



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/OIC/063/'23

May 3, 2023

Atty. J. Adams Manobah, Sr.

**HEAD OF ENTITY/CHAIRMAN PROCUREMENT COMMITTEE**

Liberia Land Authority

Ashmun Street

Republic of Liberia

Dear Atty. Manobah:

Subject: **RECEIPT AND APPROVAL OF THE LIBERIA LAND AUTHORITY SBA PROCUREMENT PLAN FOR FISCAL YEAR 2023.**

We present our compliments and wish to notify you that the Public Procurement and Concessions Commission has received and approved the Land Authority SBA Procurement Plan in accordance with Section 40 (3) of the PPCA, 2010, and Section 55(d).

The Commission conveys to the Judicial Branch that this Procurement Plan will be 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, upon conclusion of stipulated processes.


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.

Please note that all contracts which cumulative annual value above the threshold of US\$250,000.00 must be signed by the Minister responsible for Finance and attested by the Minister responsible for Justice. **The Commission requires that you kindly forward copies of all stipulated contracts upon signing, so as to update our records.**

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 ensure the National Interest is assured and ultimately public confidence is maintained in all Public Procurement and Concession processes.

Best regards.

  
Stevenson S. Yond  
**OFFICER-IN-CHARGE**

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



Procurement Plan (Small Business Act/Core Budget)  
Source of Funding: Government of Liberia-National Budget  
Calendar Year: January 1, 2023 - December 30, 2023

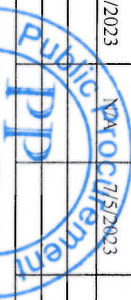
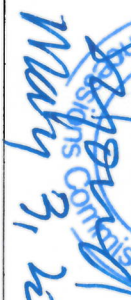
April 17, 2023



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 Drawings	Prep. of Bid Document	PC Approval- Bid Doc./Tech. 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	
Planned	1	No.LLASBA/NCB/001/2023	Stationery		16,500.00	NCB	4/24/2023	4/28/2023	5/2/2023	5/5/2023	5/29/2023	6/5/2023	5/29/2023	6/19/2023	N/A	6/30/2023	12/30/2023	
Update																		
Act		IFB																
Planned	2	No.LLASBA/NCB/002/2023	Cleaning Materials		11,220.00	NCB	4/25/2023	5/1/2023	5/5/2023	5/8/2023	6/5/2023	6/9/2023	6/12/2023	6/26/2023	N/A	7/3/2023	12/30/2023	
Update																		
Act		IFB																
Planned	3	No.LLASBA/RFQ/001/2023	Printing, Binding & Publication Services	1 Firm	5,940.00	RFQ	4/24/2023	4/28/2023	5/2/2023	5/5/2023	5/12/2023	6/5/2023	5/15/2023	5/19/2023	N/A	5/30/2023	12/30/2023	
Update																		
Act		IFB																
Planned	4	No.LLASBA/RFQ/002/2023	Vehicle Spare Parts	Assorted	8,030.00	RFQ	4/25/2023	4/29/2023	5/3/2023	5/6/2023	5/13/2023	6/6/2023	5/16/2023	5/20/2023	N/A	5/31/2023	12/30/2023	
Update																		
Act		IFB																
Planned	5	No.LLASBA/NCB/003/2023	Building Materials	Assorted	33,000.00	NCB	4/26/2023	5/2/2023	5/6/2023	5/9/2023	6/6/2023	6/10/2023	6/13/2023	6/27/2023	N/A	7/4/2023	12/30/2023	
Update																		
Act		IFB																
Planned	6	No.LLASBA/RFQ/003/2023	Generator Spare Parts	Assorted	4,416.00	RFQ	4/25/2023	4/29/2023	5/3/2023	5/6/2023	5/13/2023	6/6/2023	5/16/2023	5/20/2023	N/A	5/31/2023	12/30/2023	
Update																		
Act		IFB																
Planned	7	No.LLASBA/RB/001/2023	Petroleum Product (Diesel& Gasoline)	19,716.87/gallon	107,456.95	RB	4/27/2023	5/3/2023	5/7/2023	5/10/2023	6/7/2023	6/11/2023	6/14/2023	6/28/2023		6/28/2023	12/30/2023	
Update																		
Act		IFB																
Sub-Total					\$186,562.95													

Prepared by:   
Stephen T. Toe  
Acting Procurement Manager

Approved by:   
(Atty) J. Adams Marobah Sr.  
Head of Entity/Chairman Proc. Committee

Date: 4/23/23  
  
  
May 3, 2023



Procurement Plan (Small Business Act/Core Budget)  
Source of Funding: Government of Liberia-National Budget  
Calendar Year: January 1, 2023 - December 30, 2023

