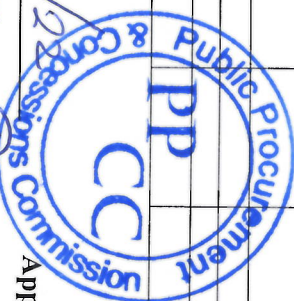


National Elections Commission
 Procurement Plan (SBA Project Budget)
 Source of Funding: 2022 National Budget
2022 LOFA COUNTY SENATORIAL BY-ELECTION
 Fiscal Year: January 1, 2022 – December 31, 2022

ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BASIC DATA					IMPLEMENTATION DATES											
			Business Activity Code(s)	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOC/DR AWINGS	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)	ACCEPT & FIN. PAID		
1	IFB No. NEC/SBA/LSBE/RFQ/001/2022	Newspaper Publication	J5813	11 Ads	5,600.00	RFQ	02/25/22	03/04/22	03/11/22	03/18/22	03/25/22	03/29/22	03/31/22	04/04/22	N/A	04/20/22	04/21/22		
2	IFB No. NEC/SBA/LSBE/RFQ/002/2022	Jingle & Drama	J6010/J5813	6	2,400.00	RFQ	02/28/22	03/07/22	03/14/22	03/21/22	03/28/22	03/31/22	04/05/22	04/07/22	N/A	04/15/22	04/21/22		
3	IFB No. NEC/SBA/LSBE/RFQ/003/2022	Radio Talk Shows	J6010/J5813	2	675.00	RFQ	02/21/22	02/28/22	03/07/22	03/14/22	03/21/22	03/24/22	03/25/22	03/28/22	N/A	04/05/22	04/29/22		
4	IFB No. NEC/SBA/LSBE/RFQ/004/2022	Public Service Announcement	J6010	10	2,400.00	RFQ	02/21/22	02/28/22	03/07/22	03/14/22	03/21/22	03/24/22	03/25/22	03/28/22	N/A	04/05/22	04/29/22		
5	IFB No. NEC/SBA/LSBE/NCB/001/2022	Catering Services	J5621	firms	45,905.00	NCB	02/23/22	03/02/22	03/09/22	03/16/22	03/23/22	03/28/22	03/29/22	03/30/22	N/A	04/06/22	05/12/22		
Sub Total					56,980.00														

Prepared by: 
 Joseph Kerkuiah
 Director/Procurement Unit



Date: 03/11/22
 Approved by: 
 Mr. P. Teplah Reyles
 Co-Chairperson -BOC/Chairperson-Procurement Committee
 Lofa County Senatorial By-Election

Date: March 11, 2022

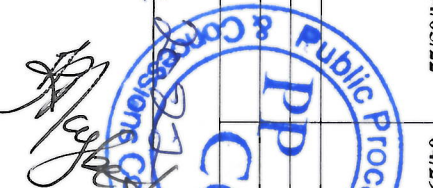
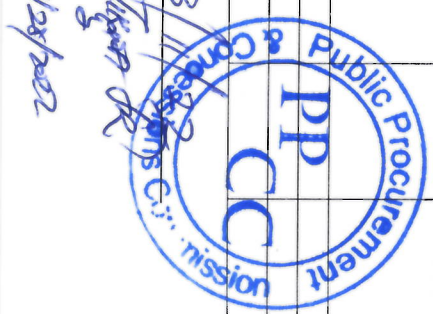
 P. Nafie
 March 11, 2022



National Elections Commission
Procurement Plan (SBA Project Budget)
Source of Funding: 2022 National Budget
2022 LOFA COUNTY SENATORIAL BY-ELECTION
Fiscal Year: January 1, 2022 – December 31, 2022

