



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/0959/19**

December 27, 2019

Hon. Alexander B. Yonly

**DIRECTOR GENERAL**

Liberia Institute of Public Administration  
Republic of Liberia

Dear Hon. Yonly:

Subject: **PROVISIONAL APPROVAL OF DRAFT 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 Institute of Public Administration (LIPA) SBA and Consultancy 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 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 notifications of this information in the tender documents for both framework agreements and advance procurement. For your guidance, the Commission has produced a short note explaining the processes for framework agreements and advance procurement which you can download at <http://ppcc.gov.lr/vr/index.php/documents>

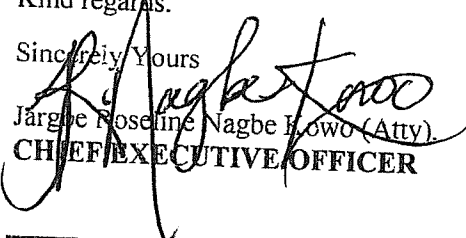
Upon passage of the FY 2019/2020 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for LIPA's allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for FY 2019/2020 and staff of your Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the previous fiscal year (2018/2019), for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for fiscal year 2019/2020.

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.


Sincerely Yours

  
Jargbe Roseline Nagbe Howo (Atty.)  
**CHIEF EXECUTIVE OFFICER**

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

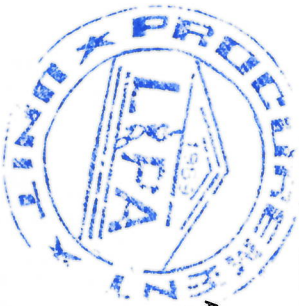
LIBERIA INSTITUTE OF PUBLIC ADMINISTRATION (LIPA)  
PROCUREMENT PLAN SBA (Core- Budget)  
Source of Funding: GOL National Budget Fiscal Year  
2019-2020

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	QUANTITY	ESTIMATED PACKAGE	PROCURE MENT METHOD	TECHNICALS SPECS/BOQ/ DRAWINGS	PREP. BID DOCUMENT	PC APPROVAL – BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION /PUBLIC OPENING	SUBMISSIO N OF BIDS EVALUATI ON REPORT	PC APPROVAL OF BID REPORT	CONTRAC T AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZAT ION)	DELIVERY, INSPECTION (SUBSTANTI AL COMPLETIO N)	ACCEPT CE & FIN PAYME	
PLANNE D	1	IFBNO.LIPA/SBA/ RFQ/001/19/20	Cleaning Materials	G-4773	Assorted	3, 533	RFQ	07 /1 /'19	07/8 /'19	07 /15 /'19	07/22/'19	07/29/'19	08/5/'19	08/ 12/'19	08/26/'19	N/A	06 /22/'20	06/29/	
UPDATE																			
ACTUAL																			
PLANNE D	2	IFBNO.LIPA/SBA/ RFQ/002/19/20	Stationery	G-4761	Assorted	9, 275	RFQ	07/9/'19	07/16/'19	07/23/'19	07/30/'19	08/6/'19	08/13/'19	08/20/'19	09/3/'19	N/A	06/15/'20	06/22/	
UPDATE																			
ACTUAL																			
PLANNE D	3	IFBNO.LIPA/SBA/ RFQ/003/19/20	Generators Spare Parts	G-4659	Assorted	6, 484	RFQ	07/2/'19	07/09/'19	07/16/'19	07/23 /'19	07/30/'19	08/6 /'19	08/13/'19	08/27/'19	N/A	06/23 /'20	06/30/	
UPDATE																			
ACTUAL																			
PLANNE D	4	IFBNO.LIPA/SBA /NCB/001/19/20	Security Guard Services	N-8010	1 Firm	18, 000	NCB	07/4/'19	07/11/'19	07/18/'19	07/25/'10	08/22/'19	08/29/'19	09/6/'19	09/20/'19	N/A	06/24 /'20	06/29/	
UPDATE																			
ACTUAL																			
SUB TOTAL						37,292													

Prepared by:   
Sir. Christian T. G. Tabla  
Procurement Director/Manager

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

Date: 11-14-19



T. Tabla  
DEC 16, 2019

Dec 17, 2019  
Accepted

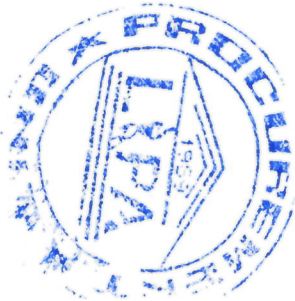
LIBERIA INSTITUTE OF PUBLIC ADMINISTRATION (LIPA)  
PROCUREMENT PLAN 5BA (Core- Budget)  
Source of Funding: GOL National Budget Fiscal Year  
2019-2020

