



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



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Ref. PPCC/RL/CEO/1067/'20

March 4, 2020

Atty. Teklo Maxwell Grisgby

**CHAIRMAN**

National Commission on Small Arms

Republic of Liberia

Dear Atty. Grisgby:

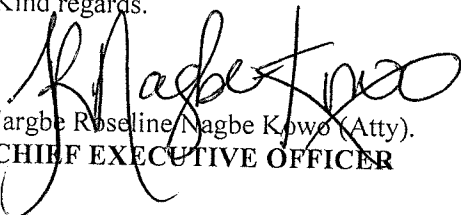
Subject: **RECEIPT AND APPROVAL OF SBA AND NON SBA PROCUREMENT PLAN FOR FISCAL YEAR 2019/2020**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the National Commission on Small Arms SBA and Non SBA Procurement Plan 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.

  
Jargbe Roseline Nagbe Kowo (Atty).  
**CHIEF EXECUTIVE OFFICER**

PROCUREMENT PLAN (SBA Budget)  
Source of Funding: GOL  
Fiscal Year: 2019/2020

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 PACKAG	Activity Code	QTY	ESTIMATED COST (USD)	PROCURE MENT METHOD	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)	ACCEPTANCE & FINAL PAYMENT
PLANNED	1	IFB No: LNCSA/ RFQ/SBA/O 01/19/20	Stationery	E-4761	Assorted	\$ 3,000	RFQ	5/1/2019	5/15/2019	5/29/2019	6/4/2019	7/2/2109	7/16/2019	7/23/2019	8/27/2019	N/A	6/2/2020	6/30/2020
UPDATE																		
ACTUAL																		
PLANNED	2	IFB No: LNCSA/RF Q/OesBA/ 002/1920	Cleaning Material	G-4773	Assorted	\$ 1,200	RFQ	5/1/2019	5/15/2019	5/29/2019	6/4/2019	7/2/2109	7/16/2019	7/23/2019	8/27/2019	N/A	6/2/2020	6/30/2020
UPDATE					X dx													
ACTUAL																		
PLANNED	3	IFB No: LNCSA/RF Q/SBA/OO 3/19/20	Repair/ Maintenance Vehicles	G-4520	5	\$ 2,400.00	RFQ	5/1/2019	5/15/2019	5/29/2019	6/4/2019	7/2/2109	7/16/2019	7/23/2019	8/27/2019	N/A	6/2/2020	6/30/2020
UPDATE																		
ACTUAL																		
SUB TOTAL						\$ 6,600.00												

Prepared by:   
Procurement Director

Approved by:   
Head of Entity/Chairman Proc. Committee

Date: 03/03/2020



**Source of Funding: COL**  
**Fiscal year: 2019/2020**

**GRAND TOTAL**

**Procurement Director**

**Head of Entity/Chairman Proc. Committee**

03/03/2020





A.

LNCSEA-PLAN EXPLANATION- NOTES- 2019/2020

ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	PROCUREMENT CONTRACT PACKAGE CONTENT									
1.	IFB NO. LNCSA/SBA/RFQ/001/2019/2020	Stationeries	This package is intended to Purchase the below listed items which is funded from the budget line stationeries.									
			No.	Item Description	Qty	No.	Item Description	Qty	No.	Item Description	Qty	
			1	Paper A4	1 ctn	6	High lighter	1 doz	11	Staple pin	1 box	
			2	Steno Pad	1 doz	7	Pencil	1 pk	12	Flip chart	1 pc	
			3	Ball Pen (Assorted)	1 pks	8	Glue	1 doz	13	Flash Drive (4GB)	1 pc	
			4	Box File	1 doz	9	Retype Solvent	3 doz	14	Wall Adaptor	5 pc	
			5	Manila Folder (L/s & M/s)	1 pks	10	Staple Remover	1 doz	15	Extension Cord	1 pc	
2.	IFB NO.LNCSA/SBA/RFQ/002/2019/2020	Cleaning Materials	This package is intended to purchase assorted cleaning materials for use to clean the office facility of the LNCSA to be funded from the budget line cleaning material services. These items include materials such as; clorax, detergent, broom etc.,									
3.	IFB NO.LNCSA/SBA/RB/003/2019/2020	Repair. & Maintenance (Vehicles)	This line refers to the repairs and maintenance of vehicle (5 Cars) belonging to the LNCSA which is funded from the budget line Rep. & Maintenance (Vehicles).									
4.	IFB. No. LNCSA/SBA/RB/001/2019/2020	Petroleum Product (Diesel and Gasoline)	This line item refers to the procurement of petroleum products funded from the budget line fuel and lubricant vehicle which is intended to procure \$1,714.00 worth of diesel and gasoline @ a rate of 3.50 for used by the entity.									
5.	LNCSA/SBA/SS/001/2019/2020	Internet connectivity	This contract package will be funded by the Ministry of Finance and Development planning through LIBTELCO using the Single Source method of procurement.									

Prepared by:   
Procurement Director



Approved by:

Chairman/Procurement Committee



Date:

03/03/2020

