



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/1070/'20**

March 9, 2020

Atty. P. Adelyn Cooper

**DIRECTOR GENERAL**

Liberia Intellectual Property Office

Republic of Liberia

Dear Atty. Cooper:

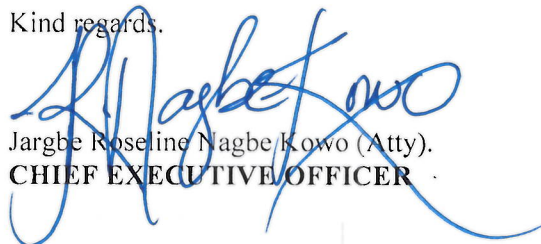
Subject: **RECEIPT AND APPROVAL OF SBA PROCUREMENT PLAN FOR FISCAL YEAR 2019/2020**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Liberia Intellectual Property Office SBA Procurement Plan 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.

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**

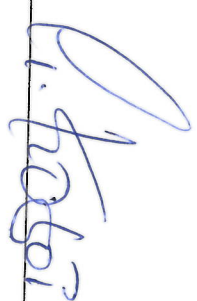
Liberia Intellectual Property Office (LIPO)


PROCUREMENT PLAN (SBA Core budget)


Source of Funding: GOL  
Fiscal Year: 2019/2020

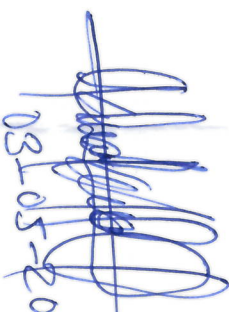
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Busin ess Activi	QTY	ESTIM ATED COST	PROCU REMENT METHOD	TECHN ICAL SPECS/	PREP. OF BID DOCUM	PC APPROVA L-BID	BID INVITATION & RELEASE	BID SUBMISSI ON/PUBLI	SUBMISSION OF BID EVALUATION	PC APPROVA L-BID	CONTRA CT AWARD	ADVA NCE PAY	DELIVER Y, INSPECTI
PLANN ED	1	IFB No. LIPO/SBA/RFQ/001/19 /20	Clearing Materials & Services	G- 4773	1 Firm	2,100	RFQ	6/9/19	21/9/19	30/9/19	15/10/19	12/11/19	16/11/19	18/11/19	20/11/19	N/A	25/11/19
UPDAT ACTUA L																	
PLANN UPDAT	2	IFB No. LIPO/SBA/RFQ/002/19 /20	Stationery	G- 4761	1 Firm	3,100	RFQ	6/9/19	21/9/19	30/9/19	15/10/19	12/11/19	16/11/19	18/11/19	20/11/19	N/A	25/11/19
ACTUA																	
PLANN	3	IFB No. LIPO/SBA/RFQ/003/19 /20	Internet Connectivity	J- 6120	1 Firm	1,321	RFQ	6/9/19	21/9/19	30/9/19	15/10/19	12/10/19	16/11/19	18/11/19	20/11/19	N/A	25/11/19
UPDAT																	
Actual																	
TOTAL :						6,521											

*AP/Agbe Kowu*  
03/09/2020  
March  
*[Signature]*  
02-015-2

Prepared by:   
Procurement Director/ Manager

Approved by:   
Head of Entity/Chairman Proc. Cmtee



Date: 03-03-2022  
  
03-05-2022

*R. N. J. K. S. K.*  
March 9/2022

LIBERIA INTELLECTUAL PROPERTY OFFICE (LIPO)  
PROCUREMENT PLAN EXPLANTORY NOTES

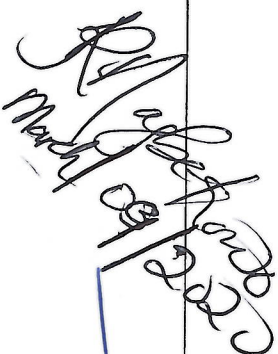
Fiscal Year: 2019/2020

Item No	Contract Package Code	Contract Package	Content of Contract Package
1	IFB No. LIPO/SBA/RFQ/001/19/20	Cleaning Material	<p>This Contract Package is from the budget line item Cleaning material services and it's intended to procure the following items:</p> <ul style="list-style-type: none"><li>A. Towels ..... 10 packs</li><li>B. Air Freshener ..... 5 Ctn</li><li>C. Hand Sanitizer m/s..... 5 Ctn</li><li>D. Clorox ..... 3 Ctn</li><li>E. Tissue ..... 20 Sks</li><li>F. Dettol ..... 3 Doz</li><li>G. Bath Soap ..... 3 Doz</li><li>H. Tile Soap ..... 3 Ctn</li><li>I. Rug Broom ..... 6 pcs</li><li>J. Office Broom ..... 6 pcs</li><li>K. Yard Broom ..... 6 pcs</li><li>L. Floor Mob ..... 6 pcs</li></ul>
2	IFB No. LIPO/SBA/RFQ/002/12/20	Stationery Package	<p>This contract package is intended to procure the following items:</p>

*Mad*  
*08/2020*  
*03-03*



			A. A4 Sheet ..... 15 Cartoons B. A4 Manila Folder ..... 15 Packs C. A4 Envelope ..... 10 Packs D. Legal Sheet ..... 10 Packs E. White Envelope ..... 10 Packs F. Note Pad ..... 20 Packs G. Ball Pen ..... 5 Packs H. Toner ..... 7 Pieces I. Stick on Pad ..... 10 Packs J. Marker ..... 5 Packs K. Paper Glue ..... 5 Packs L. Box File ..... 25 Pieces M. Cartridge 728 ..... 3 pcs N. Cartridge HP 61 ..... 10 sets
3	IFB No. LIPO/SBA/RFQ/003/19/20	Internet Connectivity	This Contract Package is from the budget line item Telecommunication & Internet service and is intended to procure internet service for six (6) months.

  
 03-05-20

			One month \$220@6 = 1,320.00USD
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Prepared by: *[Signature]*  
 Procurement Director/ Manager

Approved by:   
 Head of Entity/Chairman Proc. Cmtee

Date: 03-03-2020

*[Signature]*  
 09/12/20  
 Mandy

*[Signature]*  
 03-05-20