



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/376/20

September 17, 2021

Cllr. Elizabeth Nelson  
**COURT ADMINISTRATOR**  
Judicial Branch  
Supreme Court of Liberia  
Republic of Liberia

Dear Cllr Nelson:

Subject: **RECEIPT AND APPROVAL OF JUDICIAL BRANCH SPECIAL PROJECT PROCUREMENT PLAN, FOR FISCAL YEAR 2021**

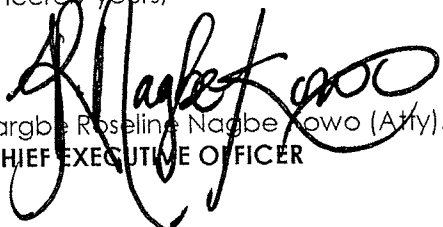
We present our compliments and wish to notify you that the Public Procurement and Concessions Commission has received and approved the Judicial Branch Special Project Procurement Plan (Printing of Liberia Naturalization Books and Certificates), for Special Budget Year 2021 in accordance with **Section 40** (3) of the PPCA, 2010. The Commission wishes to inform the **Judicial Branch** that its Procurement Plan will be duly forwarded to the Ministry of Finance and Development Planning (MFDP), and the MFDP will process allotments in keeping with the approved Procurement Plans.

The Commission advises that you observe **Section 40** (5) of the PPCA, 2010 which states that a Procuring Entity shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plan. The Commission and the Ministry responsible for Finance should be notified in writing of any material changes in the procurement plan and be provided with a copy of the updated procurement plan. 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 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.

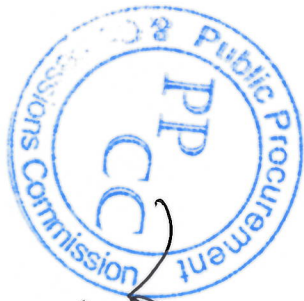
Best regards.

Sincerely yours,

  
Jargbe Roseline Nagbe Nowo (Atty).  
CHIEF EXECUTIVE OFFICER

**JUDICIARY BRANCH TEMPLE OF JUSTICE  
SPECIAL PROJECT PROCUREMENT PLAN (NON-SBA)  
SOURCE OF FUNDING: GOL 2021 Internal Revenue Generation Account**

BASIC DATA																		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Vendor's Business Activity Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREPARATION OF BID DOC.	PC APPROVE BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC.	BID SUBMSN./PUBLIC OPENING	SUBMISSIO N OF BID EVAL. REPORT	PC APPROVA L BID EVAL. REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEP FINA PAYME	
PLANNED 1	JUD/SS/001/20-21	Printing of Liberia Naturalisation Books and Certificates	C1811	2,000 EACH	53,620.00	SS	7/15/2021	7/22/2021	7/29/2021	N/A	N/A	N/A	8/10/2021	8/20/2021	N/A	10/12/2021	11/30/2	
UPDATE																		
Actual																		
		<b>Grand Total :</b>			53,620.00													



*[Handwritten signature]*  
Sept. 15, 2021

Prepared By: *[Signature]*

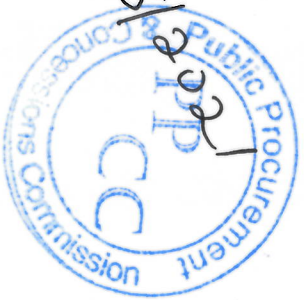
Joyce L. Ndowar  
PROCUREMENT DIRECTOR

Approved By: *[Signature]*

Clir. Elizabeth J. Nelson  
Procurement Committee Head

Date: *Aug. 31, 2021*

*[Handwritten signature]*  
Sept 15, 2021



NAME OF ENTITY : JUDICIARY  
 Procurement Plan Explanatory Note (NON- SBA)  
 Source of Funding : GOL 2021 (Internal Revenue Generation Account)

Items	Package Number Code	Contract Package	Content of contract package
1	IFB No./JUD/SS/001 2021	Printing of Naturalization Books and Certificates.	<p>The Judiciary intend to use the sole source method (SS) Procedures in this package to purchase two thousand (2000) twelve page Nationalization books, Certificate of Citizenship and Certificate of Naturalization</p> <p>Total Amount allocated for said materials : <u>US\$53,620.00</u></p>

Signed By :   
 Director of Procurement

  
 Sept 15, 2021



  
 PPCC  
 15/9/2021