



REPUBLIC OF LIBERIA
PUBLIC PROCUREMENT & CONCESSIONS COMMISSION

EXECUTIVE MANSION GROUNDS, CAPITOL HILL, MONROVIA, LIBERIA

WEBSITE: www.pccc.gov.lr EMAIL: info@pccc.gov.lr PHONE SHORT CODE: 4357 Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Ref. **PPCC/RL/CEO/0276/24'**

May 31, 2024

Hon. J. Marvin Cole

CHAIRMAN, RULES, ORDER & ADM.

House of Representative

Monrovia, Liberia

Dear Hon. Cole:

Subj: **APPROVAL OF ANNUAL UPDATED PROCUREMENT PLAN FOR FISCAL YEAR 2024**

We present our compliments and wish to acknowledge receipt of your communication which sought the approval of the Commission for the House of Representative (HoR) Annual updated Procurement Plan. Following thorough review, the Commission hereby approves the HoR's annual updated procurement plan for fiscal year 2024 in accordance with **Section 40 (3)** of the PPCA, 2010, and informs the HoR that the procurement plan will be duly forwarded to the Ministry of Finance and Development Planning (MFDP), and that the MFDP will process allotments in keeping with the approved procurement plan.

The Commission counsels that you observe **Section 40 (5) of the PPCA, 2010**, which states **"each Procuring Entity, shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in its plan. However, an updated procurement plan shall accompany said notice to the Commission."**

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.

Sincerely yours,


Bodge Scott Johnson, Hon.
CHIEF EXECUTIVE OFFICER



Inter- Office Memorandum

To: Mr. Bodger Scott Johnson
Executive Director

Thru: Mr. Himmie E. Langford
Director /CMD

From: Agnes K. Saye-Wuo
Compliance Officer

Date: May 31, 2024

Subject: The House of Representatives Request for Approval of its Updated Procurement Plan for FY 2024

The House of Representatives has submitted several documents for review and approval by the Commission.

Documents submitted are as follows:

- a. Cover letter
- b. Updated Procurement Plan and Explanatory Notes
- c. Cash plan
- d. Communication to MFDP for adjustment in its budget.

Having reviewed the entity's documents, the following was observed:

1. The House of Representatives in a communication to MFDP requested adjustments in its budget for the following contract packages:
(Petroleum products, Printing & Binding and Stationery)
2. That the total funds requested for is USD (\$ 4,457.351.00), Four million four hundred fifty seven thousand, three hundred fifty one United States dollars which is applied to the above contract packages as seen its updated plan.

Recommendation.

- In view of the above, it is recommended that the House of Representatives request for approval of its updated plan be granted.

Note: HOR is advised to include dates/time schedules for all updated contract packages for future procurement.

Kind regards;

Josephine Gelescia
May 31, 2024
3:40pm

House of Representatives
Procurement Plan (None- SBA National Budget)
Source of Funding: Government of Liberia National Budget
Fiscal Year: 2024

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
	ITEM NO.	BASIC DATA						IMPLEMENTATION DATES												REMARKS
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity code (s)	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 (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT		
PLAN	1	IFB No. GoL.HOR/NC B/001/2024	Stationery	G-4761	Assorted	166,877	NCB	04/03/24	04/10/24	04/17/24	04/24/2024	05/22/24	05/29/24	05/31/24	06/07/24	N/A	N/A	12/31/24		
UPDATE						12,000														
ACTUAL																				
PLAN	2	IFB No. GoL.HOR/NC B/002/2024	Cleaning Materials	G-4773	Assorted	168,092	NCB	04/03/24	04/10/24	04/17/24	04/24/2024	05/22/24	05/29/24	05/31/24	06/07/24	N/A	N/A	12/31/24		
UPDATE																				
ACTUAL																				
PLAN	3	IFB No. GoL.HOR/NC B/003/2024	Repair & Main. Equip (Generator)	C-3314	1 Firm	24,517	NCB	07/01/24	07/08/24	07/15/24	07/22/24	08/22/24	08/29/24	09/02/24	09/16/24	N/A	N/A	12/31/24		
UPDATE																				
ACTUAL																				
SUB						371,486														
TOTAL																				

Signed: 
Jarwee M. Saywon
Head of Procurement Unit




May 31, 2024


Approved: 
Hon. J. Marvin Cole
Chairman
Procurement Committee

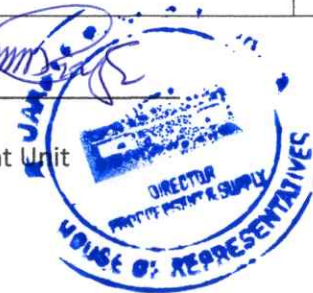


HON. J. MARVIN COLE
CHAIRMAN
RULES & ORDER & ADMINISTRATION

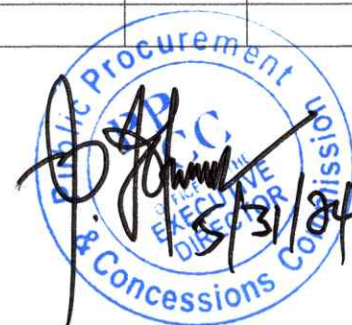
House of Representatives
 Procurement Plan (None- SBA National Budget)
 Source of Funding: Government of Liberia National Budget
 Fiscal Year: 2024


