


Fiscal Year: July 1, 2016-June 30, 2017

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National Elections Commission
Draft Procurement Plan (SBA Project Budget)
Source of Funding: 2016/2017 National Budget
2017 PRESIDENTIAL AND REPRESENTATIVE ELECTIONS
Fiscal Year: July 1, 2016-June 30, 2017

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
BASIC DATA								IMPLEMENTATION DATES									
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code(s)	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	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)
PLANNED	6	IFB No. NEC/SBA/ PRE/ RFQ/002/1 6/17	Repairs & Maintenance- Motor Cycles	G4540	19	4,560.00	RFQ	8/23/16	8/30/16	9/6/16	9/13/16	9/20/16	9/27/16	10/4/16	10/11/16	N/A	6/8/17
UPDATE																	
ACTUAL																	
PLANNED	7	IFB No. NEC/SBA/ PRE/ NCB/005/1 6/17	Conference Halls Rental	N721	79	17,105.00	NCB	8/11/16	9/1/16	9/15/16	9/22/16	10/13/16	10/20/16	10/27/16	11/10/16	N/A	6/21/17
UPDATE																	
ACTUAL																	
PLANNED	8	IFB No. NEC/SBA/ PRE/ SS/001/16/1 7	Petroleum Products	G4661	209,176.78 Gals.	598,245.60	SS	8/8/16	8/29/16	9/12/16	9/19/16	10/10/16	10/17/16	10/24/16	11/7/16	N/A	6/21/17
UPDATE																	
ACTUAL																	
Sub Total						619,910.60											

Prepared by:  Date: 10/04/16
Atty. N. Roseline Nagbe-Kewo
Director/Procurement Unit

Approved by:  Date: 10/04/16
Jerome George Korkoya, JD
Chairman-BOC/Chairman-Procurement Committee


October 05, 2016



National Elections Commission
Draft Procurement Plan (SBA Project Budget)
Source of Funding: 2016/2017 National Budget
2017 PRESIDENTIAL AND REPRESENTATIVE ELECTIONS
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PLANNED	9	IFB No. NEC/SBA/P RE/ RB/002/16/17	Vehicles Rental & Lease	N7710	929 Vehicles	3,688,050.00	*RB	8/10/16	8/31/16	9/14/16	9/21/16	10/12/16	10/19/16	10/26/16	11/9/16	N/A	3/28/17
UPDATE																	
ACTUAL																	
PLANNED	10	IFB No. NEC/SBA/P RE/ RB/003/16/17	Motor Bikes Rental & Lease	N7710	330 Motor Bikes	209,250.00	RB	8/9/16	8/30/16	9/13/16	9/20/16	10/11/16	10/18/16	10/25/16	11/8/16	N/A	12/6/16
UPDATE																	
ACTUAL																	
PLANNED	11	IFB No. NEC/SBA/P RE/SS/001/16/17	Radio Drama & Spots Airing	J6010	Assorted	61,236.00	SS	8/9/16	8/23/16	9/6/16	8/16/16	9/6/16	9/13/16	9/20/16	10/4/16	N/A	6/22/17
UPDATE																	
ACTUAL																	
		Sub TOTAL				3,958,536.00											

Prepared by:  Date: 10/4/16
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Approved by:  Date: 10/24/16
Jerome George Korkoya, JD
Chairman-BOC/Chairman-Procurement Committee



6/4/16/16, 2016



National Elections Commission
Draft Procurement Plan (SBA Project Budget)
Source of Funding: 2016/2017 National Budget
2017 PRESIDENTIAL AND REPRESENTATIVE ELECTIONS
Fiscal Year: July 1, 2016-June 30, 2017

