



**LPRC**  
OFFICE OF THE  
MANAGING DIRECTOR

# Liberia Petroleum Refining Company

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1000 Monrovia,  
10 Liberia, West Africa  
Tel: +231 (0) 77-859-002

Ref: LPRC -MUC /053/2022

July 1, 2022

Atty. Jargbe Roseline Nagbe Kowo  
**Executive Director**  
Public Procurement & Concessions Commission  
Executive Mansion Grounds  
Capitol Hill  
Monrovia, Liberia

*Received:  
Theophilus Kollie  
July 5, 2022  
Time: 10:53 AM*

Dear Atty. Kowo:

The Procurement Committee of the Liberia Petroleum Refining Company (LPRC) herewith submits to your office the second Quarter Procurement Report for the period (April 1 to June 30, 2022).

This report summarizes the procurement activities implemented at LPRC for the reporting period.

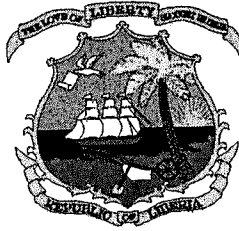
Sincerely yours,

*M. Coleman*

Marie Urey Coleman  
**Managing Director/Chairperson**  
**PROCUREMENT COMMITTEE**

Attachment:

**REPUBLIC OF LIBERIA**  
*LIBERIA PETROLEUM REFINING COMPANY*  
(LPRC)



**Second Quarter Procurement Report for**

**The Period April 1 to June 30, 2022**

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**1.0 Introduction and Summary**

In keeping with Section 27(g) and 43(9) of the Amended and Restated Public Procurement and Concessions Act (PPCA) which requires each Procuring Entity to submit quarterly report to the Commission, the Liberia Petroleum Refining Company (LPRC) is pleased to submit the Procurement Report for Second (2<sup>nd</sup>) Quarter 2022.

In keeping with Section 40 of the PPC Act, the LPRC Annual Procurement Plan was approved by the Public Procurement & Concessions Commission on March 2, 2022.

The following contract packages approved on the Procurement Plan were concluded during the reporting period:

- |                                    |                                |
|------------------------------------|--------------------------------|
| 1) IT Professional Services        | (RFP.NO.LPRC/QCBS/004/2022)    |
| 2) CCTV Equipment & Supplies       | (IFB. No.LPRC/NCB/026/2022)    |
| 3) Scratch Cards Supply            | (IFB. No.LPRC/NCB/002/2022)    |
| 4) Vehicle Insurance Coverage      | (IFB. No.LPRC/SBA/RB/003/2022) |
| 5) Boom Lift Truck                 | (IFB No.LPRC/NCB/007/2022)     |
| 6) Vehicles                        | (IFB No.LPRC/RB/001/2022)      |
| 7) Electrical Maintenance Supplies | (IFB No.LPRC/RFQ/004/2022)     |
| 8) Dry Cell Battery                | (IFB No.LPRC/RFQ/010/2022)     |

The following contract packages have been submitted to the Ministry of Finance and Development Planning (MFDP) for signing since the contract amounts exceed the US\$250,000.00 threshold in line with Regulation 003 section 8 & 10 issued by the PPCC:

- |                               |                                 |
|-------------------------------|---------------------------------|
| 1) Employee Rice Supply       | (IFB. No.LPRC/SBA/NCB/007/2022) |
| 2) Medical Insurance Coverage | (IFB. No.LPRC/SBA/RB/002/2022)  |
| 3) Petroleum Product Supply   | (IFB. No.LPRC/SBA/RB/001/2022)  |

**2.0 Challenges**

- Difficult obtaining quotes from potential suppliers especially for commercially standard goods.
- Increase in transaction cost in processing small scale procurement.
- Reluctance by vendors to submit repetitive quotes for smaller items, works and services.

**3.0 Recommendations**

We recommend:

- That the Commission strengthens its monitoring and evaluation process.
  - Continuous capacity building efforts of practitioners.
  - That the Commission set a baseline threshold for small scale purchases and services to reduce transaction cost in acquiring those items, works/ services.
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<b>General Information</b>
Liberia Petroleum Refining Company
Quarterly Procurement Report
Second (2 <sup>nd</sup> ) Quarters- 2022

