



OFFICE OF THE DIRECTOR

REPUBLIC OF LIBERIA  
**EXECUTIVE PROTECTION SERVICE**  
EXECUTIVE MANSION  
MONROVIA, LIBERIA



Ref: TNR/D/EPS/EM/RL/036/'23

March 20, 2023

Hon. Jargbe Roseline Nagbe-Kowo (Atty.)  
**EXECUTIVE DIRECTOR**  
Public Procurement and Concessions Commission (PPCC)  
Executive Mansion Grounds  
Monrovia, Liberia

Dear Atty. Kowo:

**REQUEST FOR LETTER OF NO OBJECTION FOR CONTRACTS AWARD**


Having successfully concluded the procurement processes for the procurements of vehicle spare parts, petroleum products, security uniforms, and stationery items for this Fiscal Year of 2023; the winners were established by various evaluation panels setup after careful scrutiny of minutes and vendors' bids obtained from the opening ceremonies held on March 7, 2023 in the Conference Room at the Executive Protection Service's headquarters by the Procurement Unit, the Executive Protection Service now seeks your indulgence for a letter of no objection for contract award to the below listed vendors who participated and won their respective bids as follows:

<u>No.</u>	<u>Procurable Items</u>	<u>Winners of Bid</u>
1.	Vehicle Spare Parts	Uptown Garage & Auto Parts
2.	Petroleum Products	Petro Trade, Inc.
3.	Stationery Items	Office Express, Inc.
4.	Security Uniforms	MATELCO, INC.

While the Executive Protection Service awaits a favorable response in the soonest possible time, it remains confident of your usual cooperation and support in this regard as urgency is greatly attached as per the nature of our statutory duty.

Please see accomplishing documents attached for your ease of reference.

Sincerely,



Hon. Trokon N. Roberts Sr.  
**DIRECTOR**

Received:  
Theophilus S. B. Kollie  
March 21, 2023  
Time: 4:14pm



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/OIC/007/'23**

April 11, 2023

Hon. Trokon N. Roberts  
**DIRECTOR**  
Executive Protection Service  
Monrovia, Liberia

Dear Hon. Roberts:

Subject: **PPCC RESPONSE: "NO OBJECTION" TO AWARD CONTRACTS FOR VEHICLE SPARE PARTS (UP TOWN GARAGE), SECURITY UNIFORMS (MATELCO INC.), STATIONERY ITEMS (OFFICE EXPRESS, INC.) AND PETROLEUM PRODUCTS (PETRO TRADE INC.) FISCAL YEAR 2023**

We present our compliments and wish to acknowledge receipt of your letter and accompanying documents, which sought the approval of the Commission for Executive Protection Service (EPS) to award contract to **Up town Garage** for the supply of vehicle spare parts, **MATELCO Inc.** for the supply of Security Uniforms, **Office Express, Inc.** for the supply of Stationery Items and **Petro Trade** for the supply of Petroleum Products.

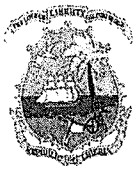
The Commission, upon review of your submissions, highlights the following:

- That the Executive Protection Service submitted (**Hard copies**) including: bid documents, bid evaluation report, procurement committee meeting minutes, bid opening minutes, etc.:
- That the EPS' BEP report indicates that four (4) companies submitted bids for the procurement of Vehicle Spare parts (**Africa Motors, Up Town Garage, Auto Link Liberia and MTC Garage**), and **Up Town Garage** was deemed the most responsive bidder;
- That as per the BEP's report, the EPS employed the National Competitive Bidding method for the procurement of Security Uniforms and MATELCO, Inc. was deemed the lone responsive bidder;
- That the EPS instituted the National competitive Bidding for the procurement of Stationery Items and the BEP's report indicates that Office Express, Inc. became the lone responsive bidder;
- That the BEP's report indicates that the EPS utilized the National Competitive Bidding method for the procurement of Petroleum Products and Petro Trade was deemed the lone responsive bidder;

Thus, the Commission upon overall scrutiny of the EPS' submissions and accompanying documents, hereby renders "**No Objection**" to the Executive Protection Service to award contracts to the companies and the stipulated contract amounts as seen below:

No.	Proposed Company	Contract	Bid Price (US\$)
1	<b>Up Town Garage</b>	Vehicle Spare Parts	USD\$36340.00
2	MATELCO, Inc.	Security Uniforms	US\$99,550.00
3	Office Express, Inc.	Stationery Items	USD\$19,779.50
4	Petro Trade	Petroleum Products	USD\$542,447.10

Please note that all contracts which cumulative annual value above the threshold of **US\$250,000.00** must be signed by the Minister responsible for Finance and attested to by the Minister responsible for Justice. **The Commission requires that you kindly forward copies of all stipulated contracts upon signing, so as to update our records.**



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The Public Procurement and Concessions Commission admonishes and it a priority that you remain primarily in compliance with the PPCA, 2010, as we jointly aspire to achieve transparency, accountability, fairness, equality and ultimate public confidence in our procurement and concession processes.

Yours Sincerely,

Stevenson S. Yond  
**OFFICER IN CHARGE**