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
BASIC DATA								IMPLEMENTATION DATES										
ITEM NO.																		
	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT ENT METHOD	TECHNICAL SPECS/BOD/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/PU BLC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE FIN. PAYM.	
PLANNE D	5	IFBNO.LIPA/SBA/RB/001/19/20	Petroleum Products (Diesel & Gasoline)	G-4661	4, 776,486 gals @3.70	17, 673	RB	07/3/19	07/10/19	07/17/19	07/24/19	08/07/19	08/14/19	08/21/19	09/4/19	N/A	06/22/20	06/30/20
UPDATE																		
ACTUAL																		
PLANNE D	6	IFBNO.LIPA/SBA/RFQ/004/19/20	Vehicles Repairs & Maintenance Services	G-4520	1 Firm	7, 928	RFQ	07/8/19	07/15/19	07/22/19	07/29/19	08/5/19	08/12/19	08/19/19	09/2/19	N/A	06/22/20	06/30/20
UPDATE																		
ACTUAL																		
PLANNE D	7	IFBNO.LIPA/SBA/RFQ/005/19/20	Publication Services	M-7310	1 Firm	5, 225	RFQ	07/3/19	07/10/19	07/17/19	07/24/19	07/31/19	08/07/19	08/14/19	08/28/19	N/A	06/24/20	06/29/20
UPDATE																		
ACTUAL																		
PLANNE D	8	IFBNO.LIPA/SBA/RFQ/006/19/20	Books and Periodicals	G-4761	Assorted	800	RFQ	07/03/19	07/10/19	07/12/19	07/19/19	07/29/19	08/05/19	08/12/19	08/26/19	N/A	06/22/20	06/30/20
UPDATE																		
ACTUAL																		
SUB-TOTAL						31, 626												

Prepared by:   
Sir. Christian T. G. Tabla  
Procurement Director/Manager

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

Date: 11-14-19



T. Yonah  
3  
DEC 16, 2019

Dec 27, 2019  
R. Yonah



## 2019-2020

**SUB TOTAL**

Procurement Director/Manager

Head of Entity/Chairman Proc. Committee

**Date:**

Dec 16, 2015

14-15  
Dec 27, 2019

## 2019-2020

**Prepared by:**

Approved by:

Date:

11-14-19

Theresa R  
Dec. 16/2005




15-19  
2019  
R. J. [Signature]



LIBERIA INSTITUTE OF PUBLIC ADMINISTRATION (LIPA)  
PROCUREMENT PLAN SBA (Core- Budget)  
Source of Funding: GOL National Budget Fiscal Year  
2019-2020

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	QUANTITY	ESTIMATED PACKAGE	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	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)	ACCEPTANCE & FINAL PAYMENT
PLANNED	17	IFBN.LIPA/SBA/ RFQ/015/19/20	Air Tickets	H-5110	1 firm	5, 475	RFQ	09/9/'19	09/16/'19	09/18/'19	09/25/'19	10/02/'19	10/9/'19	10/16/'19	10/30/'19	N/A	06/22/'20	06/30/
UPDATE																		
ACTUAL																		
PLANNED	18																	
UPDATE																		
ACTUAL																		
PLANNED	19																	
UPDATE																		
ACTUAL																		
PLANNED	20																	
UPDATE																		
ACTUAL																		
SUB TOTAL						5, 475												
GRAND TOTAL						101,873												

Prepared by:   
Sir. Christian T. G. Tabla  
Procurement Director/Manager

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

Date: 11-11-15  
Dec 27, 2019  
R. J. J. J.



