



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/OIC/035/'23

April 20, 2023

Prof. Alexander B. Yonly

DIRECTOR GENERAL

Liberia Institute of Public Administration (LIPA)

Republic of Liberia

Dear Prof. Yonly:

Subject: **PROVISIONAL APPROVAL OF THE LIBERIA INSTITUTE OF PUBLIC ADMINISTRATION
PROCUREMENT PLAN FOR FISCAL YEAR 2023.**

We present our compliments and acknowledge receipt of your letter which sought the Commission's approval of the Liberia Institute of Public Administration Procurement Plan for FY 2023 in accordance with **Section 40(3)** of the PPC Act. The Commission hereby informs you that your plan has been **Provisionally Approved** pending the passage of the national budget.

Please be advised that your Entity can carry out procurement activities based on this provisionally approved Draft Procurement Plan culminating in **framework agreements** for recurrent procurement items. Similarly, you are also advised to carry out procurement activities for non-recurrent procurement items in advance of the passage of the National Budget, but contracts for these packages **MUST** not be signed until the budget is approved by the President and you ascertain the availability of funding. Please ensure to include notification of this information in the tender document for your guidance, the Commission has produced a short note explaining the process for framework agreements and advance procurement which you can download at <http://ppcc.gov.lr/vr/index.php/documents>.

Upon the passage of the National Budget 2023, you are required to submit a revised/updated procurement plan, details budget for the LIPA's allocation in the approved budget, Cash plan, names and positions of the Procurement Committee members for FY 2023 and staff of the Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the just ended FY 2022 for stated submission will serve as a precursor for the Commission granting you final approval of your recurrent procurement plan for fiscal year 2023.

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.

Yours sincerely,

Stevenson S. Yond

OFFICER-IN-CHARGE



LIBERIA INSTITUTE OF PUBLIC ADMINISTRATION (LIPA)
PROCUREMENT PLAN SBA (Core- Budget)
Source of Funding: GOL National Budget Fiscal Year
FY 2023



1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
	ITEM NO	BASIC DATA						IMPLEMENTATION DATES											
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QUANTITT	ESTIMATED PACKAGE	PROCUREMENT METHOD	TECHNICALS PECS/BOQ/DR AMINGS	PREP. BID DOCUMENT	PC APPROVAL – BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/P UBLIC OPENING	SUBMISSION OF BIDS EVALUATION REPORT	PC APPROVAL OF BID REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	
PLANNED	1	IFBNo. LIPA/SBA/RB/0 01/23	Security Guard Services	N-8010	1 Firm	23,436	RB	03/23/23	04/06/23	04/13/23	04/20/23	05/18/23	06/01/23	06/08/23	06/29/23	N/A	12/14/23	12/21/23	
UPDATE																			
ACTUAL																			
PLANNED	2	IFBNo. LIPA/SBA/RB/0 02/23	Petroleum Products	G-4661	45,060@ 5.91 = 7,624.36	45,060	RB	03/27/23	04/10/23	04/17/23	04/24/23	05/22/23	06/05/23	06/12/23	07/03/23	N/A	12/14/23	12/21/23	
UPDATE																			
ACTUAL																			
PLANNED	3	IFBNo. LIPA/SBA/RB/0 03/23	Transport Equipment		1 Firm	100,000	RB	03/30/23	04/13/23	04/20/23	04/27/23	05/25/25	06/08/23	06/15/23	07/06/23	N/A	10/06/23	10/13/23	
UPDATE																			
ACTUAL																			
PLANNED	4	IFBNo. LIPA/SBA/RB/0 04/23	Stationery	G-4711	Assorted	14,085	RB	04/04/23	04/18/23	04/25/23	05/02/23	05/30/23	06/13/23	06/20/23	07/11/23	N/A	12/14/23	12/21/23	
UPDATE																			
ACTUAL																			
SUB TOTAL						182,581													

Prepared by:

P. Samuel Gbeweh
Procurement Director/Manager

Approved by:

Prof. Alexander B. Yony - Director General
Head of Entity/Chairman Proc. Committee

Date:

02-23-2023

April 18, 2023


April 21, 2023




LIBERIA INSTITUTE OF PUBLIC ADMINISTRATION (LIPA)
PROCUREMENT PLAN SBA (Core- Budget)
Source of Funding: GOL National Budget Fiscal Year
FY 2023



ITEM NO		BASIC DATA					IMPLEMENTATION DATES											
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QUANTTT	ESTIMATED PACKAGE	PROCUREMENT METHOD	TECHNICALS PICS/BOQ/DR AMINGS	PREP. BID DOCUMENT	PC APPROVAL – BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/PUBLIC OPENING	SUBMISSION OF BIDS EVALUATION REPORT	PC APPROVAL OF BID REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPT CE & FI PAYMENT
PLANNED	5	IFBNO. LIPA/SBA/RFQ /001/23	Cleaning Materials	G-4/773	Assorted	7,410	RFQ	04/11/23	04/18/23	04/25/23	05/01/23	05/08/23	05/15/23	05/22/23	06/06/23	N/A	12/14/23	12/21
UPDATE																		
ACTUAL																		
PLANNED	6	IFBNO. LIPA/SBA/RB/0 05/23	Repairs & Maint- Vehicles	1 Firm	17,310	RB		04/25/23	05/09/23	05/16/23	0523/23	06/20/23	06/27/23	07/24/23	07/25/23	N/A	12/14/23	12/21 3
UPDATE																		
ACTUAL																		
TOTAL																		

Prepared by: 
P. Samuel Gwemh
Procurement Director/Manager

Approved by: 
Prof. Alexander B. Yonhy - Director General
Head of Entity/Chairman Proc. Committee

