



Republic of Liberia

# Public Procurement & Concessions Commission

Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Website: [www.ppcc.gov.lr](http://www.ppcc.gov.lr) | Email: [info@ppcc.gov.lr](mailto:info@ppcc.gov.lr) | Phone Short Code: 4357

Ref. PPCC/RL/CEO/1028/'20

February 12, 2020

Hon. Emmanuel T. Taplah

**PORT MANAGER**

Liberia Airport Authority/James Spriggs Payne Airport

Republic of Liberia

Dear Hon. Taplah:

Subject: **RECEIPT AND APPROVAL OF SBA AND NON 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 Liberia Petroleum Refining Company, SBA and Non 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.

Meanwhile, the LAA/JSPA is advised to submit all contracts awarded and executed during fiscal year 2018/2019 in consonance with **Section 43 (2) (g) and (l)** of the PPCA, for this was the requirement for Final Approval of entities procurement plans, after issuing provisional approvals. However, the LAA/JSPA did not submit a plan prior to the passage of the budget, and will be issue only final approval. It is also mandatory that you submit to the Commission quarterly procurement report for FY2019/2020 in consonance with **Section 27 Clause g** of the PPCA Act. Please note that these stated submissions are to be submitted to the Commission not later than a week from the day this communication is received.

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**


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Regulating and Monitoring Compliance with the Public Procurement and Concession Act of Liberia

LIBERIA AIRPORT AUTHORITY/JAMES SPRIGGS PAYNE AIRPORT  
PROCUREMENT PLAN FOR SBA  
SOURCE OF FUNDING: GOL & INTERNAL GENERATED REVENUE  
FISCAL YEAR: 2019/2020

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 Codes	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. LAA/JSPA/ SBA/ RFQ/001/19/20	Printing & Binding services	C1812	1 Firm	3,000.00	RFQ	9/19/2019	9/27/2019	10/7/2019	10/15/2019	10/23/2019	10/31/2019	11/11/2019	11/19/2019	N/A	11/27/2019
UPDATE																	
ACTUAL																	
PLANNED	2	IFB No. LAA/JSPA/SBA/ NCB/001/19/20	Stationery	G4761	Assorted	11,864.00	NCB	9/20/2019	9/30/2019	10/8/2019	10/16/2019	11/13/2019	11/27/2019	12/11/2019	12/27/2019	N/A	6/24/2020
UPDATE																	
ACTUAL																	
PLANNED	3	IFB No. LAA/JSPA/ SBA/SS/ 001/19/20	Internet connectivity	J6120	1 Firm	15,120.00	SS	9/18/2019	9/26/2019	10/4/2019	10/14/2019	10/22/2019	10/30/2019	11/8/2019	11/18/2019	N/A	6/26/2020
UPDATE																	
ACTUAL																	
SUB TOTAL						29,984.00											

Prepared by:   
Edwin D. Kai  
Procurement Manager

Approved:   
Emmanuel T. Taphah  
Head of Entity/Chairman Proc. Committee


Date: 01-14-2020





LIBERIA AIRPORT AUTHORITY/JAMES SPRIGGS PAYNE AIRPORT  
PROCUREMENT PLAN FOR SBA  
SOURCE OF FUNDING: GOL & INTERNAL GENERATED REVENUE  
FISCAL YEAR: 2019/2020

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PLANNED	4	IFB No. LAA/ISPA/SBA/ RFQ/002/19/20	Uniforms	G4771	100 Pieces	10,000.00	RFQ	9/17/2019	9/25/2019	10/3/2019	10/11/2019	10/18/2019	10/25/2019	11/4/2019	11/12/2019	N/A	11/20/2019
UPDATE																	
ACTUAL																	
PLANNED	5	IFB No. LAA/ISPA/ SBA/ RFQ/003/1 9/20	Repairs & Maintenance Motors Bikes	G4540	1 Firm	800.00	RFQ	9/19/2019	9/27/2019	10/7/2019	10/15/2019	10/23/2019	10/31/2019	11/11/2019	11/19/2019	N/A	11/27/2019
UPDATE																	
ACTUAL																	
PLANNED	6	IFB No. LAA/ISPA/ SBA/RB/001/19/ 20	Petroleum product (Diesel& Gasoline @3.80)	G4661	28,105 Gallons	106,800.00	RB	9/18/2019	9/25/2019	10/3/2019	10/11/2019	10/25/2019	11/8/2019	11/22/2019	12/19/2019	N/A	6/24/2020
UPDATE																	
ACTUAL																	
SUB TOTAL						117,600.00											

