



Liberia Water and Sewer Corporation

King Sao Boso Avenue, Front Street
Monrovia, Liberia

Explanatory Notes to the Calendar Year 2024 Procurement Plan of the Liberia Water and Sewer Corporation

NB: These notes provide detailed explanation for each contract package in relations to the entity's cash plan for calendar year 2024 and PPCC approved matrix.

Name of Entity: Liberia Water and Sewer Corporation (LWSC)
Procurement Plan: (SBA Budget)
Explanatory Notes
CALENDAR YEAR: 2024

No.	IFB/RFP Reference Number	Contract Package	Detailed Content
1.	IFB No.: LWSC/SBA/RB/001/2024	Event Catering	This Contract Package is from the Budget line items; Event Catering (Entertainment & Accommodation) and National Conference Seminar and Training. It is intended to hire catering services during the following programs during the calendar year 2024: Year End Party-(Hiring Catering services)
2.	IFB No.: LWSC/SBA/RFQ/001/2024	Publication Services	This Contract Package is from the Budget line item: Advertising & Public Relations. It is intended to advertise LWSC vacancy announcements, procurement related activities, water and sewer charges and bills etc., during the calendar year 2024.: Advertising— 3 Firms (Invitation for Bids, advertisement for water and sewer charges etc) US\$10,000.00.
3.	IFB No.: LWSC/SBA/RFQ/002/2024	Vehicles Rental Services	This Contract Package is from the Budget line item: Vehicles Rental Services. It is intended to Rent Vehicles during the period when LWSC Top Management or Board Members are going Outstation of Montserrado (Buchanan, Zwedru, Lofa and Nimba etc.) during the calendar year 2024.
4.	IFB No.: LWSC/SBA/RFQ/003/2024	Janitorial Supplies	This Contract Package is from the Budget line items: Janitorial Supplies. It is intended to purchase Janitorial materials needed for the maintenance of all LWSC facilities. (Central office, Fiamah, White Plains,etc.), which include: mopping 30pcs, brooms and brushes 20pcs, Buckets 10pcs, trash liners and Containers 50pcs etc., during the calendar year 2024.
5.	IFB No.: LWSC/SBA/RFQ/004/2024	Computer Maintenance	This Contract Package is from the Budget line-item Computer Maintenance & IT Charges. It is intended to hire a firm that will service all LWSC computers during the calendar year 2024.
6.	IFB No.: LWSC/SBA/RB/002/2024	Building Repairs & Maintenance	This Contract Package is from the Budget line items: Building Maintenance (Head Office), Plant Building Maintenance, Sewer Building Maintenance & Boosters (Caldwell, Fish Market, New Georgia and Soul Clinic). It is intended to hire a firm that will carry out the repair and maintenance work on those LWSC facilities during the calendar year 2024
7.	IFB No.: LWSC/SBA/NCB/001/2024	Rice (Bulk)	This Contract Package is from the Budget line-item Rice (Bulk). It is intended to procure Rice for LWSC Employees: 5,555 bags, during the calendar year 2024.

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June 10, 2024

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8.	IFB No.: LWSC/SBA/NCB/002/2024	Communication (Scratch Cards)	This Contract Package is from the Budget line items; Communication (Scratch Cards). It is intended to purchase assorted scratch cards for the employees and board members during the calendar year 2024. Scratch Card Lonestar--2.331 pcs Cellcom---2.331 pcs								
9.	IFB No.: LWSC/RFQ/005/24	Motorbikes	This Contract Package is from the Budget line items: Motorbikes. It is intended to purchase ten (10) pieces of motorbikes during the calendar year 2024 to facilitate LWSC operational activities. <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th>QTY</th> <th>Cost</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>Motorbikes-----</td> <td>10</td> <td>1,000</td> <td>10,000</td> </tr> </tbody> </table>		QTY	Cost	TOTAL	Motorbikes-----	10	1,000	10,000
	QTY	Cost	TOTAL								
Motorbikes-----	10	1,000	10,000								
10	IFB No.: LWSC/SBA/SS/001/2024	Insurance Coverages (Vehicles & Group/Medical)	This Contract Package is from the Budget line item; Group Insurant and Vehicles Insurance. It is intended to hire the service of an Insurance company to cover contractors and employees insurance and vehicle during the calendar year 2024. The LWSC decided in its procurement committee meeting to Single Source this budget line item to the National Insurance Company of Liberia (NICOL), a public corporation, which Act (Section III a) gives it the sole authority to provide insurance coverage to all government entities including public corporations which the Government of Liberia is a 50% shareholder. The decision is in keeping with the NICOL Act.								
11.	IFB No.: LWSC/SBA/RB/003/24	Petroleum Products	This Contract Package is from the Budget line items: Head Office Genset (Fuel), Fuel for Generator (Fiamah), Fuel and Gasoline Allowance, Gasoline and Operational Vehicles and Plant Fuel and Lubricant. It is intended to purchase the following items during the Calendar Year 2024: <ol style="list-style-type: none"> 1. Diesel fuel Bulk- WTP-21,912 gallons 2. Corporate Vehicles -Fuel Coupons 5,113 gallons 3. Corporate Vehicles 4,254 gallons 								
12.	IFB No.: LWSC/SBA/RB/004/2024	Printing and binding	This Contract Package is from the Budget line item; Printing (Booklets). It is intended to hire a firm that will printing and bind all LWSC receipts and manual bills for customers, during the calendar year 2024. Receipt Books-1500 pcs Minor Bills-----1500 pcs etc.								
13	IFB No.: LWSC/SBA/RFQ/006/2024	Hall Rental	This Contract Package is from the Budget line item: National Conference Seminar and Training. It is intended to rent a Hall for the facilitation of a quick impact training on LWSC Quick Book System and also to be able to host the World Water Day Program, during the calendar year 2024.								

