

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)

BOARD OF TAX APPEALS PROCUREMENT PLAN (SBD)

Source of Funding: GOL National Budget Fiscal year: 2019/2020

		TOTAL	ACTUAL	UPDATE	PLANNED	ACTUAL	UPDATE	PLANNED				
					2			-	NO.			
Atty David M. Kolleh, Jr.	Prepared By:				IFB NO. BOTA/SBA/RFQ/0 02/2019/2020			BOTA/SBA/RFQ/O Office Stationary 01/2019/2020	PACKAGE NUNBER (CODE)		3	
	Dennie				Internet			Office Stationary	CONTRACT PACKAGE		4	
					J - 6120			G-4761	Business Activity Code(s)	BASIC DATA	4 5 6	
					I FIRM			ASSORTED	QTY			
		\$5,900.00			\$ 2,185.00			\$3,715.00	ESTIMATED COST (USD)		7	
					RFQ			RFQ	PROCUR EMENT METHO D		8	
	Approved By: Man 02, 2010				6/13/2019			7/5/2019	TECHNICAL SPECS/BOQ/ DRAWINGS		9	75
					6/21/2019			7/11/2019	PREP. OF BID DOCUMENT		10	riscai year: 2019/2020
					7/2/2019			7/18/2019	PC APPROVAL - BID DOC/TECH SPECS		11	0707/610
					7/22/2019			8/6/2019	BID BID SUBMISSION N OF BID RELEASE OF /PUBLIC EVALUATION BID DOC OPENING N REPORT	M	12	
					8/11/2019			8/15/2019	BID SUBMISSION /PUBLIC OPENING	IMPLEMENTATION DATES	13	
					8/20/2019			8/26/2019		ATION DA	14	
					8/29/2019			9/4/2019	PC APPROVAL - BID EVALUATION REPORT	ES	15	
					9/6/2019			9/13/2019	CONTRAC CE T AWARD PAYME & NT SIGNING (MOBIL		16	
					N/A			N/A			17	
					6/3/2020			6/5/2020	DELIVERY, INSPECTIO N (SUBSTANT IAL COMPLETI		18	
					6/23/2020			6/25/2020			19	
									REMARI S		2	

Head of Procurement

Acting Head of Entity/ Chairman Procurement Committee



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	In the Board of Tax Appeals cash plan under			
		Stationery	"stationeries" USD \$ 3, 715.00 was budgeted for the			
			following supplies:			
			<u>ItemQty</u>			
			> 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	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.			

Prepared by: Damme

Daniel C. T. Collins, Jr.

Procurement Officer

Date: 28/02/2020