended To Cover Cost of payment to Liberia Electricity Corporation (LEC) for their service through the finance department. |

Signed: _____

Date: 08/25/2019

Approved: _____

Date: 10-28-2019

Jeremiah T. Kpelewah
Procurement Specialist
National Road Fund

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