



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/090/'21

March 1, 2021

Prof. Francis F. Wreh
DIRECTOR-GENERAL
Liberia Institute of Statistics and Geo-Information Services
Republic of Liberia

Dear Prof. Wreh:

Subject: **RECEIPT AND APPROVAL OF THE LISGIS SPECIAL PROJECT PROCUREMENT PLAN (SPOT CHECK) FOR FISCAL YEAR 2020/2021**

We present our compliments and wish to notify you that the Public Procurement and Concessions Commission has received and approved the LISGIS Special Project Procurement Plan (Spot Check) for Fiscal Year 2020/2021 in accordance with Section 40 (3) of the PPCA, 2010. The Commission informs LISGIS that its Special Project 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.

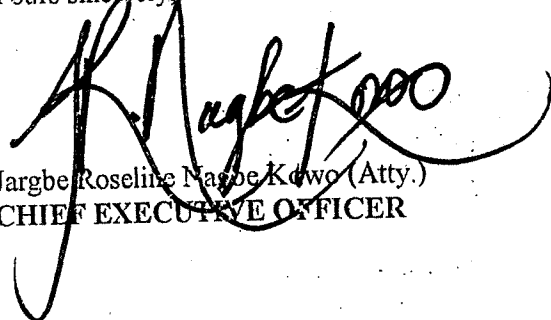
The Commission counsels that you observe Section 40(5) of the PPCA, 2010 which states "each Procuring Entity, shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes 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,



Jargbe Roseline Nashe Kewo (Atty.)
CHIEF EXECUTIVE OFFICER

Liberia Institute of Statistics & Geo-Information Services (LISGIS)
Special Project - SPOT CHECK Procurement Plan (Non SBA)
Source of Funding: WB/USAID
Fiscal Year 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	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECIFICATIONS	PREP OF BID DOCUMENT	PC APPROVAL - BID DOCTECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/ PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS
		CONTRACT PACKAGE	Business Activity code																
Planned	1	IFB No. LISGIS/SP/RFO/001/2021	Procurement of Catering Service	G-5621	1firm	3,330.00	RFO	2-Feb-21	9-Feb-21	12-Feb-21	15-Feb-21	22-Feb-21	26-Feb-21	1-Mar-21	8-Mar-21	N/A	10-Mar-21	24-Mar-21	
Update																			
Actual																			
Planned	2	IFB No. LISGIS/SP/RS/001/2021	Procurement of Scratch Card	G4653	Assorted	775.00	RFO	1-Feb-21	4-Feb-21	8-Feb-21	10-Feb-21	18-Feb-21	19-Feb-21	23-Feb-21	2-Mar-21	N/A	3-Mar-21	10-Mar-21	
Update																			
Actual																			
Planned	3	IFB No. LISGIS/SP/RB/001/2021	Procurement of Vehicle Rental Services	N7710	1-Firm	13,490.00	RB	1-Feb-21	5-Feb-21	12-Feb-21	16-Feb-21	2-Mar-21	8-Mar-21	10-Mar-21	24-Mar-21	N/A	7-Apr-21	5-May-21	
Update																			
Actual																			
SUB TOTAL						17,595.00													
GRAND TOTAL						17,595.00													

Signed: 
 T. Monroe Wesso
 Procurement Director

Date: Feb. 17, 2021

Approved by:

Prof. Francis F. Wieh
 Director General/ Chairman PC.

Date: 08 Feb 2021




 Mar. 1, 2021


 March 11, 2021

Liberia Institute of Statistics and Geo Information Services

Special Project: Spot Check Procurement Plan (Non SBA) Notes


Source of Funding: WB/USAID

Fiscal Year: 2021


NOTE:

In compliance with the guidelines and regulations set forth by the Public Procurement and Concession Act 2010, LISGIS intends to use the below methods of procurement in the execution of the Spot Check (special project) Procurement Plan. Though the estimated contract prices do exceed the ceiling thresholds, we request the reduction in lead time because of time constraints, owing to the fact that the annual work plan for the Spot Check Activities was signed on the 1st of February, 2021. Should we use the required lead time for each method, we will not be able to implement the activity within the budgeted period.

In anticipation of implementing the activity within the budgeted period to facilitate smooth and timely implementation of the Spot Check, we asked the PPCC to allow us use the reduced lead times as per attached procurement plan.

Item No	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	CONTENT OF CONTRACT PAKAGE
1.	 IFB No. LISGIS/SP/SS/001/2021	Procurement of scratch cards	This Package is intended to procure Scratch Cards for field staff and monitoring staff for Spot Checks calling. We intend to use sole source because there are not many competitors in this industry and we intend to use the two available service providers.
2.	IFB No. LISGIS/SP/RFQ/001/2021	Procurement of Catering Service	This package is intended to hire Caterer for the Spot Check activities: Pre-testing (12 persons for 1 day) and Field training (35 persons for 6 days).
3.	IFB No. LISGIS/SP/RB/001/2021	Procurement of Vehicle Rental Services	This package is intended to procure vehicle rental services for the conduct of the Spot Check activities in Bomi, Bong, Maryland and Nimba counties as detailed under: Two(2) vehicle for Pre-testing of questionnaires and CAPI Pilot for one(1) day, six(6) vehicles for Spot Check activities for twenty (20) days, four(4) vehicles for field Spot Check Monitoring for seventeen(17) days and Four(4)

			vehicles for Monitoring of Consultant Firm Enumerators training workshop for sixteen (16) days.
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Prepared By: 

Date: Feb. 5, 2021

T. Monroe Wesso
Procurement Director

