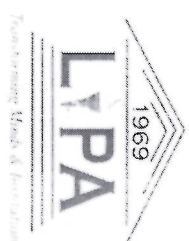




LIBERIA INSTITUTE OF PUBLIC ADMINISTRATION (LIPA)

PROCUREMENT PLAN SBA (Core- Budget)

Source of Funding: GOL National Budget Fiscal Year 2022



1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
BASIC DATA																	
Item NO.	Package number (code)	Contract package	Business activity code	QTY	Estimated cost (USD)	Procurement method	Technical specs/BO Q/drawings	Prep. of bid document	PC approval – bid doc/tech specs	BID invitation & release of bid doc.	BID submission n/public opening	Submission of bid evaluation report	PC Approval – bid evaluation report	Contract award & signing	Delivery, inspection (substantial completion)	Acceptance & final payment	
Planned	1	IFBN0.LIPA/ SBA/ RB/001/21/22	Security Guard Services	N-8010	1 Firm	18,000	RB	01/4/22	01/18/22	01/21/22	01/28/22	02/25/22	03/11/22	03/17/22	03/31/22	12/13/22	12/14/22
Update																	
Actual																	
Planned	2	IFBN0.LIPA/ SBA/ RFQ/001/21/22	Petroleum Products	G-4661	4,350@4.20=1,035.7gals	4,350	RFQ	01/10/22	01/17/22	01/20/22	01/27/22	02/3/22	02/10/22	02/15/22	02/28/22	12/15/22	12/16/22
Update																	
Actual																	
Planned	3	IFBN0.LIPA/ SBA/RFQ/002/21/22	Repairs & Maint- Vehicles	G-4520	1 Firm	1,500	RFQ	02/21/22	02/28/22	03/3/22	03/7/22	03/14/22	03/21/22	02/24/22	03/31/22	12/12/22	12/13/22
Update																	
Actual																	
SUB-TOTAL						23,850											

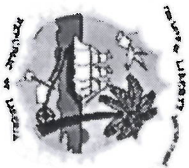
Prepared by: _____

P. Samuel Gbowee
Procurement Director/Manager

Approved by: _____ Date: _____

Prof. Alexander B. Yonli Sr., Director General
Head of Entity/Chairman Proc. Committee



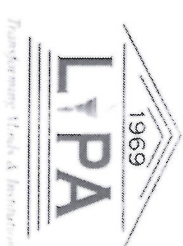


LIBERIA INSTITUTE OF PUBLIC ADMINISTRATION (LIPPA)

PROCUREMENT PLAN SBA (Core- Budget)

Source of Funding: GOL National Budget Fiscal Year

2022



Handwritten signature and date: Feb 28, 2022

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
BASIC DATA								IMPLEMENTATION DATES									
		Package number (code)	Contract package	Business activity code	QTY	Estimated cost (USD)	Procurement method	Technical specs/B OQ/drawings	Prep. of bid document	PC approval – bid doc/tech specs	BID invitation & release of bid doc.	BID submission on/public opening	Submission of bid evaluation report	PC Approval – bid evaluation report	Contract award & signing	Delivery, inspection (substantial completion)	Acceptance & final payment
Planned	4	IFB/N0.LIPA/SBA/ RFQ/003/21/22	Cleaning Materials & Services	G-4773	Assorted	875	RFQ	02/7/22	02/14/22	02/17/22	02/24/22	03/3/22	03/10/22	09/18/22	03/31/22	12/19/22	12/20/22
Update																	
Actual																	
Planned	5	IFB/N0.LIPA/SBA/ RFQ/004/20/21	Stationery	G-4711	Assorted	2,889	RFQ	02/9/21	02/16/22	02/18/22	02/25/22	03/4/22	03/11/22	03/17/22	03/31/22	12/20/22	
Update																	
Actual																	
Grand total						27,614											

Prepared by:

P. Samuel Gwehen
Procurement Director/Manager

Approved by:

Prof. Alexander B. Yonky Sr., Director General
Head of Entity/Chairman Proc. Committee

Date:

02-22-22

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

SBA BUDGET
FISCAL YEAR: 2022

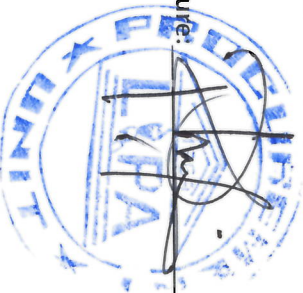
Handwritten signature and date: 4/28/2022

