



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/0736/19**

October 28, 2019

Mr. J. Nanborlor F. Singbeh, Sr.

SECRETARY

The Liberian Senate

Republic of Liberia

Your ref: JNFS/S-SEN/347/10/19-RL

Dear Mr. Singbeh:

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 Liberian Senate 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 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>

Please note that the Commission also approves for the Liberian Senate to use the Restricted Bidding method of procurement in hiring a vendor for the supply of the petroleum products, consistent with Section 50 of the PPCA, 2010 and consents with a reduction in the lead time from four (4) weeks to two (2) weeks to assist in fast – tracking your processes. Please ensure that you adhere to the requirement of Section 51(1) which states that all known suppliers capable of supplying the goods/services shall be invited to bid in other words, we advise that the Senate invites all firms of the service that are registered on the Commission's online Vendor Register.

Upon passage of the FY 2019/2020 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for the Senate'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,


Jargbe Roseanne Nabbe Kowo (Atty).

CHIEF EXECUTIVE OFFICER

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

DRAFT

Name of Entity: Liberian Senate
Procurement Plan (Core Budget) Explanatory Notes
Fiscal Year: 2019/2020

Item NO.	Contract Package Code	Contract Package	Content of Contract Package
1.	IFB NO.LS/CB/NCB/001/19/20	Repairs & Maintenance Services- Vehicles	This package will be used to hire the services of a qualified firm to do the repair and maintenances of the Senate 48 Vehicles. Which includes routine maintenances etc.

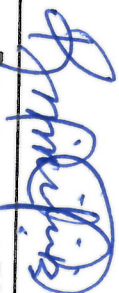
This plan is for both the Offices of the President Pro Tempore and The House of Senate.

These items are not procure by the procurement unit but rather done by the finance section. Direct payments are made to the senators to underwrite whatever travels cost that arises.

Here are the items:

1. Domestic Travel
2. Local Scholarship
3. Foreign Travel

Prepared by:



Procurement Director

Date:

Oct. 18, 2019

Cutler
6 Oct 25, 2019

R. N. N. N. N.
07/18/2019