

Republic of Liberia  
**Public Procurement & Concessions Commission**

Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



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**Ref. PPCC/RL/ACEO/0004/2020**

February 6, 2020

Prof. Francis F. Wreh

**DIRECTOR-GENERAL**

Liberia Institute of Statistics and Geo-Information Services

Republic of Liberia

Your ref: LIGIS/DG/FFW/022/A-1.1/01/'20

Dear Prof. Wreh:

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

We present our compliments and wish to notify you that the Public Procurement and Concessions Commission has received and approved the **Liberia Institute of Statistics and Geo-Information Services (LISGIS)** annual SBA Procurement Plan (*Goods and Non-Consultancy Services*) for Fiscal Year 2019/2020 in accordance with **Section 40 (3)** of the PPCA, 2010. The Commission informs the Liberia Institute of Statistics and Geo-Information Services that its annual Procurement Plan has been 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.


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.

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.

Best regards.

Yours sincerely,

  
Joseph S. D. Suah, Sr.

**ACTING CHIEF EXECUTIVE OFFICER**

Liberia Institute of Statistics & Geo-Information Services (LISGIS)  
Procurement Plan (SBA)  
Source of Funding: GOL  
Fiscal Year 2019/2020

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
ITEM NO	PACKAGE NUMBER (CODE)	BASIC DATA			QTY	ESTIMATE D COST (USD)	PROC UREM ENT METH OD	TECHNI CAL SPECS/B OQ/DRA WINGS	PREP. OF BID DOCUME NT	PC APPROVA L - BID DOC/TEC H SPECS	BID INVITAT ION & RELEAS E OF BID DOC	BID SUBMISSI ON/PUBLI C OPENING	SUBMISSIO N OF BID EVALUATI ON REPORT	PC APPROV AL - BID EVALUATI ON REPORT	CONTRA CT AWARD & SIGNING	ADVANC E PAYME NT (MOBILIZATI ON)	DELIVER Y, INSPECTI ON (SUBSTANT IAL COMPLET ION)	ACCEPT ANCE & FINAL PAYMEN T
		CONTRACT PACKAGE	Business Activity code															
Planned	1	IFB No/LISGIS/SBA/R FQ/001/19/20	Petroleum Products(diesel and gasoline)	G 4661	2,166,488 al. @3.70	8,016.00	RFQ	3-Jun-19	7-Jun-19	10-Jun-19	12-Jun-19	26-Jun-19	3-Jul-19	8-Jul-19	22-Jul-19	N/A	30-Jun-20	30-Jun-20
Update																		
Actual																		
Planned	2	IFB No/LISGIS/SBA/N CB/001/19/20	Guards & Security Services	N 8010	1-Firm	43,740.00	NCB	5-Jun-19	10-Jun-19	13-Jun-19	17-Jun-19	15-Jul-19	20-Jul-19	24-Jul-19	31-Jul-19	N/A	30-Jun-20	30-Jun-20
Update																		
Actual																		
Planned	3	IFB No/LISGIS/SBA/R FQ/002/19/20	Repairs and Maintenance - Vehicles	G 4520	1-Firm	5,500.00	RFQ	7-Jun-19	12-Jun-19	19-Jun-19	24-Jun-19	8-Jul-19	15-Jul-19	22-Jul-19	29-Jul-19	N/A	30-Apr-20	30-Jun-20
Update																		
Actual																		
Planned	4	IFB No/LISGIS/SBA/R FQ/003/19/20	Repairs and maintenance of Mach/Equip & Furniture	S 9524/C 3314	Assorted	4,000.00	RFQ	7-Jun-19	12-Jun-19	15-Jun-19	18-Jun-19	2-Jul-19	9-Jul-19	16-Jul-19	30-Jul-19	N/A	31-Mar-20	30-Jun-20
Update																		
Actual																		
Planned	5	IFB No/LISGIS/SBA/R FQ/004/19/20	Stationery	G 4761	Assorted	3,500.00	RFQ	12-Jun-19	15-Jun-19	19-Jun-19	21-Jun-19	5-Jul-19	12-Jul-19	19-Jul-19	2-Aug-19	N/A	31-Mar-20	30-Jun-20
Update																		
Actual																		
		Sub Total				64,756.00												

