

LIBERIA INTELLECTUAL PROPERTY OFFICE (LIPO)
PROCUREMENT PLAN (SBA)
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	19
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BASIC DATA					IMPLEMENTATION DATES									
				Business Activity Code	QTY	ESTIMATED COST (USD)	PROC URE MEN T MET HOD	TECHNICAL SPECS/BO Q/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL L - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION /PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT
PLANNED	1	IFB NO. LIPO/SBA/RG Q/001/22	STATIONERY	G-4761	Assorted	15,000	RFQ	3/7/22	3/21/22	4/15/22	5/4/22	5/25/22	6/13/22	7/6/22	8/9/22	N/A	8/25/22	12/19/22
UPDATE																		
ACTUAL																		
PLANNED	2	IFB NO. LIPO/SBA/RG Q/002/22	PETROLEUM PRODUCT	G-4661	3.30@60 6	1,999.8	RFQ	3/7/22	3/21/22	4/15/22	5/4/22	5/25/22	6/13/22	7/6/22	8/9/22	N/A	8/25/22	12/19/22
UPDATE																		
ACTUAL																		
PLANNED	3	IFB NO. LIPO/SBA/RG Q/003/22	CLEANING MATERIALS	G-4773	ASSORTE D	\$7,034.00	RFQ	3/7/22	3/21/22	4/15/22	5/4/22	5/25/22	6/13/22	7/6/22	8/9/22	N/A	8/25/22	12/19/22
UPDATE																		
ACTUAL																		
GRAND TOTAL						\$24,034.00												

Prepared by: 
Procurement Director/ Manager

Approved by:

Head of Entity/Chairman Proc. C'mtee

Date: 02/24/22

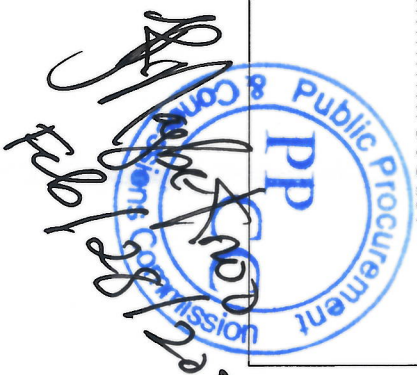


LIBERIA INTELLECTUAL PROPERTY OFFICE (LIPO)
PROCUREMENT PLAN EXPLANATORY NOTES
CALENDER YEAR: 2022

Item No	Contract Package Code	Contract Package	Content of Contract Package
1	IFB No. LIPO/SBA/RFQ/001/22	Stationery Materials	<p>This contract package from the budget line item and is intended to procure the following items:</p> <p>A. A4 Sheet 15 CTN B. A4 Manila Folder 15 CTN C. A4 Envelope 10 CTN D. Legal Sheet 10 CTN E. White Envelope 10 CTN F. Note Pad 20 CNT G. Ball Pen 1 CTN H. Toner 7 CTN I. Stick on Pad 10 CTN J. Marker CTN L. Box File 25 CTN M. Cartridge 305 50 CTN N. 054 Cartridges -----35 sets O. Laserjet Pro MFP M277dw----- 30pcs P. CERTIFICATE SHEETS 30CTN</p> <p>TOTAL= \$15,000.00 USD</p>



Handwritten signature and date: Feb 1, 2022



2	IFB No. LIPO/SBA/RFQ/002/22	PETROLEUM PRODUCT	This Contract Package is from the budget line-item FUEL & LUBRICANT and is intended to procure FUEL 1,999.8@3.30 = 606 GALLONS TOTAL =\$1,999.8.00 USD
3	IFB No. LIPO/SBA/ RFQ//003/22	Cleaning Materials Services	<p>This contract package is from the budget line-item Cleaning Material Services and is intended to procure the following items:</p> <ul style="list-style-type: none"> • Hand Sanitizers m/s16ctns • Clorox 12ctns • Air Freshener 12ctns • Tissue 30 sacks • Dettol 12ctns • Tie Soap 24 sacks • Towel 3 dozen • Floor Mob 3 dozen • Hand washing Soap 6dozen • Office Broom 2 dozen • Glass cleaner 3 dozen • Mr. Flush 3 dozen <p>TOTAL \$7034.00 USD</p>



Prepared by: *A. Kati*
Procurement Director/ Manager

Approved by: *P. Adelys Cooper*
Head of entity/ EXECUTIVE DIRECTOR.COMTTEE

Date: *02/24*

R. V. ...
Feb 28/24



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/123/'22

February 28, 2022

Hon. P. Adelyn Cooper
DIRECTOR GENERAL
Liberia Intellectual Property Office
Republic of Liberia

Dear Hon. Cooper:

Subject: **PROVISIONAL APPROVAL OF THE LIBERIA INTELLECTUAL PROPERTY OFFICESBA 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 Intellectual Property Office SBA 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>**.

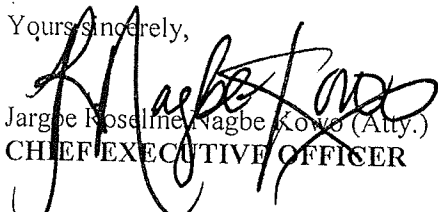
Upon the passage of the National Budget 2022, you are required to submit a revised/updated procurement plan, details budget for the LIPO's **allocation** in the approved budget, Cash plan, names and positions of the Procurement Committee members for FY 2022 and staff of the Procurement Unit.

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,


Jargoe Roseline Nagbe Kowo (Atty.)
CHIEF EXECUTIVE OFFICER

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