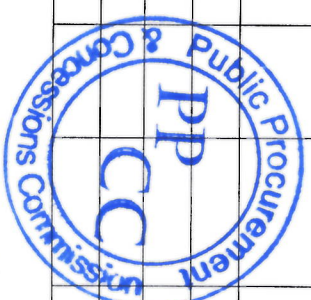
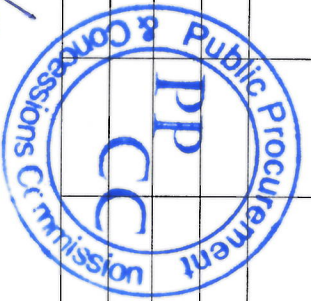
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BASIC DATA				IMPLEMENTATION DATES													
			Business Activity Code(s)	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOO/BR AWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCP & FI PAYM			
2																				
6	IFB No. NEC/SBA/L SBE/ RFQ/005/2 022	Election Materials Storage Bags	G4761	2,457 bags	6,740.00	RFQ	02/25/22	03/04/22	03/11/22	03/18/22	03/25/22	03/29/22	03/31/22	04/04/22	N/A	04/20/22	04/25			
7	IFB No. NEC/SBA/L SBE/ RFQ/006/2 022	Conference Halls Rental	L6810	4	400.00	RFQ	02/21/22	02/28/22	03/07/22	03/14/22	03/21/22	03/24/22	03/25/22	03/28/22	N/A	04/05/22	04/29			
8	IFB No. NEC/SBA/L SBE/ RB/001/202 2	Petroleum Products	G4661	12,760 Gals.	76,560.00	RB	02/23/22	03/02/22	03/09/22	03/16/22	03/23/22	03/28/22	03/29/22	03/30/22	N/A	04/06/22	05/12			
9	IFB No. NEC/SBA/L SBE/ NCB/002/2 022	Vehicles Rental & Lease	N7710	78 Vehicles	91,525.00	NCB	02/23/22	03/02/22	03/09/22	03/16/22	03/23/22	03/28/22	03/29/22	03/30/22	N/A	04/06/22	05/12			
10	IFB No. NEC/SBA/L SBE/ RFQ/007/2 022	Radio Drama & Spots Airing	J6010 & J5813	Firms	3,600.00	RFQ	02/21/22	02/28/22	03/07/22	03/14/22	03/21/22	03/24/22	03/25/22	03/28/22	N/A	04/05/22	04/29			
Sub Total					178,825.00															

Prepared by: *Joseph Kerkulah*
 Director/Procurement Unit
 Date: *03/28/22*
 Approved by: *Mr. P. Tephah Reeves*
 Cllr. P. Tephah Reeves
 Co-Chairperson - BOC/Chairperson - Procurement Committee
 Lofa County Senatorial By-Election
 Date: *Morell*



National Elections Commission
Procurement Plan (SBA Project Budget)
Source of Funding: 2022 National Budget
2022 LOFA COUNTY SENATORIAL BY-ELECTION
Fiscal Year: January 1, 2022 – December 31, 2022

ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code(s)	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	BASIC DATA																		
							TECHNICAL SPECS/BOQ/DR AWINGS	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)	ACCEPT & FIN PAYME								
11	IFB No. NEC/SBA/L SBE/ RFQ/008/2 022	Press Conferences	16010 & 15813	5	1,200.00	RFQ	02/25/22	03/04/22	03/11/22	03/18/22	03/25/22	03/29/22	03/31/22	04/04/22	N/A	04/20/22	04/29/22								
12	IFB No. NEC/SBA/L SBE/ NCB/003/2 022	Prepacked Election Materials	G4761	Assorted	94,624.75	NCB	02/23/22	03/02/22	03/09/22	03/16/22	03/23/22	03/28/22	03/29/22	03/30/22	N/A	04/06/22	05/12/22								
13	IFB No. NEC/SBA/L SBE/ RFQ/009/2 022	Motorbike Rental	N7730	10 Motorbikes	6,000.00	RFQ	02/21/22	02/28/22	03/07/22	03/14/22	03/21/22	03/24/22	03/25/22	03/28/22	N/A	04/05/22	04/29/22								
Sub TOTAL					101,824.75																				
GRAND TOTAL					337,629.75																				



Prepared by: *[Signature]*
 Joseph Kerkuah
 Director/Procurement Unit

Date: 03/11/22

Approved by: *[Signature]*

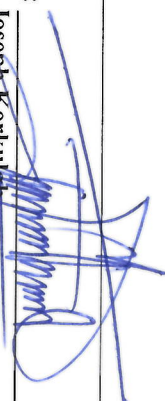
Date: March 11, 2022

Mr. P. Teplah Reeves
 Co-Chairperson - BOC/Chairperson-Procurement Committee
 Lofa County Senatorial By-Election