T. J. J. J.  
Dec, 16, 2019

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

FISCAL YEAR: 2019/2020

ITEM NO	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	CONTENT (S) OF CONTRACT PACKAGE
1	Cleaning Materials & Supplies (US\$3, 533)	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"> <li>Sack Tissues..... 35sacks</li> <li>Hand Soap..... 4 cartons</li> <li>Powder Soap..... 20 cartons</li> <li>Chlorex ..... 20cartons</li> <li>Dettol (disinfectant)..... 8 cartons</li> <li>Air freshener ..... 8 cartons</li> <li>Dust Bin..... 6 pieces</li> <li>Hand Soap..... 10 cartons</li> <li>Carpet fresh &amp; Vim..... ½ cartoon</li> <li>Hand &amp; floor towels..... 10 pieces</li> <li>Soft &amp; hard brooms..... 10 pieces</li> <li>Commode brushes &amp; plunder...2 Dozs Each</li> <li>Paper Towel..... 10 pieces</li> <li>Mosquito Spry..... 5 cartoons</li> <li>Wood Polish..... 6 tins</li> <li>Floor Towel..... 20 pieces</li> <li>Mop ..... 20 pieces</li> <li>Floor Bruch..... 10 pieces</li> <li>Garbage Bags..... 20 pieces</li> <li>Plastic Buckets..... 8 pieces</li> <li>Camphor Ball..... 10 pks</li> <li>Hand Gloves..... 20 pairs</li> </ol> <p>This contract package is from the Budget line "Stationery" and is intended to procure assorted Stationery &amp; Supplies as listed below</p> <ol style="list-style-type: none"> <li>Paper Clips (Small)..... 5 pks</li> <li>Paper Clips (Large)..... 5pks</li> <li>Staple Machines (Large size)..... 4 pieces</li> <li>Staple Pins..... 6pks</li> <li>Heavy Duty Staple Machines..... 2 pieces</li> </ol>
2	Stationery (US\$9, 275)	G-4761	

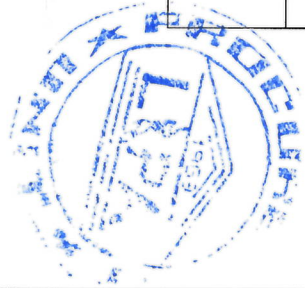
T. M. K. J. O. R.

Dec. 16, 2019



R. Nagbe K. W. O.  
 Dec / 27 / 2019

ITEM NO	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	CONTENT (S) OF CONTRACT PACKAGE
	Stationery (Con't)	G-4761	6. Heavy Duty Staple Pins.....3 pks 7. Stick –on Pads (Small size).....2pks 8. Stick –on Pads (Large size).....6 pks 9. Desk Tray (Assorted 3 & 4 Trays).....5 pieces 10. Type Writer Prima 18" (Manual Machine).....1 unit 11. Type Writer Ribbon (Red & Black Combined).....3pieces 12. Correction Fluid.....3pks 13. Binding Films ..... 3 reams 14. Binding Cover .....3 reams 15. Executive Paper A-4 –size.....5 boxes 16. Desk Calculators (Large size)..... 2 pieces 17. Heavy Paper Perforators.....2 pieces 18. Ledger/Journal Books (Large Size) .....2 pieces 19. Paper Perforators (Medium Size).....2 pieces 20. HP Color Laserjet CE260A K(Black).....1 piece 21. Dry Stick- on – Glue (Assorted – Small & Large).....2 pks 22. Highlighter.....2 pks 23. External Hard Drive.....2 pieces 24. USB/Pen Drive (16 or 32 GB).....1pieces 25. Hanging Folders (Large Size).....2 boxes 26. Book Binder (Large Size).....1 unit 27. Paper Cutter (Large Size).....1 unit 28. Scotch Tape (Medium Size).....3 rolls 29. Masking Tape (Medium Size).....3 pieces 30. Staple Pins Remover.....3 pieces 31. Poster Sheets (Assorted Colors).....1 team 32. Pencils .....2 pks 33. Name Tags.....1 pk
3	Generator Spare Parts (US\$6, 484)	C-3314	This contract package is from the Budget line "Generator Spare Parts" and is intended to procure assorted Materials to carryout basic maintenance and repairs on LIPA Generators. a. Oil Filter..... 12 Pcs b. Fuel filter.....12 Pcs c. Diesel Engine Oil.....30 Gals d. Fuel Heater.....5 Pcs e. Air Filter.....5 Pcs
4	Security Guard Services (US\$18, 000)	N-8010	This contract package is from the Budget line "Security Guard Services" and is intended to procure Guard and Security Services (US\$18, 000) 24 hours, Seven Days a Week for LIPA's protection. a. 14 Men..... at LIPA Head Offices in Monrovia b. 3 Men ..... at LIPA Regional Offices in Buchanan, Grand Bassa County.