SUMMARY OF PROCUREMENTS IN PROGRESS, PROCUREMENTS COMPLETED & CONTRACT SIGNED															
SPECIFIC INFORMATION															
Item No.	Package Code	Contract Package Description	Procurement Method	Source of Funding	Date of Advertisement/ Bids Invitation	Date of Closing of Bids Submission	Number of Bids Received	Date of Transmittion of Contract Award Notice by PC	Actual Contract Value	Name of Supplier/ Contractor/ Consultant/ Service Provider	Supplier/ Contractor/ Consultant/ Service Provider PPCC VR Status	Date Contract Signed	Date of Delivery / Inspection	Proposed Contract completion Date	Contract progress Status (Amount Paid)
1	RFP.NO.L PRC/QCB S/004/2022	IT Professional Service	QCBS	Approved Budget 2022	3/3/22	3/24/22	2	N/A	US\$95,000.00	INFOZY, INC.	Register on the VR	6/1/2022 2	6/1/2022 3	12/31/2 3	Pending
2	IFB. No.L.PRC/ NCB/026/2022	CCTV Equipment & Supplies	NCB	Approved Budget 2022	3/1/22	4/1/22	2	N/A	US\$55,635.00	Home City Liberia LLC	Register on the VR	4/1/2022 2	5/2/2022 2	12/31/2 2	Pending
3	IFB. No.L.PRC/ SBA/NCB/ 007/2022	Employee Rice Supply	NCB	Approved Budget 2022	3/2/22	4/4/22	1	4/28/22	Lot#1: US\$181,440.00 & Lot #2: US\$123,480.00	Brooks Business Center	Register on the VR	pending	Pending	12/31/2 2	Pending
4	IFB. No.L.PRC/ NCB/002/2022	Scratch Cards Supply	NCB	Approved Budget 2022	3/2/22	4/4/22	1	N/A	68,706.00 USD	Raj Enterprise Inc.	Register on the VR	5/1/2022 2	Ongoing	12/31/2 2	Pending

5	IFB. No.LPRC/ NCB/007/2 022	Boom Lift Truck	NCB	Approved Budget 2022	4/4/22	5/4/22	2	N/A	165,000.00 USD	Africa Motors (Liberia) Inc.	Register on the VR	5/1/2022	2	7/1/2022	12/31/22	Pending
6	IFB. No.LPRC/ SBA/RB/0 02/2022	Medical Insurance Coverage	RB	Approved Budget 2022	3/7/22	4/7/22	2	4/28/22	501,024.00 USD	Medicare Insurance Corp.	Register on the VR	Pending		Pending	12/31/22	Pending
7	IFB. No.LPRC/ SBA/RB/0 03/2022	Vehicle Insurance Coverage	RB	Approved Budget 2022	3/7/22	4/7/22	2	N/A	38,919.67 USD	Atlantic Life & General Insurance Company	Register on the VR	5/1/2022	2	Ongoing	12/31/22	38,919.67 USD
8	IFB. No.LPRC/ SBA/RB/0 01/2022	Petroleum Product Supply	RB	Approved Budget 2022	2/25/22	4/11/22	2	4/28/22	2,360,303. 10 USD	Super Petroleum	Register on the VR	Pending		Pending	12/31/22	Pending
9	IFB. No.LPRC/ RB/001/20 22	Vehicles Lots # 1 and 2	RB	Approved Budget 2022	4/5/22	5/5/22	6	N/A	190,000.00 USD	United Motor Company	Register on the VR	5/1/22		7/1/22	12/31/22	Pending
10	IFB. No.LPRC/ RB/001/20 22	Vehicles Lot # 3	RB	Approved Budget 2022	4/5/22	5/5/22	6	N/A	184,000.00 USD	Africa Motors (Liberia) Inc.	Register on the VR	5/1/22		7/1/22	12/31/22	Pending
11	IFB. No.LPRC/ RFQ/004/2 022	Electrical Maintenance Supplies	RFQ	Approved Budget 2022	5/10/22	5/12/22	3	N/A	1,650.00 USD	Light House Electrical	Register on the VR	5/26/22		6/1/22	12/31/22	Pending
12	IFB. No.LPRC/ RFQ/010/2 022	Dry Cell Battery	RFQ	Approved Budget 2022	5/13/22	5/17/22	3	N/A	1,525.00 USD	Thunder Bird Corp.	Register on the VR	5/25/22		6/1/22	12/31/22	Pending

Prepared by:   
Prince W. K. Kelly Sr.  
Procurement Director

Date: July 1, 2022

Approved:   
Hon. Marie Urey Coleman  
Head of Entity/ Chairperson PC

Date: 7/4/22

**IT PROFESSIONAL SERVICES AGREEMENT**

THIS IT PROFESSIONAL SERVICES AGREEMENT made and entered into this \_\_\_\_\_ day of June A. D. 2022 by and between the Liberia Petroleum Refining Company (LPRC) represented by its Managing Director, Hon. Marie Urey Coleman, (hereinafter known and referred to as Company) and INFOZY, INC., represented by its Managing Partner/Chief Technology Officer (CTO), Mr. Frank M. Koikoi, all of the City of Monrovia, Liberia (hereinafter referred to as Service Provider) both the Service Provider and the Company are collectively known as the Parties and individually as Party;

**WITNESSETH**

WHEREAS, the LPRC Board of Directors approved in the 2022 Fiscal Budget funds for IT Professional Services;

WHEREAS, the Procurement Unit conducted a bidding process to select the firm to perform the IT Professional Services (RFP No. LPRC/QCBS/004/2022) in consistent with the PPC Act;

WHEREAS, a Bid Evaluation Panel was set up to evaluate the proposals received consistent with Section 30 of the PPC Act;

WHEREAS, the Bid Evaluation Panel submitted its report to the Procurement Committee and recommended INFOZY, INC. for contract award as the responsive bidder;

WHEREAS, the Procurement Committee reviewed and endorsed the recommendation of the Bid Evaluation Panel;

WHEREAS, the existing conditions, requirements, terms and conditions have been under consideration and negotiation between the Company and the Contractor is found acceptable to both the Company and the Contractor;

