



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

PPCC/RL/CEO/0978/'18

December 21, 2018

Hon. Moses K. Yebleh

ACTING COMMISSIONER GENERAL

Liberia Immigration Service

Republic of Liberia

Dear Hon. Yebleh:

Subject: **RECEIPT AND APPROVAL OF CORE (SBA & NON-SBA) PROCUREMENT PLANS FOR FISCAL YEAR 2018/2019**

We present our compliments and wish to notify you that the Public Procurement and Concessions Commission has received and approved the **Liberia Immigration Service** Procurement Plans (*Goods*) for Fiscal Year 2018/2019 in accordance with Section 40(3) of the PPCA, 2010. The Commission wishes to inform the Liberia Immigration Service that its 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.

Meanwhile, we request that you kindly submit your contract award information for all procurement contracts awarded in the previous fiscal year (2017/2018)

The Commission urges you to continue to remain in compliance with the PPCA, 2010 as we strive to attain equality, fairness, transparency, accountability and public confidence in our procurement and concessions processes.

Kind regards.

Yours sincerely,

James Dorbor. Jallah

CHIEF EXECUTIVE OFFICER

PUBLIC PROCUREMENT AND CONCESSIONS COMMISSION /PPCC
Executive Mansion Grounds, Capitol Hill
Monrovia, Liberia

Inter – Office Memo

To : James Dorbor Jallah
Chief Executive Officer / CEO
PPCC

From : Mr. Anthony P. Tarbah, *Sr. [Signature]*
Asst. Executive Director, CMD

Recommendation For Approval Of The Procurement Plan / LIS

Date : December 19, 2018

After reviewing the procurement plan submitted by the Liberia Immigrant Service (LIS) for fiscal year 2018/2019, it is ascertained that the plan is in compliance with section 40 of the PPCA and its accompanying regulations. Also attached are:

- Small Business Act (SBA) Procurement Plan
- Core budget procurement plan
- Cash plan
- Listing of members of procurement committee and unit.

RECOMMENDATION

That the procurement plan submitted by the LIS for 2018/2019 be approved finally.

Kind regards.

[Signature]
Dec. 21, 2018
3:00PM



OFFICE OF THE COMMISSIONER

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



Ref: 199/LIS/MOJ/LMKY/DC-G/ADM/12/R.L

December 11, 2018

Hon. Dorbor Jallah
EXECUTIVE DIRECTOR

Public Procurement and Concession Commission (PPCC)
Capitol Hill
Monrovia, Liberia

Dear Hon. Executive Director:

Ref: **Submission of Fiscal Year 18/19 Final Procurement Plan for Approval :**

The Liberia Immigration Service presents its compliments and herewith wish to submit its final **Procurement Plan** for the **Fiscal Year 18/19** based on approval of the National Budget by the National Legislature.

In view of the above, we herewith forward same for your kind indulgence in line with the **Public Procurement Commission Act (PPCA)** to enable us implement our procurement plan as per the approved budget. We also present to you list of Members of the Procurement Committee and Procurement Unit Staff for the LIS.

PROCUREMENT COMMITTEE MEMBERS

Hon. Moses K. Yebleh	Chairman Procurement Committee & Acting Commissioner General/ LIS
Ltc. Caroline M. Capehart	Director for Operations/Member
Col. Gloria George	Director for Naturalization/Member
Col. Siatta M. Lansanah	Chief of Gender/Member
Col. Broderick T. Nenneh	Chief of Finance/Member
Ltc. Josiah S. M. Gbusseh	Head of Procurement/ Procurement Committee Secretary

Procurement Unit Staffs

Ltc. Josiah S. M. Gbusseh	Head of Procurement Unit
Prince S. Worloh	Deputy Head of Procurement
Patience Nyonee	Procurement Secretary
Daibah Golafily	Secretary /filing Clerk
J. Chesson Jeremiah	Procurement Officer

Please accept sentiments of our highest esteem in the premises.

