

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/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

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

LIBERIA IMMIGRATION SEF
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						
	Item Code		Business Activities code	Quantity	Estimated Cost	procurement Method	Technical Specification/8 COC/Drawing	prepare Bid Documents	Entity/PC Approved	Bid Invitation/Release of Bid Documents	Bid Submission/Opening	Submission of bid Evaluation Reports	PC Approved Evaluation	Contract Award & Signing	Advance Payment	Delivery & Inspection	Acceptance Final & Payment		Remarks
Planned																			
Update	1	IFB NO. US/SBA/NCB/001/"19/"20	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	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	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	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	
Actual																			
Total					\$	236,600.00													



PREPARED BY: [Signature]
Assisted has varieties of items and the quantity is not definite
08/21/19

APPROVED BY: [Signature]
HON. ROBERT W. BUDY, SR.
COMMISSIONER GENERAL/RL
HEAD OF PRICING ENTITY

Date: 08/02/2019

Provisional:
R. A. J. J. J.
8/15/19

CTL/bd
August 14, 2019

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

all by
August 14, 2019

Reviewed
8/15/19

MANILA FOLDER
LEDGERS
YELLOW PAD
BROWN ENVELOPE (1X5) (5X5)
STAMP PAD
WHITE ENVELOPES
USB STICK (4GB)
HIGH LIGHTER
DESK TRAY
DENDORSING INK
STAPLER MACHINE
PAPER CLIP
DESK ORGANIZER
BULK FILE
COLUMN BOOK (12)
PERMANENT MARKER

att'd
August 14, 2018

Proffimer
R. J. G. Kew
08/15/19

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/SBA/SS/001/"19/"20

Internet Services

1 Firm

Prepared by:

Head of Procurement

Date:

Approved by:

Head of Procuring Entity

Date:

Provisioned
08/15/19



08/02/2019

08/02/2019