ITEM NO	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	CONTENT (S) OF CONTRACT PACKAGE
1	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. d. 14 Men..... at LIPA Head Offices in Monrovia e. 3 Men at LIPA Regional Offices in Buchanan, Grand Bassa County. f. 2 Men LIPA New Head Office
2	Petroleum Products (US\$4, 350)	G-4661	This contract package is from the Budget line "Petroleum Products of (US\$4,350) and is intended to procure 571.43 Gallons of Diesel Fuel and 783.33 Gallons of Gasoline respectively. 1. Gasoline @ US\$4.20 783.33gallons 2. Diesel Fuel @ US\$4.20..... 571.43 gallons
3	Vehicles Repairs & Maintenance Services (US\$1, 500)	G-4520	This contract package is from the Budget line "Vehicles Repairs & Maintenance Services" (US\$1, 500) and is intended to procure spare parts, Mechanical & Technical Services for the repairs and Maintenance of Vehicles.....7 vehicles & (1 Firm) A. Mini Buses2 units B. SUVs Jeeps.....5 units
4	Cleaning Materials & Supplies (US\$ 875.00)	G-4773	This contract package is from the Budget line "Cleaning Materials" and is intended to procure Cleaning Materials as listed below. 1. Sack Tissues..... 5 sacks 2. Hand Soap..... 1 carton 3. Powder Soap..... 3 cartons 4. Chlorox 1 carton 5. Dettol (disinfectant)..... 1 carton 6. Air freshener..... 1 carton 7. Dust Bin.....3 pieces 8. Carpet fresh & Vim..... 6 pcs each 9. Hand & floor towels..... 5 pieces 10. Soft & hard brooms.....5 pieces 11. Commode brushes & plunder.. 1 Doz each 12. Paper Towel..... 5 pieces 13. Mosquito Spray.....1/2 cartoon 14. Wood Polish..... 3 tins 15. Floor Towel.....5 pieces
5	Stationery (US\$2,889)	G-4711	1. A4 Paper..... 15 ctns 2. Stick -on- Pads (Small size).....2pks 3. Stick -on- Pads (Large size)..... 3 pks

4. Desk Tray (Assorted 3 & 4 Trays).....	4 pieces
5. Legal Paper	2 ctns
6. Manila Folder (A4 Size)	2 ctns
7. Manila Folder (L/Size).....	1 ctn
8. Binding Films	3 reams
9. Binding Cover	3 reams
10. Executive Paper A-4—size.....	3 boxes
11. Desk Calculators (Large size).....	2 pieces
12. Heavy Paper Perforators.....	2 pieces
13. Ledger/Journal Books (Large Size)	2 pieces
14. Paper Perforators (Medium Size).....	2 pieces
15. Printer Cartridges (83A, 85A, 05A, 728, 32A, 123, 737, 49A & G4411) 1pk each	
16. Dry Stick Glue (Assorted – Small & Large).....	2 bxs each
17. Paper Clip (L/S, M/S & S/S).....	10 pks each
18. USB/Pen Drive (16 or 32 GB).....	2 pcs each
19. Hanging Folders (Large Size).....	2 boxes
20. White Board Marker	10 pks each
21. Permanent Marker (Assorted).....	10 pks each
22. Scotch Tape (Medium Size).....	10 rolls
23. Masking Tape (Medium Size).....	10 rolls
24. Staple Pins Remover.....	5 rms
26. Flip Chart Pad	8 ctns
27. Flip Chart Stand.....	7 pcs

Signature:

Date: 02-24-22





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/127/'22

February 28, 2022

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

Dear Prof. Yonly:

Subject: **PROVISIONAL APPROVAL OF THE LIBERIA INSTITUTE OF PUBLIC ADMINISTRATION SBA CORE BUDGET PROCUREMENT PLAN FOR FISCAL YEAR 2022.**

We present our compliments and acknowledge receipt of your letter which sought the Commission's approval of the Liberia Institute of Public Administration SBA, Core Budget Procurement Plan for FY 2022 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>.

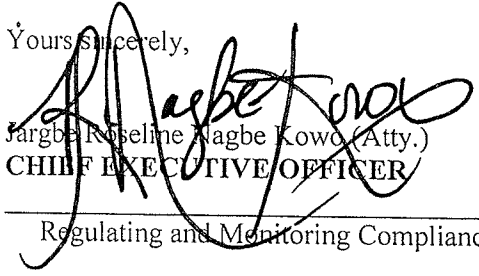
Upon the passage of the National Budget 2022, you are required to submit a revised/updated procurement plan, details budget for the LIPA's allocation in the approved budget, Cash plan, names and positions of the Procurement Committee members for FY 2022 and staff of the Procurement Unit.

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

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,


Jargbe Roseline Nagbe Kowo (Atty.)
CHIEF EXECUTIVE OFFICER

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