



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/0983/'20

January 17, 2020

Hon. Archie N. Donmo  
**DIRECTOR GENERAL**  
Liberia Petroleum Regulatory Authority  
Republic of Liberia

Dear Hon. Donmo:

Subject: **RECEIPT AND APPROVAL OF SBA, NON SBA AND CONSULTANCY  
PROCUREMENT PLAN FOR FISCAL YEAR 2019/2020**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Liberia Petroleum Regulatory Authority (LPRA) SBA, Non SEA and Consultancy Procurement Plans for FY 2019/2020 in accordance with **Section 40 (3)** of the PPC Act. The Commission however wishes to inform you that after subsequent correction and amendments following its review, your Procurement Plan has been forwarded to the Ministry of Finance and Development Planning (MFDP), and that the MFDP will process allotments in keeping with the approved Procurement Plans.

The Commission advises that you observe **Section 40 (5)** of the PPCA, 2010 which states that a Procuring Entity shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plan. The Commission and the Ministry responsible for Finance should be notified in writing of any material changes in the procurement plan and be provided with a copy of the updated procurement plan. 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.

Kind regards,

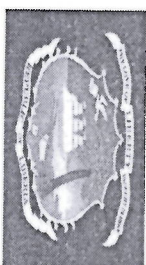
  
Jargbe Roseine Jargbe Kibwo (Atty).  
**CHIEF EXECUTIVE OFFICER**

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



LIBERIA PETROLEUM REGULATORY AUTHORITY  
PROCUREMENT PLAN CORE BUDGET  
Source of Funding: GOL  
FY 2019/2020



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 Description	Qty	Business Activity/Code	Estimated Cost (USD)	Procurement Method	Technical Specs/BOQ/Drawing	Prep. Of Bid Documents	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	Remark
PLANNE D	1 IFR NO. LPRR/RFO/00 1/19/20	Office Furniture	Assorted	G4759	5,000.00	RFO	7/2/2019	7/9/2019	7/12/2019	7/15/2019	7/31/2019	8/5/2019	8/9/2019	8/15/2019	N/A	8/23/2019	9/30/2019	
UPDATE																		
ACTUAL																		
PLANNE D	2 IFR NO. LPRR/RFO/00 2/19/20	Repair & Maintenance Non-Residential Building	1Firm	FA200	10,000.00	RFO	1/7/2020	1/14/2020	1/21/2020	1/27/2020	2/4/2020	2/10/2020	2/18/2020	2/28/2020	N/A	3/6/2020	3/30/2020	
UPDATE																		
ACTUAL																		
Planned	3 IFR NO. LPRR/RFO/00 3/19/20	Vehicle Repair & Maintenance Services	1Firm	G4520	10,000.00	RFO	7/9/2019	7/12/2019	7/18/2019	7/21/2019	8/8/2019	8/13/2019	8/19/2019	8/27/2019	N/A	9/10/2019	9/30/2019	
UPDATE																		
ACTUAL																		
PLANNE D	4 IFR NO. LPRR/RFO/00 4/19/20	Equipment Maintenance	1Firm	C3312	7,500.00	RFO	7/1/2019	7/9/2019	7/17/2019	7/24/2019	8/5/2019	8/20/2019	8/27/2019	9/4/2019	N/A	9/18/2019	9/27/2019	
UPDATE																		
ACTUAL																		
Sub-Total					32,500.00													

Prepared by: Jeffrey Date: Oct. 24/2019 Approved by: [Signature] Date: Oct. 24, 2019

Willitte Wahee Myers  
Procurement Officer

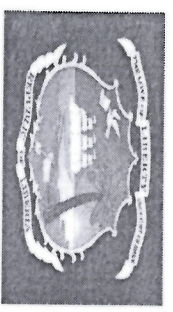
Archie N. Donmo  
Chairman, Proc. Committee/ Head of Entity

