



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/1048/'20**

February 27, 2020

Hon. Jerry B. Nyangbeh

PRESIDENT

Sinoe County Community College

Republic of Liberia

Dear Hon. Nyangbeh:

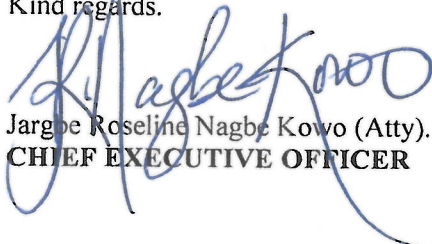
Subject: **RECEIPT AND APPROVAL OF SBA AND NON SBA PROCUREMENT PLAN FOR FISCAL YEAR 2019/2020**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Sinoe County Community College SBA and Non SBA 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 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 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.

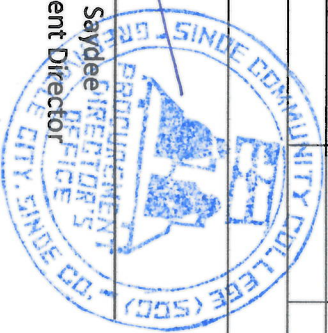


Jargoe Roseline Nagbe Kowo (Atty).
CHIEF EXECUTIVE OFFICER

SINOE COMMUNITY COLLEGE (SCC)
Procurement Plan (SBA)
Source of Funding: GOL National Budget
Fiscal Year: 2019/2020

1	2	3	4	5	6	7	8	9	10	11	12	13	14	16	16	17	18	19
BASIC DATA								IMPLEMENTATION DATES										
	ITE M NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	QTY	BUSINES S ACTIVIT Y/CODE	ESTIMATED COST (USD)	PROC URE MEN T MET HOD	TECHNICAL SPECS/BOQ /DRAWING S	PREP. OF BID DOCUMENT	PC APPROVAL BID DOC/TECH SPECS	BID INVITATIO N & RELEASE OF BID DOC	BID SUBMISSION/ PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL BID EVALUATIO N REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZA TION)	DELIVERY, INSPECTION (SUBSTANTIA L COMPLETION	ACCEPTAN CE & FINAL PAYMENT
PLANNED	1	IFBNo.:SCC//SBA/RB/001/1 9/20	Petroleum Product	5,660.38 gals.	G-4661	21,000.00	RB	04/11/19	6/11/19	7/11/19	8/11/19	11/12/19	13/12/19	07/2/20	28/02/20	N/A	10/03/20	10/03/20
UPDATE																		
ACTUAL																		
PLANNED	2	IFBNo.: SCC//SBA/RFQ/001/19/20	Repair & Maintenance- Vehicle	1 firm	G-4520	7,000.00	RFQ	12/08/19	14/08/19	15/08/19	16/08/19	23/08/19	28/08/19	30/08/19	28/11/19	N/A	10/03/20	10/03/20
UPDATE																		
ACTUAL																		
PLANNED	3	IFBNo.: SCC//SBA/RFQ/002/19/20	Repair & Maintenance- Gen	1 Firm	C-3312	11,000.00	RFQ	12/08/19	14/08/19	15/08/19	16/08/19	23/08/19	28/08/19	30/08/19	28/11/19	N/A	10/03/20	10/03/20
UPDATE																		
ACTUAL																		
PLANNED	4	IFBNo.: SCC//SBA/RFQ/003/19/20	Repair & Maintenance- civil	1 firm	F-4100	2,000.00	RFQ	12/08/19	14/08/19	15/08/19	16/08/19	23/08/19	28/08/19	30/08/19	28/11/19	N/A	10/03/20	10/03/20
UPDATE																		
ACTUAL																		
Planned	5	IFBNo.: SCC//SBA/RFQ/004/19/20	Repair & Maintenance- ICT	1 firm	C-3319	1,200.00	RFQ	12/08/19	14/08/19	15/08/19	16/08/19	23/08/19	28/08/19	30/08/19	28/11/19	N/A	10/03/20	10/03/20
UPDATE																		
ACTUAL																		
Sub Total						42,200.00												

Sign: 
Austin W. Saydee
Procurement Director



Approved: 
Jerry B. Nyangben, President



SINOE COMMUNITY COLLEGE (SCC)
Procurement Plan (SBA)
Source of Funding: GOL National Budget
Fiscal Year: 2019/2020