April 17, 2023



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 Specs/BOQ/D Drawings	Prep. of Bid Document	PC Approval- Bid Doc./Tech. 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
Planned	8	IFB No.LLA/SBA/RFQ 004 /2023	Repair & Maintenance of Air Conditioners	S9522	25	3,300.00	RFQ	4/25/2023	4/29/2023	5/3/2023	5/6/2023	5/13/2023	6/6/2023	5/16/2023	5/20/2023	N/A	5/31/2023	12/30/2023
Update																		
Act																		
Planned	9	IFB No.LLA/SBA/RFQ 005 /2023	Security Guard Service	N8010	1 Firm	4,950.00	RFQ	4/25/2023	4/29/2023	5/3/2023	5/6/2023	5/13/2023	6/6/2023	5/16/2023	5/20/2023	N/A	5/31/2023	12/30/2023
Update																		
Act																		
Planned	10	IFB No.LLA/SBA/RFQ 006 /2023	Information Communication Technology (ICT) Equipment	G4651	Assorted	5,500.00	RFQ	4/25/2023	4/29/2023	5/3/2023	5/6/2023	5/13/2023	6/6/2023	5/16/2023	5/20/2023	N/A	5/31/2023	12/30/2023
Update																		
Act																		
Sub-Total						13,750.00												
Grand Total						\$200,312.95												

Prepared by:

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Acting Procurement Manager

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Head of Entity/Chairman Proc. Committee

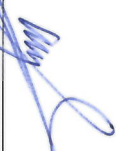
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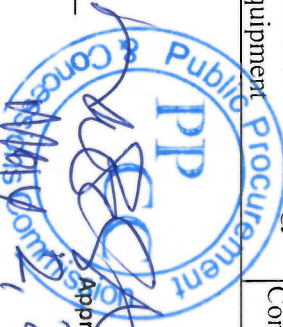
04/17/23

May 3, 2023

# ANNEX

Notes to Procurement Plan			
No.	Package Code	Contract Package	Description
1	IFB No.LLA/SBA/NCB/001/2023	Stationery	This contract package is intended for the procurement of Sheets (Legal & A4), Cartridges, Pens, Stick on Pads, Note pads, Folders, Box Files, Envelopes (Small & Large), Ledger Book for the Authority's Head Offices and County Offices, Staple Pins etc.
2	IFB No.LLA/SBA/NCB/002/2023	Cleaning Materials	This contract package is intended for the procurement of Tide Soap, Toilet Tissues, Clorax, Air Freshener, Office Broom, M Towels, Dettol, Dust Pan, Trash Can, Door Mat, Glass Cleaner, Glass Wiper, Hand Sanitizer, Hand Gloves etc. for the Liberi Authority Head Office and County Offices.
3	No.LLA/SBA/RFQ/001/2023	Printing, Binding & Publication Services	This contract package will be used to printing, binding of the LLA's Brochures, Annual Reports, Professional Documents, Le Heads on Specialized Papers, Billing Forms, Receipt Booklets etc.
4	IFB No.LLA/SBA/RFQ/002/2023	Vehicle Spare Parts	This contract package is intended for the procurement of oil filter, fuel filter, air cleaner, brake shoes, brake pad, engine oil, grease, wheel bearing, tyres, gear oil, clutch disc, release bearing, pressure plate, stabilizer line, water separator etc. for the se of the Liberia Land Authority vehicles.
5	IFB No.LLA/SBA/NCB/003/2023	Building Materials	This contract package will be used to procure Light Bulbs, Door Cylinders, Zinc, Paint, Doors, Commodes, Nails (Zinc & St Pulv etc. to carry out maintenance work on the Authority's Head Office and County County Offices
6	IFB No.LLA/SBA/RFQ/003/2023	Generator Spare Parts	This contract package will be used to procure engine oil, fuel filter, oil filter, air filter, batteries, heavy grease and gear oil f Authority's 150 KVA, 250 KVA Generators and Generators at the Authority's County Offices.
7	IFB No.LLA/SBA/RB/001/2023	Petroleum Product (Diesel& Gasoline)	This contract package is intended to procure 19,716.871 gallons of diesel and gasoline at the unit cost of 5.45 for the Autho Vehicles and Generators respectively.
8	No.LLA/SBA/RFQ/004/2023	Repair & Maintenance of Air Conditioners	This contract package will be used to procure Spare Parts to repair the Liberia Land Authority's Air Conditioners at it Head F Office and County Offices
9	IFB No.LLA/SBA/RFQ/005/2023	Security Guard Service	This contract package will be used to procure Security Guard Services for the Liberia Land Authority Headquarters. The Rei for Quotations Method of procurement will be used.
10	IFB No.LLA/SBA/RFQ/006/2023	Information Communication Technology (ICT) Equipment	This contract package will be used used to to procure Accounting Software for the Authority's Finance Section, Virus, e Computer Software to be installed on the Authority's Computers.

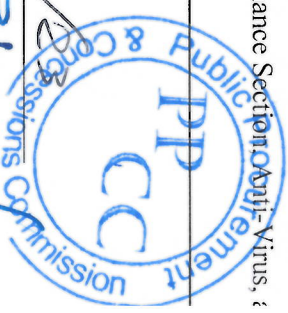
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Head of Entity/Chairman Proc. Committee

Date:

04-17/2023



  
Stephen T. Joe  
May 3, 2023