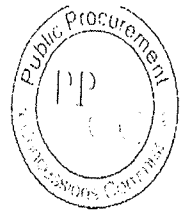




Republic of Liberia
Public Procurement & Concessions Commission

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/1618/'20

November 19, 2020

Hon. Robert W. Budy, Sr.

COMMISSIONER

Liberia Immigration Service

Republic of Liberia

Dear Hon. Gray:

Subject: **PROVISIONAL APPROVAL OF DRAFT 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 Immigration Service SBA and Non SBA Core Budget Procurement Plans for FY 2020/2021 in accordance with **Section 40 (3)** of the PPC Act. The Commission however wishes to inform 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 notifications of this information in the tender documents for both framework agreements and advance procurement. For your guidance, the Commission has produced a short note explaining the processes for framework agreements and advance procurement which you can download at <http://ppcc.gov.lr/r/index.php/documents>.

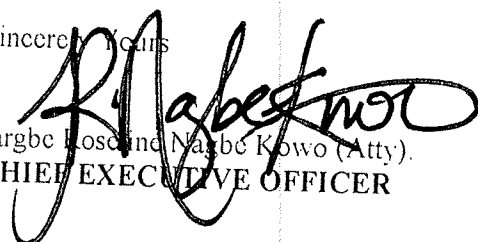
Upon passage of the FY 2020/2021 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for LIS's allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for FY 2020/2021 and staff of your Procurement Unit.

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 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.

Sincerely,
Yours


Jargbe Rose and Nargbe Kowo (Atty).
CHIEF EXECUTIVE OFFICER

Ref: PPCC/RL/CEO/1619/'20

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

LIBERIA IMMIGRATION SERVICE (LIS)
PROCUREMENT PLAN (Non-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	20	
BASIC DATA								IMPLEMENTATION DATES												
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCURE MENT METHOD	TECHNICAL SPECS/BOQ/ DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - 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	REMARKS		
PLANNED	1	IFB No. LIS/NCB/00 1/20/21	SECURITY'S UNIFORMS	G4771	306															
					\$101,185.00	NCB	9/10/2020	11/16/2020	11/20/2020	11/23/2020	12/15/2020	12/22/2020	12/29/2020	1/8/2021	N/A	2/10/2021	6/30/2021			
UPDATE																				
ACTUAL																				
PLANNED	2	IFB No. LIS/NCB/00 2/20/21	VEHICLES SPARE PARTS	G4530	ASSORTED															
					\$75,000.00	NCB	9/10/2020	11/16/2020	11/20/2020	11/23/2020	12/15/2020	12/22/2020	12/29/2020	1/8/2021	N/A	2/10/2021	6/30/21			
UPDATE																				
ACTUAL																				
PLANNED	3	IFB No. LIS/NCB/00 3/20/21	STATIONER IES	G4761	ASSORTED															
					\$12,000.00	NCB	9/10/2020	11/16/2020	11/20/2020	11/23/2020	12/15/2020	12/22/2020	12/29/2020	1/8/2021	N/A	2/10/2021	6/30/2021			
UPDATE																				
ACTUAL																				
GRAND TOTAL					\$188,185.00USD															

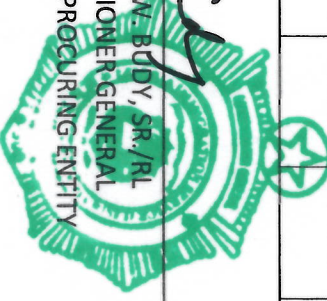
Prepared by: _____

JOSIAH S.M GBUSSEH
HEAD OF PROCUREMENT

Approved by: _____

ROBERT W. BUDY, SR./RL
COMMISSIONER GENERAL
HEAD OF PROCURING ENTITY

Date: October 16, 2021



Name of Entity: Liberia Immigration Service
Procurement Plan Explanatory Notes (CORE BUDGET)
FISCAL YEAR: 2020/2021

Item No	Contract Package	Content of Contract Package	
1	IFB NO. LIS/NCB/001/"20/"21	Security's Uniforms	306 suits of official Uniforms with the accessories for LIS Personnel
2	IFB NO. LIS/NCB/002/"20/"21	Vehicles Spare parts	<div>This contract package will be used to procure SPAREPARTS for Immigration Vehicles</div> <div>A. NISSAN HARDBODY ----- 4pieces B. NISSAN PATROL ----- 5pieces C. TOYOTA LAND CRUISER ----- 3pieces D. FORD RANDEr ----- 6pieces E. MINI BUS (TOYOTA) ----- 1piece F. TROOP CARRIER ----- 1piece G. NAVARA ----- 1piece H. TOYOTA 4RUNNER ----- 1piece I. MITSUBICHI BUS ----- 1piece</div>
3	IFB NO. LIS/RFC/001/"18/"19	Stationeries	<div>This contract package is intended to procure the following assorted stationery items:</div> <div>BOND PAPER BALL POINT PEN HANGING FOLDER MANILA FOLDER LEDGERS YELLOW PAD BROWN ENVELOPE (1X5) (5X5) STAMP PAD WHITE ENVELOPES USB STICK (4GB) HIGH LIGHTER</div>



DESK TRAY
DENDORISING INK
STAPLER MACHINE
PAPER CLIP
DESK ORGANIZER
BULK FILE
COLUMN BOOK (12)
PERMANENT MARKER
CORRECTION PEN
CORRECTION FLUID
THINNER
PIN REMOVER
STENO PAD
PRINTER (DEKLET 1050)
CARTRIDGE 12A
STICK ON NOTE
DESK CALCULATOR
FILE FASTER
DESK PAD
35-A-CARTRIDGE
PERFORATOR
BOX FOLDERS
CARBON PAPER
SPECIAL CALLOGRAPHIC PENS
CHALKS
SCISSORS
CARTRIDGE 80A
CARTRIDGE 85A
CARTRIDGE 61 & 63 SET
CARTRIDGE 05A
CARTRIDGE 122
CARTRIDGE 126
CARTRIDGE 728
CARTRIDGE 933

OFFICE BUILDING RENTAL/LEASE This contract package is intended to pay rental fees for the office building that the Liberia Immigration Service (LIS) is presently residing. This fee is paid as the result of enter into by the Government of Liberia and Foley Kamara, owner of the said Properties which value is Seventy Thousand United States Dollar (\$70,000.00)

Prepared by: 
Head of Procurement

Date: October 16, 2020

Approved by: 
Head of Procuring Entity

Date: October 15, 2020

AP: T. Tugue de
Nov. 13, 2020