



Public Procurement & Concessions Commission
Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Website: www.pcc.gov.lr | Email: info@pcc.gov.lr | Phone Short Code: 4357

September 9, 2020

Ref. PCC/RL/CEO/1447/20

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

Dear Atty. Cooper:

Subject: **PROVISIONAL APPROVAL DRAFT PROCUREMENT PLAN FOR FISCAL YEAR 2020/2021**
D/

We present our compliments and acknowledge receipt of your letter which sought the approval of the Commission for Intellectual Property Office SBA Core Budget, Procurement Plan for FY 2020/2021 in accordance with **Section 40(3)** of the PPC Act. The Commission hereby informs you that your procurement 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 advanced 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://pcc.gov.lr/vr/index.php/documents>.

Upon the passage of the FY 2020/2021 National Budget, you are required to submit a revised/updated budget, Cash plan, details budget for Liberia Intellectual Property Office's allocation in the approved staff of the Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the previous fiscal year (2019/2020), for stated submission will serve as a precursor for the Commission granting you final approval of your recurrent procurement plan for fiscal year 2020/2021.

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,

Jarrett K. Kowee (Atty.)
CHIEF EXECUTIVE OFFICER

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

Liberia Intellectual Property Office (LIPO)
PROCUREMENT PLAN (SBA Core budget)

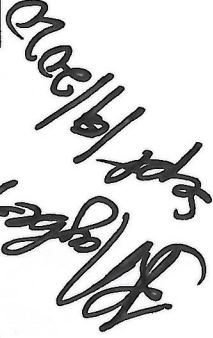
LIBERIA INTELLECTUAL PROPERTY OFFICE (LIPO)
PROCUREMENT PLAN (SBA Core budget)
Source of Funding: GOL/INTERNAL REVENUE
Fiscal year: 2020/2021

	2	3	4	5	6	7	8	9	10	11	12	1	14	15	16	17	18	19	
	BASIC DATA											IMPLEMENTATION DATES							
IT	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Busin ess	Activit	QTY	ESTIM ATED COST	PROC UREMENT METHOD	TECH NICAL SPECS	PREP. OF BID DOCUMENT	PC APPRO VAL-	BID INVITATI ON &	SUBMISSIO N/PLUBLIC	SUBMISSI ON OF BID	PC APPROV AL - BID	CONTR ACT AWARD	ADV ANCE PAY	DELIVE RY, INSPEC	ACCEPTA NCE & FINAL	
F	1	IFB No. LIPO/SBA/RFQ/00 1/20/21	Clearing Materials & Services	G- 4773	Assorte d	5,614	RFQ	6/9/2 0	21/9/20	30/9/2 0	15/10/20	12/11/20	16/11/20	18/11/2 0	20/11/ 20	N/A	25/11/ 20	25/6/21	
AT																			
JA																			
	2	IFB No. LIPO/SBA/RFQ/00 2/20/21	Petroleum Product	G - 4661	6400@ 3.5=2.9 71.4gal	6,400	RFQ	6/9/2 0	21/9/20	30/9/2 0	15/10/20	12/11/20	16/11/20	18/11/2 0	20/11/ 20	N/A	25/11/ 20	25/6/21	
AT																			
UA																			
	3	IFB No. LIPO/SBA/RFQ/00 3/20/21	Internet Connectivity	J-6120	1 Firm	3,456	RFQ	6/9/2 0	21/9/20	30/9/2 0	15/10/20	12/11/20	16/11/20	18/11/2 0	20/11/ 20	N/A	25/11/ 20	25/6/21	
AT																			
UA																			
		IFB No. LIPO/SBA/NCB/0 01/20/21	Stationery	G- 4761	Assorte d	11,360	NCB	6/9/2 0	21/9/20	30/9/2 0	15/10/20	12/11/20	16/11/20	18/11/2 0	20/11/ 20	N/A	25/11/ 20	25/6/21	
AT																			
UA						26.830.													

Prepared by: 
Procurement Director/ Manager

Approved by: 
Head of Entity/Chairman Proc. Committee

Date: Aug. 25-2020


Date: Aug. 25-2020


8/26/20

LIBERIA INTELLECTUAL PROPERTY OFFICE (LIPO)
PROCUREMENT PLAN EXPLANTORY NOTES
Fiscal Year: 2020/20201

Item No	Contract Package Code	Contract Package	Content of Contract Package
1	IFB No. LIPO/SBA/RFQ/001/20/21	Cleaning Material	This Contract Package is from the budget line item Cleaning material services and it's intended to procure the following items: A. Towels 10 packs B. Air Freshener 5 Ctn C. Hand Sanitizer m/s..... 5 Ctn D. Clorox 3 Ctn E. Tissue 20 Sks F. Dettol 3 Doz G. Bath Soap 3 Doz H. Tile Soap 3 Ctn I. Rug Broom 6 pcs J. Office Broom 6 pcs K. Yard Broom 6 pcs L. Floor Mob 6 pcs
2	IFB No. LIPO/SBA/RFQ/002/20/21	Petroleum Product/ Generator	This Contract Package is from the budget line item Petroleum Product and it's intended to procure the following items: 6,400@3.5=2971 gallons

Stacy K. Kone
8/9/2020

WESLEY
8/28/20

3	IFB No. LIPO/SBA/RFQ/003/20/21	Internet Connectivity/Communication	This Contract Package is from the budget line item Telecommunication & Internet service and is intended to procure internet service for six (6) months. \$3,456@12 =288USD per month
4	IFB No. LIPO/SBA/NCB/001/20/21	Stationery Package	This contract package is intended to procure the following items: A. A4 Sheet 15 Cartoons B. A4 Manila Folder 15 Packs C. A4 Envelope 10 Packs D. Legal Sheet10 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 30 pcs N. Cartridge HP 61..... 20 sets

Prepared by:
Procurement Director/ Manager

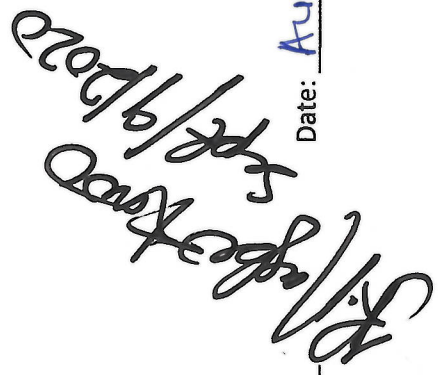




Approved by:



Head of Entity/Chairman Proc. Cmtee



Date:

Aug. 25, 2020