Kind regards

Very truly yours,


Hon. Moses K. Yebleh
**Chairman Procurement Committee
& Acting Commissioner General**



LIBERIA IMMIGRATION SERVICE
PROCUREMENT PLAN (SBA CODE BUDGET
SOURCE OF FUNDING: GOL NATIONAL BUDGET
FISCAL YEAR 2018/2019

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	Quantities	Estimated Cost	procurement Method	Technical Specification/B OQ/Drawing	prepare Bid Documents	Entity/PC Approved	Bid Invitation/Release of Bid Documents	Submission of bid	Submission/PU b. Bid Opening	Submission of bid Evaluation Reports	PC Approved Bid Evaluation	Contract Award & Signing	Advance Payment	Delivery & Inspection	Acceptance Final & Payment	Remark
Planned																			
Update	1	IFB NO. LIS/NCB/001/"18/"19	Printing, Binding & Publication Services	C 1811	1 Firm	\$103,000.00	NCB	5/16/2018	5/30/2018	6/7/2018	6/13/2018	7/13/2018	7/27/2018	8/11/2018	9/13/"18	N/A	6/25/2019	6/30/2019	
Actual																			
Planned	2	IFB NO. LIS/RB/001/"18/"19	Petroleum Products (Diesel & Gasoline)	G4661	43,571 gals.	\$152,500.00	RB	5/10/2018	5/21/2018	5/25/2018	5/28/2018	6/28/2018	8/3/2018	8/6/2018	8/31/"18	N/A	6/25/2019	6/30/2019	
Update																			
Actual																			
Planned	3	IFB NO. LIS/RFQ/001/"18/"19	Stationery	G4761	Assorted	\$7,900.00	RFQ	5/10/2018	5/21/2018	5/25/2018	5/28/2018	6/28/2018	8/3/2018	8/13/2018	9/24/"18	N/A	6/25/2019	6/30/2019	
Update																			
Actual																			
Planned																			
Total			263,400.00																

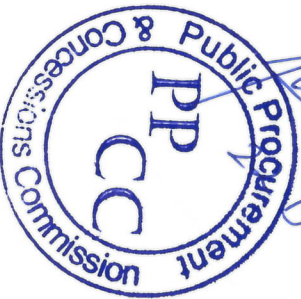
PREPARED BY: *[Signature]*
 Associated has varieties of Items and the quantity is not definite
 Hc. Jasiat S. M. Gbouseh
 HEAD OF PROCUREMENT



APPROVED BY: _____

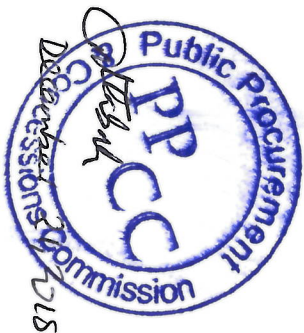
HON. MOSEK YEBLEH
 CHAIRMAN PROCUREMENT COMMITTEE &
 ACTING COMMISSIONER GENERAL/LIS

Date: 12.13.18



Name of Entity: Liberia Immigration Service
Procurement Plan Explanatory Notes (SBA CORE BUDGET)
FISCAL YEAR: 2018/2019

Item No.	Contract Package Code	Contract Package	Content of Contract Package
1	IFB NO. LIS/RB/001/"18/"19	Petroleum Products (Diesel & Gasoline)	<p>This contract package is intended to procure the following Petroleum Products:</p> <p>A. DIESEL 21,786 GALLONS</p> <p>B. GASOLINE 21,786 GALLONS</p> <p>At a retail rate of \$3.50 per gallon</p>
2	IFB NO. LIS/NCB/001/"18/"19	Printing , Binding & Publication Services	<p>This contract package will be used to procure service of a firm Printing, Binding & Publication for the below listed items (REVENUE INSTRUMENTS):</p> <ol style="list-style-type: none">1. AIRPORT VISAS FORM2. LANDING CARD (RIA)3. SEMI-ANNUAL REPORT FORM4. SPECIAL RE-ENTRY FORM5. LETTERHEADS6. ANNUAL-REPORT FORM7. BILLING FORM8. CHANGE OF STATUS FORM9. BOOKLETS
3	IFB NO. LIS/RFO/001/"18/"19	Stationeries	<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> <p>BROWN ENVELOPE (1X5) (5X5)</p>





Attested
December 21, 2018



22 Dec 2018

- STAMP PAD
- WHITE ENVELOPES
- USB STICK (4GB)
- HIGH LIGHTER
- DESK TRAY
- 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