1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
	ITEM NO.	BASIC DATA						IMPLEMENTATION DATES												REMARKS
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity code (s)	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 (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT		
PLAN	4	IFB No.GoL.HOR/NCB/004/2024	Air Condition	G-4759	980.68 pound@25	165,882	NCB	07/01/24	07/08/24	07/15/24	07/22/24	08/22/24	08/29/24	09/02/24	09/16/24	N/A	N/A	12/31/24		
UPDATE																				
ACTUAL																				
PLAN	5	IFB No.GoL.HOR/NCB/005/2024	Internet Connectivity	J-6120	1 firm	278,901	NCB	04/03/24	04/10/24	04/17/24	04/24/2024	05/22/24	05/29/24	05/31/24	06/07/24	N/A	N/A	12/31/24		
UPDATE																				
ACTUAL																				
PLAN	6	IFB No.GoL.HOR/RB/001/2024	vehicles	G-4510	71 units	2,520,000	RB	07/01/24	07/08/24	07/15/24	07/22/24	08/22/24	08/29/24	09/02/24	09/16/24	N/A	N/A	12/31/24		
UPDATE						285,000														
ACTUAL																				
SUB TOTAL						3,249,783														
Grand Total						3,621,269														

Signed: 
 Jarwee M. Saywon
 Head of Procurement Unit



Handwritten signature
 May 31, 2024



Approved: 
 Hon. J. Marvin Cole
 Chairman
 Procurement Committee



House of Representatives
Procurement Plan Explanatory Notes (None- SBA Budget)
Fiscal year: 2024

Item No.	Contract package code	Contract package	Content of contract package
1	IFB No. GoL.HOR/NCB/001/2024	Stationery	<p>This object of procurement package is intended to procure the following quantities assorted stationery for the Honorable Members, Office of the Speaker, and Office of the Deputy Speaker of the House of Representatives:</p> <p>H. A4 Sheet-----600BX I. Legal Sheet (A5)-----300 Box J. Note Pad-----200 PKS K. Ball Pens-----100 PKS L. Computer Inks-----200 PCS M. A4 Manila Folder-----300 PCS N. Manila Fold (Long)-----300 PCS</p>
2	IFB No. GoL.HOR/NCB/002/2024	Cleaning Material	<p>This object of Procurement package is intended to procure the assorted cleaning materials:</p> <p>L. Tissue-----200DZ M. Tide Soap (Klim Tide Soap)-----150 CTN N. Chlorine-----50 Gallons O. Chlorox-----50 CTN P. Chemical for Spraying (Fumigation)-----20 Gallons Q. Floor Mops-----150 PCS</p>



[Handwritten Signature]
 May 31, 2024




			R. Soft Brooms-----200 PCS S. Hard Brooms-----200 PCS T. Garbage Bin-----150 PCS U. Trash Cane-----250 PCS V. Floor Towel-----300 PCS
3	IFB No. GoL.HOR/NCB/003/2024	Repair & Maint. Equip. (Generator)	This object of procurement is from the budget line Repair Maintenance –Equipment is intended to procure Generator Spare Part and General Servicing for the newly Chinese Building and also the repair of grass cutting machines.
4	IFB No.GoL.HOR/NCB/004/2024	Air Conditioner Spare Parts	This object of Procurement package is from the budget line Repair, Maintenance, Machinery - Equipment and intended to procure Air Conditioners Parts for the Capitol Building; Air Conditioners- Gas @25USD-----980.68 Pounds
5	IFB No.GoL.HOR/NCB/005/2024	Internet Connectivity	This object of Procurement package is from the budget line, Internet Provider Services and intended to procure or hire Internet Firm to provide Internet Services to Honorable House of Representatives for Fiscal year 2024.
6	IFB No.GoL.HOR/RB/001/2024	Vehicles	This object of Procurement is from the budget line Transport –equipment and intended to procure vehicles for the members of the House of Representatives and the Offices of the Speaker and Deputy Speaker fiscal year 2024 respectively.

Signed:


Jarwee M. Saywon
Director of Procurement
HOUSE OF REPRESENTATIVES

WSEJP
May 31, 2024

Approved:


HON. J. MARVIN COLE
CHAIRMAN
RULES & ORDER &
ADMINISTRATION
Procurement Committee


Procurement & Concessions Commission
OFFICE OF THE EXECUTIVE DIRECTOR
5/31/24