



# REPUBLIC OF LIBERIA

## MINISTRY OF FINANCE & DEVELOPMENT PLANNING

P.O. BOX 10-9016

1000 MONROVIA, 10 LIBERIA



OFFICE OF THE DEPUTY MINISTER  
FOR FISCAL AFFAIRS

**MFDP/2-2/JFK-DMF/Avod/08-833/2016**

August 22, 2016

Honorable J. Dorbor Jallah  
Chief Executive Officer  
Public Procurement and Concession Commission  
Capitol Hill  
Monrovia, Liberia

RECEIVED  
23 AUG 2016  
BY:-----

Dear Honorable Jallah:

We present compliments and wish to confirm that the Ministry of Finance and Development Planning has paid to the National Elections Commission (NEC) US\$400,000.00 (Four Hundred Thousand United States Dollars) for civic and voter education activities. This amount was paid as follows:

1. US\$70,000.00 in October 2015, and;
2. US\$330,000.00 in March 2016

Please note that this amount is currently in the bank account of NEC, as no financial report has been made on this amount to date.

Thanks for your understanding, and please accept the assurances of our highest esteem.

Sincerely,

James F. Kollie, Jr., CMA, Ph.D  
DEPUTY MINISTER FOR FISCAL AFFAIRS

**National Elections Commission**  
**Civic and Voter Education Procurement Plan (Project Budget)**  
**Source of Funding: GOL National Budget 2016/2017**  
**Fiscal Year: 2016/2017**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
	ITEM NO.	BASIC DATA						IMPLEMENTATION DATES										
		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/PUBLIC 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/CVE/RFQ/001/16/17	Repairs and maintenance-vehicles	G4530/G4520	8	10,000.00	RFQ	8/16/16	8/23/16	8/30/16	9/6/16	9/13/16	9/20/16	9/27/16	10/11/16	N/A	10/18/16	6/6/17
UPDATE																		
ACTUAL																		
PLANNED	2	IFB No. NEC/CVE/NCB/001/16/17	Printing , Binding & Publications	C1811	Assorted	60,655.00	NCB	8/1/16	8/3/16	8/29/16	9/5/16	10/3/16	10/17/16	10/24/16	11/7/16	N/A	11/21/16	6/7/17
UPDATE																		
ACTUAL																		
PLANNED	3	IFB No. NEC/CVE/RFQ/002/16/17	Stationery	G4761	Assorted	10,000.00	RFQ	8/15/16	8/22/16	8/29/16	9/5/16	9/12/16	9/19/16	9/26/16	10/10/16	N/A	10/17/16	6/8/17
UPDATE																		
ACTUAL																		
GRAND TOTAL						80,655.00												

Prepared by:

J. Roseline Nagbe-Kowo  
**Atty. J. Roseline Nagbe-Kowo**  
**Director/Procurement Unit**

Date:

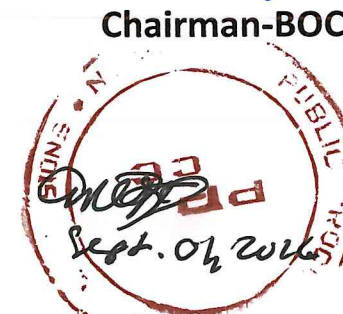
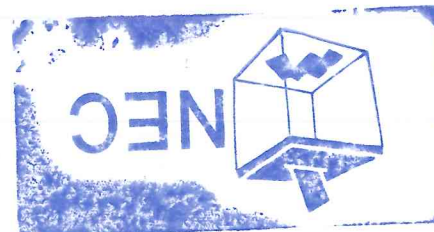
08/29/16

Approved by:

Jerome George Korkoya, JD  
**Jerome George Korkoya, JD**  
**Chairman-BOC/Chairman-Procurement Committee**

Date:

08/29/16



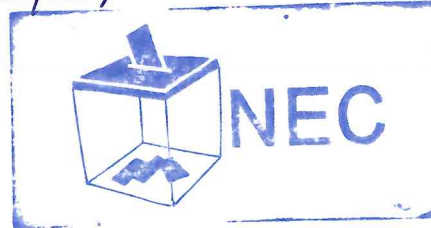


**National Elections Commission**  
**Civic and Voter Education Procurement Plan (SBA Project Budget)**  
**Source of Funding: GOL National Budget 2016/2017**  
**Fiscal Year: 2016/2017**

	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/PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT
ANNOUNCED	1	IFB No. NEC/SBA/CVE/SS/001/16/17	Petroleum Products	G4661	5,260.49 gals.	15,045.00	SS	8/16/16	N/A	8/23/16	N/A	N/A	N/A	N/A	9/6/16	N/A	9/20/16	04/25/16
PD DATE																		
CTUAL																		
ANNOUNCED	2	IFB No. NEC/SBA/CVE/FA/001/16/17	Electronic Bill Board (Advertising & Public Relations)	C2610	1	160,400.00	FA	01/15/16	N/A	01/29/16	N/A	N/A	N/A	N/A	08/29/16	N/A	09/12/16	10/10/16
PD DATE																		
CTUAL																		
ANNOUNCED	3	IFB No. NEC/SBA/CVE/RFQ/001/16/17	Video Production (Advertising & Public Relations)	J5911	2	900.00	RFQ	8/16/16	8/23/16	8/30/16	9/6/16	9/13/16	9/20/16	9/27/16	10/11/16	N/A	10/18/16	5/15/17
PD DATE																		
CTUAL																		
Sub Total						176,345.00												