LIBERIA IMMIGRATION SERVICE
PROCUREMENT PLAN (CORE BUDGET)
SOURCE OF FUNDING: GOL NATIONAL BUDGET

FISCAL YEAR 2018/2019

1 2		3			4 BASIC DATA		5	6 7	8	9 10	11	12	13	14	15	16	17 18	19
Item		Contract Package		Business Activities code	Quantities	Estimated Cost	Procurement Method	Technical Specification/ B/O/Drawing	prepare Bid Documents	Entity/PC Approved	Invitation/R Bid	Bid Opening	Submission/ bid Evaluation Reports	PC Approved Bid Evaluation	Contract Award & Signing	Advance Payment	Delivery & Inspection	Acceptance Final & Payment
Planned	1	IFB NO. LIS/NCB/002/"18/"19		GA641	450 pcs	\$150,000.00	NCB	5/11/2018	5/21/2018	5/25/2018	5/30/2018	7/3/2018	7/16/2018	7/30/2018	8/13/"18	N/A	10/2/2018	6/30/2019
Update																		
Actual																		
Planned	2	IFB NO. LIS/NCB/002/"18/"19		GA530	Assorted	\$99,360.00	NCB	5/14/2018	5/22/2018	5/29/2018	6/1/2018	7/16/2018	8/1/2018	8/6/2018	8/21/"18	N/A	6/25/2019	6/30/2019
Update																		
Actual																		
Update																		
Actual																		
Total						\$249,360.00												
GRAND TOTAL						\$512,760.00USD												

Assorted has varieties of items and the quantity is not definite

PREPARED BY:

JOSEPH S.M. GBUSSEH
HEAD OF PROCUREMENT

DATE:

12-13-18

APPROVED BY:

HON. MOSES K. WEBERH
CHAIRMAN PROCUREMENT COMMITTEE
& ACTING COMMISSIONER GENERAL/LIS

DATE

Dec. 13, 2018



Name of Entity: Liberia Immigration Service
Procurement Plan Explanatory Notes CORE BUDGET)
FISCAL YEAR: 2018/2019

Item No.	Contract Package	Content of Contract Package	
1	IFB NO. LIS/NCB/001/"18/"19	Uniforms & Specialized cloth	450 suits of official Uniforms with the accessories for LIS Personnel
2	IFB NO. LIS/NCB/002/"18/"19	Vehicles Spare parts	<p>This contract package will be used to procure SPAREPARTS/SERVICES for the below listed items:</p> <p>A. NISSAN HARDBODY ----- 4pieces B. NISSAN PATROL ----- 5pieces C. TOYOTA LAND CRUISER ----- 3pieces D. FORD RANDEr ----- 6pieces E. MINI BUS (TOYOTA) ----- 1piece F. TROOP CARRIER ----- 1piece G. NAVARA ----- 1piece H. TOYOTA ARUNNER ----- 1piece I. MITSUBUCHI BUS ----- 1piece</p>
3	IFB NO. LIS/003/18/19	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: G/H
Head of Procurement

Date: Dec 14, 2018

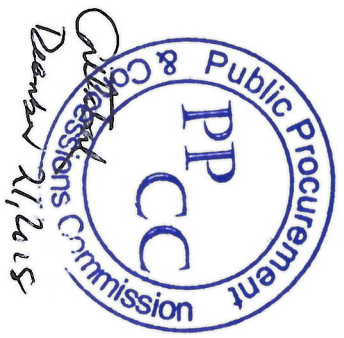
Approved by: _____
Head of Procuring Entity