NOW THEREFORE, with a view to realizing and putting into effect this instrument for the aforesaid the parties covenant and mutually agree to the following terms and conditions;

1. It is mutually agreed by the Parties that INFOZY, INC. shall be responsible to perform the IT services as contained in (RFP No. LPRC/QCBS/004/2022), in line with the terms specified below;

**TERMS OF REFERENCE**

a. Install, configure, develop, integrate and maintain a state-of-the-art SQL Database System that will utilize a Virtual Private Server (VPS) Cloud Technology hosted by reputable internet service provider (ISP) that will manage the Operational Day to Day Truck Loading Orders & delivery orders from the new Loading bays/Racks. Integrate same system into Finance Department for reporting, accountability and tracking and include the weigh bridge system.

b. Conduct General ICT Assessment and provide and implement workable solution to solve all ICT problems identified in connection to operations stock reports and sales reports.

c. Work with local LPRC IT Department to relocate and integrate all ICT components from current Data Center to new operations Building Data Room up to and including cabling and wireless implementation.

d. Work with LPRC to properly configure Active Directory by installing and configuring additional Domain Controllers.

e. Remote Access; install & Configure CISCO Remote Access Server to enable secure work from home capabilities.

f. Implement ICT Security along with Cyber Security intrusion Detection Systems and Preventive measures.



enhance the CCTV operations.

h. Configure and automate Data Backup and Microsoft Servers Systems Update. Develop and institute a Disaster Recovery and Business Continuity Plan.

i. Provide Onsite IT Support 7 x24x 365 days to LPRC.

j. Install and configure a Documentum Server to scan all department documents to create a paperless environment for LPRC.

2. The IT Professional Service Firm will be performed at the LPRC's Bushrod Island Products Storage Terminal (PST). The IT Professional Service Firm will carry out its service for the time duration of one (1) year from the date of signing. At the end of each month, the Firm will submit a comprehensive report covering the firm's activities during the period relating to the assignment, five (5) copies each of the report for each month.

3. The Contractor shall furnish such personnel, tools and equipment as shall be necessary to perform the services in accordance with the terms of reference attached hereto to form an integral part hereof;

4. The supervision of the services will be the responsibility of the designated representative (s) of the Contractor, who in turn will be responsible to receive instructions from the designated representative (s) of LPRC;

5. The Contractor assumes full responsibility for acts of negligence, or omission and for those of all other persons performing task for the Contractor;

6. That for and in consideration of the services to be rendered hereunder, LPRC shall pay to the Contractor the full amount of **US\$95,000.00** (Ninety-Five Thousand United States Dollars) for the period of June 2022 to June 2023. This amount shall be paid in three (3) installments; fifty percent (50%) or **US\$47,500.00** shall be paid upon signing the Agreement, forty percent (40%) or **US\$38,000.00** shall be paid upon completion of the services and ten percent (10%) or **US\$9,500.00** shall be paid after the report is submitted.

7. This agreement shall remain in full force and effect for a period of one (1) year commencing from June 2022 up to and including June 2023 with an option of LPRC to renew for such additional period (s) as LPRC, in its sole discretion, shall determine;

8. This Agreement may be terminated by LPRC giving thirty (30) days written notice if the Contractor commits a material breach of any term or condition of this agreement as determined by LPRC including but not limited to the Contractor failure to satisfactorily provide the services during the life of this agreement; except in the event where the operations of LPRC are interrupted because of security reasons. As used herein, security reasons are defined to include but shall not be limited to conditions involving all cases of force majeure, including wars, riots, insurrections, civil commotions, strikes, lock-outs, Acts of God, explosions, floods, and other causes beyond the influence and control of LPRC;

9. The Parties hereto further mutually agreed that nothing herein contained shall be construed to mean that a principal and agent relationship is intended by and between LPRC and the Contractor or that they are one and the same or that either party has the right to bind the other. It being expressly understood that LPRC and the Contractor are independent Contractors and each party shall be held harmless from any and all damage, loss or claim, or whatever nature arising out of or in connection with their respective businesses and/or financial obligations;

10. This Agreement being a personal service contract, the rights shall not be assigned by the Contractor nor shall the duties be delegated by the Contractor without the prior written consent of LPRC;

negotiations, or understandings, either verbal or written between the parties hereto.

The terms and conditions of this contract shall extend to and be binding upon the Parties hereto and their legal representative and successors in business as if they were specifically named herein.

IN WITNESS WHEREOF, the Parties have set their hands and affixed their signatures to this instrument in the City of Monrovia, Republic of Liberia this \_\_\_\_ day of June A. D. 2022.

INFOZY, INC.

FOR:

IN THE PRESENC OF:

*John S. Sewmon*

Mr. Frank M. Koikoi

*Frank M. Koikoi*

Managing Partner/Chief Technology Officer (CTO

FOR: LIBERIA PETROLEUM REFINING COMPANY

Hon. Marie Urey Coleman  
MANAGING DIRECTOR

*Marie Urey Coleman*

MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING made and entered into this \_\_\_\_ day of April A. D. 2022 by and between the **Liberia Petroleum Refining Company (LPRC)** represented by its Managing Director, Hon. Marie Urey Coleman, hereinafter known and referred to as Company and the **HOME CITY (LIBERIA) LLC**, duly organized and existing under the Laws of the Republic of Liberia represented by its Manager, Mr. Tarek Razzouk of the City of Monrovia hereinafter referred to as Contractor.