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		IMPLEMENTATION DATES															
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PLANNED	12	IFB No. NEC/SBA/P RE/RFO/00 3/16/17	Video Production	J6010	1 firm	5,000.00	RFO	8/24/16	8/31/16	9/7/16	9/14/16	9/21/16	9/28/16	10/5/16	10/12/16	N/A	6/8/17
UPDATE																	
ACTUAL																	
PLANNED	13	IFB No. NEC/SBA/P RE/RFO/00 4/16/17	Election Song	J6010	1 firm	8,000.00	RFO	8/23/16	8/30/16	9/6/16	9/13/16	9/20/16	9/27/16	10/4/16	10/11/16	N/A	6/8/17
UPDATE																	
ACTUAL																	
Sub TOTAL		13,000.00															
GRAND TOTAL		5,175,242.60															

Prepared by:  Date 10/14/16
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Director/Procurement Unit

Approved by:  Date: 10/24/16
Jerome George Korkoya, JD
Chairman-BOC/Chairman-Procurement Committee


October 26, 2016




Notes to Procurement Plan (SBA)

NO.	CONTRACT PACKAGES	EXPLANATION/BREAKDOWN
1	IFB No. NEC/SBA/PRE/ NCB/001/16/17- Newspaper Advertisements	This line item will be used to give out elections information/messages to the general public. Taking into consideration the importance of these messages or information, the NEC ask the Commission approval to use most of the legally operating Newspapers within the country. Some of the messages or information include: names of registrar voters, name of candidates, timeline of the election nomination processes, and all other information relating to the Presidential and Representative Elections. This contract package is funded from the budget line Advertising and Public Relations indicated on the Cash Plan.
2	IFB No. NEC/SBA/PRE/ NCB/002/16/17- Jingle & Drama	This line item will be used for Civic and Voter Education messages, Nomination and Elections messages through Jingle and Drama Product. These jingle and dramas will be developed in different languages using developed CVE and elections messages that will be performed by drama groups within the country. The NEC also asks the Commission approval to use various drama groups, taking into consideration that a drama group can't perform all around the country. This contract package will be funded from the budget line Advertising and Public Relations indicated on the cash plan.
3	IFB No. NEC/SBA/PRE/ NCB/003/16/17- 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 fact that Elections messages should get to the general public by every other means. The NEC ask the Commission for no objection to 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 communities radio stations within the counties. This contract package will be funded from the budget line Advertising and Public Relations indicated on the cash plan.
4	IFB No. NEC/SBA/PRE/ RFQ/001/16/17- Public Service Announcement	This line item will be used to account for all public service announcements for the Presidential and Representative Elections or stations in and around the country. As we are cognizant of the fact that Elections messages should get to the general public by other means. The NEC asks the Commission for no objection to use most of the legally operating radio stations in the country and communities radio stations in the counties. This contract package will be funded from the budget line Advertising and Public Relations as indicated on the plan.
5	IFB No. NEC/SBA/PRE/ NCB/004/16/17- Catering Services	This will be for the hiring of catering services for workshops, conferences and seminars that will be conducted during the Presidential and Representative Elections, which includes lunch for Civic Educators training, lunch for Magisterial Team training (60 persons), lunch for ES (416 persons), lunch for VR staff (8,320 persons) and lunch for stand by trainees (483 persons), Exhibition staff (4636 persons) and for Repl staff (428 persons), etc. These workshops and training will be conducted in the fifteen counties. This contract package will be funded from the budget line Workshops, Conferences, Seminars as indicated on the cash plan. This procurement will be done in lots.
6	IFB No. NEC/SBA/PRE/ RFQ/002/16/17- Repairs & Maintenance-Motor Cycles	This line item will be used to procure various spare parts based on needs and to obtain those parts that are needed on a routine basis, servicing materials include: spare plots, filters, and batteries. Also, the procurement of lubricants for the nineteen motor cycles done from this contract package. Note: our mechanics are available to install the parts and do the repairs unless there are major and the need for an external garage/technical expertise arises.

