



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/347/21**

September 27, 2021

Hon. Jannave Verdier-Massaquoi (Mrs.)  
ASSISTANT SECRETARY OF THE SENATE, R.L.  
The Honourable House of Senate  
Capitol Building  
Republic of Liberia

Dear Hon. Massaquoi:

Subject: **PROVISIONAL APPROVAL OF DRAFT PROCUREMENT PLAN FOR SPECIAL BUDGET YEAR 2021.**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Liberian Senate Special Budget Procurement plan for FY 2021 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 culminated in **framework agreements** for 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 National Special Budget 2021, you are required to submit a revised/updated procurement plan, detailed budget for the Liberian Senate's allocation in the approved budget, Cash Plan, names and positions of procurement committee members for Budget Year 2021 and staff of your Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the just ended FY 2020/2021, for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for the Special Budget Year.

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

  
Jargba Rueline Nagbe Kowo (Atty.)  
CHIEF EXECUTIVE OFFICER

**Liberian Senate**  
**Procurement Plan (Core Budget)**  
**Source of Funding: GOL Special National Budget**  
**Fiscal year: July-December 2021**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
BASIC DATA								IMPLEMENTATION DATES										
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUS. ACT. CODE:	QTY.	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/PROQ/DRA WINGS	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- BIDEVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY/INSPECTION (SUBSTANTIAL COMPLETION)	ACCP.	
PLANNED	1.	IFB NO. LS/SCB/NCB/0 01/21	Repairs & Maintenance Services- Vehicles	G4520	1 Firm	20,000.00	NCB	07/1/21	07/9/21	07/29/21	09/21/21	10/19/21	10/25/21	10/29/21	11/5/21	N/A	12/23/21	12,
UPDATE																		
ACTUAL																		
			Sub. Total			20,000.00												
			Grand Total			20,000.00												

Prepared by: Johnny A. Clarke Director/Procurement Unit

Approved by: Sen. Nyonblee K. Lawrence Head of Entity/Chairman Proc. Committee

Date: 9/16/21



Name of Entity: Liberian Senate  
 Procurement Plan (Special Core Budget) Explanatory Notes  
 Fiscal Year: July-December 2021

Item NO.	Contract Package Code	Contract Package	Content of Contract Package
1.	IFB NO.1S/SCB/NCB/001/21	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: *J. A. G. G. G.*  
 Procurement Director

Date: 9/9/21

