



**REPUBLIC OF LIBERIA**  
**MINISTRY OF FINANCE & DEVELOPMENT PLANNING**  
**P.O. BOX 10-9016**  
**1000 MONROVIA, 10 LIBERIA**



**OFFICE OF THE MINISTER**

GOL/MFDP/2-1/BSK/ymj/9715/17

May 8, 2017

RECEIVED  
11 MAY 2017

BY: \_\_\_\_\_

Hon. James Dorbor Jallah  
Executive Director  
Public Procurement & Concessions Commission  
Executive Mansion Ground  
Capitol Hill  
Monrovia, Liberia

Dear Hon. Jallah:

I am pleased to present my compliments and wish to assure the Public Procurement & Concessions Commission (PPCC) that funding in the amount of US\$22,746,793.12 (Twenty-Two Million Seven Hundred Forty-Six Thousand Seven Hundred Ninety-Three United States Dollars and Twelve Cents), intended for electoral activities scheduled for October as indicated by the National Elections Commission, will be made available in the National Budget for FY2017-18.

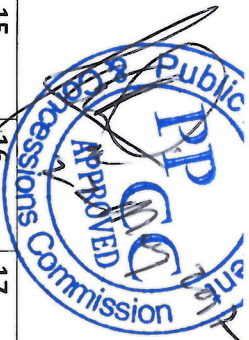
Thanks for your usual kind consideration and we hope this letter will serve as a basis for the review and/or subsequent approval of any procurement plan(s) they present that will enable them to undertake said transaction(s).

With sentiments of highest esteem

Sincerely,

Boima S. Kamara  
**MINISTER**

National Elections Commission  
Procurement Plan (SBA Project Budget)  
Source of Funding: 2017/2018 National Budget  
2017 PRESIDENTIAL AND REPRESENTATIVE ELECTIONS  
Fiscal Year: July 1, 2017-June 30, 2018



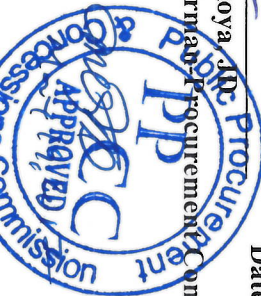
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code(s)	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION /PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	
PLANNED	1	IFB No. NEC/SBA/PRE/ NCB/001/17/18	Poll worker Identification Cards	C1811	38,500 Pieces	192,500.00	NCB	4/20/17	5/4/17	5/11/17	5/18/17	6/8/17	6/22/17	6/29/17	7/13/17	N/A	9/21/17	
UPDATE																		
ACTUAL																		
PLANNED	2	IFB No. NEC/SBA/PRE/ NCB/002/17/18	Catering Services	I5621	firms	1,335,100.00	NCB	5/4/17	5/18/17	5/25/17	6/1/17	6/22/17	7/6/17	7/13/17	8/3/17	N/A	6/15/18	
UPDATE																		
ACTUAL																		
PLANNED	3	IFB No. NEC/SBA/PRE/ NCB/003/17/18	Newspaper Advertisements	J6399	23 Ads	111,600.00	NCB	5/1/17	5/15/17	5/22/17	5/29/17	6/19/17	6/31/17	7/3/17	7/24/17	N/A	6/21/18	
UPDATE																		
ACTUAL																		
PLANNED	4	IFB No. NEC/SBA/PRE/ NCB/004/17/18	Jingle & Drama (Production)	J5911	7	27,200.00	NCB	4/28/17	5/12/17	5/26/17	6/2/17	6/23/17	7/7/17	7/14/17	8/4/17	N/A	9/26/17	
UPDATE																		
ACTUAL																		
PLANNED	5	IFB No. NEC/SBA/PRE/ NCB/005/17/18	Radio Talk Shows	J6020	17	25,800.00	NCB	4/28/17	5/12/17	5/26/17	6/2/17	6/23/17	7/7/17	7/14/17	8/4/17	N/A	6/1/18	
UPDATE																		
ACTUAL																		
Sub Total						1,692,200.00												

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

Date: May 18, 2017

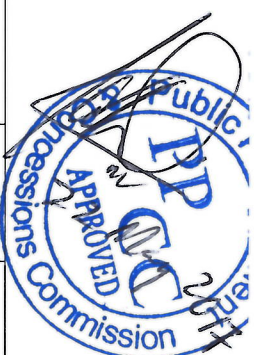
Approved by: [Signature]  
Jerome George Korkoya, Jr.  
Chairman-BOC/Chairman-Procurement Committee

