



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/0462/'19

August 23, 2019

Prof. Francis F. Wreh

DIRECTOR GENERAL

Liberia Institute of Statistics & Geo-Information Services
Republic of Liberia

Dear Prof. Wreh:

Subject: **PROVISIONAL APPROVAL OF DRAFT 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 Institute of Statistics & Geo-Information Services 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>

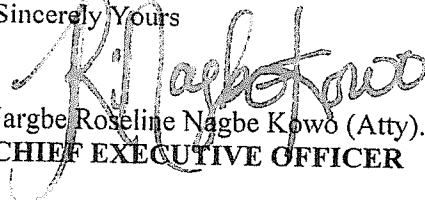
Upon passage of the FY 2019/2020 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for LISGIS's allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for FY 2019/2020 and staff of your Procurement Unit.

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 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	20
BASIC DATA																			
ITEM NO	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity code	QTY	ESTIMATE D COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECIFICATIONS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOCUMENT SPECIFICATIONS	BID INVITATION & RELEASE OF BID DOCUMENT	BID SUBMISSION / ON/ PUBLICATION	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION & SUBSTANTIAL COMPLETION	ACCEPTANCE & FINAL PAYMENT	REMARKS	
1	IFB No/LISGIS/SBA/R FQ/001/19/20	Petroleum Products(diesel and gasoline)	G 4661	2,166.48 gal. @ 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	5-Aug-19	30-Jun-20		
Update																			
Actual																			
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	14-Aug-19	30-Jun-20		
Update																			
Actual																			
3	IFB No/LISGIS/SBA/R FQ/002/19/20	Repairs and Maintenance	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	12-Aug-19	30-Jun-20		
Update																			
Actual																			
4	IFB No/LISGIS/SBA/R FQ/003/19/20	Repairs and maintenance of Mach/ quip & 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	13-Aug-19	30-Jun-20		
Update																			
Actual																			
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	16-Aug-19	30-Jun-20		
Update																			
Actual																			
Sub Total					64,756.00														

Signed: T. Monroe Wesso
Procurement Director

Date: July 9, 2019

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

Date: 9 July 2019

Attended August 19, 2019

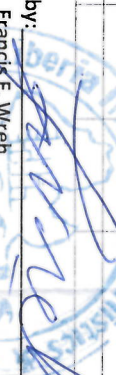
RF 08/23/19

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
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 INVITATION & RELEASE OF BID DOC	BID SUBMISSION	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	
Planned Update	IFB No/LISGIS/SBA/ RFQ/005/19/20	Cleaning Materials and Services	N 8121	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		19-Aug-19	30-Jun-20
Actual																		
Planned Update	IFB 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
Actual																		
Planned Update	IFB 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
Actual																		
Sub Total					5,800.00													
Grand Total					70,556.00													

Signed: 
T. Monroe Wesso
Procurement Director

Date: July 7, 2019

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

Date: 09.08.19

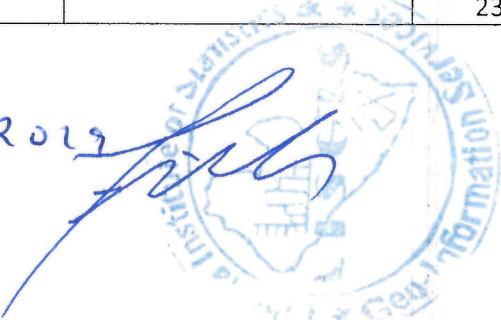


Atty
August 7, 2019

08/25/19
08/25/19
08/25/19

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: 2,571.89 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 Pens20Pks 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

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August 19, 2019


.....50
.....15 Pks
.....20Pks
.....10Pcs
.....10 Crtns
.....10Pks
.....10Pks
.....15Pcs
.....10Pcs

			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 and services	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 20Pks 10. Floor broom-hard 10Pks 11. Commode plunger 10Pks 12. Commode brush 10Pks 13. Barrel for bath room (water storage)l/s 10Pks 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 10Pks F. Glass cleaner liquid G.Hand soap cake/bar H.Dish wash liquid soap I. Disinfectant spray (Mosquito spray) J. Furniture spray 10Pks K. Insecticide 18. Garden tools for grounds maintenance A.Wheelbarrow B.Shovel C.Rake with handle 10Pks D.Leader glove (pairs) 10Pks E. Plastic glove (pair) F. Wiper G.Lawn mow(tramontane grass cutter) H.Lawn rake(grass)

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August 19, 2019



			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

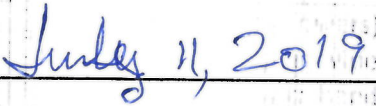
Prepared By:



T. Monroe Wesso

Procurement Director

Date:





August 17, 2019