Signed:   
T. Monroe Wesso  
Procurement Director

Date: Jan 21, 2020

Approved by:   
Francis F. Wreh  
Director General/ Chairman PG

Date: 21 Jan. 2020





Liberia Institute of Statistics & Geo-Information Services (LISGIS)  
Procurement Plan (SBA)  
Source of Funding: GOL  
Fiscal Year 2019/2020

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Source of Funding: GOL Fiscal Year 2019/2020																		
BASIC DATA								IMPLEMENTATION DATES										
ITEM NO	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECIFICATIONS	BID PREPARATION	PC APPROVAL - BID DOCUMENTS	BID INVITATION & RELEASE OF BID DOCUMENTS	BID SUBMISSION/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 Update	IFB	Cleaning Materials	G4773	Assorted	3,600.00	RFQ		12-Jun-19	17-Jun-19	24-Jun-19	1-Jul-19	15-Jul-19	22-Jul-19	29-Jul-19	5-Aug-19	N/A	30-May-20	30-Jun-20
Planned Update	No/LISGIS/SBA/ RFQ/005/19/20																	
Planned Update	IFB																	
Planned Update	No/LISGIS/SBA/ RFQ/006/19/20	Printing and Binding	C1811/18	Assorted	1,700.00	RFQ		14-Jun-19	19-Jun-19	21-Jun-19	24-Jun-19	8-Jul-19	15-Jul-19	18-Jul-19	25-Jul-19	N/A	8-Aug-19	30-Jun-20
Planned Update	IFB																	
Planned Update	No/LISGIS/SBA/ RFQ/007/19/20	Publication	J5813	Assorted	500.00	RFQ		15-Jun-19	20-Jun-19	27-Jun-19	1-Jul-19	15-Jul-19	22-Jul-19	25-Jul-19	1-Aug-19	N/A	15-Aug-19	30-Jun-20
Planned Update	IFB																	
Sub Total					5,800.00													
Grand Total					70,556.00													

Signed: T. Monroe Wesso

Date: Jan 21, 2020

Approved by: [Signature]

Signed:   
T. Monroe Wesso  
Procurement Director

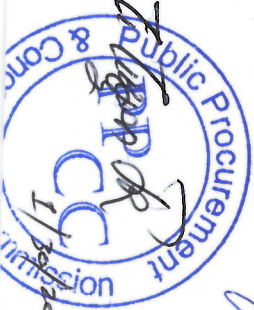
Date: Jan 21, 2020

Approved by:   
Francis F. Wreh  
Director General/ Chairman PC

Date: 21 Sep, 2020

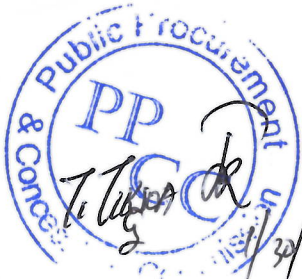
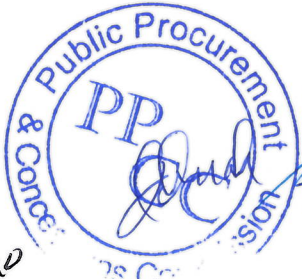
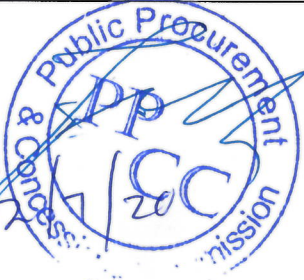


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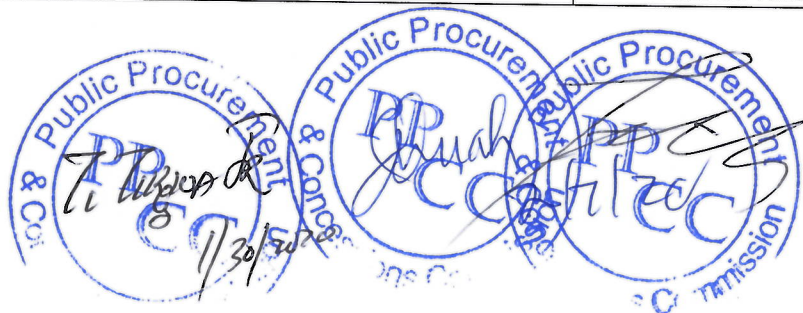
**Liberia Institute of Statistics and Geo Information Services**  
**Procurement Plan Explanatory Notes for SBA Budget**  
**Fiscal Year: 2019/2020**