Prepared by: _____
Head of Procurement

Date: Dec 13, 2018

Approved by: _____
Head of Procuring Entity



20202 - LIBERIA IMMIGRATION SERVICE

2020200/1/01/000000/040800/0310/0000/211101: Basic Salary - Civil Service	1780	2020200	1	1780	1	1,780	1,780	148	148	148	148	148	148	148	148	149	149	149
2020200/1/01/000000/040800/0310/0000/211103: Basic Salary - Paramilit. Servic	4396589	2020200	1	4396589	1	4,396,589	4,396,589	366,382	366,385	366,384	366,383	366,382	366,382	366,382	366,382	366,382	366,381	366,381
2020200/1/01/000000/040800/0310/0000/211110: General Allowance	106451	2020200	1	106451	1	106,451	106,451	8,871	8,871	8,871	8,871	8,871	8,871	8,871	8,871	8,871	8,871	8,870
2020200/1/01/000000/040800/0310/0000/211116: Special Allowance	75600	2020200	1	75600	1	75,600	75,600	6,300	6,300	6,300	6,300	6,300	6,300	6,300	6,300	6,300	6,300	6,300
2020200/1/01/000000/040800/0310/0000/221303: Office Build, Rental and Lease	70000	2020200	1	70000	1	70,000	70,000					70,000						
2020200/1/01/000000/040800/0310/0000/221401: Fuel and Lubricants - Vehicles	90500.25	2020200	1	115000	1	115,000	115,000	9,585	9,584	9,584	9,583	9,583	9,583	9,583	9,583	9,583	9,583	9,583
2020200/1/01/000000/040800/0310/0000/221402: Fuel and Lubricants - Gener.	34500	2020200	1	37500	1	37,500	37,500	3,125	3,125	3,125	3,125	3,125	3,125	3,125	3,125	3,125	3,125	3,125
2020200/1/01/000000/040800/0310/0000/221502: Repair and Maintenance - Veh.	140600	2020200	1	99560	1	99,560	99,560					9,936						
2020200/1/01/000000/040800/0310/0000/221602: Stationary	16000	2020200	1	7900	1	7,900	7,900											
2020200/1/01/000000/040800/0310/0000/221603: Printing, Binding, Publication	165000	2020200	1	103000	1	103,000	103,000					103,000						
2020200/1/01/000000/040800/0310/0000/221804: Uniforms and Specialized Cloth	150000	2020200	1	150000	1	150,000	150,000											
2020200/1/01/000000/040800/0310/0000/221806: Intelligence Services	3170083	2020200	1	375000	1	375,000	375,000											
2020200/1/01/000000/040800/0310/0000/221812: Special Operations Services	171095	2020200	1	471150	1	471,150	471,150											
GRAND TOTAL			6,009,330	6,009,330		6,009,330	6,009,330	390,411	471,336	483,246	631,266	654,268	483,243	481,268	481,268	483,244	481,269	483,240

PREPARED BY:

COL. BRODERICK NENNEH
CHIEF OF FINANCE



SIGNED BY:

COL. MOSES K. YEBLEH
ACTING COMMISSIONER GENERAL/RL



Lease code #: 599-GSA-BIN/MOJ-02/MO-03-15

(REPUBLIC OF LIBERIA
MONTSERRADO COUNTY)AGREEMENT OF LEASE

This Agreement dated this 29th day of April A.D. 2015 by and between
Morley P. Kamara residing at
Monrovia Montserrado
City County
 Street

Hereinafter referred to as the lessor and the Liberian Government represented by the Director General
 of the General Services Agency, hereinafter referred to as Lessee:

WITNESSETH

That for and in consideration of the rents, covenants and agreement herein reserved to be paid, kept
 and performed by the Lessee, the lessor has granted, demised and leased unto the lessee all that parcel
 of land, with the building(s) thereon, located at

Gbangay Town, James Springs Payne Airfield Monrovia Montserrado
Street City County

Hereinafter referred to as the demised premises bounded and described as follows:

DESCRIPTION

"Commencing at the Northwestern corner of the adjoining parcel of land owned by Kaleket
 Kamara and running on magnetic bearings South 25° west, 100.0 ft. to a point, thence
 running South 51° west, 76.0 ft. along the swamp to a point; thence running North 40° west,
 205.6 ft. to a point; thence running North 50° East, 1639 ft. to a point; thence running South
 40° East, 160.4 ft. to the place of commencement and containing two (2) stories building on
 two point nine three (2.93) lots of land and no more."

FOR USE AS HEADQUARTERS OF THE BUREAU OF IMMIGRATION &
 NATURALIZATION UNDER THE MINISTRY OF JUSTICE.

"NEW LEASE"1. TERM OF YEARS

It is mutually agreed and understood that Lessee will have and hold the demised premises and the
 building situated thereon for and during the full and complete period of three (3) calendar years certain
 commencing from the 1st day of July A.D. 2015 up to and including the 30th day of June A.D. 2018.

2. RENTAL

The lessee shall pay to the lessor for the demised premises an annual rental of SEVENTY THOUSAND
UNITED STATES DOLLARS (US\$70,000.00) which shall be paid yearly in advance on the 1st day of July.

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3. REPAIRS

Lessee shall take good care of the demised premises including fixture throughout the term hereof and shall promptly make all minor repairs, alterations or changes, into and about the said premises necessary to preserve them in good order and conditions which shall be quality and class equal to the original work. Lessee shall promptly pay the expense of such repairs, suffer no waste or injury and at the end of the term, deliver up the demised in good condition in all respects, damages attributed to the acts of God or the elements excepted.