Prepared by: R Nagbe-Kowo  
**Atty. R. Roseline Nagbe-Kowo**  
**Director/Procurement Unit**

Date: 08/29/16



Approved by: [Signature]  
**Jerome George Korkoya, JD**  
**Chairman-BOC/Chairman-Procurement Committee**

Date: 08/29/16

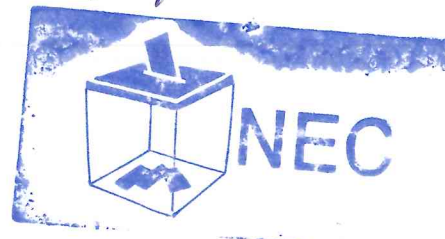


**National Elections Commission**  
**Civic and Voter Education Procurement Plan (SBA Project Budget)**  
**Source of Funding: GOL National Budget 2016/2017**  
**Fiscal Year: 2016/2017**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
1	ITEM NO.	PACKAGE NUMBER (CODE)	BASIC DATA					IMPLEMENTATION DATES										
			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/PUBLIC 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	4	IFBNo. NEC/SBA/CVE/Rfq/002/16/17	Dramas Production (Advertising & Public Relations)	J5911	2	2,000.00	RFQ	8/8/16	8/15/16	8/22/16	8/29/16	9/5/16	9/12/16	9/19/16	10/3/16	N/A	10/10/16	6/6/17
UPDATE																		
ACTUAL																		
PLANNED	5	IFBNo. NEC/SBA/CVE/Rfq/003/16/17	Translation (Advertising & Public Relations)	J5912	2	1,000.00	RFQ	8/16/16	8/23/16	8/30/16	9/6/16	9/13/16	9/20/16	9/27/16	10/11/16	N/A	10/18/16	5/15/17
UPDATE																		
ACTUAL																		
PLANNED	6	IFBNo. NEC/SBA/CVE/Rfq/004/16/17	Catering Services (Workshops, Conferences, Seminars)	I5621	3	10,000.00	RFQ	8/15/16	8/22/16	8/29/16	9/5/16	9/12/16	9/19/16	9/26/16	10/10/16	N/A	10/17/16	6/8/17
UPDATE																		
ACTUAL																		
Sub Total						13,000.00												
GRAND TOTAL						189,345.00												

Prepared by: Atty. J. Roseline Nagbe-Kowo  
 Director/Procurement Unit

Date: 08/29/16



Approved by: Jerome George Karkoya, JD  
 Chairman-BOC/Chairman-Procurement Committee

Date: 08/29/16



## Notes to Procurement Plan

NO.	CONTRACT PACKAGES	EXPLANATION/BREAKDOWN
1.	IFB No. NEC/CVE/ RFQ/001/16/17- Repairs and maintenance-vehicles	To procure various spare parts for the Commission for the Civic and Voter Education project for 3 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, tires, release bearing, universal joint brake pad, differential oil, horns, gear oil, spark plugs, water separate filter, master cylinder, priming pump, etc. Also, the procurement of lubricants for the vehicles will be done from this contract package. Note: 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.
2.	IFB No. NEC/CVE/ NCB/001/16/17- Printing, Binding & Publications	This will be used for the Printing, Binding & Publications of the Civic and Voter Education project materials, such as: A4, A3 and A5 flyers, Poster, T-Shirt and Caps, stickers, bill board and CVE related materials. This will enable the NEC meets all time bound Civic and Voter Education printing for the Civic and Voter Education project.
3.	IFB No. NEC/CVE/ RFQ/002/16/17 -Stationery	Purchase of assorted stationery materials for the Civic and Voter Education project. These materials includes A4 & Legal paper, Pens, Manila folder, Staple pin, Calculator, Stick on pads, Highlighter, Brown envelope, Stick on pads, Stapler, Marker, Box file, Perforator, Handling folder, etc.