WITNESSTH

**WHEREAS**, the LPRC Board of Directors approved in the 2022 Approved Budget funds for CCTV Equipment & Supplies,

**WHEREAS**, the Procurement Unit conducted a National Competitive Bidding process for the CCTV Equipment & Supplies (IFB No. LPRC/NCB/026/2022) consistent with the PPC Act;

**WHEREAS**, a Bid Evaluation Panel was set up to evaluate the bids received consistent with Section 30 of the PPC Act and the Procurement Committee reviewed and endorsed the recommendation of the Bid Evaluation Panel;

**WHEREAS**, the Bid Evaluation Panel and recommended Home City (Liberia) LLC for contract award as the responsive bidder for CCTV Equipment & Supplies;

**WHEREAS**, the existing conditions, requirement, terms and conditions have been under consideration and negotiation between the Company and the Contractor is found acceptable to both the Company and the Contractor;

**NOW, THEREFORE**, with a view to realizing and putting into effect this contract for the aforesaid services, the Parties covenant and mutually agreed to the following terms and conditions;

1. The Company agrees to award by these presents and for the CCTV Equipment and Supplies system to address specific security concerns essential for efficiency, effectiveness and the reporting of critical and suspicious incidents through handheld radio or written communications without a third-party intervention in accordance with the scope of work agreed upon by the LPRC and Home City Liberia LLC, Republic of Liberia.
2. The Contractor shall furnish all labor, materials, equipment and services and shall perform in all aspects thereof the works described aforesaid, except otherwise specified.
3. It is understood and agreed by the Parties hereto that the Procurement and Operations Departments of LPRC are hereby designated to supervise and inspect the project in order to ensure that the works are carried out in accordance with the Scope of Work and specification as well as to certify the completion of the Project (the "Contractor"). In the event any portion of the work fails to conform to the requirement of the contract, it shall be corrected by the Contractor immediately on its discovery with no cost to LPRC.

SCOPE OF WORK

Qty	Description
42	Dahua SMP Pro AI IR Fixed-focal bullet network Camera (IPC-HFW5541EP-SE-02808)
	<ul style="list-style-type: none"><li>• 1/2.7" 5Megapixel progressive scan CMOS</li><li>• ROI, SMART H.265, AI H. 264, flexible coding, applicable to various bandwidth and storage environments</li><li>• 20fps @ 2592x1944, 50/60 f/s @1080P (1920-1080)</li><li>• WDR (120dB), Day/Night (ICR), 3D DNR, A WB, AGC, BLC</li><li>• Multiple network monitoring: Web viewer, CMS (DSS/PSS) &amp; DMSS</li><li>• 2.8 mm fixed lens</li><li>• Max. IRLEDs Length 30 m</li><li>• Micro SD memory, IP67</li><li>• SMD3.0</li></ul>

