



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,


Jargbe Roseline Nagbe Kowo (Atty).
CHIEF EXECUTIVE OFFICER

Fiscal year: 2019/2020

Prepared By: Demetri

Approved By: _____

DATE: March 02, 2022

Acting Head of Entity/ Chairman Procurement Committee

March 2, 2028



Name of Entity: Board of Tax Appeals (BOTA)
Procurement Plan Explanatory Notes
Small Business Act (SBA)
Fiscal Year: 2019 / 2020

Item No.	Contract Package Code	Contract Package	Content of Contract Package
1.	IFB NO. BOTA/RFQ/002/2019/2020	Office Stationery	<p>In the Board of Tax Appeals cash plan under "stationeries" USD \$ 3, 715.00 was budgeted for the following supplies:</p> <p>ItemQty</p> <ul style="list-style-type: none"> ➤ Dell laser jet printer toner 3 sets ➤ HP 901 cartridge 4 sets ➤ HP 61 cartridge 4 sets ➤ A4 paper 8 ctn ➤ Legal paper 2ctn ➤ Brown envelope 2 pks ➤ Corona 3bxs ➤ Manila folder 3ctn ➤ Adopter 6pcs ➤ Binding plastic 2pks ➤ Fastener 5pks ➤ Stipple pin/small 12pks ➤ Envelope 5pks ➤ Perforator 3pcs ➤ Box file 2dzn ➤ Desk Trail 3pcs ➤ Stick on pad 5pks ➤ Note pad 2dzn ➤ Markers 2pcs ➤ Handing folders2dzn
2.	IFB NO. BOTA/RFQ/004/2019/2020	Internet	<p>The Board's approved budget for internetconnectivity was USD \$ 2,185.00. This amount will be used to procure internet services for the Board of Tax Appeals for the fiscal year under review.</p>

Prepared by: *Daniel C. T. Collins, Jr.*

Date: *23/02/2020*

Daniel C. T. Collins, Jr.
Procurement Officer

[Signature]
 Mar 2, 2020

[Signature]
 02/03/2020