



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/1049/'20**

February 28, 2020

Hon. Robert W. Budy, Sr.

COMMISSIONER GENERAL

Liberia Immigration Service

Republic of Liberia

Dear Hon. Budy:

Subject: **RECEIPT AND APPROVAL OF SBA AND NON SBA PROCUREMENT PLAN FOR FISCAL YEAR 2019/2020**

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 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 Procurement Plan has been forwarded to the Ministry of Finance and Development Planning (MFDP), and that the MFDP will process allotments in keeping with the approved Procurement Plans.

The Commission advises that you observe **Section 40 (5)** of the PPCA, 2010 which states that a Procuring Entity shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plan. The Commission and the Ministry responsible for Finance should be notified in writing of any material changes in the procurement plan and be provided with a copy of the updated procurement plan. Please note that an approval of a method on the procurement plan is deemed as the Commission's full approval and as such a Procuring Entity will not be required to again request the use of said approved method.

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.



Jargbe Roseline Nagbe Kowo (Atty).
CHIEF EXECUTIVE OFFICER

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

	1 2		3		4	5	6 7		8 9	10	11	12	13	14	15	16	17	18	19	20
					BASIC DATA									IMPLEMENTATION DATES						
					Business Activities code	Quantity	Estimated Cost	procurement Method	Technical Specification/Bidding Drawing	prepare Bid Documents	Entity/PC Approved	Bid Invitation/Release of Bid Documents	Bid Submission/Opening	Submission of bid Evaluation Reports	PC Approved Bid Evaluation	Contract Award & Signing	Advance Payment	Delivery & Inspection	Acceptance Final & Payment	Remarks
	Item Code		Contract Package																	
Planned																				
Update	1	IFB NO. US/SBA/NCB/001/"19/"20	Printing, Binding Services	C 1812	1 Firm	\$70,000.00		NCB	7/16/2019	7/30/2019	8/7/2019	8/14/2019	9/13/2019	9/20/2019	9/27/2019	9/30/"19	N/A	6/25/2020	6/30/2020	
Actual																				
Planned	2	IFB NO. US/SBA/ RB/001/"19/"20	Petroleum Products (Diesel & Gasoline)	G4661	42,465.19 gals.	\$145,000.00		RB	7/10/2019	7/22/2019	8/15/2019	8/22/2019	9/16/2019	9/23/2019	9/30/2019	10/3/"19	N/A	6/25/2020	6/30/2020	
Update																				
Actual																				
Planned	3	IFB NO. US/SBA/NCB/002/"19/"20	Stationery	G4761	Assorted	\$12,000.00		NCB	7/10/2019	7/22/2019	8/15/2019	8/22/2019	9/16/2019	9/23/2019	9/30/2019	9/3/"19	N/A	6/25/2020	6/30/2020	
Update																				
Actual																				
Planned	4	IFB NO. US/SBA/SS/001/"19/"20	Internet Services	J6120	1 Firm	\$9,600.00		SS	7/10/2019	7/22/2019	8/15/2019	8/22/2019	9/16/2019	9/23/2019	9/30/2019	9/3/"19	N/A	6/25/2020	6/30/2020	
Update																				
Actual																				
Actual																				
Total																				
Actual																				
Total							\$	236,600.00												

PREPARED BY: 
Josiah S. M. Gbuseh
HEAD OF PROCUREMENT



APPROVED BY: 
HON. ROBERT W. BUDY, SR.
COMMISSIONER GENERAL / RL
HEAD OF PURCHASING ENTITY



Date: 02-25-2020



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

Item	Contract Package Code	Contract Package	Content of Contract Package	
1	IFB NO. LIS/SBA/NCB/001/"19/"20	Printing & Binding Services	<p>This contract package will be used to procure of Printing & Binding services</p> <p>& Publication for the below listed (REVENUE INSTRUMENTS:</p> <p>1. AIRPORT VISAS FORM</p> <p>2. LANDING CARD (RIA)</p> <p>3. SEMI-ANNUAL REPORT FORM</p> <p>4. SPECIAL RE-ENTRY FORM</p> <p>5. LETTERHEADS</p> <p>6. ANNUAL-REPORT FORM</p> <p>7. BILLING FORM</p> <p>8. CHANGE OF STATUS FORM</p> <p>9. BOOKLETS</p>	
2	IFB NO. LIS/SBA/RB/001/"19/"20	Petroleum Products (Diesel & Gasoline)	<p>This contract package is intended to procure the following Petroleum Products:</p> <p>A. DIESEL ----- 12,162.16 GALLONS</p> <p>B. GASOLINE ----- 30,303.03 GALLONS</p> <p>At a retail rate of \$3.70 per gallon</p>	
3	IFB NO. LIS/SBA/NCB/002/"19/"20	Stationery	<p>This contract package is intended to procure the following assorted stationery items:</p> <p>BOND PAPER</p> <p>BALL POINT PEN</p> <p>HANGING FOLDER</p> <p>MANILA FOLDER</p> <p>LEDGERS</p> <p>YELLOW PAD</p>	

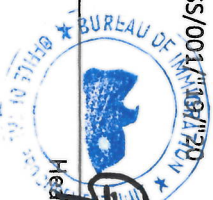


- CORRECTION PEN
- CORRECTION FLUID
- THINNER
- PIN REMOVER
- STENO PAD
- PRINTER (DEKJET 1050)
- CARTRIDGE 12A
- STICK ON NOTE
- DESK CALCULATOR
- FILE FASTER
- DESK PAD
- 35-A CARTRIDGE
- PERFORATOR
- BOX FOLDERS
- CARBON PAPER
- SPECIAL CALLOGRAPHIC PENS
- CHALKS
- SCISSORS
- CARTRIDGE 80A
- CARTRIDGE 85A
- CARTRIDGE 61 & 63 SET
- CARTRIDGE 05A
- CARTRIDGE 122
- CARTRIDGE 126
- CARTRIDGE 728
- CARTRIDGE 933

Internet Services	
1 Firm	

This Package will be procured from the LIBTELCO through the Ministry of Post & Telecommunication

4 IFB NO. LIS/SBA/SS/001/19/120



Head of Procurement

Date: Feb. 24, 2020

Approved by:

Head of Procuring Entity

Date: 02-25-2020