[Signature]
 March 28, 2022

[Handwritten notes]
 P. T. Taylor JR
 3/28/22

1	IFB No. NEC/SBA/LSBE/ RFQ/001/2022- Newspaper Publication	This line item will be used to transmit information/messages out the Lofa County Senatorial By-election to the public in and around the country/county. Taking into consideration the importance of these messages or information, the NEC ask the Commission approval to use the legally operating newspapers within the country/county. Some of the messages or information include names of registrar voters, candidates, timeline of the elections, nomination processes, and all other information relating to the Lofa county Senatorial By-election. The enter a Framework Contract with those entities that will be selected to rounder this service based on price and coverage and payment will upon the submission of a cash invoices. This contract package will be funded from the budget line Advertising and Public Relations as indicated on the Cash Plan.
2	IFB No. NEC/SBA/LSBE/ RFQ/002/2022- Jingle & Drama	This line item will be used for the Lofa County Senatorial By-election messages, Civic and Voter Education messages, Nomination and messages through jingle and Drama Production. These jingle and dramas will be developed in different languages using developed Lofa Senatorial By-election, CVE and elections messages that will be performed by various drama groups within the county. The NEC asks the Commission approval to use various drama groups, taking into consideration that one drama group cannot perform all around the country. This contract will be funded from the budget line Advertising and Public Relations as indicated on the cash plan.
3	IFB No. NEC/SBA/LSBE/ RFQ/003/2022- Radio Talk Shows	This line item will be used to account for all the information given on radio stations in and around the country. As we are cognizant of the Elections messages should get to the public by every other means. The NEC ask the Commission for no objection to use legally operating radio stations such as: ELWA, Trust FM, Fabric FM, Power FM, Sky FM, Kings FM, Radio D-15, Prime FM, Hot FM, etc. and other communities radio stations in the counties. This contract package will be funded from the budget line Advertising and Public Relations as indicated on the cash plan. A Framework Contract will be entered into with these entities that will be selected to rounder this service based on price and coverage and payment will upon the submission of a cash invoices.
4	IFB No. NEC/SBA/LSBE/ RFQ/004/2022- Public Service Announcement	This line item will be used to account for all public service announcements for the Lofa County Senatorial By-election on radio stations in and around the country. As we are cognizant of the fact that Elections messages should get to the public by every other means. The NEC asks the Commission no objection to use most of the legally operating radio stations in the country and communities radio stations in the county. This contract will be funded from the budget line Advertising and Public Relations as indicated on the cash plan.
5	IFB No. NEC/SBA/LSBE/ NCB/001/2022- Catering Services	This will be for the hiring of catering services for workshops, conferences and seminars that will be conducted during the Lofa county Senatorial election, which includes lunch for Civic Educators training, lunch for Magisterial Team training, lunch for ES trainings, lunch for Replacement and lunch for stand by trainees, election staff training, etc. These workshops and training will be conducted both in Lofa and Montserrat. contract package will be funded from the budget line Workshops, Conferences, Seminars as indicated on the cash plan. This procurement will be done into lots. In consonance with the PCCA Section 48, Subsection (5), the NEC wishes to request the Commission approval for the Reduction in Lead Time for this Procurement.
6	IFB No. NEC/SBA/LSBE/ RFQ/005/2022- Election Materials Storage Bags	This line item will be used to procure various sizes of storage bags (Ghana must go bags) to carry the replacement materials, and to also tarpaulin and rope to build tents to be used as replacement centers. In consonance with the PCCA Section 48, Subsection (5), the NEC requests the Commission approval for the Reduction in the Lead Time for this Procurement. This will enable the NEC meets all time bound for the Lofa county Senatorial by-election. This contract package will be funded from the budget line Other Office Materials and Consumables indicated on the cash plan.

Prepared by: 
 Joseph Kerkulath
 Director/Procurement Unit

Date: 03/11/22

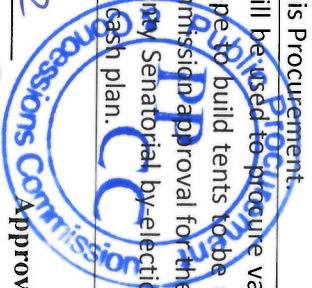
Approved by: 
 Mr. P. Teplah Reeves
 Co-Chairperson -BOC/Chairperson-Procurement Committee

Date: 08/11/2022

Mr. P. Teplah Reeves
 Co-Chairperson -BOC/Chairperson-Procurement Committee
 Lofa County Senatorial By-Election

