



Republic of Liberia
Public Procurement & Concessions Commission
Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



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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,


Jargbe Roseline Nagbe Kowo (Atty).
CHIEF EXECUTIVE OFFICER

Fiscal year: 2019/2020



Name of Entity: Board of Tax Appeals (BOTA)

Procurement Plan Explanatory Notes

Core Budget


Fiscal Year: 2019 / 2020

Item NO.	Contract Package Code	Contract Package	Content of Contract Package
1.	IFB NO. BOTA/SBA/RCB/001/2019/2020	Petroleum products	The Board of Tax Appeals budget projected 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: 

Daniel C. T. Collins, Jr.
Procurement Officer

Date: 28/02/2020


Mar. 2, 2020

