



**REPUBLIC OF LIBERIA**  
**MINISTRY OF FINANCE & DEVELOPMENT PLANNING**

P.O. BOX 10-9016  
1000 MONROVIA, 10 LIBERIA



OFFICE OF THE DEPUTY MINISTER  
FOR BUDGET AND DEVELOPMENT  
PLANNING

MFDP/5-01/TGB-DMBDP/hen/078/'17

**May 1, 2017, 2017**

Hon. James Dorbor Jallah  
Chief Executive Officer  
Public Procurement & Concessions Commission  
Capitol Hill, Monrovia Liberia

RECEIVED  
C 2 MAY 2017  
BY: .....

Dear Hon. Jallah:

We present our compliment and wish to inform you that additional fund in the amount of Two Hundred Thousand United State Dollars (\$200,000) has been appropriated in the FY/16/17 Budget for the National Commission on Human Rights to enable them build two memorials sites in Margibi and Lofa Counties.

We hope this letter will serve as a basis for the review and/or subsequent approval of any procurement plan(s) they present that will enable them to undertake said transaction(s).

With sentiments of highest esteem.

Sincerely Yours,

Hon. Tanneh G. Brunson  
**Deputy Minister**  
Budget and Development Planning




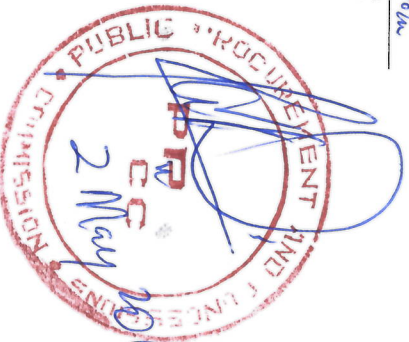
INDEPENDENT NATIONAL COMMISSION ON HUMAN RIGHTS  
 Procurement Plan (Core Budget)  
 GOL National Budget  
 Fiscal Year: 2016 - 2017

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	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/ROQ/DR AVINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOCTECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/PU BLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - L - BID EVALUATION	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS			
PLANNED	1	IFB No. INCHR/SS/004/16-17	Stationery and Supplies	GA/761	1 Firm	1,765,000	SS	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA				
UPDATE																					
ACTUAL																					
PLANNED	2	IFB No. INCHR/RB/001/16-17	Vehicle	GA510	1 Vehicle	35,000.00	RB	1/3/2017	8/3/2017	16/5/2017	23/5/2017	6/6/2017	13/6/2017	20/6/2017	27/6/2017	4/6/2017	11/7/2017	N/A	18/7/2017	30/7/2017	
UPDATE																					
ACTUAL																					
PLANNED	3	IFB No. INCHR/RB/002/16-17	Construction of 2 Memorials	F4100	1 Firm	105,000.00	RB	1/3/2017	8/3/2017	16/5/2017	23/5/2017	20/6/2017	27/6/2017	4/6/2017	11/7/2017	N/A	18/7/2017	30/7/2017			
UPDATE																					
ACTUAL																					
GRAND TOTAL					141,765.00																

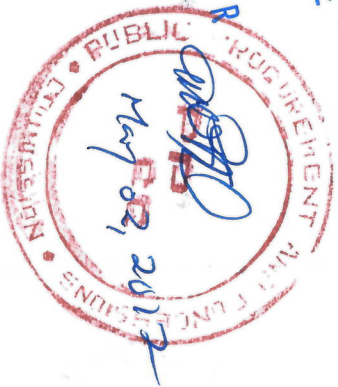
Signed:   
 Rebecca B. Karvum  
 Procurement Officer

Date: 28/04/2017

Approved:   
 Hon. Bartholomew B. Colles  
 Acting Chairman/Procurement Committee Chair



OFFICE OF THE  
 CHAIRMAN  
 INCHR



**INDEPENDENT NATIONAL COMMISSION ON HUMAN RIGHTS**

Procurement Plan (Core Budget)

Project Budget

Fiscal Period: 2016 - 2017

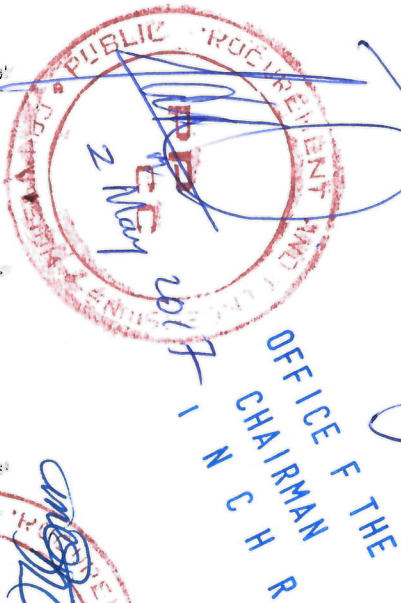
No	Description	Explanatory note
1	Construction of two memorials	refers to the of two memorials in two counties (Margibi and Bomi) as part of the Palava Hut process.
2	Vehicle	refers to the acquisition of one vehicle for the project.
3	Stationery and Supplies	refers to the purchase of assorted stationery and supplies to be used by the project - papers, pens, markers, flip charts, flip chart stands, cartridges, toners, notepads, staplers, pins, highlighters, single sourcing will be used because contract package already exists on previous procurement plan)
		<b>Explanatory Note for other budgetlines item that are not included in the Procurement Plan</b>
	Conduct Community Entry and Mobilization and preparatory work for identification of Memorial Sites and social mobilization.	Meetings (County & District Stakeholders, Traditional/ Community Leaders) ; Site Massacre Tour; Sub Contract the service of 1 local Community Resident for one site monitoring purpose during construction; Project Team regular visit ; CSOs and traditional leaders conduct social mobilization in host communities to ensure buy-in and to galvanize support, participation and ownership of the memorials
2	Monitoring and Evaluation	refers to site supervision by engineer, County Monitor, project team and commissioners etc and conduct post monitoring of community maintenance and sustainability of the project.
3	Daily Sustenance Allowance	refers to accommodation and sustenance fees for Commissioners and project team over the duration of the project (single sourcing will be used because contract package already exists on previous procurement plan)

Signed: *[Signature]*

Procurement Officer

Approved *[Signature]*  
Head of Entity/Chairperson of Procurement Committee

Date 28/04/2017



OFFICE OF THE  
CHAIRMAN  
I N C H R