Item No.	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	CONTENT OF CONTRACT PAKAGE
1.	IFB No/LISGIS/SBA/RFQ/001/19/20	Petroleum Products	This Package is intended to procure Petroleum Products: 2,166.48 gals @ \$3.70
2.	IFB No/LISGIS/SBA/NCB/001/19/20	Security & Guard Services	This package is intended to procure Guard & Security services for LISGIS: 1. Private security firm ..... 27 Staffs
3.	IFB No/LISGIS/SBA/RFQ/002/19/20	Repairs & maintenance- Vehicles	This package is intended to procure repairs and maintenance services for LISGIS' Vehicles and Motorcycles : a. 17 VEHICLES b. 23 Motorcycles
4	IFB No/LISGIS/SBA/RFQ/003/19/20	Repairs & maintenance of Mach/Equip & Furniture	This package is intended to procure repairs and maintenance services for LISGIS' Machinery, Equipment and Furniture.
5	IFB No/LISGIS/SBA/RFQ/004/19/20	Stationery	This Package is intended to procure the following Stationery Items: 1. A4 Papers.....50 Cartoons 2. 85A Cartridge.....10Pcs 3. 12A Cartridge.....10Pcs 4. 05A Cartridge.....20Pcs 5. 728 cartridge.....15Pcs 6. 45/46 Cartridge.....5 sets 7. 920 HP.....15Pcs 8. 445/446 Cartridge.....8 Sets 9. Brown Envelopes (Medi)..... 25Pks 10. Ball Point Pens .....20Pks 11. Desk Pads.....10Pcs 12. Box Files.....10 Crtns 13. Stick on Pads Small Size.....10Pks 14. Stick on Pads (Medi) Size.....10Pks 15. Calculators 12 Digits.....25Pcs 16. Perforator Heavy Duty.....10Pcs 17. Perforator 2 holes.....20Pcs 18. Stapler Machine (Medi).....15Pcs 19. Stapler Machine (Large).....10Pcs 20. Staplers Pins (Regular).....150Pks 21. Staplers Pins (Heavy Duty)...50Pks 22. Correction Fluid.....20Pks 23. Brown Envelop A3 Size.....15Pks



			24. Brown Envelops (Small).....20Pks 25. Binding Cover.....10Pks 26. Binding Combs.....10Pks 27. Plastic Cover.....10Pks 28. Highlighter.....15Pks
6.	IFB No/LISGIS/SBA/RFQ/005/19/20	Cleaning materials	This package is intended to procure the following assorted cleaning materials for LISGIS' Compound: 1. Mop bucket 2. Twist mop 3. Regular floor mop 4. Dust pan 5. Trash can L/S 6. Trash can S/S 7. Disposable bags L/S 8. Disposable bags S/S 9. Floor broom-soft 10. Floor broom-hard 11. Commode plunger 12. Commode brush 13. Barrel for bath room (water storage)l/s 14. Barrel for bath room (water carrier)s/s 15. Floor tower 16. Dust tower 17. Detergent and other toiletries: A.Vim/Ajax bleach powder B. Hand soap liquid C. Chlorine D.Disinfectant(rexoguard) E. Air freshener F. Glass cleaner liquid G.Hand soap cake/bar H.Dish wash liquid soap I. Disinfectant spray (Mosquito spray) J. Furniture spray K. Insecticide 18. Garden tools for grounds maintenance A.Wheelbarrow B.Shovel C.Rake with handle D.Leader glove (pairs) E. Plastic glove (pair) F. Wiper G.Lawn mow(tramontane grass cutter) H.Lawn rake(grass)



			I. Trimmer (for flowers) J. File for sharpening wiper K. Dirt pickup with handle
7	IFB No/LISGIS/SBA/RFQ/006/19/20	Printing and Binding	This package comes from the budget line Printing, Binding and Publication. It is intended to procure publication services and printing & binding services for LISGIS as follow: 1. Printing of reports, questionnaires and manual
8	IFB No/LISGIS/SBA/RFQ/007/19/20	Publication	This package comes from the budget line Printing Binding and Publication. It is intended the to procure publication services as follows: 1. Advertisement..... 5times

Prepared By: 

T. Monroe Wesso  
Procurement Director

Date: Jan. 21, 2020

