



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/1585/'20

November 9, 2020

Prof. Alexander B. Yonly
DIRECTOR GENERAL
Liberia Institute of Public Administration
Republic of Liberia

Dear Prof. Yonly:

Subject: **RECEIPT AND APPROVAL OF CORE BUDGET PROCUREMENT PLAN FOR FISCAL YEAR 2020/2021**

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) Core Budget Procurement Plan (*Goods and Services*) for Fiscal Year 2020/2021 in accordance with **Section 40 (3)** of the PPCA, 2010. The Commission, however, wishes to inform you that your Procurement Plan has been duly forwarded to the Ministry of Finance and Development Planning (MFDP), and that the MFDP will process allotments in keeping with the approved Procurement Plans.

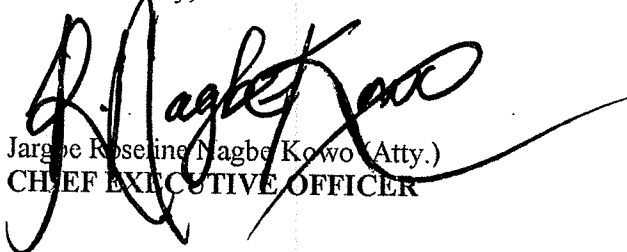
The Commission counsels that you observe Section 40(5) of the PPCA, 2010 which states "each Procuring Entity, shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plan. The Commission and the Ministry responsible for finance should be notified in writing of any material changes in the procurement plan and provide 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.

Best regards.

Yours sincerely,


Jargoe Roseline Nagbe Kowo (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
2020-2021

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)	ACCEP CE & F PAYME	
PLANNE D	1	IFBND.LIPA/SBA/ RFQ/001/20/21	Cleaning Materials	G-4773	Assorted	2, 470	RFQ	11/02/'20	11/09/'20	11/16/'20	11/23/'20	11/30/'20	12/07/'20	12/14/'20	12/28/'20	N/A	06/22/'21	06/29/	
UPDATE																			
ACTUAL																			
PLANNE D	2	IFBND.LIPA/SBA/ RFQ/002/20/21	Stationery	G-4761	Assorted	5, 673	RFQ	11/04/'20	11/11/'20	11/18/'20	11/25/'20	12/02/'20	12/09/'20	12/16/'20	12/30/'20	N/A	06/15/'21	06/22/	
UPDATE																			
ACTUAL																			
PLANNE D	3	IFBND.LIPA/SBA/ RFQ/003/20/21	Generators Spare Parts	G-4659	Assorted	1, 600	RFQ	11/10/'20	11/17/'20	11/24/'20	12/01/'20	12/08/'20	12/15/'20	12/22/'20	01/05/'21	N/A	06/23 /'21	06/30/	
UPDATE																			
ACTUAL																			
PLANNE D	4	IFBND.LIPA/SBA /RB/001/20/21	Security Guard Services	N-8010	1 Firm	18, 000	RB	07/3/20	07/17/20	07/24/20	07/31/20	08/28/20	09/4/20	09/11/20	09/30/20	N/A	06/24 /'21	06/29/	
UPDATE																			
ACTUAL																			
SUB TOTAL						27,743													

Prepared by:

Sir. Christian T. G. Tabla
Procurement Director/Manager

Approved by:

Prof. Alexander B. Yonly
Head of Entity/Chairman Proc. Committee

Date:

10-15-2020



LIBERIA INSTITUTE OF PUBLIC ADMINISTRATION (LIPA)
PROCUREMENT PLAN SBA (Core- Budget)
Source of Funding: GOL National Budget Fiscal Year
2020-2021

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
			BASIC DATA																
ITEM NO.				IMPLEMENTATION DATES															
	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT ENT METHOD	TECHNICAL SPECS/BOQ/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)	ACCEPT. FIN. PAYMENT		
PLANNE D	5	IFBNO.LIPA/SBA/RB/002/20/21	Petroleum Products (Diesel & Gasoline)	G-4661 8, 561@3.0 Gasoline 2, 853.66	8, 561	RB	11/09/20	11/16/20	11/23/20	11/30/20	12/07/20	12/14/20	12/21/20	01/04/21	N/A	06/22/21	06/30/21		
UPDATE																			
ACTUAL																			
PLANNE D	6	IFBNO.LIPA/SBA/RFQ/004/20/21	Vehicles Repairs & Maintenance Services	G-4520 1 Firm	4, 030	RFQ	11/12/20	11/19/20	11/26/20	12/03/20	12/10/20	12/17/20	12/24/20	01/07/21	N/A	06/22/21	06/30/21		
UPDATE																			
ACTUAL																			
PLANNE D	7	IFBNO.LIPA/SBA/RFQ/005/20/21	Air Tickets	H-5110 4 Trips	6, 990	RFQ	12/01/20	12/08/20	12/15/20	12/22/20	12/29/20	01/05/21	01/12/21	01/26/21	N/A	06/24/21	06/29/21		
UPDATE																			
ACTUAL																			
PLANNE D	8	IFBNO.LIPA/SBA/RFQ/006/20/21	Printing, Binding & Publication Services	G-4520 1 Firm	3, 195	RFQ	12/07/20	12/14/20	12/21/20	12/28/20	01/04/21	01/11/21	01/18/21	02/01/21	N/A	06/22/21	06/30/21		
UPDATE																			
ACTUAL																			
SUB-TOTAL					22, 776														