Prepared by:   
Edwin D. Kai  
Procurement Manager


Approved:   
Emmanuel T. Taphah  
Head of Entity/Chairman Proc. Committee

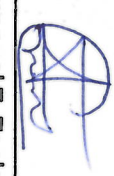
Date: 01-14-2020



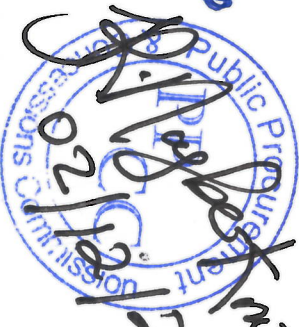
LIBERIA AIRPORT AUTHORITY/JAMES SPRIGGS PAYNE AIRPORT  
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FISCAL YEAR: 2019/2020

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PLANNED	7	IFB No. LAA/ISPA/ SBA RFQ/004//19/20	Electronic Media Services	J-5813	1 Firm	1,200	RFQ	9/19/2019	9/25/2019	10/3 /2019	10/11/2019	10/18/2019	10/25/2019	11/1/2019	11/11/2019	N/A	11/19/2019
UPDATE																	
ACTUAL																	
PLANNED	8	IFB No. LAA/ISPA/ SBA RFQ/005//19/20	R & M- Equip	C-3312	1 Firm	2,000.00	RFQ	9/18/2019	9/26/2019	10/4/2019	10/14/2019	10/22/2019	10/30/2019	11/5/2019	11/13/2019	N/A	N/A
UPDATE																	
ACTUAL																	
PLANNED	9	IFB No. LAA/ISPA/ SBA RFQ/006//19/20	Decoration Materials	G-4773	Assorted	800.00	RFQ	9/19/2019	9/25/2019	10/3 /2019	10/11/2019	10/18/2019	10/25/2019	11/1/2019	11/11/2019	N/A	6/26/2020
UPDATE																	
ACTUAL																	
SUB TOTAL						4,000.00											

Prepared by:   
Edwin D. Kai  
Procurement Manager

Approved:   
Emmanuel T. Taplah  
Head of Entity/Chairman Proc. Committee


Date: 01-14-2020



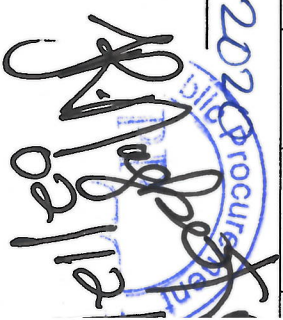


LIBERIA AIRPORT AUTHORITY/JAMES SPRIGGS PAYNE AIRPORT  
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BASIC DATA							IMPLEMENTATION DATES										
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Codes	QTY	ESTIMATED COST (USD)	PROCUREMENT ENT METHOD	TECHNICAL SPECS/BOQ/D RAWINGS	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. LAA/JSPA/SBA/ RFQ/007/19/20	Repair & Maintenance Office Fixture	S9524	1 Firm	3,400.00	RFQ	9/19/2019	9/25/2019	10/3 /2019	10/11/2019	10/18/2019	10/25/2019	11/1/2019	11/11/2019	N/A	11/19/2019
UPDATE																	
ACTUAL																	
PLANNED	11	IFB No. LAA/JSPA/SBA/ RFQ/008/19/20	Publication services	J5813	2 Firms	3,000.00	RFQ	9/18/2019	9/26/2019	10/4/2019	10/14/2019	10/22/2019	10/30/2019	11/5/2019	11/13/2019	N/A	11/21/2019
UPDATE																	
ACTUAL																	
PLANNED	12	IFB No. LAA/JSPA/ SBA/RFQ/009/1 9/20	Event Catering	I5621	1 Firm	1,100.00	RFQ	9/17/2019	9/25/2019	10/3/2019	10/11/2019	10/18/2019	10/25/2019	11/4/2019	11/12/2019	N/A	11/20/2019
UPDATE																	
ACTUAL																	
SUB TOTAL						7,500.00											


Prepared by:   
Edwin D. Kai  
Procurement Manager

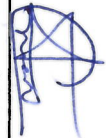
Approved:   
Emmanuel T. Taplah  
Head of Entity/Chairman Proc. Committee