Date: 02-23-23



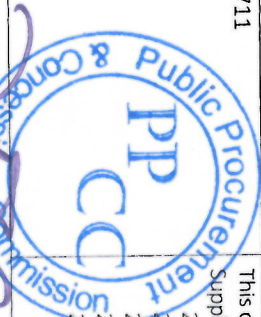
2023

NAME OF ENTITY: LIBERIA INSTITUTE OF PUBLIC ADMINISTRATION (LIPA).
PROCUREMENT PLAN EXPLANATORY NOTES

SBA BUDGET

FISCAL YEAR: 2023

ITEM NO	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	CONTENT (S) OF CONTRACT PACKAGE
1	Cleaning Materials & Supplies (US\$7,410)	G-4773	<p>This contract package is from the Budget line "Cleaning Materials" and is intended to procure Cleaning Materials as listed below.</p> <ol style="list-style-type: none">1. Tissues..... 35 sacks2. Hand Soap..... 4 cartoons3. Powder Soap..... 20 cartons4. Clorax 20 cartoons5. Dettol (disinfectant)..... 8 cartons6. Air freshener..... 10 cartoons7. Dust Bin..... 12 pcs8. Hand Soap..... 10 cartoons9. Carpet fresh & Vim..... ½ cartoons each10. Hand & floor towels..... 10 pcs each11. Soft & hard brooms..... 12 pcs each12. Commode brushes & Plunder.... 12 pcs13. Paper Towel..... 2 sacks14. Mosquito Spry..... 5 cartoons15. Wood Polish..... 1 cartoon16. Floor Towel..... 20 pcs17. Mop 20 pcs18. Floor Bruch..... 12 pcs19. Garbage Bags..... 5 boxes20. Plastic Buckets..... 12 pcs21. Camphor Ball..... 30 pcs22. Hand Gloves..... 20 pairs
2	Stationery (US\$14,085)	G-4711	<p>This contract package is from the Budget line "Stationery" and is intended to procure assorted Stationery & Supplies as listed below</p> <ol style="list-style-type: none">23. Paper Clips (Small)..... 20 pks24. Paper Clips (Large)..... 20 pks25. Staple Machine (Large size)..... 10 pcs26. Staple Pins..... 20 pks27. Heavy Duty Staple Machines..... 6 pcs



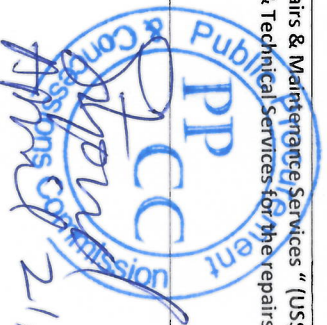
Wicki W. 2023

Shyond
April 21, 2023

ITEM NO	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	CONTENT (S) OF CONTRACT PACKAGE
	Stationery (Con't)	G-4711	Heavy Duty Staple Pins..... 5 pks Printer Cartridge (05A)..... 5 pcs Stick-on Pads (Large size)..... 15 pks Desk Tray (Assorted 3 & 4 Trays)..... 12 pcs Printer Cartridge (85A) 5 pcs Toner Cartridge (728) 5 pcs Executive Paper A-4 -size..... 5 boxes Desk Calculators (Large size)..... 10 pcs Heavy Paper Perforators..... 5 pcs Markers (Permanent & White Board) 20 pks each A 4 Paper 75 cartoons Dry Stick Glue (Assorted - Small & Large)..... 5 boxes each Flip Chart Pad 20 cartoons External Hard Drive..... 2 pcs USB/Pen Drive (16 or 32 GB)..... 5 pcs each Hanging Folders (Large Size)..... 2 boxes Manila Folder (A 4 Size)..... 5 cartoons Paper Cutter (Large Size)..... 6 pcs Scotch Tape (Medium Size)..... 20 rolls Masking Tape (Medium Size)..... 20 rolls Staple Pins Remover..... 12 pcs Brown Envelope (A 3, A 4 & A 5)..... 5 pks each Pen 20 boxes Paper Legal 5 cartoons
3	Security Guard Services (US\$23, 436)	N-8010	This contract package is from the Budget line "Security Guard Services" and is intended to procure Guard and Security Services (US\$23, 436) 24 hours, Seven Days a Week for LIPA's protection. a. 12 Men..... at LIPA Head Offices in Monrovia b. 4 Men at LIPA Doemah's Town Office in Margibi County c. 3 Men at LIPA Regional Office in Buchanan, Grand Bassa County
ITEM NO	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	CONTENT (S) OF CONTRACT PACKAGE
4	Petroleum Products (US\$45,060)	G-4661	Domestic Travel was added to this contract package from the Budget line "Petroleum Products & Domestic Travel" of (US\$45,060) is intended to procure 7,624.36 gals of petroleum products @ US\$5.911. 1. Gasoline 3, 812.18 gallons 2. Fuel..... 3, 812.18 gallons
5	Vehicles Repairs & Maintenance Services (US\$17, 310)	G-4620	This contract package is from the Budget line "Vehicles Repairs & Maintenance Services " (US\$7, 928) and is intended to procure Spare Parts, Lubricants, Mechanical & Technical Services for the repairs and Maintenance of Vehicles..... 7 vehicles 1. Mini Buses 2 units 2. SUVs Jeeps..... 5 units



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M-1772823



Approved
21, 2023

			3. Pick-up 1 unit
6	Transport Equipment (US\$100, 000)	This contract package is from the Budget line "Transport Equipment" and is intended to procure.	
			1. 4WD SUV (Off-road) 1 unit 2. Mini Bus (15 Seater) 1 unit 3. Motor Bike 3 units

PREPARED BY: P. Samuel Gowe
Procurement Director

Signature: _____ DATE: 03-02-2023


Mar 17, 2023


April 21, 2023