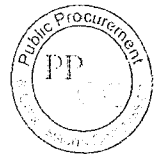




Republic of Liberia
Public Procurement & Concessions Commission
Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Website: www.ppcc.gov.lr | Email: info@ppcc.gov.lr | Phone Short Code: 4357

Ref. PPCC/RL/OIC/37/'23

May 30, 2023

Hon. Bobby Whitfield
CHIEF EXECUTIVE OFFICER
National Water Sanitation and Hygiene Commission
Republic of Liberia

Dear Hon. Whitfield:

Subject: **RECEIPT AND APPROVAL OF ANNUAL PROCUREMENT PLAN FOR FISCAL YEAR 2023**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the National Water Sanitation and Hygiene Commission Annual Procurement Plans for Fiscal Year 2023 in accordance with **Section 40** (3) of the PPCA, 2010. The Commission, however, wishes to inform you that your Procurement Plan has been duly 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 counsels that you observe Section 40(5) of the PPCA, 2010 which states "each 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 provide 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 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.

Best regards.

Yours sincerely,

Stevenson S. Yond
OFFICER IN CHARGE



NATIONAL WATER SANITATION and HYGIENE COMMISSION
(NWASHC)
REPUBLIC OF LIBERIA



1st Floor, Old LibTelCo Building, 18th Street Sinkor, Monrovia-Liberia Tel: (+231) 778464659 / 777686398 - www.wash-liberia.org

May 11, 2023

Mr. Stevenson S. Yond
Officer-In-Charge
Public Procurement & Concessions Commission (PPCC)
Executive Mansion Grounds
Monrovia, Liberia

Ref: Submission of Procurement Plan for 2023

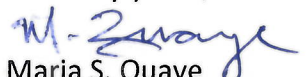
Dear Mr. Yond:

In keeping with Section 40 Sub-section (2), (3) & (5) of the Public Procurement and Concessions (PPC) Act of 2010; we present our compliments and write to submit the Procurement Plan for the Calendar year 2023, for your approval.

Attached to the Procurement Plan are the Copies of the Budget and Cash Plan for the Calendar year 2023. Please note that there was no allotment for the first quarter; therefore, no contract was awarded or signed from the procurement plan.

Thanks for your support as we strive together to achieve transparency, accountability, fairness and efficiency in our procurement processes.

Sincerely yours,


Maria S. Quaye
Procurement Manager

Approved by:


Hon. Bobby Whitfield
Chief Executive Officer

CHIEF EXECUTIVE OFFICER
CHAIRMAN / CEO

Received:
Janis Taylor
May 17, 2023
Time: 2:37



NATIONAL WATER SANITATION and HYGIENE COMMISSION
(NWASHC)
REPUBLIC OF LIBERIA



1st Floor, Old LibTelCo Building, 18th Street Sinkor, Monrovia-Liberia Tel: (+231) 778464659 / 777686398 - www.wash-liberia.org

May 11, 2023

Mr. Stevenson S. Yond
Officer-In-Charge
Public Procurement & Concessions Commission (PPCC)
Executive Mansion Grounds
Monrovia, Liberia

Ref: Submission of Procurement Committee and Procurement Unit members

Dear Mr. Yond:

In keeping with Part III Sub-Part 2, No. 26 & 29 of the Public Procurement and Concessions (PPC) Act of 2010, we present our compliments and write to submit the list of members of the Procurement Committee and Procurement Unit of the National Water Sanitation and Hygiene Commission (NWASHC) for Calendar year 2023.

Procurement Committee Members

- | | | |
|--|--|------------|
| 1. Hon. Bobby Whitfield- Chief Executive Officer | bobby.whitfield@live.com.au | 0778464659 |
| 2. Salia O. Kamara-Executive Director | skamara1983@gmail.com | 0775051593 |
| 3. Octavius J. Sampson-Director/Finance & Adm. | octaviuss32@gmail.com | 0775523609 |
| 4. Francis Snorton- Comptroller | snortonfrancisc@gmail.com | 0880455720 |
| 5. John M. Gray-Human Resource Manager | johnmbgray@gmail.com | 0776582501 |

Procurement Unit

- | | | |
|--|--|------------|
| 1. Maria S. Quaye -Procurement Manager | squayemaria@gmail.com | 0777469873 |
| 2. Sam Gbafore- Procurement Officer | gbaforesam@gmail.com | 0778159935 |

Thanks for your support as we strive together to achieve transparency, accountability, fairness and efficiency in our procurement processes.