1	2	3	4	5	6	7	8	9	10	11	12	13	14	16	16	17	18	19
BASIC DATA								IMPLEMENTATION DATES										
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	QTY	BUSINESS ACTIVITY CODE	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ /DRAWING S	PREP. OF BID DOCUMENT T	PC APPROVAL - BID DOCS/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)	ACCEPTANCE & FINAL PAYMENT
PLANNED	6	IFBNo.: SCC//SBA/RFQ/005/19/20	Vehicle Insurance	1 Firm	K-6512	1,000.00	RFQ	12/08/19	14/08/19	15/08/19	16/08/19	23/08/19	28/08/19	30/08/19	28/11/19	N/A	10/03/20	10/03/20
UPDATE																		
ACTUAL																		
PLANNED	7	IFBNo.: SCC//SBA/NCB/001/19/20	Janitorial Materials	Assorted	G-4673	15,500.00	NCB	04/11/19	6/11/19	7/11/19	8/11/19	11/12/19	13/12/19	07/2/20	28/02/20	N/A	10/03/20	10/03/20
UPDATE																		
ACTUAL																		
PLANNED	8	IFBNo.: SCC//SBA/NCB/002/19/20	Stationary	Assorted	G-4761	19,800.00	NCB	04/09/19	6/09/19	09/09/19	10/09/19	10/10/19	17/10/19	18/10/19	28/10/19	N/A	10/03/20	10/03/20
UPDATE																		
ACTUAL																		
PLANNED	9	IFBNo.: SCC//SBA/RFQ/006/19/20	Publication Services	1 firm	J-5813	1,200.00	RFQ	12/08/19	14/08/19	15/08/19	16/08/19	23/08/19	28/08/19	30/08/19	28/11/19	N/A	10/03/20	10/03/20
UPDATE																		
ACTUAL																		
Planned	10	IFBNo.: SCC//SBA/RFQ/007/19/20	Educational Materials	Assorted	P-8550	5,254.00	RFQ	12/08/19	14/08/19	15/08/19	16/08/19	23/08/19	28/08/19	30/08/19	28/11/19	N/A	10/03/20	10/03/20
UPDATE																		
ACTUAL																		
Sub Total						42,754.00												

Sign: Austin W. Saydee
Procurement Director

Approved:

Jerry B. Nyangbe
President

SINOE COMMUNITY COLLEGE (SCC)
Procurement Plan (SBA)
Source of Funding: GOL National Budget
Fiscal Year: 2019/2020

961	2	3	4	5	6	7	8	9	10	11	12	13	14	16	16	17	18	19
BASIC DATA								IMPLEMENTATION DATES										
	ITE M NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	QTY	BUSINESS S ACTIVITY/ CODE	ESTIMATED COST (USD)	PROC URE MEN T MET HOD	TECHNICAL SPECS/BOQ /DRAWING S	PREP. OF BID DOCUMENT T	PC APPROVAL BID DOC/TECH SPECS	BID INVITATIO N & RELEASE OF BID DOC	BID SUBMISSION/ PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL BID EVALUATIO N REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZA TION)	DELIVERY, INSPECTION (SUBSTANTIA L COMPLETION)	ACCEPTAN CE & FINAL PAYMENT
PLANNED	11	IFBNo.: SCC/SBA/RFQ/008/19/20	Scratch Cards	1 Firm	J-6120	3,250	RFQ	12/08/19	14/08/19	15/08/19	16/08/19	23/08/19	28/08/19	30/08/19	28/11/19	N/A	10/01/20	10/01/20
UPDATE																		
ACTUAL																		
PLANNED																		
UPDATE	12	IFBNo.: SCC/SBA/RFQ/009/19/20	Even Catering	1 Firm	I-5621	3,500.00	RFQ	12/08/19	14/08/19	15/08/19	16/08/19	23/08/19	28/08/19	30/08/19	28/11/19	N/A	10/01/20	10/01/20
ACTUAL																		
PLANNED																		
UPDATE	12	IFBNo.: SCC/SBA/RFQ/010/19/20	Agricultural tools	Assorted	G-4653	2,000.00	RFQ	12/08/19	14/08/19	15/08/19	16/08/19	23/08/19	28/08/19	30/08/19	28/11/19	N/A	10/01/20	10/01/20
ACTUAL																		
PLANNED																		
UPDATE																		
ACTUAL																		
PLANNED																		
UPDATE	13.	IFBNo.: SCC/SBA/RFQ/011/19/20	Furniture & Fixtures	1 firm	G-4753	5,500.00	RFQ	12/08/19	14/08/19	15/08/19	16/08/19	23/08/19	28/08/19	30/08/19	28/11/19	N/A	10/01/20	10/01/20
ACTUAL																		
Total						96,204.00												