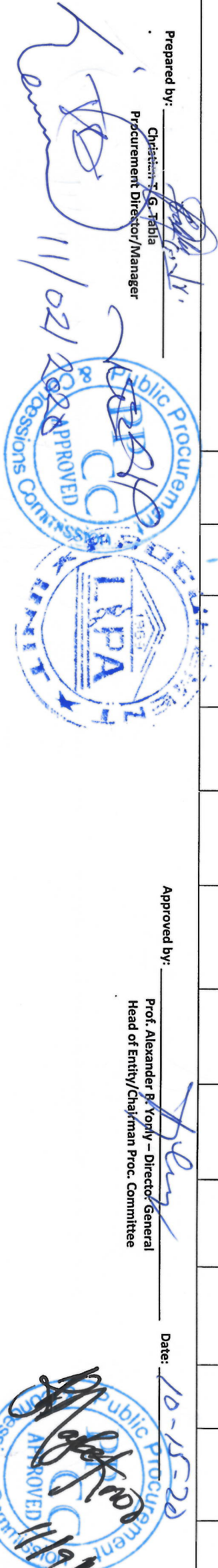
Prepared by: _____

Christian T.G. Tabla
Procurement Director/Manager

Approved by: _____

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

Date: _____



LIBERIA INSTITUTE OF PUBLIC ADMINISTRATION (LIPA)
PROCUREMENT PLAN SBA (Core- Budget)
Source of Funding: GOL National Budget Fiscal Year
2020-2021

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	QTY	ESTIMATED COST (USD)	PROCUREMENT ENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/PU BLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE FIN PAYMENT	
PLANNE D	9	IFBN0.LIPA/SBA/ RFQ/007/20/21	Newspapers, Books & Periodicals	G-4761	Assorted	700	RFQ	12/02/'20	12/09/20	12/16/'20	12/23/'20	12/30/'20	01/06/'21	01/13/'21	01/27/'21	N/A	06/24/'21	06/29	
UPDATE																			
ACTUAL																			
PLANNE D	10	IFBN0.LIPA/SBA/ RFQ/008/20/21	Rice	G-4711	210 Bags @15.00	3, 150	RFQ	11/03/'20	11/10/20	11/17/'20	11/24/'20	12/01/'20	12/08/'20	12/15/'20	12/29/'20	N/A	06/26/'21	06/30	
UPDATE																			
ACTUAL																			
PLANNE D	11	IFBN.LIPA/SBA/ RFQ/009/20/21	Computer Supplies & IT Services	P-9511	Assorted	1, 825	RFQ	12/16/'20	12/23/'20	12/30/'20	01/06/'21	01/13/'21	01/20/'21	01/27/'21	02/10/'21	N/A	06/26/'21	06/30	
UPDATE																			
ACTUAL																			
PLANNE D	12	IFBN.LIPA/SBA/ RFQ/010/20/21	Office Furniture	G-4659	Assorted	1, 190	RFQ	12/10/'20	12/17/'20	12/24/'20	12/31/'20	01/07/'21	01/14/'21	01/21/'21	02/04/'21	N/A	06/26/'21	06/30	
UPDATE																			
ACTUAL																			
SUB-TOTAL						6, 865													

Prepared by:

Sir. Christian T. G. Tabla
Procurement Director/Manager

Approved by:

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

Date:

10-15-20



LIBERIA INSTITUTE OF PUBLIC ADMINISTRATION (LIPA)
PROCUREMENT PLAN SBA (Core- Budget)
Source of Funding: GOL National Budget Fiscal Year
2020-2021