WJG
June 10, 2024

EXECUTIVE DIRECTOR
Public Procurement and Concessions Commission

14.	IFB No.: LWSC/SBA/RB/005/2024	Publication of General Announcement	<p>This Contract Package is from the Budget line item: Advertising & Public Relations. It is intended to advertise LWSC vacancy announcements, procurement related activities, water and sewer charges and bills etc., during the calendar year 2024.:</p> <p>Public Announcement and Shows Relation—3 Firms</p> <ol style="list-style-type: none"> 1. Announcements for Water and sewer services 2. Appearing on Shows 3. Radio Announcements etc. <p>US20,000.00</p>
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Prepared by: J Potter
Acting Procurement Director

Date: 06/10/24

Approved by: Mansuri
Head of Entity/Chairman Procurement Committee

Date: June 10, 2024
Office of the Managing Director

WES
June 10, 2024

J. Johnson
Office of the Executive Director
& Concessions Committee



Name of Entity: Liberia Water and Sewer Corporation (LWSC)
Consultancy Procurement Plan: (SBA Budget)
Explanatory Notes
CALENDAR YEAR: 2024

No.	IFB/RFP Reference Number	Contract Package	Detailed Content
1.	RFP No.: LWSC/ LCS/001/ 2024	Audit/Accountancy Services	This Contract Package is from the Budget line items Audit/Accountancy Services. It is intended to hire firm to e – design of accounting methods or procedures, cost accounting programs, budgetary control procedures –advice and help to businesses and public services in planning, organization, efficiency and control, management information etc
2.	RFP No.:LWSC/SS/001/ 2024	Legal Services	This Contract Package is from the Budget line items Legal Services. It is intended to hire firm that will provide Advice and representation in criminal cases, advice and representation in connection with labour disputes, general counselling and advising, preparation of legal documents: articles of incorporation, partnership agreements or similar documents in connection with company formation, preparation of deeds, other activities of notaries public, civil law notaries, arbitrators etc.

Prepared by: *J Potter*
 Acting Procurement Director

Approved by: *M. Mansfield*
 Head of Entity/Chairman Procurement Committee
 Office of the Managing Director

Date: 06/10/24

Date: JUNE 10, 2024

LWSC
 June 10, 2024

J. Johnson
 6/11/24


ADDITIONAL EXPLANATORY NOTES:

Notes Electricity (Head Office & White Plains) – This contract package is from the Budget lines; Electricity (Head Office & White Plains). It is intended to pay for LEC bills for the usage of current at the Water Treatment Plant in White Plains and the LWSC Head Office on Front Street, Monrovia during this calendar year 2024. This will be done through the Finance Section.

Plant Maintenance- This contract package is from the Budget line Plant Equipment Maintenance, it is intended to pay casual laborers to clean the clear well, cleaning around the compound etc., during the calendar year 2024 in the amount of Ten Thousand United States Dollars (US\$10,000.00). Through the finance department

Local Training- This contract package is from the Budget line Local Training- LWSC intends send some of her employees to the Liberia Institute for Public Administration (LIPA) for various Training-(Human Resources Management, Procurement Management, Management Internal Control and Audit etc.)-US\$25,000.00. It will be done through the Finance Section.

Local Travel- This contract package is from the Budget line Local Travel-It is intended to provide traveling allowances through the Finance Section to employees that will be going to the various outstations of LWSC-Buchanan, Sanniquellie, Robertsport, Zwedru, Kakata and Lofa.-US\$34,500.00

International Conference Seminar and Training- This contract package is from the Budget line International Conference Seminar and Training-It is intended to provide traveling allowances through the Finance Section to employees that will be traveling out of the Country for Seminars, short terms training and or workshops.-US\$10,000.00

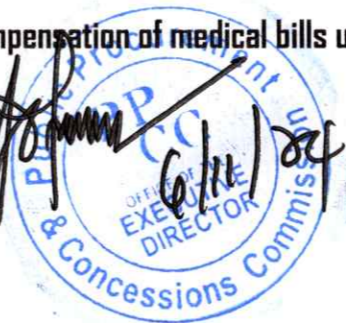
Equipment Rental (Non IT)- This contract package is from the Budget line Equipment Rental (Non IT), it is intended to hire the service of a firm to use crane and remove heavy duty trucks and machinery for repair or transfer it to one of our operational areas. It will be done through the finance section. US\$7,500.00.

Contractual Services- This contract package is from the Budget line contractual services, it is intended to hire casual laborers thought the Finance Section to clean the various LWSC sites and to provide short terms contractor service to vocational students.-US\$70,000.00.

Medical Expense- This contract package is from the Budget line; Medical Expense- It is intended to compensation of medical bills under write by the employee outside of the insurance coverage areas, and it will be done through the Finance Section.-US\$5,000.00.

*US\$500
June 10, 2024*


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Rent and Lease- This contract package is from the Budget line; Rent and Lease -It is intended to rent or lease the parcel of land LWSC have their various Kiosks in and around Montserrado -US\$10,000

Vehicles Registration and Licenses- This contract package is from the Budget line; Vehicles Registration and Licenses- It is to pay for LWSC vehicles and motorbikes registration from the Ministry of Transport through the Finance Section- US\$7,500.00

White Plains (Electricity) Dedicated Lines- This Contract Package is from the Budget line item Electricity Dedicated Line (LEC). The LWSC faces significant power outage at the White Plains Water Treatment Plant. The corporation has decided to, based on discussions and negotiations with the Liberia Electricity Corporation, to construct a dedicated power line from the Mt. Coffee Hydro to the WTP. The LWSC is sole sourcing this to the LEC and it will be paid through the finance section. This construction is intended to be carried out during the 2024 fiscal year.


June 10, 2024