3/28/2022


 March 1st



7	IFB No. NEC/SBAL/SBE/RFQ/006/2022- Conference Halls Rental	This line will be used for the renting of conference and other hills t will accommodate the training and workshop for Elections Supervisor staff, party agencies, civic voter educators, magistrates, etc. in the county. This contract package will be funded from the budget line Other (Conference Halls) as indicated on the cash plan.
8	IFB No. NEC/SBAL/SBE/RB/001/2022- Petroleum Products	This line item will be used for the procurement of fuel for all NEC vehicles, motorbikes, and generators for its operations during the Lofa Senatorial By-Election. A unit cost of US\$6.00 was used to derive at the quantity indicated in the plan and the Restricted Bidding (RB) met be used for this procurement. In consonance with the PPCA Section 48, Subsection (5), the NEC wishes to request the Commission approval Reduction in the Lead Time for this Procurement, this will enable the NEC meets all time bound activities for the Lofa County Senatorial By-Election.
9	IFB No. NEC/SBAL/SBE/NCB/002/2022- Vehicles Rental & Lease	This line item will be used to rent 59 pickups/jeeps and 16 trucks for the Lofa County Senatorial By-election. The vehicles listed above will be for the Delivery of materials from the airport to HQ, delivery of materials to magisterial offices, delivery of materials to counties and Retrieval Elections Materials during the by-election. This contract package will be financed from the line-item Vehicle Rental and Lease as indicated cash plan and the national competitive bidding method will be used for this procurement. In consonance with the PPCA Section 48, Subsec the NEC wishes to request the Commission approval for the Reduction in the Lead Time for this Procurement, this will enable the NEC or time bound activities for the Lofa county Senatorial by-election.
10	IFB No. NEC/SBAL/SBE/RFQ/007/2022- Radio Drama & Spots Airing	This item will be used for the airing of drama developed through the local radio stations. The Procurement Committee asks the Commission objection to use most of the radio stations in Montserrado and other communities' radio stations in the county through the signing of contract a particular amount with necessary supporting documents. The Procurement Committee asks for your approval since the drama to be delivered will have to be done in a language that is understood easily by most Liberians (Liberian English) and in the local vernacular (dialects), and seek the commission's approval since one radio station cannot give out the information to the entire county and their towns. This item funded from the budget line Advertising and Public Relations.
11	IFB No. NEC/SBAL/SBE/RFQ/008/2022-Press Conferences	This line item will be used for press conferences in and around the county for the Lofa county Senatorial by-election. The Procurement Committee asks for the Commission approval to use various press institutions to cover all our press conferences. This contract package will be funded from cash plan line Advertising and Public Relations.
12	IFB No. NEC/LSBE/ NCB/003/2022- Prepacked Election Materials	This line item will be used to procure pre packed elections materials such as: Ballot box stickers-A4(+10% excess), Ballot Box Seals excess), Thumbprint Pads (pre-inked) (+10% excess), Stamp pads and stamps (+10% excess), Tamper-Evident Envelopes for PS Result Forms (r (+10% excess) #3, Electoral Stain empty bottles (+10% excess), Polling Place Journal-One per Polling Place, Sticker for Polling Place Journal, C Kit Bag-Plastic bag with zipper, Record of the Count A-4 - President (NCR), Record of the Count A-4 - House (NCR), Presiding Officer Worksheet (A4), Brown Packing Envelope etc. The cost of this procurement will also include the cost of flight/plane to get the materials to the country. This contract package will be financed from the cash plan line Elections (Prepacked Materials). In consonance with the PPCA Section 48, Sub (5), the NEC wishes to request the Commission approval for the Reduction in the Lead Time for this Procurement, this will enable the NEC or time bound activities for the Lofa county Senatorial by-election.
13	IFB No. NEC/SBAL/SBE/ RFQ/009/2022- Motorbike Rental	This line item will be used to rent ten motorbikes for the period of thirty days, for both delivery and retrieval of all elections materials for where vehicle can't be used during the Lofa County Senatorial by-election. This contract package will be funded from the budget line Other Rental Bikes Rental & Lease as indicated on the cash plan. In consonance with the PPCA Section 48, Subsection (5), the NEC wishes to request Commission approval for the Reduction in the Lead Time for this Procurement.

Prepared by:

Joseph Kerkulah
Director/Procurement Unit

Date

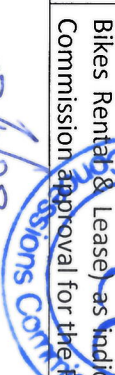
03/11/22

Approved by:

Mr. P. Teplah Reeves
Co-Chairperson -BOC/Chairperson-Procurement Committee
Lofa County Senatorial By-Election

Date:

November 11, 2022



9/28/2022

11/28/2022