Prepared by:

Atty. J. Roseline Nagbe-Kowo  
Director/Procurement Unit

Date

08/29/16

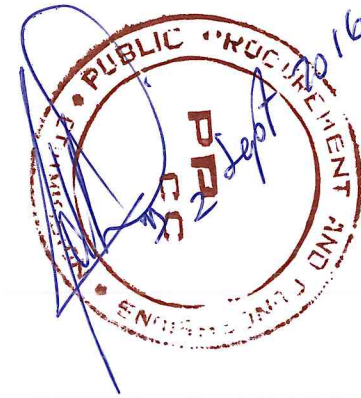
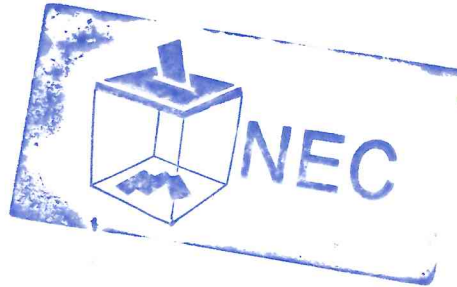
Approved by:

Jerome George Korkoya, JD

Chairman-BOC/Chairman-Procurement Committee

Date:

08/29/16





## Notes to Procurement Plan (SBA)

NO.	CONTRACT PACKAGES	EXPLANATION/BREAKDOWN
1.	IFB No. NEC/SBA/CVE/SS/001/16/17- Petroleum products	This line item will be used for the procurement of fuel for all NEC vehicles and generators for its operations during the Civic and Voter Education Project. A unit cost of US\$2.86 was used to derive at the quantity indicated in the plan. The NEC wishes to use the Sole Source Method of procurement in sole sourcing Aminata and Sons for this procurement. Aminata and Sons was selected through a competitive Restricted Bidding process under the NEC Recurrent Budget 2016/2017 SBA Procurement Plan. In order for the NEC to meet up with the Civic and Voter Education Project time line the NEC request the Commission approval for the use of the above method.
2.	IFB No. NEC/SBA/CVE/FA/001/16/17- Electronic Bill Board	This line item will be used for the procurement of Electronic Bill Board which will be used to advertised Elections time line, count down of Elections date, NEC related activities, regulation and procedures, publication of voting precincts, publication of provisional list, announcement, etc. The NEC wishes to use the Force Account Method which is in consonance with section 46 subsection 6 and 7(d) and (e) of the PPCA in awarding contract to LIBTELCO for this procurement. This contract package will be funded from the budget line Advertising and Public Relations.
3.	IFB No. NEC/SBA/CVE/RFQ/001/16/17- Video Production	This line item will be used for Civic and Voter Education messages through Video Production. This video will be used to send out CVE messages that will be developed. NEC intends to hire a professional video recording firm to produce video recorded dramas to be played on all television stations. This contract package will be funded from the budget line Advertising and Public Relations.
4.	IFB No. NEC/SBA/CVE/RFQ/002/16/17- Dramas Production	This line item will be used for Civic and Voter Education messages through Drama Production. The dramas will be used to developed CVE messages that will be performed by various drama groups. This contract package will be funded from the budget line Advertising and Public Relations
5.	IFB No. NEC/SBA/CVE/RFQ/003/16/17- Translation	This line item will be used to translate information/messages developed from the video and drama in a language that is understood easily by the majority of Liberians (Liberians English) and in the local vernacular (dialects). This contract package will be funded from the budget line Advertising and Public Relations.
6.	IFB No. NEC/SBA/CVE/RFQ/003/16/17- Catering Services (Workshops, Conferences , Seminars)	This will be for the hiring of catering services for workshops, conferences and seminars that will be conducted during the Civic and Voter Education process, which includes meal for Civic Educators training, breakfast and lunch for CVE staff, feeding for CSOs, and campuses training/briefing.
7.	Airing of Dramas	This item will be used for the airing of drama developed through the local radio stations. The Commission asks for no object to use the following radio stations: ELWA, Trust FM, Fabric FM, Power FM and 15 other radio stations in the fifteen counties because of the important and the essential dissemination of the CVE messages. The Procurement Committee asks for your approval owing to the fact that the drama to be developed will have to be done in a language that is understood easily by the majority of Liberians (Liberians English) and in the local vernacular (dialects). This item will be funded from the budget line Advertising and Public Relations with the cost of U.S.\$2,000.00.
8.	Television Services	This item will be used to hire Television Stations with in the country, owing to the fact that TV Stations have courage for different area of the country. The Commission asks for no object to use the services of the following local Television stations for the airing of the CVE messages developed through video and dramas: Real TV, LNTV, Power TV and Sky TV, because of the significant and the essential broadcasting of the CVE messages. This item will be funded from the budget line Advertising and Public Relations with the cost of U.S.\$2,000.00.

Prepared by:

R. Nagbe-Kowo  
Atty. J. Roseline Nagbe-Kowo  
Director/Procurement Unit

Date

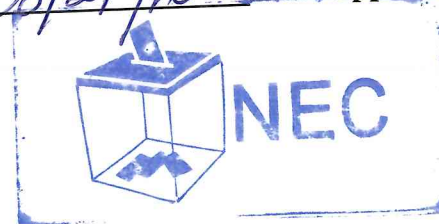
08/29/16

Approved by:

Jerome George Korkoya, JD  
Chairman-BOC/Chairman-Procurement Committee

Date:

08/29/16  
2 Sept 2016



Aug 31  
Sept. 01, 2016