

### Republic of Liberia

# **Public Procurement & Concessions Commission**



Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia

Website: www.ppcc.gov.lr | Email: info@ppcc.gov.lr | Phone Short Code: 4357

Ref. PPCC/RL/CEO/1064/'20

March 2, 2020

Atty. David M. Kolley, Jr.

**ACTING HEAD** 

Board of Tax Appeals

Republic of Liberia

Dear Atty. Kolleh:

Subject: RECEIPT AND APPROVAL OF CORE AND SBA PROCUREMENT PLAN FOR FISCAL YEAR 2019/2020

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Board of Tax Appeals Core and SBA Procurement Plans for FY 2019/2020 in accordance with Section 40 (3) of the PPC Act. The Commission however wishes to inform you that your Procurement Plan has been forwarded to the Ministry of Finance and Development Planning (MFDP), and that the MFDP will process allotments in keeping with the approved Procurement Plans.

The Commission advises that you observe Section 40 (5) of the PPCA, 2010 which states that a Procuring Entity shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plan. The Commission and the Ministry responsible for Finance should be notified in writing of any material changes in the procurement plan and be provided with a copy of the updated procurement plan. Please note that an approval of a method on the procurement plan is deemed as the Commission's full approval and as such a Procuring Entity will not be required to again request the use of said approved method.

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

Kind regards

CHIEF EXECUTIVE OFFICER

# BOARD OF TAX APPEALS PROCUREMENT PLAN (CORE BUDGET) Source of Funding: GOL National Budget

Fiscal year: 2019/2020

		ACTUAL	UPDATE	PLANNED	ACTUAL	UPDATE	PLANNED	ACTUAL	UPDATE	PLANNED			
				ω			2			12	NO.		1 2
	Grand Total			IFB NO. BOTA/RFQ/002/2 019/2020			IFB NO. BOTA//RFQ/001/2 019/2020			IFB NO. BOTA/RB/001/20 19/2020	PACKAGE NUMBER (CODE)		3
				Office Euiptment			Printing & Publication			Petroleum Product	CONTRACT PACKAGE		4
				G - 4741			C-811			G -4661	Business Activity Code(s)	BASIC DATA	4 5 6
				ASSORTED			ASSORTED			2,414 gal.	QTY		
	\$ 12,100.00			\$ 500.00			\$250.00			11,350.00	PROCUR ESTIMATED EMENT COST (USD) METHO		7
				RFQ			RFQ			RB			8
				7/3/2019			7/3/2019			6/14/2019			9
				7/12/2019			7/9/2019			6/28/2019	TECHNICAL PREP. OF SPECS/BOQ/ BID DRAWINGS DOCUMENT		10
				7/17/2019			7/12/2019			7/5/2019	PC APPROVAL- BID DOC/TECH SPECS		) 11
				7/24/2019			8/5/2019			7/12/2019	BID BID INVITATION & SUBMISSION RELEASE OF /PUBLIC BID DOC OPENING	Mi	12
1				8/13/2019			8/14/2019			7/26/2019	BID SUBMISSION /PUBLIC OPENING	IMPLEMENTATION DATES	13
				9/3/2019			9/4/2019			8/13/2019	SUBMISSIO N OF BID EVALUATIO N REPORT	ATION DA	14
				9/12/2019			9/13/2019			8/22/2019	PC APPROVAL - BID EVALUATION REPORT	TES	15
				9/23/2019			9/24/2019			8/29/2019	CONTRAC CE INSPECTIO T AWARD PAYME N & NT (SUBSTANT SIGNING (MOBIL IAL		16
				N/A			N/A				ADVAN CE PAYME NT (MOBIL		17
				6/12/2019			6/12/2020 6/24/2020			20	DELIVERY, ACCEPTAN INSPECTIO CE & IN FINAL (SUBSTANT PAYMENT		18
				6/29/2020			6/24/2020			6/22/2020	ACCEPTAN CE & FINAL PAYMENT		19
											REMAR		23

Prepared By: \_\_\_\_\_\_\_

Hammp Daniel C.T. Collins, Jr

Daniel C.T. Collins,Jr.

Head of Procurement

Approved By:

Afty David M. Kolleh, Jr.

Acting Head of Entity/ Chairman Proc. Cmttee

Stumoo suoissa

March 20, 2020

## Name of Entity: Board of Tax Appeals (BOTA)

# **Procurement Plan Explanatory Notes**

## **Core Budget**

Fiscal Year: 2019 / 2020

Itom	6-1-15-1-0-1		
Item	Contract Package Code	Contract	Content of Contract Package
NO.		Package	
1.	IFB NO. BOTA/SBA/RCB/001/2019/2020	Petroleum	The Board of Tax Appeals budget projected
		products	the usages of 2,414 gallons of fuel/ gas /lubricant for the generator for the fiscal year 2019/ 2020. The unit cost is USD \$ 4.70 which will amount to USD \$ 11, 350.00 for the fiscal year. This amount is certified under the Restricted Method of Procurement.
2.	IFB NO. BOTA/SBA/RFQ/001/2019/2020	Printing & Publication	The approved budget for printing, publication and promotion on the cash plan, for printing the Board's call cards, flyers for workshops, Rules and procedures, Transcripts, Ruling (Decisions), etc. amount to USD \$ 250.00. This is certified under the procurement method for quotation (RFQ).
	IFB NO. BOTA/RFQ/002/2019/2020	Office Equipment& Furniture	The budget from the cash plan Office equipment will cover the cost of procuring one desktop computer, and one office chair.

Prepared by: Danmil

Daniel C. T. Collins, Jr. **Procurement Officer**