Date: 05-18-17





**National Elections Commission**  
**Procurement Plan (SBA Project Budget)**  
**Source of Funding: 2017/2018 National Budget**  
**2017 PRESIDENTIAL AND REPRESENTATIVE ELECTIONS**  
**Fiscal Year: July 1, 2017-June 30, 2018**



1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	ITEM NO.	BASIC DATA						IMPLEMENTATION DATES									
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code(s)	QTY	ESTIMATED COST (USD)	PROCUREMENT ENT 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/P RE/NCB/006/17/18	Public Service Announcement	J6010	28	262,800.00	NCB	5/4/17	5/18/17	5/25/17	6/1/17	6/22/17	7/6/17	7/13/17	8/3/17	N/A	6/15/18
UPDATE																	
ACTUAL																	
PLANNED	7	IFB No. NEC/SBA/P RE/ RFQ/001/17/18	Repairs & Maintenance- Motor Cycles	G4540	19	2,280.00	RFQ	6/1/17	6/8/17	6/15/17	6/22/17	6/29/17	7/6/17	7/13/17	7/27/17	N/A	6/15/18
UPDATE																	
ACTUAL																	
PLANNED	8	IFB No. NEC/SBA/P RE/ NCB/007/17/18	Conference Halls Rental	N7721	79	167,950.00	NCB	5/4/17	5/18/17	5/25/17	6/1/17	6/22/17	7/6/17	7/13/17	8/3/17	N/A	6/15/18
UPDATE																	
ACTUAL																	
PLANNED	9	IFB No. NEC/SBA/P RE/ RB/001/17/18	Petroleum Products	G4661	129,761.08 Gals.	407,449.80	RB	4/27/17	5/11/17	5/18/17	5/25/17	6/15/17	6/29/17	7/6/17	7/27/17	N/A	6/1/18
UPDATE																	
ACTUAL																	
Sub Total						840,479.80											

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

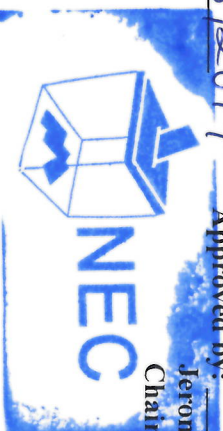
Date May 18, 2017

Approved by:

Jerome George Korkoya, Jr.  
 Chairman-BOC/Chairman of Procurement Committee

Date:

05-18-17



National Elections Commission  
Procurement Plan (SBA Project Budget)  
Source of Funding: 2017/2018 National Budget  
2017 PRESIDENTIAL AND REPRESENTATIVE ELECTIONS  
Fiscal Year: July 1, 2017-June 30, 2018



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	10	IFB No. NEC/SBA/ PRE/ RFQ/002/1 7/18	Television Talk Show	J6020	7	4,800.00	RFQ	6/1/17	6/8/17	6/15/17	6/22/17	6/29/17	7/6/17	7/13/17	7/27/17	N/A	6/15/18
UPDATE																	
ACTUAL																	
PLANNED	11	IFB No. NEC/SBA/ P RE/ NCB/008/1 7/18	Vehicles Rental & Lease	N7710	900 Vehicles	1,500,200.00	*NCB	4/28/17	5/12/17	5/26/17	6/2/17	6/23/17	7/7/17	7/14/17	8/4/17	N/A	9/26/17
UPDATE																	
ACTUAL																	
PLANNED	12	IFB No. NEC/SBA/ P RE/ NCB/009/1 7/18	Motor Bikes Rental & Lease	N7710	200 Motor Bikes	30,000.00	NCB	4/10/17	4/28/17	5/12/17	5/26/17	6/2/17	6/23/17	7/7/17	7/14/17	8/4/17	9/26/17
UPDATE																	
ACTUAL																	
Sub Total						1,535,000.00											

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

Date: May 18, 2017

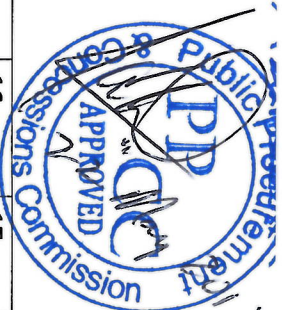
Approved by: Jerome George Korikwa, JD  
Chairman-BOC/Chairman-Procurement Committee