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42	Dahua Junction Box (DH-PFA130)
11	Dahua 4MP IR Mini Dome Network Camera (DH-IPC-HDBW4431E-AS-S4)
	<ul style="list-style-type: none"> <li>• 1/3" 4Megapixel progressive scan CMOS</li> <li>• H.265&amp;H.264 triple-stream encoding</li> <li>• Max. 25/3 fps@4Mp (2688x1520)</li> <li>• Smart direction supported</li> <li>• WDR (120Db), Day/Night (ICR), 3DNR, AWB, AGC, BLC</li> <li>• Multiple network monitoring: Web viewer, CMS (DSS/PSS) &amp; DMSS</li> <li>• 2.8 mm fixed lens (3.6mm, 6mm optional)</li> <li>• I/I Alarm in/out, I/I audio in/out</li> <li>• Max. IR LEDs Length 30m</li> <li>• Micro SD memory 256GB, IP67, IK10, PoE</li> </ul>
10	Dahua 4MP 45x Starlight IR WizSense Network PTZ Camara (AS6xW445xA-HNR)
	<ul style="list-style-type: none"> <li>• 1/2.8" 4Megapixel STARVIS™ CMOS</li> <li>• Powerful 45x optical zoom</li> <li>• Starlight technology</li> <li>• Max. 25/30 fpz@4MP</li> <li>• Deep-learning-based auto tracking and perimeter protection</li> <li>• Face detection</li> <li>• SMD Plus</li> <li>• IR distance up to 250m</li> <li>• IP67, IK10</li> </ul>
9	Dahua 4MP 4xPTZ Network Camera (DH-SD22404T-GN)
	<ul style="list-style-type: none"> <li>• 1/3" 4Megapixel CMO</li> <li>• Powerful 4x optical zoom</li> <li>• WDR, Day/Night (ICR), Ultra DNR</li> <li>• Max. 25/30fps@4M/3M</li> <li>• IVS</li> <li>• Support PoE</li> <li>• IP66, IK10</li> </ul>
2	Dahua 4x2MP WizMind Multi-Sensor Panoramic Network IR Bullet Camera (DH-IPC0PFW8840-180)
	<ul style="list-style-type: none"> <li>• Four 2MP 1/2.8" CMOS image sensor low illuminance, high image definition</li> <li>• Outputs max. 8MP (4096x18000) @ 30 fps</li> <li>• H.265 codec, high compression rate, ultra-low bit rate</li> <li>• Built-in IR LEG, max. IR distance: 30m</li> <li>• ROI, SMART H.265+/H.265+, flexible coding, applicable to various bandwidth and storage environments</li> <li>• DWDR, 3D NR, HLC, BLC, digital watermarking</li> <li>• Intelligent functions: Crowd distribution map, Vehicle Density situation</li> <li>• Abnormality detection: Motion detection, video tampering, scene changing, audio detection, no SD card, SD card full, SD card error, network disconnection, IP conflict, illegal access, and voltage detection</li> <li>• Alarm: 2 in, 2 out; audio: 1 in, 1 out; 485; BNC: supports max. 256 G SD card</li> <li>• 12V DC/24V AC/PoE power supply: easy for installation</li> <li>• Supports object tracking</li> <li>• IP67, IK10 protection</li> </ul>
3	Dahua 32-channel NVR (DHI-NVR5232-16p-4Ks2)
6	Dahua 8 TB HDD
15	Dahua 10 Port Gigabit Unmanaged Desktop Switch with 8-Port PoE
15	Cyberpower 600AV UPS
15	Waterproof box for switch
2	Dahua 18-Port Gigabit Unmanaged Desktop Switch with 8-Port PoE
2	Dahua 12 Cabinet
2	Cyberpower 1000VA Rackable UPS
4	Dlink 8-Port Gigabit Switch
6	Mikro Tik DynaDish 5 (Radio)
5	Mikro Tik QRT 5 (Radio)
9	Mikro Tik DISC Lite 5 (Radio)
1	Mikro Tik Omnitik 5 (Radio)
3	Philips HDMI Cable 3 Mtr
2	D-Link Rj 45 Connector
3	Haier 55" 4K UHD LED TV
3	TV wall Bracket
1	Iron Pipes and accessories
8	Roll D-Link Outdoor Cable
1	PVC Pipes and accessories
1	Electrical cable and wiring Accessories
1	Installation and configuration charge

4. All works shall be subject to inspection, examination and testing by the Procurement and Operations departments at any and all-time during performance of the services. The Company

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shall have the right to reject defective materials and works or request their replacement or correction. Rejected materials and works shall be replaced to the satisfaction of the company and without any charge to the company

5. That for and in consideration of the expertise, materials and labor to be supplied by the Contractors for the CCTV Equipment and Supplies of the CCTV system to include all necessary area, etc., LPRC shall pay or cause to be paid to the Contractor the full and complete amount of Fifty-Five Thousand-Six Hundred Thirty-Five United States Dollars (US\$55,635.00) to be paid upon completion, inspection and certification of the CCTV Equipment and Supplies work.

#### PAYMENT TERMS

1<sup>st</sup> Installment: 50% or 27,817.50 (Twenty-Seven Thousand-Eight Hundred-Seventeen United States Dollars and Fifty Cents)

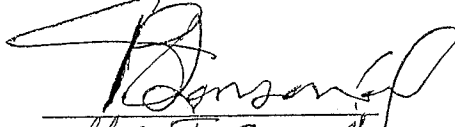
2<sup>nd</sup> Installment 50% or 27,817.50 (Twenty-Seven Thousand-Eight Hundred-Seventeen United States Dollars and Fifty Cents)

6. It is mutually agreed that the Contractors shall complete the work within the period of thirty (30) days commencing from the date of signing this agreement.
7. A three-month monitoring service provided **HOME CITY (LIBERIA) LLC** during which time all aspects of the system will be scrutinized and checked for optimum performance during various conditions;
8. Performance of normal recording of activities and record keeping of occurrences and incidents deem relevant by LPRC's Security as well as matters relating to ISPS compliance
9. The Contractor agreed and guaranteed that a warranty of One (1) year is expected until any technical or mechanical inconvenience is experienced.
10. This contract may be amended based on unanticipated circumstances pursuant to terms and condition agreeable by the Parties.

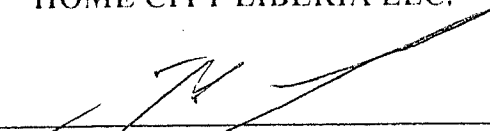
The terms and conditions of this Contract shall be binding on the Parties hereto, their legal representatives, assigns, successors-in-Business and interest as if they were specifically named herein.

IN WITNESS WHEREOF, the Parties have set hands and affixed their signatures to this Instrument in the City of Monrovia, Republic of Liberia this \_\_\_\_ day of April A. D. 2022

IN THE PRESENCE OF: FOR:

  
Mr. J. Bina

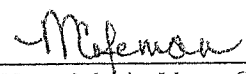
HOME CITY LIBERIA LLC,

  
Mr. Tarek Razzouk  
MANAGER

FOR:

THE LIBERIA PETROLEUM REFINING  
COMPANY



  
Hon. Marie Urey Coleman  
MANAGING DIRECTOR (LPRC)

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding made and entered into this 10<sup>th</sup> day of May A. D. 2022 by and between the **Liberia Petroleum Refining Company (LPRC)** represented by its Managing Director, Hon. Marie Urey Coleman, herein after known and referred to as Company and **Raj Enterprises Inc.**, represented by its Manager, Mr. Mukesh Tulsiani of the City of Monrovia herein after referred to as a Contractor.