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	ITEM NO	BASIC DATA								IMPLEMENTATION DATES									
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QUANTITY	ESTIMATE D PACKAGE	PROCUREMENT METHOD	TECHNICALS PEGS/BOQ/D RAWINGS	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)	ACCEP NCE & FINAL PAYM	
	PLANNED 13	IFBN.LIPA/SBA/ RFQ/011/20/21	Vehicles Rental	H-4921	5Trips	1, 050	RFQ	12/21/20	12/28/20	01/04/21	01/11/21	01/18/21	01/25/21	02/01/21	02/15/21	N/A	06/25/21	06/25	
	UPDATE																		
	ACTUAL																		
	UPDATE																		
	ACTUAL																		
	PLANNED 14	IFBN.LIPA/SBA/ RFQ/013/20/21	Scratch Cards		Assorted	1, 462	RFQ	11/11/20	11/18/20	11/25/20	12/02/20	12/09/20	12/16/20	12/23/20	02/06/21	N/A	06/28/20	06/28	
	UPDATE																		
	ACTUAL																		
	PLANNED 15	IFBN.LIPA/SBA/ RFQ/014/20/21	Food and Catering		1 Firm	3, 950	RFQ	11/23/20	11/30/20	12/07/20	12/14/20	12/21/20	12/28/20	02/04/21	02/18/21	N/A	06/29/20	06/29	
	UPDATE																		
	ACTUAL																		

Prepared by:

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

Approved by:

Prof. Alexander B. Yonly – Director General
Head of Entity/Chairman Proc. Committee

Date:

10-15-20

11/02/2020



LIBERIA INSTITUTE OF PUBLIC ADMINISTRATION (LIPA)
PROCUREMENT PLAN SBA (Core- Budget)
Source of Funding: GOL National Budget Fiscal Year
2020-2021

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	16	IFBN.LIPA/SBA /RFQ/015/20/21	Repair and Maintenance of Air Conditioners	S-9522	Assorted	1, 800	RFQ	12/15/20	12/22/20	12/29/20	01/05/21	01/12/21	01/19/21	01/26/21	02/16/21	N/A	06/22/20	06/22/20	
UPDATE																			
ACTUAL																			
PLANNED	17	IFBN.LIPA/SBA /RFQ/016/20/21	ICT Infrastructure		Assorted	75	RFQ	12/17/20	12/24/20	12/31/20	01/07/21	01/14/21	01/21/21	01/28/21	02/18/21	N/A	06/30/20	06/30/20	
UPDATE																			
ACTUAL																			
PLANNED	18	IFBN.LIPA/SBA /RFQ/0 /20/21																	
UPDATE																			
ACTUAL																			
PLANNED	19																		
UPDATE																			
ACTUAL																			
SUB TOTAL						1, 875													
GRAND TOTAL						65, 721													

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

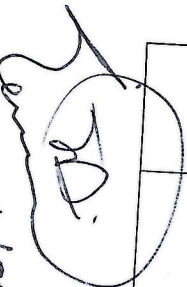

Approved by: 
Prof. Alexander B. Yonly - Director General
Head of Entity/Chairman Proc. Committee

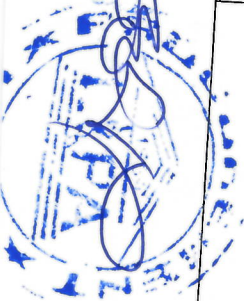
Date: 10-15-20



NAME OF ENTITY: LIBERIA INSTITUTE OF PUBLIC ADMINISTRATION (LIPA).
 PROCUREMENT PLAN EXPLANATORY NOTES
 SBA BUDGET
 FISCAL YEAR: 2020/2021

ITEM NO	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	CONTENT (S) OF CONTRACT PACKAGE
1	Cleaning Materials & Supplies (US\$2, 475.00)	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"> Sack Tissues..... 10 sacks Hand Soap..... 4 cartons Powder Soap..... 10 cartons Chlorex 10 cartons Dettol (disinfectant) 6 cartons Air freshener..... 4 cartons Dust Bin..... 6 pieces Hand Soap..... 5 cartons Carpet fresh & W/m..... ½ cartoon Hand & floor towels..... 5 pieces Soft & hard brooms..... 5 pieces Commode brushes & plunder...2 Dozs Each Paper Towel..... 4 pieces Mosquito Spry..... 2 cartoons Wood Polish..... 3 tins Floor Towel..... 5 pieces Mop 5 pieces Floor Bruch..... 5 pieces Garbage Bags..... 5 pieces Plastic Buckets..... 5 pieces Camphor Ball..... 4 pieces Hand Gloves..... 5 pks <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"> Paper Clips (Small)..... 5 pks Paper Clips (Large)..... 5pks Staple Machines (Large size)..... 4 pieces Staple Pins..... 6pks Heavy Duty Staple Machines..... 2 pieces
2	Stationery (US\$5, 673)	G-4761	