Sincerely yours,


Hon. Bobby Whitfield
Chief Executive Officer

CHIEF EXECUTIVE OFFICER
CHAIRMAN / CEO

NATIONAL WATER, SANITATION AND HYGINE COMMISSION (NWSHC)
NON SBA PROCUREMENT PLAN

Source of Funding: GOL FISCAL YEAR 2023

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
BASIC DATA																		
Item NO	Code	Contract Package	Business Activity Code	Quantity	Est. Cost	Procurement	Technical Specification	Prepare Bidding document	Entity PC Approval	Advertisement Release	Bid submission and opening	Bid Evaluation	Entity PC Approval	Contract Award/ Signing	Advance Payment	Delivery	Acceptant / Final payment	
Plan 1	IFB NO. NWASHC/RFQ/ 001/2023	FUEL - GENERATOR	G4661	2000gals @ \$5	\$10,000	RFQ	13/1/2023	20/1/2023	27/1/2023	3/2/2023	10/2/2023	17/2/2023	24/2/2023	3/3/2023	10/3/2023	17/3/2023	12/12/2023	
Update																		
Actual																		
Plan 2	IFB NO. NWASHC/RFQ/ 002/2023	CLEANING MATERIALS	G4773	Assorted	\$1,200	RFQ	13/1/2023	20/1/2023	27/1/2023	3/2/2023	10/2/2023	17/2/2023	24/2/2023	3/3/2023	10/3/2023	17/3/2023	12/12/2023	
Update																		
Actual																		
Plan 3	IFB NO. NWASHC/RFQ/ 003 /2023	STATIONERY	G4761	Assorted	\$3,000	RFQ	13/1/2023	20/1/2023	27/1/2023	3/2/2023	10/2/2023	17/2/2023	24/2/2023	3/3/2023	10/3/2023	17/3/2023	12/12/2023	
Update																		
Actual																		
Plan 4	IFB NO. NWASHC/RFQ/ 004/2023	REPAIRS & MAINTENANCE GENERATOR	C3314	1 Generator	\$4,800	RFQ	13/1/2023	20/1/2023	27/1/2023	3/2/2023	10/2/2023	17/2/2023	24/2/2023	3/3/2023	10/3/2023	17/3/2023	12/12/2023	
Update																		
Actual																		
GRAND TOTAL (NON SBA BUDGET)					\$19,000													

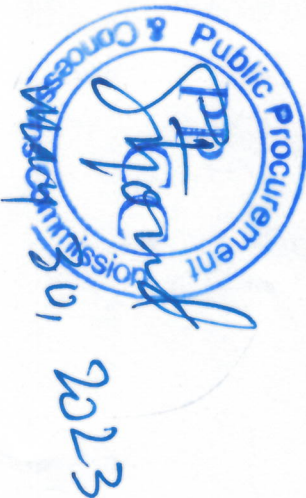
Prepared by: M. Quaye
Maria S. Quaye
Procurement Manager

Approved By: B. Whitefield
Hon. Bobby Whitefield
CEO, NWSHC

Date: May 9, 2023



CHIEF EXECUTIVE OFFICER
CHAIRMAN / CEO



NATIONAL WATER, SANITATION AND HYGIEINE COMMISSION (NWASHC)
SMALL BUSINESS ACT (SBA) PROCUREMENT PLAN
Source of Funding: GOL FISCAL YEAR 2023