WITNESSETH

**WHEREAS**, the Board of Directors of LPRC approved in the 2022 Fiscal Budget funds for Scratch Cards Supply for its employees;

**WHEREAS**, the Company has expressed the desire for the supply of scratch Cards with Raj Enterprises Inc;

**WHEREAS**, the Procurement Unit conducted a National competitive Bidding process for the Scratch Cards supply Bid (**IFB NO. LPRC/NCB/002/2022**) consistent with Section 48 of the PPC Act and the approved Procurement Plan for 2020/2021 and a Bid Evaluation panel was set up to evaluate the bids received consistent with Section 30 of the PPC Act;

**WHEREAS**, the Bid Evaluation panel submitted its report to the Procurement Committee and recommended Raj Enterprise Inc. as the responsive Bidder for Scratch Cards Supply, and the Procurement Committee reviewed and endorsed the recommendation of the Bid Evaluation Panel;

**WHEREAS**, the existing conditions requirement, term and conditions have been under consideration and negotiation between the Company and the Contractors is found acceptable to both the Company and the Contractor.

**NOW, THEREFORE**, with a view to realizing and putting into effect this instrument for the aforesaid Raj Enterprises Inc., the parties covenant and mutually agree to the following terms and conditions:

1. The Contractor undertakes to and shall supply Scratch Cards to the Company at its PST Site located on the Bushrod Island, Monrovia, Montserrado County, Republic of Liberia, consisting of the following:

No.	Descriptions
1.	Lonestar scratch Cards
2.	Lonestar Scratch Cards
3.	Lonestar Scratch Cards
4.	Orange Scratch Cards
5.	Orange Scratch Cards
	<b>Subtotal</b>
	Discount

2. That this agreement being a framework contract, the company shall issue purchase orders on a monthly basis indicating the required quantity of scratch card and holding the unit prices offered in the bid constant and applying the discount offered during the duration of this agreement.
3. The Scratch Cards Supply contract herein awarded shall be paid based on quantity and needs of the company at the time through cheque payment at the end of every month during the life of this contract, in an account open in favor of the supplier in a bank in company's country.
4. It is mutually agreed by the Parties that Raj Enterprises Inc. shall be responsible to supply, on a monthly basis, scratch cards for its employees for a period of twelve (12) months commencing May 1, 2022 to April 30, 2023 while LPRC shall issue monthly purchase order reflecting monthly quantity (ies) with unit price offered in bid applying the ~~most~~ recent discount on the total price.

5. It is understood and agreed by the Parties hereto that the Procurement Department of LPRC is hereby designated to supervise and inspect the materials in order to ensure that the scratch cards are corrected and certified in accordance with the **IFB NO. LPRC/NCB/002/2022**. In the event any portion of the scratch cards do not conform to the requirement of the Contract, it shall be corrected by the Contractor immediately on its discovery.
6. All scratch cards shall be subject to inspection and Examination by LPRC's Procurement and Human Resource Departments. The Company through the Procurement Department and Administrative Section shall have the right to reject unsafe and damaged scratch cards and request their replacement or correction. Rejected scratch cards shall be replaced to the satisfaction of the Company and without any charge to the Company.
7. It is mutually understood and agreed by the Parties that the contract price of goods herein awarded shall be paid based on quantity and needs of the company at the time through cash payment at the end of every month during the life of this contract open in favor of the supplier in a bank in company's country upon submission of document and delivery of scratch cards at LPRC Compound.
8. The Contractor shall supply all scratch cards and Services and shall perform in all aspects thereof described aforesaid except otherwise specified.
9. This Agreement may be terminated by LPRC (Company) giving three (3) days written notice in the event that operations of LPRC are interrupted because of security reasons as used herein, security reasons is defined to include but shall not be limited to conditions involving all cases of Force Majeure, including wars, riots, insurrections, civil commotions, strikes, lock-out Acts of God, explosions, floods and other causes beyond the influence and control of LPRC.
10. This Agreement may also be terminated by LPRC without notice if the Contractor commits a material breach of any term or condition of this Agreement as determined by LPRC (Company) including but not limited to the Contractor failing to satisfactorily supply of the scratch cards and engaging in unlawful acts as determined by LPRC.
11. The Parties hereto further mutually agree that nothing herein contained shall be construed to mean that a principal and agent relationship is intended by and between LPRC (Company) and the Contractor or that they are one and the same or that either Party has the right to bind the other; it being expressly understood and LPRC (Company) and the Contractor are independent Contractors and each Party shall be held harmless from any and all damage, loss or claim or whatsoever nature arising out of or in connection with their respective businesses and /or financial obligations.
12. There are no promises, terms condition or obligations other than those contained herein. This agreement supersedes all previous communications, representations, agreements, negotiations or understanding either verbal or written between the Parties hereto.