[Signature] 10/01/2020





LIBERIA PETROLEUM REGULATORY AUTHORITY  
PROCUREMENT PLAN CORE BUDGET  
Source of Funding: GOL  
FY 2019/2020



1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Item No.	Package Number (CODE)	Contract Description	Qty	Business Activity/Code	Estimated Cost (USD)	Procurement Method	Technical Specs/BOQ/Drawing	Prep. Of Bid Documents	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	Remark
PLANNE D	5	IFB NO. LPPRA/NCB/00 1/19/20	Software/ Lincses: QuickBooks	1Firm	G4651	15,000.00 NCB	1/6/2020	1/14/2020	1/20/2020	1/28/2020	2/25/2020	3/3/2020	3/10/2020	3/17/2020	N/A	3/25/2020	3/30/2020	
UPDATE																		
ACTUAL																		
PLANNE D	6	IFB NO. LPPRA/NCB/00 2/19/20	Software/Lincses: ArcGIS	1Firm	G4651	15,000.00 NCB	1/6/2020	1/14/2020	1/20/2020	1/28/2020	2/25/2020	3/3/2020	3/10/2020	3/17/2020	N/A	3/25/2020	3/30/2020	
UPDATE																		
ACTUAL																		
PLANNE D	7	IFB NO. LPPRA/RFO/00 5/19/20	Food Stuffs	Assorted	G4711	5,000.00 RFO	7/3/2019	7/9/2019	7/13/2019	7/19/2019	7/31/2019	8/1/2019	8/9/19	8/20/2019	N/A	9/3/2019	9/26/2019	
UPDATE																		
ACTUAL																		
PLANNE D	8	IFB NO. LPPRA/RFO/00 6/19/20	Printing and Documentation	1Firm	C1812	5,000.00 RFO	7/5/2019	7/8/2019	7/16/2019	7/23/2019	8/8/2019	8/14/2019	8/19/2019	8/27/2019	N/A	9/3/2019	9/27/2019	
UPDATE																		
ACTUAL																		
Sub-Total																		
40,000.00																		

Prepared by: Jeffrey Date: Oct. 24, 2019

Willitte Wahee Myers  
Procurement Officer

Approved by: [Signature] Date: Oct. 24, 2019

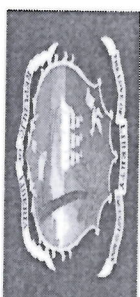
Archie N. Donmo  
Chairman, Proc. Committee/ Head of Entity

[Signature] 10/01/20





LIBERIA PETROLEUM REGULATORY AUTHORITY  
PROCUREMENT PLAN CORE BUDGET  
Source of Funding: GOL  
FY 2019/2020



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 Description	Qty	Business Activity/Code	Estimated Cost (USD)	Procurement Method	Technical Specs/BOQ/Drawing	Prep. Of Bid Documents	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	Remar
PLANNE D	9	IFB NO. LPRA/RFO/00 7/19/20	Structure IT Cabling/ Network	1Firm	G4741	10,000.00 RFQ	4/1/2020	4/7/2020	4/13/2020	4/21/2020	4/27/2020	5/5/2020	5/13/2020	5/29/2020	N/A	6/5/2020	6/29/2020	
UPDATE																		
ACTUAL																		
PLANNE D	10	IFB NO. LPRA/RFO/00 8/19/20	Stationary	Assorted	G4761	10,000.00 RFQ	7/3/2019	7/8/2019	7/15/2019	7/23/2019	7/31/2019	8/14/2019	8/20/2019	9/2/2019	N/A	9/10/2019	9/30/2019	
UPDATE																		
ACTUAL																		
PLANNE D	11	IFB NO. LPRA/NCB/00 3/19/20	Internet and IT equipment	1Firm	G651	15,000.00 NCB	10/1/2019	10/8/2019	10/14/2019	10/21/2019	11/18/2019	11/25/2019	12/2/2019	12/9/2019	N/A	12/16/2019	12/30/2019	
UPDATE																		
ACTUAL																		
PLANNE D	12	IFB NO. LPRA/RFO/00 9/19/20	DSTV Subscription	1Firm	J5911	400.00 RFQ	7/3/2019	7/9/2019	7/22/2019	8/1/2019	8/9/2019	8/14/2019	8/22/2019	8/30/2019	N/A	9/3/2019	9/30/2019	
UPDATE																		
ACTUAL																		
Sub- Total					35,400.00													

Prepared by:

Willitte Wahee Myers  
Procurement Officer

Date: Oct. 24, 2019

Approved by:

Archie N. Donno  
Chairman, Proc. Committee/ Head of Entity

Date: Oct. 24, 2019





LIBERIA PETROLEUM REGULATORY AUTHORITY  
PROCUREMENT PLAN CORE BUDGET  
Source of Funding: GOL  
FY 2019/2020



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 Description	Qty	Business Activity/Code	Estimated Cost (USD)	Procurement Method	Technical Specs/BOQ/Drawings	Prep. Of Bid Documents	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	Remarks
PLANNE D	13	IFB NO. 4/19/20 LPRA/NCB/00 Vehicle Purchase	2 Vehicle	G4510	85,000.00	NCB	4/1/2020	4/7/2020	4/13/2020	4/21/2020	4/27/2020	5/5/2020	5/13/2020	5/29/2020	N/A	6/5/2020	6/29/2020	
UPDATE																		
ACTUAL																		
PLANNE D	14	IFB NO. 0/19/20 LPRA/RFQ/01 Postage and Courier Services	1 Firm		2,000.00	RFQ	10/1/2019	10/8/2019	10/14/2019	10/21/2019	11/18/2019	11/25/2019	12/2/2019	12/9/2019	N/A	12/16/2019	12/30/2019	
UPDATE																		
ACTUAL																		
Sub- Total																		87,000
Grand Total																		194,900

Prepared by: Willitte Wahee Myers Date: 16/24/19  
Procurement Officer

Approved by: Archie N. Donmo Date: 02.24.2019  
Chairman, Proc. Committee/ Head of Entity

16/01/19



# LIBERIA PETROLEUM REGULATORY AUTHORITY

18<sup>th</sup> street Sinkor, Monrovia-Liberia Phone- 0886522404/ 0770522404

## Procurement plan explanatory Note

### CORE BUDGET

Fiscal Period: 2019/2020

No.	Package Number (Code)	Description	Explanatory Note
1	IFB NO. LPRA/RFQ/001/19/20	Office Furniture	Cost of procuring furniture for LPRA at the estimated amount of US\$ 5,000.00
2	IFB NO. LPRA/RFQ/002/19/20	Repair & Maintenance of Non-Residential Building	Refers to the cost of refurbishing the office building of LPRA at the estimated amount of US\$ 10,000.00
3	IFB NO. LPRA/RFQ/003/19/20	Vehicle Repairs & Maintenance Services	Refers to the cost of repairing the office vehicles of LPRA at the estimated amount of US\$10,000.00
4	IFB NO. LPRA/RFQ/004/19/20	Equipment Maintenance	Refers to the cost of repair and maintenance of office machinery and equipment's at the estimated amount of US\$ 7,500.00
5	IFB NO. LPRA/NCB/001/19/20	Software/ Lincases: QuickBooks	Cost of procuring accounting software for LPRA at the estimated amount of US\$ 15,000.00
6	IFB NO. LPRA/NCB/002/19/20	Software/ Lincases: ArcGIS	Cost of procuring technical software for LPRA at the estimated amount of US\$ 15,000.00
7	IFB NO. LPRA/RFQ/005/19/20	Food stuffs	This item is from the budget line ( Entertainment, Food, and Retreat cost 15,000) the estimated amount of 5,000 is intended to purchase snacks, coffee, etc. for LPRA board members and office staffs meetings.
8	IFB NO. LPRA/RFQ/006/19/20	Printing and Documentation	Refers to the cost of printed materials at the estimated amount of US\$ 5,000.00
9	IFB NO. LPRA/RFQ/007/19/20	Structure IT Cabling/ Network Equipment	Refers to the procuring of IT cables for LPRA office at the estimated amount of US\$ 10,000.00
10	IFB NO. LPRA/RFQ/008/19/20	Stationery	The purchase of stationery including A4 sheet, legal sheet, staples & pins, notepads, printers, cartridges, air condition etc. At the estimated amount of US\$ 10,000.00.
11	IFB NO. LPRA/NCB/003/19/20	Internet and IT equipment	Refers to the procuring of IT equipment for LPRA office at the estimated amount of US\$15,000.00
12	IFB NO. LPRA/RFQ/009/19/20	DSTV Subscription	This item is from the budget line (Communication Subscription cost 1,000) the estimated amount of 400 is intended to pay the office subscription bill.
13	IFB NO. LPRA/NCB/004/19/20	Vehicle Purchase	Refers to the Procuring of (2) vehicle for LPRA Senior Management staff and utility at the estimated amount of US\$ 85,000.00.
14	IFB NO. LPRA/RFQ/010/19/20	Postage and Courier services	This budget is intended to pay LPRA office postage and courier fees at the estimated amount of US\$ 2,000.00

Prepared by: Willitte W. Myers  
Procurement Officer

Date: 10/24/19

Approved by: Archie N. Donmo  
Head of Entity/ Chairman, Procurement Committee

Date: 08.24.2019

10/10/19  
10/10/19