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

Date: 10/04/16


October 06, 2016

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


Date: 10/04/16



Notes to Procurement Plan (SBA)

7	IFB No. NEC/SBA/PRE/ NCB/005/16/17- Conference Halls Rental	This line will be used for the renting of conference and other hills that will accommodate the training and workshop for Electior Supervisors, Office staff, party agents, civic voter educators, magistrates, etc. in the fifteen counties. This contract package will be funded from the budget line Other Rental (Conference Halls) as indicated on the cash plan.
8	IFB No. NEC/SBA/PRE/ SS/001/16/17- 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 Presider and Representatives Elections. A unit cost of US\$2.86 was used to derive at the quantity indicated in the plan. The NEC wishes to use the S Source Method of procurement in sole sourcing Aminata and Sons for this procurement. Aminata and Sons was selected through a compet Restricted Bidding process under the NEC Recurrent Budget 2016/2017 SBA Procurement Plan. In order for the NEC to meet up with the tin the NEC request the Commission approval for the use of the above method.
9	IFB No. NEC/SBA/PRE/ RB/002/16/17- Vehicles Rental & Lease	This line item will be used to rent one hundred fourteen (114) trucks for seven (7) days, eight hundred and fifteen (815) pickups for one hur and three (103) days. The vehicles listed above will be rented for the Delivery of materials from the airport to HQ, delivery of materials to magisterial offices, delivery of materials to counties and Retrieval of all Elections Materials during the Presidential and Representatives elec This contract package exceeds the threshold for the use of Restricted Bidding but the fact remains that rented and leased vehicles will be expected to go in the leeward Counties and are to be driven by local drivers of the firm(s) who understand the territory of Liberia, in so doii Procurement Committee decided to use RB and ask the PPCC for approval as indicated in Section 49 (1a) of the PPC Act. Additionally, the N verified that enough competition will be encouraged locally as there are numerous car rental firms operating in Liberia.
10	IFB No. NEC/SBA/PRE/ RB/003/16/17-Motor Bikes Rental & Lease	This line item will be used to rent three hundred and thirty motorbikes for the period of seventy five (75) days, for both delivery and retriev all elections materials from area where vehicle can't ply during the presidential and representatives' elections. This contract package will be funded from the budget line Other Rental (Motor Bikes Rental & Lease) as indicated on the cash plan.
11	IFB No. NEC/SBA/PRE/ SS/001/16/17-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 Commissior object to use most of the radio stations in Montserrado and other communities' radio stations in the counties through the signing of contra a particular amount with necessary supporting documents. The Procurement Committee asks for your approval owing to the fact that the c 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), and it also seek the commission's approval owing to the fact that one radio station cannot give out the information to fifteen counties and their towns. This item will be funded from the budget line Advertising and Public Relations.
12	IFB No. NEC/SBA/PRE/ RFQ/003/16/17- Videos Production	This line item will be used for Civic and Voter Education and Elections messages through Video Production. This video will be used to send c and Elections messages that will be developed. NEC intends to hire a professional video recording firm to produce video recorded dramas t played on all television stations. This contract package will be funded from the budget line Advertising and Public Relations as indicated on cash plan.

Prepared by: 
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Date: 10/14/16

Jerome George Korkoya JD

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

Date: 10/27/16


Notes to Procurement Plan (SBA)

13	IFB No. NEC/SBA/PRE/ RFQ/004/16/17- Election Song	This line item will be used to translate information/messages developed by the NEC for the Presidential and Representatives Election Song through song. The song will be developed through a language that is understood easily by the majority of Liberians (Liberians E and in the local vernacular (dialects). This contract package will be funded from the cash plan line Advertising and Public Relations
14	Repairs & Maintenance-Civil	This line item will be used to carry on the following: construct seventeen (17) water hand pump at NEC local offices in Counties, renovate nineteen (19) magisterial offices in the fifteen (15) counties. This package will also be used to repair the steel gates and rails, fences and minor renovation at the headquarters. The NEC seek the Commission's approval to use the Force Account Method which is in consonance section 46 subsection 6 and 7(d) and (e) of the PPCA in awarding contract to the General Service Agency for this procurement. This item will be funded from the cash plan line Repairs & Maintenance-Civil with the cost estimate of U.S.\$344,000.00.

Prepared by: 
 Atty. J. Roseline Nagbe-Kowo
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Date: 10/4/16

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

Date: 10/04/16


 October 6, 2016

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