



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/372/21**

September 15, 2021

Hon. T. Maxwell Grigsby, II (Atty.)

CHAIRMAN

Liberia National Commission on Small Arms
Republic of Liberia

Dear Hon. Grigsby:

Subject: **PROVISIONAL APPROVAL OF DRAFT PROCUREMENT PLAN FOR FISCAL YEAR 2021/ 2022**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the (LINCSA) SBA Core Budget, Special Budget Procurement Plan July - December 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>.

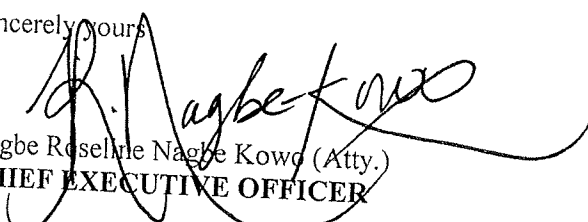
Upon passage of the National Special Budget 2021, you are required to submit a revised/updated procurement plan, detailed budget for NPA's allocation in the approved budget, Cash Plan, names and positions of procurement committee members for Budget Year 2021 and staff of your Procurement Unit.

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

Liberia National Commission on Small Arms
PROCUREMENT PLAN (SBA Core- Budget)
Source of Funding: GOL (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 PACKAG	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 /PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIATION & COMPLETION)	ACCEPTANCE & FINAL PAYMENT
PLANNED	1	IFBNO. LINCSEA/SBA/ RFQ/001/21	Petroleum Product(Diesel& Gasoline)		466 @ 3.75	\$ 1,750.00	RFQ	9/6/21	9/10/21	9/15/21	9/17/21	9/27/21	10/1/21	10/7/21	10/14/21	N/A	10/25/21	11/3/20
UPDATE																		
ACTUAL																		
PLANNED	2	IFBNO. LINCSEA/SBA/RF Q/001/21	Spare Parts		1 firm	\$ 642.00	RFQ	9/6/21	9/10/21	9/15/21	9/17/21	9/27/21	10/1/21	10/7/21	10/14/21	N/A	10/25/21	11/3/20
UPDATE																		
ACTUAL																		
PLANNED	3	IFBNO. LINCSEA/SBA/RF Q/002/21	Stationery		assorted	\$ 250.00	RFQ	9/6/21	9/10/21	9/15/21	9/17/21	9/27/21	10/1/21	10/7/21	10/14/21	N/A	10/25/21	11/3/20
UPDATE																		
ACTUAL																		
GRAND TOTAL						\$ 2,642.00												

Prepared by:

[Signature]

Procurement Director

Approved by:

[Signature]

Head of Entity/Chairman Proc. Committee

Date:

SEP 20 2021



**Liberia National Commission on Small Arms
PROCUREMENT PLAN (SBA Core- Budget)
Source of Funding: GOL (Special Budget- July – December 2021)**

LNCSA- PLAN EXPLAINATION- NOTES- 2021

ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	PROCUREMENT CONTRACT PACKAGE CONTENT
2.	IFB NO.LNCSA/SBA/RFQ/001/2021	Petroleum Product(Diesel & Gasoline)	This contract package is intended to purchase petroleum product which is intended to be used for by the entity. The unit cost is estimated at @ 3.75 with the quantity at 466 gallons for both diesel and gasoline.
3.	IFB NO.LNCSA/SBA/RFQ/002/2021	Repair and Maintenance(Vehicles)	This contract package is funded from the budget line Repairs and maintenance vehicles which is intended to procure spare parts for used by the entity in fixing their vehicles.
4.	IFB. No. LNCSA/SBA/RFQ/003/2021	Stationery	This contract package is funded from the budget line Stationery which intended to procure stationery for used by the entity which includes: A-4 papers, staple pins, INK, pen, pencils, box files, folders , notes pad and etc.

Prepared by:

Procurement Director



Approved by:

Head of Entity/Chairman Proc. Committee

Date: SEP. 10, 2021

