



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/409/'21

September 28, 2021

Atty.: J. Adams Manobah, Sr.

HEAD OF ENTITY

Liberia Land Authority

Republic of Liberia

Dear Atty. Manobah:

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 Land Authority (LLA) SBA Core Budget 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 **LLA's** 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

Jorgbe Roseline Nagbe Kowo (Atty).
CHIEF EXECUTIVE OFFICER

Regulating and Monitoring Compliance with the Public Procurement and Concession Act of Liberia



Procurement Plan (Small Business Act/Core Budget)
Source of Funding: Consolidated Budget
Special Fiscal Year: July 1, 2021 - December 30, 2021

August 23, 2021



1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
		BASIC DATA																
	Item No.	Package Number (code)	Contract Package	Business Activity Code	Qty	Estimated Cost (USD)	Procurement Method	Technical Specs/BOQ/D rawings	Prep. of Bid Document	PC Approval- Bid Doc./Tech. Specs.	Bid Invitation & Release of Bid Doc.	Bid submission/P ublic Opening	Submission of Bid Evaluation Report	PC Approval- Bid Evaluation Report	Contract Award & Signing	Advance Payment (Mobilizati on)	Delivery, Inspection (Substantial completion)	Acceptan Final Pay
		IFB No.LLA/SBA/RFO/012 /2021	Furniture & Fixtures	G4659	Assorted	6,500.00	RFO	10/19/2021	10/26/2021	11/2/2021	11/9/2021	11/16/2021	11/23/2021	11/30/2021	12/14/2021	N/A	12/21/2021	12/31/2
Planned	17																	
Update																		
Act.																		

Prepared by:
Name: Stephen T. Toe
Acting Procurement Manager

Date: August 23, 2021


Approved by:
Name: Atty. J. Adams Manobah, Sr.
Head of Entity/Chairman Proc. Committee

Date:




ANNEX

Notes to Procurement Plan		
No.	Package Code	Contract Package
Description		
1	IFB No.LLA/SBA/RB/001/2021	Vehicle Rental
This contract package is intended for the procurement of Vehicle Rental Services for the Liberia Land Authority for county tours July to December, 2021		
2	IFB No.LLA/SBA/RFQ/001/2021	Telecommunication, Internet & Postage
This contract package will be used to procure Scratch Cards for Communionisers, Directors and Heads of Units who carry out sp duties on behalf of the Authority to the General Public.		
3	IFB No.LLA/SBA/RFQ/002/2021	Building Materials
This contract package will be used to procure Light Bulbs, Door Cylinders, Zinc, Paint, Doors, Commodes, Nails (Zinc & Steel) to carry out maintenance work on the Authority's Head Office and County County Offices		
4	IFB No.LLA/SBA/RB/002/2021	Vehicle Spare Parts
This contract package is intended for the procurement of oil filter, fuel filter, air cleaner, brake shoes, brake pad, engine oil, heav wheel bearing, tyres, gear oil, clutch disc, release bearing, pressure plate, stabilizer line, water separator etc. for the servicing of th Liberia Land Authority vehicles.		
5	IFB No.LLA/SBA/NCB/001/2021	Stationery
This contract package is intended for the procurement of Sheets (Legal & A4), Cartridges, Pens, Stick on Pads, Note pads, Clee Folders, Box Files, Envelopes (Small & Large), Ledger Book for the Authority's Head Offices and County Offices		
6	IFB No.LLA/SBA/RB/003/2021	Petroleum (Diesel)
This contract package is intended to procure 4,531.57 & 3,157.89 gallons of diesel for the Authority's Vehicles and Generator respectively.		
7	IFB No.LLA/SBA/RFQ/002/2021	Generator Spare Parts
This contract package will be used to procure enggine oil, fuel filter, oil filter, air filter, batteries, heavy grease and gear oil for th Authority's Generators both the Head Office and County Offices.		
8	IFB No.LLA/SBA/RFQ/003/2021	Office Machinery & Equipment Spare Parts
This contract package is intended for the procurement of Computers and other Office Equipment for the servicing of the Authori Computers and Office Equipment.		

Prepared by: 
Name: Stephen T. Toe
Acting Procurement Manager

Date: August 23, 2021


Approved by: 
Name: Atty. J. Adams Manobah, Sr.
Head of Entity/Chairman Proc. Committee

Date: 8/23/21


9	IFB No.LLA/SBA/RFQ/004/2021	Motor Cycles Spare Parts	This contract package is intended for the procurement of Motor Cycles Spare Parts for the repairing of three (3) Motor Cycles at the Liberia Land Authority Head Office on Ashmun Street.
10	IFB No.LLA/SBA/RFQ/005/2021	Cleaning Materials	This contract package is intended for the procurement of Tide Soap, Toilet Tissues, Clorax, Air Freshener, Office Broom, Mop, Towel, Dettol, Dust Pan, Trash Can, Door Mat, Glass Cleaner, Glass Wiper, Hand Sanitizer Hand Gloves etc. for the Liberia Land Authority Head Office and County Offices.
11	IFB No.LLA/SBA/RFQ/006/2021	Printing, Binding & Publication Services	This contract package will be used to procure Desktops Computers, Laptop Computers, Printers, Scanners and UPS BackUp r the Liberia Land Authority Head Office and County Offices.
12	IFB No.LLA/SBA/RFQ/007/2021	Newspapers, Books & Periodicals	This contract package will be used to print the LLA Act, Land Rights Act, Certified Copies of Deeds, Receipt Booklets and Billing Forms.
13	IFB No.LLA/SBA/RFQ/007/2021	Computer Supplies Parts & Cabling	This contract package will be used to print the LLA Act, Land Rights Act, Certified Copies of Deeds, Receipt Booklets and Billing Forms.
14	IFB No.LLA/SBA/RFQ/008/2021	Uniforms & Specialized Cloth	This contract package will be used to procure Jackets for key staff of the departments of Land Use Management, Land Administration and Drivers within the Driving Section who carry out specific duties on behalf of the Authority to the General Public.
15	IFB No.LLA/SBA/RFQ/009/2021	Event Catering	This contract package is drawn from the budget line Workshop, conferences and symposium and will be used for Hall Rental for the Authority's Workshops and for the provision of Catering Services during said Workshops.
16	IFB No.LLA/SBA/RFQ/010/2021	Food Stuffs	This contract package is drawn from the budget line Entertainment, Representation and Gifts and will be used to procure Water, Soft Drinks and Biscuits for the Chairman's Office, Commissioners Offices, Directors Offices and Head of Units.
17	IFB No.LLA/SBA/RB/011/2021	Furniture & Fixtures	This contract package will be used to procure Window Blinds, Filing Cabinets, Desk, Chairs and White Boards for the Authority's Head Office and County Offices.
18	IFB No.LLA/SBA/NCB/003/2021	Information Communication Technology	This contract package will be used to procure Anti- Virus, Accounting Software for the Finance Section and Computer Software to be installed on the Authority's Computers.
Water & Sewage			This Budgeted Item will be used to procure water in gallons whenever there is an emergency and regularly in trucks for the Maintenance for the Authority's Bathrooms.

Prepared by: _____

Name: Stephen T. Toe
Acting Procurement Manager

Date: August 23, 2021

Approved by: _____

Name: Atty. J. Adams Manobah, Sr.
Head of Entity/Chairman Proc. Committee

Date: 9/28/21