Date: 05-18-17



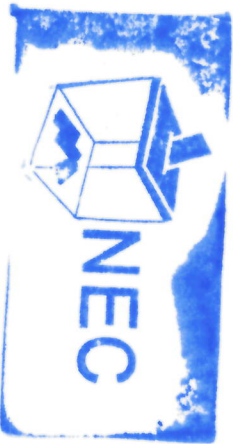


National Elections Commission  
Procurement Plan (SBA Project Budget)  
Source of Funding: 2017/2018 National Budget  
2017 PRESIDENTIAL AND REPRESENTATIVE ELECTIONS  
Fiscal Year: July 1, 2017-June 30, 2018



1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18																
	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)																
PLANNED	13	IFB No. NEC/SBA/P RE/SS/001/17/18	Radio Drama & Spots Airing	J6010	Assorted	79,488.00	SS	4/26/17	5/3/17	5/10/17	5/17/17	5/24/17	5/31/17	6/7/17	6/21/17	N/A	9/27/17																
UPDATE																																	
ACTUAL																																	
PLANNED	14	IFB No. NEC/SBA/P RE/RFQ/003/17/18	Election Song (Production)	J6010	1 firm	8,000.00	RFQ	4/26/17	5/3/17	5/10/17	5/17/17	5/24/17	5/31/17	6/7/17	6/21/17	N/A	9/27/17																
UPDATE																																	
ACTUAL																																	
		Sub TOTAL																															
		GRAND TOTAL																															
		4,155,167.80																															

Prepared by: P. Nagbe-Kowo Date May 18, 2017 Approved by: JMG Date: 05-18-17  
Atty. J. Roseline Nagbe-Kowo  
Director/Procurement Unit  
Jerome George Korkoya, JD  
Chairman-BOC/Chairman-Procurement Committee





Notes to Procurement Plan (SBA)

NO.	CONTRACT PACKAGES	EXPLANATION/BREAKDOWN
1.	IFB No. NEC/SBA/PRE/ NCB/001/17/18- Poll Worker Identification Cards	This line item will be used to procure thirty eight thousand five hundred (38,500) poll worker identification cards. This contract package will be funded from the budget line Printing, binding and publications as indicated on the Cash Plan. In consonance with the PPCA Section 48, Subsection (5) NEC wishes to request the Commission approval for the Reduction in the Lead Time for this Procurement. This will enable the NEC meets all time bo activities for the 2017 Presidential and Representatives Elections.
2.	IFB No. NEC/SBA/PRE/ NCB/002/17/18- Catering Services	This will be for the hiring of catering services for workshops, conferences and seminars that will be conducted during the Presidential and Representatives Elections, which includes lunch for nomination staff (105 persons), lunch for Magisterial Team training (60 persons), lunch for ES trainings (500 persons) for polling staff-POs and VIOs (13,000 persons) and lunch for refresher training (30,000 persons), etc. These workshops and training will be conducted in fifteen counties. This contract package will be funded from the budget line Workshops, Conferences, Seminars as indicated on the cash plan. This package will be done into lots.
3.	IFB No. NEC/SBA/PRE/ NCB/003/17/18- Newspaper Advertisements	This line item will be used to give out elections information/messages to the general public. Taking into consideration the importance of messages or information, the NEC ask the Commission approval to use most of the legally operating Newspapers within the country. The messages or information include: names of qualified political parties, name of qualified candidates, timeline of the elections, nomination processes, and all other information relating to the Presidential and Representative Elections. 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/ NCB/004/17/18- Jingle & Drama	This line item will be used for Civic and Voter Education messages, Nomination and Elections messages through jingle and Drama Production. These jingles and dramas will be developed in different languages using developed CVE and elections messages that will be performed by various drama groups within the country. The NEC also asks the Commission approval to use various drama groups, taking into consideration that one drama group can't perform a package in the country. This contract package will be funded from the budget line Advertising and Public Relations as indicated on the cash plan.
5.	IFB No. NEC/SBA/PRE/ NCB/005/17/18- 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 object 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 within the counties. This contract package will be funded from the budget line Advertising and Public Relations as indicated on the cash plan.
6.	IFB No. NEC/SBA/PRE/ NCB/006/17/18- Public Service Announcement	This line item will be used to account for all public service announcements for the Presidential and Representative Elections 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 asks the Commission for no object 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 cash plan.