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
		BASIC DATA						IMPLEMENTATION DATES										
Item NO	Code	Contract Package	Business Activity Code	Quantity	Est. Cost	Procurement	Technical specification	Prepare Bidding document	Entity PC Approval	Advertisement Release	Bid submission and opening	Bid Evaluation	Entity PC Approval	Contract Award/ Signing	Advance Payment	Delivery	Acceptant / Final payment	
	IFB NO. NWASHC/SBA/S 15/001/2023	INTERNET PROVIDER SERVICES	J6120	1 Firm	\$6,000	SS	13/1/2023	20/1/2023	27/1/2023	3/2/2023	10/2/2023	17/2/2023	24/2/2023	3/3/2023	10/3/2023	17/3/2023	12/12/2023	
Plan																		
Update																		
Actual																		
GRAND TOTAL (SBA BUDGET)						\$6,000												

Prepared by: M. S. Quaye
Maria S. Quaye
Procurement Manager

Approved By: Bobby Whitefield
Hon. Bobby Whitefield
CEO, NWASHC

Date: May 9, 2023

CHIEF EXECUTIVE OFFICER
CHAIRMAN / CEO



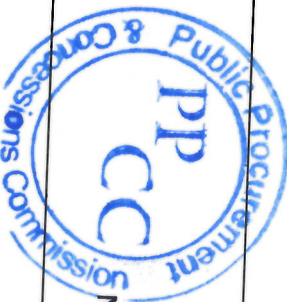
May 20, 2023



May 30, 2023

NATIONAL WATER, SANITATION AND HYGIEINE COMMISSION (NWASHC)
NON SBA PROCUREMENT PLAN EXPLANATORY NOTES

Item NO.	Contract Package Code	Contract Package	Content of Contract Package
1	IFB NO. NWASHC/RFQ/001/2023	FUEL-GENERATOR	This contract package is intended to purchase 2,500 gallons of fuel at USD 5.00 per gallon to be used in the Generator as a standby option when LEC is not on.
2	IFB NO. NWASHC/RFQ/002/2023	CLEANING MATERIALS	This contract package is intended to purchase clorax, detol, disinfectants , brooms, mobs, towels etc. to clean the offices and bathrooms.
3	IFB NO. NWASHC/RFQ/003/2023	STATIONERY	This contract package is intended to procure sheets, inks, stick on pads, staples, folders, box files, pens, makers, pads, poterator etc. to be used to carry out the day to day work of the Commission.
4	IFB NO. NWASHC/RFQ/004/2023	REPAIRS AND MAINTENANCE GENERATOR	This contract package is intended for the repairs and maintenance of one generator.



NATIONAL WATER, SANITATION AND HYGIEINE COMMISSION (NWASHC)
SBA PROCUREMENT PLAN EXPLANATORY NOTES

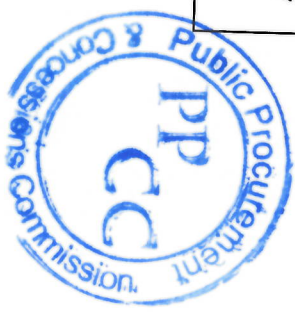
Item NO.	Contract Package Code	Contract Package	Content of Contract Package
1	IFB NO. NWASHC/SBA/SS/01/2023	INTERNET PROVIDER SERVICES	This contract package will be used to provide Internet Services by the LIBTELCO to have easy access in getting work done through research, zoom meetings, e-mails etc..

