



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/785/21

December 22, 2021

Hon. Robert W. Budy, Sr.
COMMISSIONER GENERAL
Liberia Immigration Service (LIS)
Republic of Liberia

Dear Hon. Budy:

Subject: **PROVISIONAL APPROVAL OF LIBERIA IMMIGRATION SERVICE (LIS) SBA AND NON SBA DRAFT PROCUREMENT PLANS FOR FY 2022.**

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 Draft Procurement plans for FY 2022 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 culminated in **framework agreements** for 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 National Special Budget 2021, 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 Budget Year 2021 and staff of your Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the just ended FY 2020/2021, for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for the Special Budget Year.

The Public Procurement and Concessions Commission admonishes and deems it a priority that you remain primarily in compliance with the PFCA, 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

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

LIBERIA IMMIGRATION SERVICE
 PROCUREMENT PLAN (NON-SBA – Core Budget)
 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
BASIC DATA								IMPLEMENTATION DATES										
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITIES CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQS/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION N/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. LIS/NCB/001/2022	SECURITY UNIFORMS	G4771	ASSORTED	\$140,000.00	NCB	12/16/21	12/23/21	12/30/21	1/3/22	02/3/22	02/10/22	02/17/22	2/24/22	N/A	12/13/22	12/30/22
UPDATE																		
ACTUAL																		
PLANNED	2	IFB NO. LIS/NCB/002/2022	VEHICLE SPARE PARTS	G4530	ASSORTED	\$100,000.00	NCB	12/16/21	12/23/21	12/30/21	1/3/22	02/3/22	2/10/22	2/17/22	2/24/22	N/A	12/13/22	12/30/22
UPDATE																		
ACTUAL																		
PLANNED	3	IFB NO. LIS/NCB/003/2022	STATIONERY SUPPLIES	G4761	ASSORTED	\$61,015.00	NCB	12/17/21	12/24/21	12/31/21	1/3/22	01/4/22	02/10/22	02/17/22	2/25/22	N/A	12/13/22	12/30/22
UPDATE																		
ACTUAL																		
PLANNED	4	IFB NO. LIS/RB/001/2022	VEHICLE	G4510	16 PCS	\$675,000.00	RB	12/17/21	12/24/21	12/31/21	1/3/22	02/4/22	02/10/22	02/17/22	2/25/22	N/A	12/13/22	12/30/22
UPDATE																		
ACTUAL																		
TOTAL						\$976,015.00												


Prepared by: 
 JOSIAH S.M GBUSEH
 HEAD OF PROCUREMENT

Approved by: 

Date: December 13, 2021

ROBERT W. BUDDY, SR.
 COMMISSIONER GENERAL
 HEAD OF PROCURING ENTITY

Dec. 20, 2021


 Dec. 22, 2021

Name of Entity: Liberia Immigration Service
Procurement Plan Explanatory Notes (Non-SBA)
FISCAL YEAR: 2022

Item No.	Contract Package	Content of Contract Package	
1	IFB NO. LIS/NCB/001/"22	Security's Uniforms	ASSORTED suits of official Uniforms with the accessories for LIS Personnel
2	IFB NO. LIS/NCB/002/"22	Vehicles Spare parts	This contract package will be used to procure SPARE PARTS for Immigration Vehicles 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. MITSUBUCHI BUS ----- 1Piece
3	IFB NO. LIS/NCB/003/"2022	Stationery	This contract package is intended to procure the following assorted stationery items: 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 DESK TRAY



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Dec 20, 2021



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Dec. 22, 2021

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 (DEKJET 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

4|IFB NO. LIS/RB/001

Vehicles

This contract package is intended to procure vehicles for LIS to implement border security operations.

5 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 a lease agreement enter into by the Government of Liberia and Folley Kamara, owner of the siad Properties which value is eighty thousand United States Dollar (\$80,000.00 USD Annually.

[Signature]
Dec. 20, 2021



[Signature]
Dec. 22, 2021





Prepared by: _____ Date: Dec. 13, 2021

Head of Procurement

Approved by: _____ Date: December 13, 2021

Head of Procuring Entity



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Dec. 20, 2021



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Dec. 22, 2021