



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/OIC/126/23

June 12, 2023

Hon. Robert W. Budy, Sr.

COMMISSIONER-GENERAL

Liberia Immigration Service (LIS)

Republic of Liberia

Dear Hon. Budy:

Subject: **LIBERIA IMMIGRATION SERVICE SPECIAL PROJECT PROCUREMENT PLAN FOR FISCAL YEAR 2023.**

We present our compliments and wish to notify you that the Public Procurement and Concessions Commission has received and approved the Liberia Immigration Service (LIS) Special Project Procurement Plan for the cost sharing arrangement to enable the Liberia Immigration Service (LIS) to generate the needed government revenue for implementation of its objectives, in accordance with **Section 40 (3)** of the PPCA, 2010, and **Section 55(d)**.

The Commission conveys to the Liberia Immigration that its Procurement Plan will be duly forwarded to the Ministry of Finance and Development Planning (MFDP), and that the MFDP will process allotments in keeping with the approved Procurement Plan, upon conclusion of stipulated processes.

The Commission counsels that you observe **Section 40(5)** of the PPCA, 2010 which states "each Procuring Entity, shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in its plan. An updated procurement plan shall accompany said notice to the Commission."

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.

Please note that all contracts which cumulative annual value above the threshold of **US\$250,000.00** must be signed by the Minister responsible for Finance and attested by the Minister responsible for Justice. **The Commission requires that you kindly forward copies of all stipulated contracts upon signing, so as to update our records.**

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 ensure the National Interest is assured and ultimately public confidence is maintained in all Public Procurement and Concession processes.

Best regards,

Stevenson S. Yond

OFFICER-IN-CHARGE

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



REPUBLIC OF LIBERIA
LIBERIA IMMIGRATION SERVICE (LIS)
 MINISTRY OF JUSTICE
 MONROVIA



OFFICE OF THE COMMISSIONER GENERAL

REF:162/RWBS/G/LIS/MOJ/-5/29/R.L.

May 29, 2023

Mr. Stevenson S. Yond
 OFFICER-IN-CHARGE
 Public Procurement and Concession Commission
 Capitol Hill
 Monrovia, Liberia

*Received:
 Theophilus Kollie
 May 29, 2023
 Time: 4:16pm*

Dear Hon. Officer-In-Charge:

The Liberia Immigration Service presents its compliments and wishes to, in keeping with procedure, submit, herewith, its Special Project Procurement Plan, for the Fiscal Year 2023, based on Cast Sharing arrangement, so as to enable the Liberia Immigration Service to generate the needed Government Revenue, for the implementation of its objectives.

Meanwhile, we would like to submit the names of Members of the Procurement Committee and Procurement Unit Staff, as indicated hereunder, for your kind perusal and consideration:

PROCUREMENT COMMITMENT MEMBERS:

Hon. Moses K. Yebleh, Sr
 DEPUTY COMMISSIONER-GENERAL/ADMINISTRATION - CHAIRMAN

Deputy Comptroller Josiah S.M. Gbuseh - SECRETARY
 Chief of Procurement

Comptroller Danny B. Sartee
 DIRECTOR FOR OPERATIONS - MEMBER

Deputy Comptroller Broderick T. Nenneh
 CHIEF OF FINANCE - MEMBER

Comptroller Aaron Canmue
DIRECTOR FOR NATURALIZATION - MEMBER

Madam Catherine M. Sieh
DEPUTY CHIEF, GENDER
AND HUMAN RIUGHT SECTION - MEMBER

PROCUREMENT UNIT STAFF

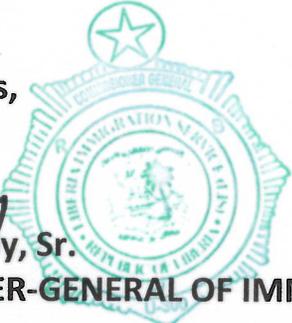
Josiah S.M. Gbusseh - Head of Procurement
Daibah Golafily, - Deputy Chief of Procurement
Prince Wolwah - Acting Chief of Operations
Augustus Nebo - Filing Clerk

Please accept, Hon. Officer-In-Charge, sentiments of our highest esteem.

Kind regards.

Sincerely yours,


Robert W. Budy, Sr.
COMMISSIONER-GENERAL OF IMMIGRATION, R,L.



LIBERIA IMMIGRATION SERVICE
SPECIAL PROJECT PROCUREMENT PLAN
SOURCE OF FUNDING: COST OF SHARING
FISCAL YEAR 2023

			BASIC DATA						IMPLEMENTATION DATES										
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
Item	Code	Contract Package	Business Activities code	Quantities	Estimated Cost	Procurement Method	Technical Specification	Preparation of RFP Bid Documents	Entity/PC Approved	Invitation for RFP Bid Document Release to the Public	Submission of RFP Bid Documents & Opening	Submission of RFP Bid Evaluation Reports	PC Approved RFP Bid Evaluation reports	Contract Award & Signing	Advance Payment	Delivery & Inspection	Acceptance & Final Payment	Remarks	
1	IFB NOLIS/ICB/001/23	Digitalized E-Visa & Re-entry	16202	1 FRM	2,500,000	ICB	5/30/2023	6/1/2023	6/5/2023	6/7/2023	7/7/2023	7/10/2023	7/12/2023	7/15/2023	N/A	8/1/2023	12/31/2023		
Update																			
Actual																			
Update																			
Actual																			
Update																			
Actual																			
Total																			
GRAND TOTAL					\$	2,500,000.00													

PREPARED BY:

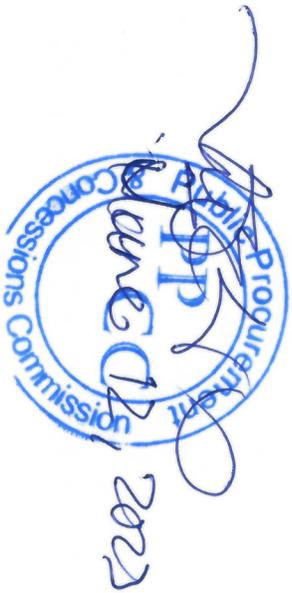
JOSIAH S.M. GBUSSER
HEAD OF PROCUREMENT

JHG
DATE May 29, 2023

APPROVED BY:

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

RWB
DATE May 29, 2023



**LIBERIA IMMIGRATION SERVICE
SPECIAL PROJECT PROCUREMENT PLAN
SOURCE OF FUNDING : COST OF SHARING
FISCAL YEAR: 2023**

BASIC DATA

ITEM NO	Contract Package	Contract code	Content of Contract package	ICB	EXPLANATION NOTE
Planned	E-VISA & RE-ENTRY	IFB NO. LIS/ICB/001/2023	E-Visa and digital re-entry Card		to procure electronic visa and re-entry permit digitalized card system in Liberia for sole purpose of generating needed Government's revenues.

Prepared by: *[Signature]*
Head of Procurement



Date: May 29, 2023

Approved by: *[Signature]*
Head of Procuring Entity



Date: May 29, 2023

[Handwritten signature]
June 12, 2023

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June 12, 2023