



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/0455/'19

August 15, 2019

Hon. Robert W. Budy, Sr.  
**COMMISSIONER GENERAL**  
Liberia Immigration Service  
Republic of Liberia

Dear Hon. Budy:

Subject: **PROVISIONAL APPROVAL OF DRAFT PROCUREMENT PLAN FOR FISCAL YEAR 2019/2020**

We present our compliments and wish to acknowledge receipt of your letter dated July 24, 2019 which sought the approval of the Commission for the Liberia Immigration Service SBA and Non SBA Procurement Plans for FY 2019/2020 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/vr/index.php/documents>

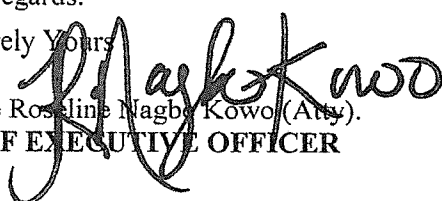
Upon passage of the FY 2019/2020 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for LIS's allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for FY 2019/2020 and staff of your Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the previous fiscal year (2018/2019), for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for fiscal year 2019/2020.

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 Roseline Nagbe Kowo (Atty).  
**CHIEF EXECUTIVE OFFICER**

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

LIBERIA IMMIGRATION SERVICE  
 PROCUREMENT PLAN (NON-SBA)  
 SOURCE OF FUNDING: GOL NATIONAL BUDGET  
 FISCAL YEAR 2019/2020

BASIC DATA										IMPLEMENTATION DATES									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

Assorted has varieties of items and the quantities is not definite

PREPARED BY:

JOSIAH S. M. EBUSSEH  
 HEAD OF PROCUREMENT/LIS

DATE:

08/01/19

APPROVED BY:

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

DATE

08/02/2019



Provisional  
 6/15/19  
 08/15/19

attest  
 August 14, 2019

Name of Entity: Liberia Immigration Service  
Procurement Plan Explanatory Notes (Non-SBA)  
FISCAL YEAR: 2019/2020

Item No	Contract Package	Content of Contract Package	
1	IFB NO. LIS/NCB/001/"19/"20	Security's Uniforms	306 suits of official Uniforms with the accessories for LIS Personnel
2	IFB NO. LIS/NCB/002/"19/"20	Vehicles Spare parts	<p>This contract package will be used to procure SPAREPARTS for Immigration Vehicles</p> <p>A. NISSAN HARDBODY ----- 4Pieces B. NISSAN PATROL ----- 5Pieces C. TOYOTA LAND CRUISER ----- 3Pieces D. FORD RANGER ----- 6Pieces E. MINI BUS (TOYOTA) ----- 1Piece F. TROOP CARRIER ----- 1Piece G. NAVARA ----- 1Piece H. TOYOTA 4RUNNER ----- 1Piece I. MITSUBICHI BUS ----- 1Piece</p>
3	OFFICE BUILDING RENTAL/LEASE	<p>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 a lease agreement enter into by the Government of Liberia and Folley Kamara, owner of the siad Properties which value is Seventy Thousand United States Dollar (\$70,000.00 USD Annually.</p>	



Prepared by: \_\_\_\_\_ Date: 08/01/19  
Head of Procurement

Approved by: \_\_\_\_\_ Date: 08/02/2019  
Head of Procuring Entity

Pransimer  
08/15/19

Attchd  
14.2019