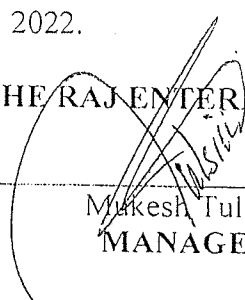
The terms and condition of this Contract shall be binding on the Parties hereto, their legal representatives, assigns, successors-in- business and interest as if they were specifically named herein.

IN WITNESS WHEREOF, the Parties have set their Hands and affixed their signatures to this Instrument in the City of Monrovia, Republic of Liberia this 1<sup>st</sup> day of May A.D. 2022.

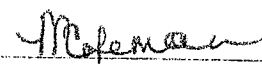
IN THE PRESENCE OF: FOR:



THE RAJ ENTERPRISE INC.

  
Mukesh Tulsiani  
MANAGER

FOR: THE LIBERIA PETROLEUM REFINING COMPANY

  
Hon. Marie Urey Coleman  
MANAGING DIRECTOR

BOOM LIFT SUPPLY CONTRACT

This PURCHASE SALE CONTRACT made and entered into this \_\_\_\_ day of May A. D. 2022 by and between the Liberia Petroleum Refining Company (LPRC) represented by its Managing Director, Hon. Marie Urey Coleman, here in after known and referred to as Company and, AFRICA MOTORS (LIBERIA) INC. represented by its President, Mr. Ghassan A. H. Basma of the City of Monrovia herein after referred to as a Contractor.

WITNESSETH

WHEREAS, the company Board of Directors approved in the 2022 Fiscal Budget funds for the purchase of Boom Lift Truck for the company;

WHEREAS, the procurement unit of the Company on authorization from the Procurement Committee of the company conducted a Restrictive Bidding process (IFB No. LPRC/RB/007/2022) consistent with section 48 of the PPC Act;

WHEREAS, the Bid Evaluation Committee Panel was set up by the company to evaluate the bids received consistent with Section 30 of the PPC Act;

WHEREAS, the Bid Evaluation Committee in its final report recommended to the procurement Committee to award the contract to supply the Vehicle in lot#1 (IFB No. LPRC/RB/007/2022) to the Contractor;

WHEREAS, the existing conditions requirement, terms and conditions have been under consideration and negotiation between the Company and the Contractor is found acceptable to both the Company and the Contractor;

NOW THEREFORE, with a view to realizing and putting into effect this instrument for the aforesaid, the Parties covenant and mutually agree to the following terms and conditions;

1. That the contract to supply one (1) Boom Lift Truck in lot#1 of IFB No. LPRC/RB/007 be awarded to the Contractor.
2. That it is mutually agreed by the Parties that the Contractor shall supply the Boom lift Truck in line with the required specifications offered are as follows:

No.	NISSAN CABSTAR BOOM LIFT TRUCK	
1.	Max Working Height	20.00m
2.	Maximum Platform Height	18.00m
3.	Max Working Outreach	9,30/9,65m
4.	Turret Rotation	360°
5.	Cage Rotation	60°+60°
6.	Boom Telescopic Amplitude	3,88 + 4,44m
7.	Max Cage Dimensions	1,40 x 0,70 x 1,10m
8.	Safe Working Load on Cage	200kg
9.	Max Admissible Slope	1°

3. It is agreed and understood by the Parties hereto that the Boom Lift Truck shall be delivered to LPRC within five (5) to sixty (60) days upon signing this contract.
4. It is mutually understood and agree by the Parties hereto that the Procurement and Maintenance Departments of LPRC are hereby designated to supervise and inspect the Boom Lift Truck in order to ensure that the truck and its equipment are correct and certify in accordance with (IFB No. LPRC/RB/007/2022). In the event any portion of the truck do not conform to the requirement of the contract, it shall be corrected by the Contractor immediately upon its discovery.
5. That the Boom Lift Truck shall be subject inspection by LPRC. The Company shall have the right to reject defective vehicle and request its replacement or correction. Rejected



truck shall be replaced to the satisfaction of the Company without any charge to the Company.

6. That the Company reserves the right to terminate this Agreement if the Contractor is found to be in any breach of the provision of the Agreement without prior notice.

#### PAYMENT AND DELIVERY TERMS

7. That for and in consideration of the vehicles to be supplied by the Contractor, LPRC shall pay or cause to be paid to the Contractor the full and complete amount of One Hundred-Sixty-Five Thousand United States Dollars (US\$165,000.00) after delivery, inspection, certification and acceptance of the Boom Lift Truck. Payment term for the Boom Lift truck after delivery, inspection, certification and acceptance by LPRC.

#### WARRENTY

8. The Contractor agreed and guaranteed that a warranty of two (2) years is granted until any technical or mechanical inconvenience is experienced and first and second services will be conducted free of charge by Africa Motors.
9. This Agreement may be renewed by LPRC based on satisfactory performance of this contract and the supply for the right specification of the truck.
10. There are no promises, terms condition or obligations other than those contained herein. This Agreement supersedes all previous communications, representations, Agreement, negotiations or understanding ether verbal or written between the Parties hereto.