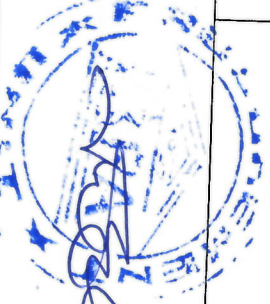





10/29/2020

ITEM NO	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	CONTENT (S) OF CONTRACT PACKAGE
	Stationery (Con'y)	G-4761	6. Heavy Duty Staple Pins..... 2 pks 7. Stick -on- Pads (Small size)..... 2pks 8. Stick -on- Pads (Large size)..... 3 pks 9. Desk Tray (Assorted 3 & 4 Trays)..... 2 pieces 10. Type Writer Prima 18" (Manual Machine)..... 1 unit 11. Type Writer Ribbon (Red & Black Combined)..... 3 pieces 12. Correction Fluid..... 3 pks 13. Binding Films 3 reams 14. Binding Cover 3 reams 15. Executive Paper A-4 -size..... 3 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)..... 2 rolls 29. Masking Tape (Medium Size)..... 2 pieces 30. Staple Pins Remover..... 1 ream 31. Poster Sheets (Assorted Colors)..... 2 pks 32. Pencils 1 pk 33. Name Tags..... 1 pk 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..... 15 Gals d. Fuel Heater..... 5 Pcs
3	Generator Spare Parts (US\$1, 600)	C-3314	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. c. 2 Men LIPA New Head Office
4	Security Guard Services (US\$18, 000)	N-8010	

10/29/2020




ITEM NO	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	CONTENT (S) OF CONTRACT PACKAGE
5	Petroleum Products (US\$8, 561)	G-4661	Domestic Travel was added to this contract package from the Budget line "Petroleum Products & Domestic Travel" of (US\$8, 561) is intended to procure 1, 142.86 Gallons of Diesel Fuel and 1, 520.33 Gallons of Gasoline respectively. 1. Gasoline @ US\$3.00 1, 520.33 gallons 2. Diesel Fuel @ US\$3.5 1, 142.86 gallons
6	Vehicles Repairs & Maintenance Services (US\$4, 030)	G-4520	This contract package is from the Budget line "Vehicles Repairs & Maintenance Services" (US\$4, 030) 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	Air Ticket (US\$6, 990)	H-5110	This contract package is from the Budget line Foreign Travel and is intended to procure Air Tickets for 4 trips abroad.
8	Publication Services (US\$3, 195)	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 LIPA Informational & Promotional Materials 3 Firms
9	Books and Periodicals (US\$700.00)	G-4761	This contract package is from the Budget line "Books and Periodicals" intended to procure Books and Periodicals. a. Assorted Subject Books..... 10 copies b. Assorted Periodicals 15 Copies
10	Rice (US\$3, 150)	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. 210bags of 25 KG @ US\$15.00
11	Repair & Maintenance ICT (US\$1, 825.00)	P9511	This contract package is from the Budget line "Computer Supplies & IT Services" and is intended to procure Assorted Parts to repair IT equipment at LIPA and will be done in house.
12	Office Furniture (US\$1, 190)	G - 4659	This contract package is intended to procure assorted Office Furniture and other Office Supplies. <i>house</i>
13	Vehicles Rental (US\$1, 050)	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. Vehicles Rental (One Firm) US\$1, 050, 000
14	Scratch Cards (US\$1, 462)	G4631	This contract package is from the Budget line Scratch and is intended to purchase assorted Scratch Cards as follow: 1. Orange Cards..... 731 Pieces @ US\$1.00 2. Lonestar Cards..... 731 Pieces @ US\$1.00
15	Food & Catering	15621 G4761	This contract package is from the Budgetline Food and Catering and intended to procure Hall and Catering Services from one Firm
16	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 in-house

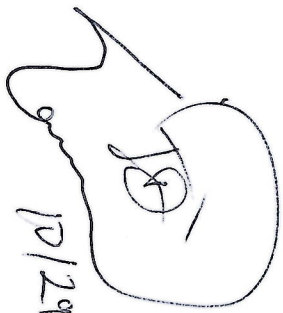
12/29/2020



ITEM NO	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	CONTENT (S) OF CONTRACT PACKAGE
	ICT Infrastructure (US\$75)		This contract package is from the Budget Line and is intended to Service LIPA ICT Infrastructure
17	Office Building Rental & Lease (US\$90, 000)	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 Story Building 12 Months.....US\$70,000 2. One Regular Building 12 Months.....US\$20, 000
	Consultancy Services (US\$24, 885)	P - 8550	This contract package is from the Budget Line "Consultancy Services" and is intended to pay 20 External Facilitators who will be teaching on the LIPA Training Program
18	Local Scholarships (US\$4, 500)		This contract package is intended to pay tuitions for some LIPA staffers in country attending at various institutions.
19	Foreign Scholarships (US\$14, 049)		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.

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

Signature:  DATE: 10/12/2020


10/29/2020


11/2/20

