



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



Website: www.ppcc.gov.lr | Email: info@ppcc.gov.lr | Phone Short Code: 4357

Ref. **PPCC/RL/CEO/1050/20**

February 28, 2020

Cllr. Jerome G. Korkoya, JD

CHAIRMAN

National Elections Commission

Republic of Liberia

Dear Cllr. Korkoya:

Subject: **RECEIPT AND APPROVAL OF SBA AND NON SBA 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 Elections Commission SBA and Non 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 Procurement Plan has been forwarded to the Ministry of Finance and Development Planning (MFDP), and that 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 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.


Jargbe Roseline Nagbe Kowo (Atty).
CHIEF EXECUTIVE OFFICER

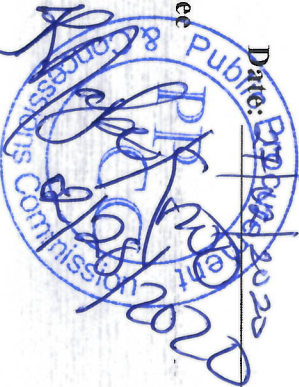
National Elections Commission
Procurement Plan (Core Budget)

Source of Funding: 2019/2020 National Budget. Fiscal Year: July 1, 2019-June 30, 2020

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	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/PU BLC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT
PLANNED	1	IFB No. NEC/ RFQ/001/ 19/20	Vehicle Spare parts and Lubricants	G4530	Assorted	5,000.00	RFQ	2/7/20	2/14/20	2/21/20	2/28/20	3/6/20	3/13/20	3/20/20	3/27/20	N/A	6/9/20	6/30/20
UPDATE																		
ACTUAL																		
PLANNED	2	IFB No. NEC/RFQ/ 002/19/20	Generators Spare parts and Lubricants	C3314	Assorted	3,000.00	RFQ	2/14/20	2/21/20	2/28/20	3/6/20	3/13/20	3/20/20	3/27/20	4/3/20	N/A	6/10/20	6/24/20
UPDATE																		
ACTUAL																		
PLANNED	3	IFB No. NEC/RFQ/ 003/19/20	Cleaning Materials	G4773	Assorted	5,000.00	RFQ	3/2/20	3/9/20	3/16/20	3/23/20	3/30/20	4/6/20	4/13/20	4/20/20	N/A	6/12/20	6/26/20
UPDATE																		
ACTUAL																		
PLANNED	4	IFB No. NCB/RFQ/ 004/19/20	Stationery	G4741	Assorted	6,000.00	RFQ	3/3/20	3/10/20	3/17/20	3/24/20	3/31/20	4/7/20	4/14/20	4/21/20	N/A	6/18/20	6/22/20
UPDATE																		
ACTUAL																		
Sub Total						US\$19,000.00												

Prepared by: P. Yarsiah Date 02/27/20
Joseph A. Yarsiah
Director/Procurement Unit

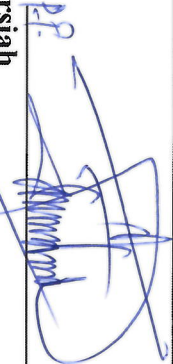
Approved by: Jerome George Korkoya, JD Date: 02/28/2020
Chairman-BOC/Chairman-Procurement Committee

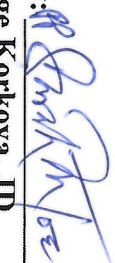


National Elections Commission
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PLANNED	5.	IFB No. NEC/RB/001 /19/20	Vehicles Insurance		K6512	1 Firm																		
						36,000.00	RB	2/7/20	2/14/20	2/21/20	2/28/20	3/27/20	4/3/20	4/10/20	4/17/20	N/A	6/30/20	6/30/20						
UPDATE																								
ACTUAL																								
Subtotal																								
GRAND TOTAL																								

Prepared by: 
Joseph A. Yarsiah
Director/Procurement Unit
Date: 02/27/20

Approved by: 
Jerome George Korkoya, JD
Chairman-BOC/Chairman-Procurement Committee
Date: 27/02/2020



Notes to Procurement Plan (Core Budget)

NO.	CONTRACT PACKAGES	EXPLANATION/BREAKDOWN
1.	IFB No. NEC/RFQ/001/19/20-Vehicles Spare Parts and Lubricants	To procure various spare parts for the Commission fleet of vehicles, based on needs and to obtain those parts that are needed on a routine basis such as fuel filters, air filters, hydraulic arm seal, hydraulic oil, brake fluid, battery, pressure plate, clutch disc, release bearing, universal joint brake pad, differential oil, horns, gear oil, spark plugs, water separate filter, master cylinder, prin pump, etc. Also, the procurement of lubricants for the vehicles will be done from this contract package. Note: <u>our mechanics available to install the parts and do the repairs unless there are major faults and the need for an external garage/technical expertise arises.</u> Funding for this contract package will be sourced from the Repairs and Maintenance – Vehicles budget Line
2.	IFB No. NEC/RFQ/002/19/20-Generators Spare Parts and Lubricants	This line item is for the procurement of assorted spare parts and lubricants based on needs, and are to be acquired on a routine basis the service materials include; air filters, fuel filters, oil filters batteries Note: <u>our mechanics are available to install the parts and do the repairs unless there are major faults and the need for an external garage/technical expertise arises.</u> Funding for this contract package will be sourced from the Repairs and Maintenance – Vehicles budget Line
3.	IFB No. NEC/RFQ/003/19/20- Cleaning Materials	This line item is stated for the procurement of detergents: Hand sanitizers, Air Fresheners, Cloroxes, Spuds cleansers, etc. Sanitizing materials; bathroom brushes, and other essential cleaning items. This will be funded from the cleaning materials and service budget line
4.	IFB No. NEC/RFQ/004/19/20-Stationery	This line item stipulates purchase of varied stationery materials for the NEC. Items to be procured include: <i>A4 sheets cartons, Leg paper cartons, Royal Executive Bond-A3 sheets Executive Ball Pens-, Manila folders, Staple pin boxes, Calculator, Stick on pads Highlighter boxes, Brown envelope cartons, Stapler pieces, Marker boxes, Handling folders, 05A Ink, 35A Ink-15, Computer cartridges, note pads, flipchart sheets, thumbprint pads, etc.</i>
5.	IFB No. NEC/RB/001/19/20-Vehicles Insurance	This line item will be used for the selection of a certified and licensed Insurance Company to deliver a comprehensive and third party insurance coverage for all vehicles owned and operated by the NEC.
6.	Electricity	This line item will be used for the procurement of electricity services through a mutual understanding with the Liberian Electric Corporation (the sole provider for electricity services in Liberia), for the supply of Electricity to the NEC. Payments are made on the submission of an invoice to the NEC. The budget allocation for the FY 2019/2020 is \$30,000 USD
7.	Water and Sewage	The Liberia Water and Sewage Corporation , is the singular provider of water provision and sewage services in Liberia. This package is stated for water supply and sewage services to the NEC. All payments will be based on invoices submitted to the NEC by LM The budget allocated for FY 2019/2020 is \$3,500 USD.

Prepared by: 
Joseph A. Yarsiah
Director/Procurement Unit

Date: 02/27/20

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Chairman-BOC/Chairman-Procurement Committee

Date: 27/02/2020