It is agreed between lessor and Lessee that bi-annual inspection of the demised premises shall be made by the Bureau of Real Estate and Public Property of the General Services Agency, Republic of Liberia, and the lessor shall ascertain the condition of the premises and to compliance with sanitary condition of the building and fire regulation, and whether or not the premises need any repairs. Should it be found that the premises are kept in violation of any of the various regulation mentioned above, a written notice to be signed by the Director of Real Estate and Public Property shall be filed with the lessor for appropriate action.

The lessor shall be responsible only for major structure repairs to the demised premises unless such damages or injuries are caused or due to negligence of the Lessee or its privy.

4. ALTERATION

In the event Lessee desires to make any alteration or changes in the demised premises, it is understood and agreed that the same shall not be made without the prior written consent of the lessor which shall not be unreasonably withheld. All alterations except movable fixtures shall become the property of the lessor upon Installation. However detachable fixtures, though attached to the realty, shall remain the property of Lessee.

5. UTILITY

Lessee shall be responsible for all utility (electric, water and telephone) bills. At the termination of the lease, the Lessee shall surrender and yield up unto the lessor the demised premises with all utility connection in the condition they were at the time of commencement of occupancy by Lessee.

6. TAXES

Throughout the terms of this lease, lessor shall pay the amount of Real Estate Taxes which shall be assessed against the demised premises. In the event lessor shall fail to duly pay the aforesaid taxes, lessee may pay same and deduct the amount of amounts paid from rent then due or thereafter falling due. Lessee shall take such action as may be necessary to the collection thereof. It is further agreed and understood that this lease is subject to the normal ten (10%) percent Realty deduction.

7. PROPERTY OWNED BY LESSOR

Lessor represents and warrants the unencumbered good possession and title to the demised premises. In consideration of the execution of the lease, lessor hereby grants to Lessee all rights, privileges, and easements, appurtenance thereto belonging to the lessor for and during the time of this lease.

8. TERMINATION OF THE LEASE

Lessee covenants that at the expiration of the term hereby granted, Lessee will peaceably and quietly leave, surrender and yield up unto lessor the demised premises in as good state and condition as reasonable use and wear and tear thereof will permit. Damages not traceable to the acts of God and the elements shall be the sole responsibility of the Lessee.

9. OPTION AND CANCELLATION

Lessee shall have an option to lease the said premises for another term of three (3) years to be determined by lessor and Lessee for a rental price to be agreed upon, and that both parties shall have

MPA

the right to cancel this Agreement before it expires; but before such termination, the party desiring to do so shall give three (3) months notice in writing to the other party prior to date of rental payment.

10. NO WAIVER OF RIGHTS

The failure of either party to insist upon a strict performance of any of the terms, covenants and conditions herein shall not be deemed a waiver of any rights or remedies of either party, and shall not be deemed a waiver of any subsequent breach of or default in the terms, conditions and covenants herein contained. This instrument may not be changed, modified or discharged orally.

11. COVENANT OF GREAT ENJOYMENT

On paying the said rent and in performing the covenants aforesaid, Lessee shall peaceably and quietly have, hold and enjoy the said premises for the term aforesaid. It is agreed and understood that the terms and conditions contained herein shall be and are hereby binding on both parties hereto, their assigns and successor-in Office and shall remain in force for the life of this agreement.

In the presence of:

IN WITNESS WHEREOF, the parties have hereto
Set their hands in the City of Monrovia

GOVERNMENT OF THE REPUBLIC
OF LIBERIA

Peter A. Smith
DIRECTOR
BUREAU OF REAL ESTATE &
PUBLIC PROPERTY

Mary T. Broh
DIRECTOR GENERAL
GENERAL SERVICES AGENCY

Cllr. Lemuel A. Reeves, Sr.
COMMISSIONER & DEPUTY ATTORNEY GENERAL, RL
BUREAU OF IMMIGRATION & NATURALIZATION
UTILIZING ENTITY

Morley P. Kamara
LESSOR

PP. Daniel B. Brinson
Amara M. Konneh
MINISTER
MINISTRY OF FINANCE & DEVELOPMENT PLANNING

Attest:

Cllr. Benedict F. Sannoh
MINISTER
MINISTRY OF JUSTICE