Sign: _____
Austin W. Saydee
Procurement Director

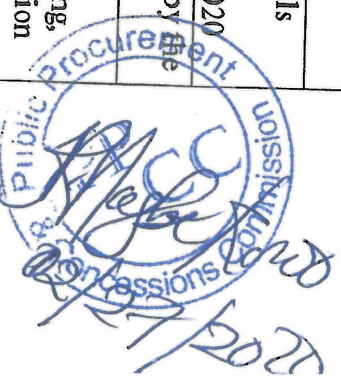
Approved: _____

Jerry B. Nyangbeh, President



SINOE COMMUNITY COLLEGE (SCC)
Explanatory notes to SBA Procurement Plan
FY 2019/2020

Item No.	Contract Package Code	Contract Package	Content of Contract Package Code
1	IFBNo.: SCC//SBA/RB/001/19/20	Petroleum product	This contract package is funded from the budget line items; fuel and lubricants-vehicles and Generator, which is intended to procure 5,660.38 gallons of diesel and gasoline at the cost of 3.72USD for the entity.
2	IFBNo.: SCC//SBA/RFQ/001/19/20	Repair and maintenance vehicle	This package is intended to acquire the services of an auto garage for the repair and maintenance of the entity's vehicles for the fiscal year 2019/2020
3	IFBNo.: SCC//SBA/RFQ/002/19/20	Repair and Maintenance Generator	This contract package is intended to acquire the services of a mechanic shop for the repair and maintenance of the entity's generator
4	IFBNo.: SCC//SBA/RFQ/003/19/20	Repair and Maintenance-civil	This contract package is intended to acquire the services of a contractor for the repair of the entity's office building
5	IFBNo.: SCC//SBA/RFQ/004/19/20	Repair and Maintenance-ICT	This contract package is intended to acquire the services of an ICT technician to provide repair and maintenance service for the entity's ICT equipment.
6	IFBNo.: SCC//SBA/RFQ/005/19/20	Vehicle Insurance	This package is intended to acquire the services of a non-life insurance company to provide insurance coverage of the college's vehicles
7	IFBNo.: SCC//SBA/NCB/001/19/20	Janitorial Materials	This contract package is from the budget line item Cleaning Materials and Supplies and will be used to procure janitorial materials for the regular cleaning of the college's premises for the fiscal year 2019/2020
8	IFBNo.: SCC//SBA/NCB/002/19/20	Stationery	This contract package is intended to procure stationery for use by the entity during the fiscal year.
9	IFBNo.: SCC//SBA/RFQ/006/19/20	Publication services	This contract package is derived from the budget line printing, binding, and publication services. It is intended to be used to provide publication services for the entity's NCB packages.
10	IFBNo.:		This contract package, Education Materials is derived from two budget



	SCC/SBA/RFQ/007/19/20	Education Materials	line items; Education Materials and Supplies, and Laboratory Consumables. It is intended to procure educational materials to equip the college library
11	IFBNo.: SCC//SBA/RFQ/008/19/20	Scratch Cards	This contract package is from the budget line Telecommunication, Internet. It is intended to procure 325 pieces of MTN recharge cards and 325 pieces of Orange cards that will be used to recharge modems for internet.
12	IFBNo.: SCC//SBA/RFQ/009/19/20	Event Catering	This contract package is taken from the budget lines Workshops, Conferences, Symposia, Seminars Local Staff Training. It is intended to hire a firm that will provide catering service during the course of the entity planned 2 workshops, 1 conference and local staff training
13	IFBNo.: SCC//SBA/RFQ/010/19/20	Agricultural tools	This contract package is from the budget line Agricultural Supplies and Inputs. It is intended to procure agricultural tools for used by the college's agriculture department
14	IFBNo.: SCC//SBA/RFQ/011/19/20	Furniture & Fixtures	This contract package is intended to procure office furniture and fixtures such as office desk, rug, etc. for the furnishing of offices.
15		Office Rental	This budget line item will be used to pay for use of a hall to conduct the entity workshop and local staff training at a cost of 3, 500.00 USD

[Signature]
02/2/2020