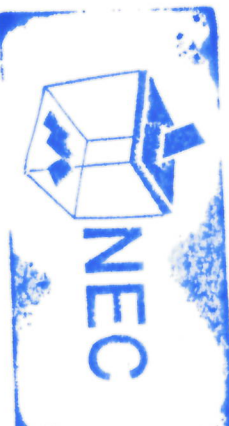
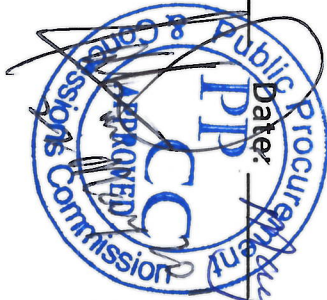
Prepared by: *Rose Nagbe-Kowo*  
Atty. J. Roseline Nagbe-Kowo  
Director/Procurement Unit

Date: *May 18, 2017*

Approved by: *[Signature]*

Date: *05-18-17*

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





Notes to Procurement Plan (SBA)

7.	IFB No. NEC/SBA/PRE/ RFQ/001/17/18-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, and such servicing include: spare plots, filters, and batteries. Also, the procurement of lubricants for the nine counties of Liberia will be done from this contract package. 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.
8.	IFB No. NEC/SBA/PRE/ NCB/008/17/18-Conference Halls Rental	This line will be used for the renting of conference and other halls that will accommodate the training and workshop for Elections Supervisors, Office staff agents, civic voter educators, magistrates, etc. in the fifteen counties. This contract package will be funded from the budget line Other Rental (Conference indicated on the cash plan.
9.	IFB No. NEC/SBA/PRE/ RB/001/17/18-Petroleum Products	This line item will be used for the procurement of petroleum products for all NEC vehicles, motorbikes and generators for its operations during the Presidential and Representative Elections. A unit cost of US\$3.14 was used to derive at the quantity indicated in the plan. In consonance with the PPCA Section 48, Subsection (5), the NEC wishes to request the Commission approval for the Reduction in the Lead Time for this Procurement. This will enable the NEC meets all time bound for the 2017 Presidential and Representative Elections.
10.	IFB No. NEC/SBA/PRE/ RFQ/002/17/18- Television Talk Shows	This line item will be used to account for all the information given on television stations in and around the country. As we are cognizant of the Elections messages should get to the general public by every other means. The NEC ask the Commission for no object to use legally operating television stations in the country. This contract package will be funded from the budget line Advertising and Public Relations as indicated on the cash plan.
11.	IFB No. NEC/SBA/PRE/ NCB/009/17/18-Vehicles Rental & Lease	This line item will be used to rent one hundred sixty eight (168) trucks for ten days, seven hundred thirty two (732) pickups for twelve days. The vehicles list 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 materials during the Presidential and Representative elections and the run-off election. This contract package exceeds the threshold for the use of competitive Bidding (NCB), 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 of the firm(s) who understand the territory of Liberia, in so doing the Procurement Committee decided to use NCB and ask the PPC for approval as indicated in Section 49 (1a) of the PPC Act. Additionally, the NEC verified that enough competition will be encouraged locally as there are numerous car rental firms in Liberia. In consonance with the PPCA Section 48, Subsection (5), the NEC wishes to request the Commission approval for the Reduction in the Lead Time for this Procurement.
12.	IFB No. NEC/SBA/PRE/ RB/010/17/18-Motor Bikes Rental & Lease	This line item will be used to rent two hundred motorbikes for the period of twelve days, for both delivery and retrieval of all elections materials from any vehicle can't ply during the presidential and representatives and the run-off elections. 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 the Commission for the Reduction in the Lead Time for this Procurement.
13.	IFB No. NEC/SBA/PRE/ SS/001/17/18-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 for no object to most of the radio stations in Montserrado and other communities' radio stations in the counties through the signing of contract for a particular amount with necessary supporting documents. The Procurement Committee asks for your approval owing to the fact that the drama to be developed will have to be done in 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 all the fifteen counties and their towns. This item will be funded from the budget line Advertising and Public Relations.
14.	IFB No. NEC/SBA/PRE/ RFQ/003/17/18-Election Song	This line item will be used to translate information/messages developed by the NEC for the Presidential and Representative Elections through the song will be developed through 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 cash plan line Advertising and Public Relations.

Prepared by: Atty. J. Roseline Nagbe-Kowo

Date: May 18, 2017

Approved by: Jerome George Korkoya JD

Date: 05-18-17

Director/Procurement Unit

Chairman-BOC/ Chairman-Procurement Committee