



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/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 SBA 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 Roseline Jargbe Kibwo (Atty).
CHIEF EXECUTIVE OFFICER

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



LIBERIA PETROLEUM REGULATORY AUTHORITY
PROCUREMENT PLAN (SBA)
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	20
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	1	IFB NO. LPRA/SBA /RFQ/001/ Catering	1firm	H5621	10,000.00	RFQ	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	2	IFB NO. LPRA/SBA /RFQ/002/ Vehicle Rental Services	1firm	M7710	5,000.00	RFQ	7/2/2019	7/9/2019	7/13/2019	7/19/2019	7/31/2019	8/7/2019	8/15/2019	8/28/2019	N/A	9/5/2019	9/26/2019		
UPDATE																			
ACTUAL																			
PLANNE D	3	IFB NO. LPRA/SBA /NCB/001/ Air Ticket	1firm	J5813	90,000.00	NCB	10/2/2019	10/7/2019	10/15/2019	10/23/2019	11/20/2019	11/25/2019	12/2/2019	12/16/2019	N/A	12/20/2019	12/30/2019		
UPDATE																			
ACTUAL																			
Sub- Total					105,000.00														

Prepared by:

Jeffa

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

January 10/17/2020
[Signature]



LIBERIA PETROLEUM REGULATORY AUTHORITY
PROCUREMENT PLAN (SBA)
Source of Funding: GOL
FY 2019/2020



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PLANNE D	IFB NO. 4/ RFP/003/ 19/20	Security Guard services	1Firm	M8010	9,000.00	RFP	4/3/2020	4/13/2020	4/21/2020	4/29/2020	5/4/2020	5/11/2020	5/19/2020	6/8/2020	N/A	6/15/2020	6/30/2020		
UPDATE																			
ACTUAL																			
PLANNE D	IFB NO. 5/ NCB/002 /19/20	Petroleum Products	1Firm	G4661	15,000.00	NCB	7/4/2019	7/11/2019	7/19/2019	8/1/2019	8/29/2019	9/5/2019	9/12/2019	9/19/2019	N/A	9/25/2019	9/30/2019		
UPDATE																			
ACTUAL																			
PLANNE D	IFB NO. 6/ RFP/004/ 19/20	Caller User Group services	1Firm	J6120	400.00	RFP	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																			24,400.00

Prepared by: Willitte Wahee Myers
Procurement Officer

Date: Oct. 24, 2019

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

Date: Oct. 24, 2019

1/10/2020

16/01



LIBERIA PETROLEUM REGULATORY AUTHORITY
PROCUREMENT PLAN (SBA)
Source of Funding: GOL
FY 2019/2020



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PLANNE D	7	IFB NO. LPRA/SBAs and Rfq/005/ Magazine Services	1firm	G4761	200.00	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					200.00														
Grand Total					129,600.00														

Prepared by: Jeffrey
Willittle Wahee Myers
Procurement Officer

Date: Oct. 24, 2019

Approved by: [Signature]

Date: Oct. 24, 2019
Archie N. Donmo
Chairman, Proc. Committee/ Head of Entity

[Signature]
10/10/19
[Signature]
10/01/19



LPRA
Liberia Petroleum Regulatory Authority

LIBERIA PETROLEUM REGULATORY AUTHORITY

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

Procurement plan explanatory Note

SBA

Fiscal Period: 2019/2020

No.	Package Number (Code)	Description	Explanatory Note
1	1 IFB NO. LPRA/SBA/RFO/001/19/20	Event Catering	This item is from the budget line (Entertainment, Food, and Retreat cost 15,000) the estimated amount of 10,000 Is intended to hire the services of a catering firm during workshop, retreat ect. for the board members and LPRA office staffs.
2	2 IFB NO. LPRA/SBA/RFO/002/19/20	Vehicle Rental	Refers to the cost acquiring a car rental service to provide luxury and all terrain drive vehicles for LPRA quest at an estimated cost of US\$ 5,000.00
3	3 IFB NO. LPRA/SBA/NCB/001/19/20	Air Ticket	Refers to the of procuring air tickets for the staff of LPRA at the estimated cost of US\$ 90,000
4	4 IFB NO. LPRA/SBA/RFO/003/19/20	Security Guard services	Budgetary line to the cost for hiring a security firm to provide guards and protection services to LPRA at the estimated amount of US 9,000.00
5	5 IFB NO. LPRA/SBA/NCB/002/19/20	Petroleum Products	Cost of procuring 4,109.57 gallons at \$3.65 per gallon based on the approved ministry of commerce price for generators and vehicles. This amounts to US\$ 15,000.00
6	6 IFB NO. LPRA/SBA/RFO/004/19/20	Caller user group services	This item is from the budget line (Communication subscription cost 1,000) the estimated amount of 400 Is intended to pay for subscription fees for the office desk phone.
7	7 IFB NO. LPRA/SBA/RFO/005/19/20	Newspapers & Magazine Services	This item is from the budget line (Communication Subscription cost 1,000) the estimated amount of 200 Is intended to purchase Newspapers & Magazine for the office.

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

WILLITE WAHEE MYERS
Procurement Officer

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

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

[Signature]
16/01/2