

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/1386/'2020

August 17, 2020

Prof. Francis F. Wreh

DIRECTOR GENERAL

Liberia Institute of Statistic and Geo-Information Services

Republic of Liberia

Dear Prof. Wreh:

Subject: **PROVISIONAL APPROVAL OF DRAFT PROCUREMENT PLAN FOR FISCAL YEAR 2020/2021**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Liberia Institute of Statistic and Geo-Information Services SBA and Non SBA Procurement Plans for FY 2020/2021 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>

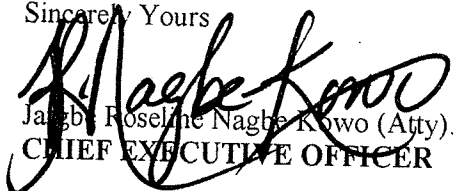
Upon passage of the FY 2020/2021 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for LISGIS' allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for FY 2020/2021 and staff of your Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the previous fiscal year (2019/2020), for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for fiscal year 2020/2021.

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


Jangbe 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 Core Budget)
Source of Funding: National Budget
Fiscal Year 2020/2021

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
ITEM NO	PACKAGE NUMBER (CODE)	BASIC DATA			QTY	ESTIMATE D COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECIFICATIONS	PREP. OF BID DOCUMENT	PC APPROVAL L-BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	IMPLEMENTATION DATES			CONTRACT AWARD & SIGNING	ADVANCEMENT (MOBILIZATION)	DELIVERY INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS
		CONTRACT PACKAGE	Business Activity code									BID SUBMISSION	BID EVALUATION REPORT	PC APPROVAL L-BID EVALUATION REPORT					
Planned	IFB No/LISGIS/SBA/RFQ/001/20/21	Petroleum Products(diesel and gasoline)	G 4661		2,714.28gals @3.50	9,500.00	RFQ		1-Jul-20	13-Jul-20	16-Jul-20	30-Jul-20	6-Aug-20	13-Aug-20	28-Aug-20	N/A	1-Jun-21	30-Jun-21	
Update																			
Actual																			
Planned	IFB No/LISGIS/SBA/NCB/001/20/21	Guards & Security Services	N 8010		1-Firm	43,740.00	NCB		3-Jul-20	14-Jul-20	16-Jul-20	13-Aug-20	20-Aug-20	31-Aug-20	7-Sep-20	N/A	2-Jun-21	30-Jun-21	
Update																			
Actual																			
Planned	IFB No/LISGIS/SBA/RFQ/002/20/21	Repairs and Maintenance - Vehicles	G 4520		1-Firm	6,000.00	RFQ		6-Jul-20	20-Jul-20	24-Jul-20	7-Aug-20	14-Aug-20	21-Aug-20	28-Aug-20	N/A	1-Jun-21	30-Jun-21	
Update																			
Actual																			
Planned	IFB No/LISGIS/SBA/RFQ/003/20/21	Repairs and maintenance of Mach/Equip & Office Equipments	C3312		Assorted	1,500.00	RFQ		8-Jul-20	16-Jul-20	20-Jul-20	4-Aug-20	11-Aug-20	18-Aug-20	2-Sep-20	N/A	3-Jun-21	30-Jun-21	
Update																			
Actual																			
Planned	IFB No/LISGIS/SBA/RFQ/004/20/21	Stationery	G 4761		Assorted	4,000.00	RFQ		9-Jul-20	22-Jul-20	28-Jul-20	11-Aug-20	18-Aug-20	31-Aug-20	14-Sep-20	N/A	4-Jun-21	30-Jun-21	
Update																			
Actual																			
Planned	IFB No/LISGIS/SBA/RFQ/005/20/21	Cleaning Materials	G4773		Assorted	3,316.00	RFQ		2-Jul-20	14-Jul-20	21-Jul-20	4-Aug-20	11-Aug-20	18-Aug-20	28-Aug-20	N/A	7-Jun-21	30-Jun-21	
Update																			
Actual																			
Planned	IFB No/LISGIS/SBA/RFQ/006/20/21	Printing and Binding	C1812		Assorted	1,500.00	RFQ		3-Jul-20	15-Jul-20	21-Jul-20	4-Aug-20	11-Aug-20	18-Aug-20	27-Aug-20	N/A	2-Jun-21	30-Jun-21	
Update																			
Actual																			
Planned	IFB No/LISGIS/SBA/RFQ/007/20/21	Publication	J5813		Assorted	1,000.00	RFQ		7-Jul-20	20-Jul-20	28-Jul-20	11-Aug-20	18-Aug-20	25-Aug-20	1-Sep-20	N/A	4-Jun-21	30-Jun-21	
Update																			
Actual																			
Grand Total						70,556.00													

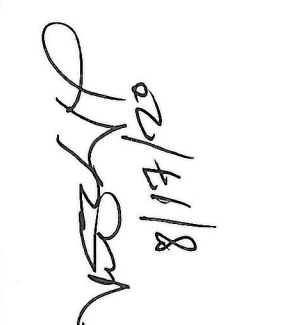
Signed:  T. Monroe Wesso
Procurement Director

Date: July 26, 2020

Approved by:  Francis Wreh
Director General/ Chairman PC.

Date: 21 July 2020

 J. J. Gbure
August 17, 2020

 K. Williams
8/17/20

 K. Williams
Aug 16, 2020

Liberia Institute of Statistics and Geo Information Services

Procurement Plan Explanatory Notes for SBA Core Budget

Fiscal Year: 2020/2021

Item No.	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	CONTENT OF CONTRACT PACKAGE
1.	IFB No/LISGIS/SBA/RFQ/001/20/21	Petroleum Products	This Package is intended to procure Petroleum Products: 2,714.28 gals @ \$3.50
2.	IFB No/LISGIS/SBA/NCB/001/20/21	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/002/20/21	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/003/20/21	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/004/20/21	Stationery	This Package is intended to procure the following Stationery Items: 1. A4 Papers.....50 Cartoons 2. 85A Cartridge.....10Pcs 3. 05A Cartridge.....20Pcs 4. 728 cartridge.....15Pcs 5. 920 HP.....15Pcs 6. Brown Envelopes (Medi)..... 25Pks 7. Ball Point Pens20Pks 8. Desk Pads.....10Pcs 9. Box Files.....10 Crtns 10. Stick on Pads Small Size.....10Pks 11. Stick on Pads (Medi) Size.....10Pks 12. Calculators 12 Digits.....25Pcs 13. Perforator Heavy Duty.....10Pcs 14. Perforator 2 holes.....20Pcs 15. Stapler Machine (Medi).....15Pcs 16. Stapler Machine (Large).....10Pcs 17. Staplers Pins (Regular).....150Pks 18. Staplers Pins (Heavy Duty)...50Pks

Handwritten signature and date:
Aug 11/2020

			19. Correction Fluid.....20Pks 20. Brown Envelop A3 Size.....15Pks 21. Brown Envelops (Small).....20Pks 22. Binding Cover.....10Pks 23. Binding Combs.....10Pks 24. Plastic Cover.....10Pks 25. Highlighter.....15Pks
6	IFB No/LISGIS/SBA/RFQ/005/20/21	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

M. J. ...
Aug 17/2020

			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/006/20/21	Printing and Binding	This package is intended to procure printing & binding services for LISGIS as follow: 1. Printing of reports, questionnaires manual etc.
8	IFB No/LISGIS/SBA/RFQ/007/20/21	Publication	This package is intended to procure publication services for LISGIS as follow: 1. Advertisement..... 4times

Prepared By: 
Procurement Director

Date: July 21, 2020


8/17/20


Aug 17/2020