Prepared By: M. Savage
Procurement Manager

Approved By: [Signature]
CEO, NWASHC

Date: May 9, 2023

CHIEF EXECUTIVE OFFICER
CHAIRMAN / CEO



NATIONAL WATER SANITATION AND HYGIENE COMMISSION ANNUAL BUDGET 2023

CASH PLAN

		BUDGET CEILING 2022	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
13401-ADMINISTRATION AND MANAGEMENT	EXPENDITURE CATEGORY													
EMPLOYEES COMPENSATION														
1340100/1/01/001/000000/080900/0630/0000/211101	Basic Salary - Civil Service	641,200	53,434	53,433	53,434	53,433	53,434	53,433	53,434	53,433	53,433	53,433	53,433	53,433
1340100/1/01/001/000000/080900/0630/0000/211110	General Allowance	-	-	-	-	-	-	-	-	-	-	-	-	-
1340100/1/01/001/000000/080900/0630/0000/211116	Special Allowance	-	-	-	-	-	-	-	-	-	-	-	-	-
Total		641,200	53,434	53,433	53,434	53,433	53,434	53,433	53,434	53,433	53,433	53,433	53,433	53,433
GOODS AND SERVICES														
1340100/1/01/001/000000/080900/0630/0000/221101	Foreign Travel - Means of Travel	-	-	-	-	-	-	-	-	-	-	-	-	-
1340100/1/01/001/000000/080900/0630/0000/221102	Foreign Travel - Daily Sub. Allowance	-	-	-	-	-	-	-	-	-	-	-	-	-
1340100/1/01/001/000000/080900/0630/0000/221103	Foreign Travel - Incidental Allowance	-	-	-	-	-	-	-	-	-	-	-	-	-
1340100/1/01/001/000000/080900/0630/0000/221104	Domestic Travel- Means of Travel	-	-	-	-	-	-	-	-	-	-	-	-	-
1340100/1/01/001/000000/080900/0630/0000/221105	Domestic Travel- Daily Sub. Allowance	-	-	-	-	-	-	-	-	-	-	-	-	-
1340100/1/01/001/000000/080900/0630/0000/221106	Domestic Travel- Incidental Allowance	-	-	-	-	-	-	-	-	-	-	-	-	-
1340100/1/01/001/000000/080900/0630/0000/221201	Electricity	-	-	-	-	-	-	-	-	-	-	-	-	-
1340100/1/01/001/000000/080900/0630/0000/221202	Water and Sewage	-	-	-	-	-	-	-	-	-	-	-	-	-
1340100/1/01/001/000000/080900/0630/0000/221108	Internet Provider Service	6,000	800	800	800	800	800	800	800	400	-	-	-	-
1340100/1/01/001/000000/080900/0630/0000/221109	Scratch Cards	-	-	-	-	-	-	-	-	-	-	-	-	-
1340100/1/01/001/000000/080900/0630/0000/221401	Fuel and Lubricants - Vehicles	-	-	-	-	-	-	-	-	-	-	-	-	-
1340100/1/01/001/000000/080900/0630/0000/221402	Fuel and Lubricants - Generators	10,000	2,500	-	2,500	-	2,500	-	2,500	-	-	-	-	-
1340100/1/01/001/000000/080900/0630/0000/221303	Office Building and Lease	-	-	-	-	-	-	-	-	-	-	-	-	-
1340100/1/01/001/000000/080900/0630/0000/221502	Repairs and Maintenance- Vehicles	-	-	-	-	-	-	-	-	-	-	-	-	-
1340100/1/01/001/000000/080900/0630/0000/221503	Repairs and Maintenance- Generator	4,800	600	600	600	600	600	600	600	600	600	600	600	600
1340100/1/01/001/000000/080900/0630/0000/221601	Cleaning Materials and Services	1,200	400	-	-	400	-	-	400	-	-	-	-	-
1340100/1/01/001/000000/080900/0630/0000/221602	Stationery	3,000	1,200	-	-	1,200	-	-	-	600	-	-	-	-
1340100/1/01/001/000000/080900/0630/0000/221603	Printing, Binding, Publication	-	-	-	-	-	-	-	-	-	-	-	-	-
1340100/1/01/001/000000/080900/0630/0000/222102	Workshops, Conferences, Seminars	-	-	-	-	-	-	-	-	-	-	-	-	-
1340100/1/01/001/000000/080900/0630/0000/221607	Vehicle Insurance	4,775	2,000	-	-	1,447	-	-	-	-	-	-	-	-
1340100/1/01/001/000000/080900/0630/0000/222109	Operational Expense	29,775	7,500	1,400	3,900	4,447	3,900	2,128	4,300	1,600	600	-	-	-
Sub- Total														
PUBLIC SECTOR INVESTMENT PLAN														
Sub-Total	PSIP	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL BUDGET		670,975	60,934	54,833	57,334	57,880	57,334	55,561	57,734	55,033	54,033	53,433	53,433	53,433

CHIEF EXECUTIVE OFFICER
CHAIRMAN / CEO