Date: 01-14-2020  


LIBERIA AIRPORT AUTHORITY/JAMES SPRIGGS PAYNE AIRPORT  
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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	1
BASIC DATA							IMPLEMENTATION DATES											
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PLANNED	13	IFB No. LAA/ISPA/SBA/ NCB/002/19/20	Scratch Cards	J6190	2,400 Pieces	12,000.00	NCB	9/20/2019	9/30/2019	10/8 /2019	10/16/2019	11/13/2019	11/27/2019	12/11/2019	12/27/2019	N/A	1/03/2020	6,
UPDATE																		
ACTUAL																		
PLANNED	14	IFB No. LAA/ISPA/SBA/ RFQ/009/19/20	Provision Supplies	G4711	Assorted	4,800.00	RFQ	9/18/2019	9/26/2019	10/4/2019	10/14/2019	10/22/2019	10/30/2019	11/5/2019	11/13/2019	N/A	11/19/2019	6,
UPDATE																		
ACTUAL																		
SUB TOTAL							16,800.00											
GRAND TOTAL							175,884.00											

Prepared by:   
Edwin D. Kai  
Procurement Manager

Approved:   
Emmanuel T. Taplah  
Head of Entity/Chairman Proc. Committee

Date: 01-14-2020





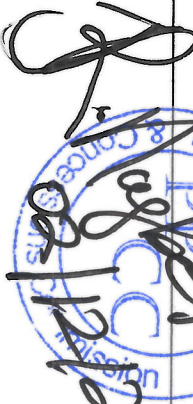
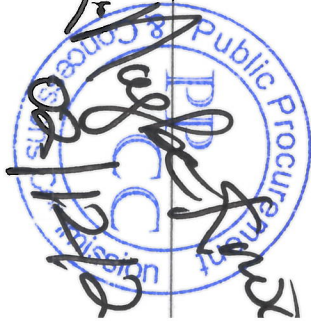
LIBERIA AIRPORT AUTHORITY/JAMES SPRIGGS PAYNE AIRPORT  
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FISCAL YEAR: 2019/2020

Item NO.	Contract Package Code	Contract Package	Content of Contract Package
1.	IFB No.  LAA/JSPA/SBA/RFQ/001/19/20	Printing &  Binding services	<p>This contract package is taken from the budget line item <u>Printing and Publication</u>, it intended to procure the following listed items:</p> <ul style="list-style-type: none"><li>✓ Letter Heads</li><li>✓ Requisition forms,</li><li>✓ petty cash slips booklets,</li><li>✓ Receipt Books</li></ul>
2.	IFB No.  LAA/JSPA/SBA/NCB/001/19/20	Stationery	<p>This contract package is taken from the budget line item, <u>office supplies and Material and Janitorial supplies</u>, and is intended to procure the following items:</p> <ul style="list-style-type: none"><li>✓ A-4 Papers -----20 Cartoons</li><li>✓ printers ink----- 50 pieces</li><li>✓ Photocopier ink----- 40 pieces</li><li>✓ Ledger Books-----50 pieces</li><li>✓ Cartridges -----100 pieces</li><li>✓ Desk tray-----60 pieces</li><li>✓ Paper clips-----Half cartoon</li><li>✓ Pencils-----10 packs</li></ul>
3.	IFB No.  LAA/JSPA/SBA/SS/001/19/20	Internet connectivity	<p>This contract package is taken from the budget line item <u>Subscription</u>, and is intended to procure the below service:</p> <ul style="list-style-type: none"><li>✓ Bandwidth 2 Mbps symmetrical of internet connectivity</li></ul> <p>Consistent with Section 55(a) the Public Procurement and Disposal Act of 2010, v</p>

8/10/2020  
2019/2020  
Public Procurement  
Sections Jointly

**LIBERIA AIRPORT AUTHORITY/JAMES SPRIGGS PAYNE AIRPORT**  
**PROCUREMENT PLAN FOR SBA**  
**SOURCE OF FUNDING: GOL & INTERNAL GENERATED REVENUE**  
**FISCAL YEAR: 2019/2020**


