



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



Website: [www.ppcc.gov.lr](http://www.ppcc.gov.lr) | Email: [info@ppcc.gov.lr](mailto:info@ppcc.gov.lr) | Phone Short Code: 4357

Ref. **PPCC/RL/CEO/0960/'19**

December 18, 2019

Hon. David S. Dahn  
**ACTING DIRECTOR GENERAL**  
National Commission on Higher Education  
Republic of Liberia

Dear Hon. Dahn:

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 National Commission on Higher Education (NCHE) 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>

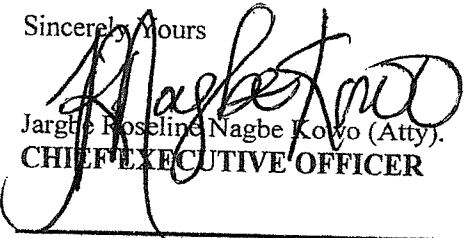
Upon passage of the FY 2019/2020 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for NCHE's allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for FY 2019/2020 and staff of your Procurement Unit.

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.

Sincerely yours

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

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

**National Commission on Higher Education  
Procurement Plan (SBA Core Budget)  
Source of Funding (GOL National Budget)  
Fiscal Year 2019-2020**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
ITEM NO	PAKCKAGE NUMBER (CODE)	BASIC DATA			IMPLEMENTATION DATES															Remark
		Contract Package	Business activities (CODE)	QTY	Estimated Cost(USD)	Proc. Method	Tech. Spec/BO Q/Drawin g	Prep. Of Bid Doc.	PC Approval of Bid Doc/Tech specs	Bid Invitation & Release of Doc	Bid Sub. & Public Opening	Sub. of Bid Evaluati on Report	PC Approval of Bid Evaluati on Report	Contract Award & Signing	Advance Payment( Mobilizat ion)	Delivery/ Inspection (Substanti al completio n)	Acceptance & Final Payment			
Planned	1.	IFBNo./NCH E/SBA/RFQ/ 001/2019/20	Printing & Binding	C1811	assorted	636.00	RFQ	05/03/19	05/14/19	05/24/19	06/04/19	06/14/19	06/25/19	07/4/19	07/15/19	N/A	06/22/20	06/29/20		
Update																				
Actual																				
<b>GRAND TOTAL</b>						<b>636.00</b>														

Signed: *Menttar Choe* Date: Nov 28, 2019  
 Menttar Choe/Procurement Director  
 Approved: *David S. Bahns* Date: Nov 28, 2019  
 David S. Bahns/Commissioner General / Chairperson-PC



*OTL*  
December 12, 2019  
  
*DBA*  
December 12, 2019

Name of Entity: National Commission on Higher Education  
 Procurement Plan Explanatory Note (SBA Budget)  
 Fiscal Year: 2019-2020

Item NO.	Contract Package Code	Contract Package	Content of Contract Package
1.		Office Building Rental & Lease	The lease agreement signed between the National Commission on Higher Education and the Keita Family, located on the S. D. Cooper Road, Paynesville City is expired. The Commission is still maintaining the building. This contract package will be used to sign new lease agreement.
2.	IFBN0/NCHE/SBA/RFQ/001/2019/20	Printing & Binding	USD636,00 from the feasibility study to be used as contract package to procure printing and binding of data collection from colleges and universities on the enrollment of students and faculty staff qualifications.
3.		feasibility Studies	This is an in house project. The Commission will conduct a data collection on all Tertiary institutions (Universities and Colleges) in the Republic of Liberia to update the enrollment of students and faculty /staff qualifications. <ul style="list-style-type: none"> <li>• DSA for enumerators</li> <li>• Compile and analyze</li> <li>• Report writing and publication of statistics</li> </ul>

Prepared by:   
 Procurement Director/NCHE



Date: Nov. 28, 2019

*Back*  
 December 12, 2019

*Alshay*  
 December 12, 2019