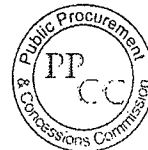




Republic of Liberia  
**Public Procurement & Concessions Commission**  
Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Website: [www.ppcc.gov.lr](http://www.ppcc.gov.lr) | Email: [info@ppcc.gov.lr](mailto:info@ppcc.gov.lr) | Phone Short Code: 4357

**Ref: PPCC/RL/CEO/266/'21**

July 19, 2021

Prof. Francis Wreh  
**DIRECTOR GENERAL**  
Liberia Institute of Statistics & Geo Information Service  
Republic of Liberia

Dear Prof. Wreh:

Subject: **PROVISIONAL APPROVAL OF DRAFT PROCUREMENT PLAN FOR SPECIAL BUDGET YEAR 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 Statistics & Geo Information Service (LISGIS) SBA Procurement Plan for FY 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>

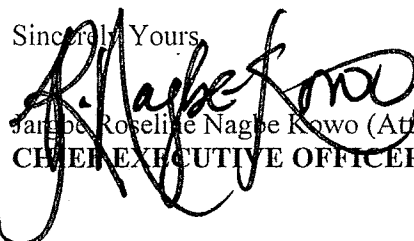
Upon passage of the National Special Budget 2021, you are required to submit a revised/updated procurement plan, detailed budget for **LISGIS'** allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for Budget Year 2021 and staff of your Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the just ended FY 2020/2021, for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for the Special Budget Year 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,

  
Jane Rose Nagbe Kowo (Atty).  
**CHIEF EXECUTIVE OFFICER**

Liberia Institute of Statistics & Geo-Information Services (LISGIS)  
Procurement Plan (SBA)  
Source of Funding: GOL  
Fiscal Year 2021

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	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECIFICATIONS Q/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION N/PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION & ACCEPTANCE	FINAL PAYMENT
		CONTRACT PACKAGE	Business Activity code															
1	IFB No/LISGIS/SBA/RFQ/001/2021	Petroleum Products(diesel and gasoline)	G 4661	347 83.48ga 1. @3.70	1,287,00	RFQ	1-Jul-21	5-Jul-21	8-Jul-21	10-Jul-21	24-Jul-21	31-Jul-21	5-Aug-21	19-Aug-21	N/A	5-Nov-21	31-Dec-21	
Update																		
Planned	2	IFB No. LISGIS/SBA/RFQ/002/2021	Cleaning Materials	G4773	Assorted	650,00	RFQ	8-Jul-21	15-Jul-21	17-Jul-21	18-Jul-21	25-Jul-21	29-Jul-21	30-Jul-21	27-Aug-21	N/A	13-Nov-21	31-Dec-21
Update																		
Planned	3	IFB No. LISGIS/SBA/RFQ/003/2021	Repair and Maintenance Vehicles	G 4520	1-Firm	550,00	RFQ	8-Jul-21	11-Jul-21	14-Jul-21	16-Jul-21	23-Jul-21	24-Jul-21	26-Jul-21	9-Aug-21	N/A	8-Nov-21	31-Dec-21
Update																		
Planned	4	IFB No. LISGIS/SBA/RFQ/004/2021	Repair and maintenance - Mach/Equip	S 9524/C 3314	1-Firm	350,00	RFQ	8-Jul-21	11-Jul-21	14-Jul-21	16-Jul-21	23-Jul-21	24-Jul-21	26-Jul-21	9-Aug-21	N/A	8-Nov-21	31-Dec-21
Update																		
Actual																		
Planned	5	IFB No/LISGIS/SBA/RFQ/005/2021	Assorted Stationery	G 4761	Assorted	600,00	RFQ	8-Jul-21	11-Jul-21	15-Jul-21	17-Jul-21	31-Jul-21	7-Aug-21	14-Aug-21	30-Aug-21	N/A	28-Nov-21	31-Dec-21
Update																		
Actual																		
Planned	6	IFB No. LISGIS/SBA/NCB/001/2021	Guards & Security Services	N-7721	1-Firm	21,870,00	NCB	8-Jul-21	11-Jul-21	12-Jul-21	14-Jul-21	18-Jul-21	21-Jul-21	22-Jul-21	19-Aug-21	N/A	17-Nov-21	31-Dec-21
Update																		
Actual																		
GRAND-TOTAL						25,307,00												

Signed:  T. Monroe Wesso  
Procurement Director

Approved by:  Prof. Francis F. Weh  
Director General/ Chairman PC.

Date: 16 July 2021





LISGIS DRAFT RECURRENT BUDGET AND SPENDING PLAN

Spending Plan Projections

FISCAL YEAR 2021 Six Months Transitional Budget (July 2021 to December 2021)		Total	833,622	139,601	140,064	138,664	138,564	138,364	138,364
DESCRIPTION	FY 2021 Budget Ceiling	Total Spending plan	July	August	September	October	November	December	
11404 - Administration and Management	833,622	833,622	139,601	140,064	138,664	138,564	138,364	138,364	
211101: Basic Salary - Civil Service	808,315	808,315	134,719.16	134,719.16	134,719.16	134,719.16	134,719.16	134,719.16	
Total Personnel Cost	808,315	808,315	134,719	134,719	134,719	134,719	134,719	134,719	
221401 : Fuel and Lubricants - Vehicles	787	787	787	-	-	-	-	-	
221402 : Fuel and Lubricants – Gener.	500	500	-	500	-	-	-	-	
221502 : Repairs and Maintenance - Veh.	550	550	-	550	-	-	-	-	
221504 : Rep&Maint Mach&Equip, Furniture	350	350	-	350	-	-	-	-	
221601 : Cleaning Materials and service	650	650	150	300	-	200	-	-	
221602 : Stationery	600	600	300	-	300	-	-	-	
221603 : Printing, Binding, Publication	-	-	-	-	-	-	-	-	
222109 : Operational Expenses	-	-	-	-	-	-	-	-	
222113 : Guard and Security Services	21,870	21,870	3,645	3,645	3,645	3,645	3,645	3,645	
232301 : ICT Infrastructure	-	-	-	-	-	-	-	-	
Total Goods and Services	25,307	25,307	4,882	5,345	3,945	3,845	3,645	3,645	
Grant									
263108: Transfer to Population Policy Cord.	-	-	-	-	-	-	-	-	
265401: Transfer to Individuals (Students)	-	-	-	-	-	-	-	-	
Total Transfers	-	-	-	-	-	-	-	-	
Total Recurrent	833,622	833,622	139,601	140,064	138,664	138,564	138,364	138,364	

Signed by:   
Dominic K. Kaye  
Finance Director

Date: 28/05/21

Approved by:   
Prof. Francis J. Wreth  
Director General

Date: 28 May 2021