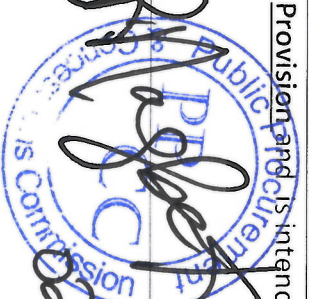
			requesting the Commission approval to use the Sole Source Method of Procurement our internet service with the Liberia Telecommunications Corporation (LIBTELCO), because they are the provider of Ace Fiber Optic in Liberia.
4.	IFB No.  LAA/JSPA/SBA/RFO/002/19/20	Uniforms	This contract package is taken from the budget line item <u>Uniforms</u> intended to procure 100 sets of blue and white Uniforms for the fire service department
5.	IFB No.  LAA/JSPA/SBA/RFO/003/19/20	Repairs & Maintenance Motors Bikes	This contract package is taken from the budget line item <u>Repair and Maintenance Bikes</u> and is intended to procure the below listed items: Repairs and Maintenance of five (5) TVS motor bikes
6.	IFB No.  LAA/JSPA/SBA/RB/001/19/20	Petroleum products (Diesel and Gasoline) @ 3.80	This contract package is taken from the budget line item <u>Petroleum Products</u> ; it is intended to procure petroleum products in Gasoline and Diesel for staff transportat and generators: <ul style="list-style-type: none"> <li>✓ Gasoline-----gals 14,052.5</li> <li>✓ Diesel-----gals14,052.5</li> </ul>
7.	IFB No.  LAA/JSPA/SBA/RFO/004/19/20	Electronic Media Services	This contract package is taken from the budget line item <u>Public Relations</u> ; it is intended for communication with the public and the Media in an effort to build positive image the LAA/JSPA that involve: <ul style="list-style-type: none"> <li>✓ video recording</li> <li>✓ photograph of major programs</li> </ul>
8.	IFB No.  LAA/JSPA SBA/RFO/005/19/20	R & M- Equip	This contract package is taken from the budget line <u>Repair &amp; Maintenance- Equipm</u> is intended for repair work on our handling equipment: <ul style="list-style-type: none"> <li>✓ Forklift</li> <li>✓ baggage cart</li> <li>✓ Security doors</li> </ul>



LIBERIA AIRPORT AUTHORITY/JAMES SPRIGGS PAYNE AIRPORT  
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FISCAL YEAR: 2019/2020

9.	IFB No.  LAA/JSPA/SBA/RFQ/006/19/20	Decoration Materials	This contract package is taken from the budget line item <u>Decoration</u> and is intended to procure the following: For the beautification of the Airport facilities during Christmas and New year's holic ✓ Christmas and New Year Trees ✓ Flowers ✓ Flower pots ✓ Interior decorations and designs for offices
10.	IFB No.  LAA/JSPA/SBA/RFQ/007/19/20	Repair & Maintenance Office Fixture	This contract package is taken from the budget line item <u>Repair and Maintenance</u> <u>Fixture</u> it is intended to hire a contractor for the repairs of the following items: ✓ Cubicles ✓ Cabinets
11.	IFB No.  LAA/JSPA/SBA/RFQ/008/19/20	Publication services	✓ This contract package is taken from the budget line item <u>Publication</u> and is intended to procure the below item: For making General Announcements for procurement notices and Invitation Bid in our local dailies. ✓ Reproduction and publication of needed documentations.
12.	IFB No.  LAA/JSPA SBA/RFQ/009/19/20	Event Catering	This contract package is taken from the budget line item <u>Lunch/Entertainment</u> and intended to procure the following: ✓ Food, water and drinks for meetings, workshop, trainings and programs.
13.	IFB No LAA/JSPA/SBA/NCB/002/19/20	Scratch Cards	This contract package is taken from the budget line item <u>Communication</u> ; it is intended to procure the below item: 1,944 pieces of scratch cards for use by employees for smooth communication.
14.	IFB No.	Provision Supplies	This contract package is taken from the budget line item <u>Provision</u> and is intended procure the below items: ✓ Nescafe ✓ Extra Juice

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	LAA/JSPA/SBA/RFOQ/010/19/20		<ul style="list-style-type: none"><li>✓ Bottle Mineral Water</li><li>✓ Ovaltine</li><li>✓ Milk</li><li>✓ Sugar</li><li>✓ Lipton Tea</li><li>✓ Can Soft Drink</li></ul>
15.	IFB No. LAA/JSPA/SBA/SS/002/19/20	Electricity Bill	This package is taken from the budget line item <b>utilities</b> ; it is intended to pay bills for Electricity used by the Airport facilities.
16.	IFB No. LAA/JSPA/SBA/SS/003/19/20	Water supplies	This package is taken from the budget line item <b>utilities</b> ; it is intended to pay bills for Water supplied by the Liberia Water and Sewage Corporation.

  
12/12/2021



LIBERIA AIRPORT AUTHORITY/JAMES SPRIGGS PAYNE AIRPORT  
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BUDGET NOTES


1. Local Travel ----- US\$ 4,950.00

This package is taken from the budget line item Local Travel; it is intended for per diem or DSA for staff that are Traveling locally to any of the airstrips around Liberia including, Greenville, Harper, Voinjama, Harper, Etc.


2. A. Electricity bill ----- US\$ 11,868.00

This package is taken from the budget line item utilities; it is intended to pay bills for Water supplies and Electricity bills.

B. Water supplies ----- US\$ 2,000.00

Prepared by:  -----  
Edwin D. Kai

Procurement Manager

Approved:  -----  
Emmanuel T. Taplah

Head of Entity/Chairman Proc. Committee

Date: 1-14-2020