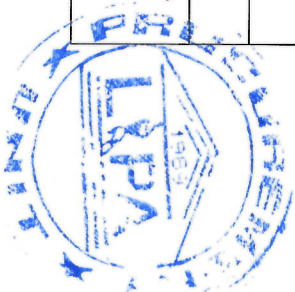
*R. Payne*  
*Dec/27/2019*

*T. Taylor*  
*Dec 16, 2019*



ITEM NO	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	CONTENT (S) OF CONTRACT PACKAGE
5	Petroleum Products (US\$17, 673)	G-4661	Domestic Travel was added to this contract package from the Budget line "Petroleum Products & Domestic Travel" of (US\$17, 673 is intended to procure 4776.48. 51 gals of petroleum products @ US\$3.70 1. Gasoline ..... 2, 388.24 gallons 2. Fuel..... 2, 388.24 gallons
6	Vehicles Repairs & Maintenance Services (US\$7, 928)	G-4520	This contract package is from the Budget line "Vehicles Repairs & Maintenance Services " (US\$7, 928) and is intended to procure spare parts, Mechanical & Technical Services for the repairs and Maintenance of Vehicles.....7 vehicles & (1 Firm) A. Mini Buses .....2 units B. SUVs Jeeps.....5 units
7	Publication Services (US\$5, 225)	M-7310	This contract package is from the Budget Line "Printing, Binding and Publication Services" and is intended to procure Publications services listed below. A. Advertisement (Print & Electronic Media)..... 3 Firms B. Printing of LPA Informational & Promotional Materials ..... 3 Firms
8	Books and Periodicals (US\$800.00)	G-4761	This contract package is from the Budget line "Books and Periodicals " intended to procure Books and Periodicals. a. Assorted Subject Books.....15 copies b. Assorted Periodicals .....20 Copies
9	Repair and Maintenance of Air Conditioners	S-9522	This contract package is intended to procure Materials to carryout basic maintenance and repairs on LIPA Air Conditioners
10	Repair and maintenance ICT Equipment (US\$2,900.00)	G4651	This contract package is from the Budget Line "Repairs and Maintenance ICT" is intended to procure Assorted Parts to repair ICT equipment at LIPA and will be done in house.
11	Internet Connectivity (US\$4, 894)	J - 6120	This contract package is from the Budget Line "Internet Connectivity" and is intended to procure Internet Services or Scratch Cards from one Firm in the amount of US\$4, 894.00.
12	Building Materials (US\$2, 140)	G - 4663	This contract package is from the Budget Line "Repairs and Maintenance Civil "is intended to procure Building Materials to carryout basic maintenance and repairs on LIPA facilities.
13	Rice (US\$7, 293.00)	G - 4711	This contract package is from the Budget Line "Entertainment, Representations & Gifts "is intended to procure rice for July 26 & December 25 celebrations for staff. 540.22 bags of 25 KG
14	Computer Repairs and Maintenance services (US\$2, 900)	P - 9511	This contract package is intended to procure IT Services and assorted Parts from one Firm
15	Office Furniture (US\$1, 944)	G - 4711	This contract package is intended to procure assorted Office Furniture and other Office Supplies.
16	Vehicles Rental (US\$7, 561)	H - 4922	This contract package is intended to procure Vehicles Rental Services and Fuel to facilitate travels to LIPA Regional Station in Grand Bassa County and other regions of the Country. Fuel 3,70 x 692.16 Gallons ..... US\$2, 561 Vehicles Rental (One Firm ) .....US\$5, 000

*R. Nyabeforo*  
Dec/27/2019



*T. Nyabeforo*  
Dec 16, 2019

ITEM NO	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	CONTENT (S) OF CONTRACT PACKAGE
17	Air Tickets (US\$5, 475)	H - 5110	This contract package is from the Budget Line "Foreign Travel" is intended to procure tickets from one Firm to facilitate travels at LIPA in the amount of US\$5, 475.00.
18	Office Building Rental & Lease (US\$91, 500)	L - 6810	This contract package is from the Budget Line "Office Building Rental and Lease" and is intended to pay for Rental/Lease for two buildings: 1. One Storey Building 12 Months.....US\$71,500.00 2. One Regular Building 12 Months.....US\$20,000.00
19	Local Scholarships (US\$11, 514)		This contract package is intended to pay tuitions for some LIPA staffers in country attending at various institutions. US\$11, 514.00
20	Foreign Scholarships (US\$36, 640)		This contract package is from the Budget Line "Foreign Scholarship" and is intended to pay tuitions for some LIPA staffers and other staffers from across Government Ministries and Agencies (MACS) at the Ghana Institute of Management and Public Administration (GIMPA) under the Public Sector Management Training Program in Accra Ghana.
21	Consultancy Services (US\$24, 888.00)	P - 8550	This contract package is from the Budget Line "Consultancy Services" and is intended to pay 20 External Facilitators who are teaching on the LIPA Training Program
22	Subscriptions (US\$3, 160)		This contract package is from the Budget Line "Subscription" and is intended to pay for Subscription Fees to International Bodies and Organizations.
23			

PREPARED BY: Sir. Christian T. G. Tabla  
Procurement Director

Signature: \_\_\_\_\_

DATE: \_\_\_\_\_

07/09/19



*R. N. N. N. N.*  
Dec/27/2019

*T. N. N. N.*  
Dec 16, 2019