The terms and condition of this contract shall be binding on the Parties hereto, their legal representatives, assigns, successors-in- business and interest as if they were specifically named herein.

IN WITNESS WHEREOF, the Parties set their Hands and affixed their signatures to this Instrument in the City of Monrovia, Republic of Liberia this \_\_\_\_ day of May A.D. 2022.

IN THE PRESENCE OF:    FOR: THE LIBERIA PETROLEUM REFINING COMPANY

\_\_\_\_\_

\_\_\_\_\_

Hon. Marie Urey Coleman  
MANAGING DIRECTOR

\_\_\_\_\_

FOR:

THE CONTRACTOR

\_\_\_\_\_

Mr. Ghassan A. H. Basma  
PRESIDENT

**VEHICLE SUPPLY CONTRACT**

This **VEHICLE SUPPLY CONTRACT** made and entered into this \_\_\_\_ day of May A. D. 2022 by and between the **Liberia Petroleum Refining Company (LPRC)** represented by its Managing Director, Hon. Marie Urey Coleman, here in after known and referred to as Company and, **UNITED MOTORS, INC.** represented by its President, Mr. Maher Abou Chacra of the City of Monrovia herein after referred to as a Contractor.

**WITNESSETH**

**WHEREAS**, the company Board of Directors approved in the 2022 Fiscal Budget funds for the purchase of vehicles for the company;

**WHEREAS**, the procurement unit of the Company on authorization from the Procurement Committee of the company conducted a Restrictive Bidding process (**IFB No. LPRC/RB/001/2022**) consistent with the PPC Act;

**WHEREAS**, the Bid Evaluation Committee Panel was set up by the company to evaluate the bids received in line with the PPC Act;

**WHEREAS**, the Bid Evaluation Committee in its final report recommended to the procurement Committee to award the contract to supply the Vehicle in lot # 1 & lot # 3 (**IFB No. LPRC/RB/001/2022**) to the Contractor;

**WHEREAS**, the existing conditions requirement, terms and conditions have been under consideration and negotiation between the Company and the Contractor is found acceptable to both the Company and the Contractor;

**NOW THEREFORE**, with a view to realizing and putting into effect this instrument for the aforesaid, the Parties covenant and mutually agree to the following terms and conditions;

1. That the contract to supply the one (1) Unit Toyota Coaster 30-seater bus, one Toyota HiAce Bus in lot # 1 and one (1) unit Toyota Land Cruiser Prado SUV 4x4 in lot # 2 of (**IFB No. LPRC/RB/001/2022**) be awarded to the Contractor.
2. That it is mutually agreed by the Parties that the Contractor shall supply the one (1) Unit Toyota Coaster 30-seater bus, one (1) Toyota HiAce 15-seater Minibus and one (1) Unit Toyota Land Cruiser Prado SUV 4x4 and their required specifications offered are as follows:

**Minimum Specification for the Toyota Coaster 30-seater bus:**

- Cylinders: 6
- Engine type: cylinders in line
- Fuel: Diesel
- Gearbox: 5 speed manuals
- Rear Differential: 5.625
- Tire dimensions: 700R16-12PR (12) 5.50F
- Radio: A, FM CD/MP3
- Air conditioning: Manual
- Inside opener: Fuel lid
- Demister: rear window
- Color: White

**Minimum Specification for the Toyota HiAce 15-seater Minibus:**

- Engine: Diesel, 2,494 cc, 4-cylinder in line 16V DOCH, EFi Turbo, Common Rail
- Transmission: 5- speed manual (floor)
- Tire and disc wheel: 195R tire, 15" steel wheel
- Brakes front/rear: Ventilated Disc/Rear Drum w/LSPV

- Rear: leaf spring
- Seats 15 seats, Upholstery: Fabric
- Fuel tank capacity: 70L
- Digital clock
- Dual air-conditioner, manual front and rear
- Color: White

#### **Minimum Specification for the Toyota Land Cruiser Prado SUV 4X4**

- Cylinders: 4
  - Displacement (cc) 2694
  - Fuel type: Petrol
  - Key type: classic
  - Number of doors: 5 doors
  - Transmission: All time 4x4
  - Number of seats: 7
  - Type of dimension: 265/65R17
  - Radio: MP3, Bluetooth, USB, Apple car play, android Auto
  - Back up Camera
  - Color: Black
3. It is mutually agreed by the Parties that the Toyota Coaster 30-seater bus and the Toyota HiAce 15-seater Minibus shall be equipped with spare tires, jack, tool kit, and Fire Extinguisher/Triangle and the Toyota Land Cruiser Prado SUV 4X4 shall be equipped with spare tire, jack, fire extinguisher/triangle and tools kit.
  4. It is agreed and understood by the Parties hereto that the Toyota Coaster 30-seater bus shall be delivered sixty (60) days after signing of the contract while the Toyota HiAce 15-seater Minibus and Toyota Land Cruiser Prado 4x4 shall be delivered to LPRC immediate from stock in Monrovia, after signing this contract.
  5. It is mutually understood and agree by the Parties hereto that the Procurement and Maintenance Departments of LPRC are hereby designated to supervise and inspect the Vehicles in order to ensure that the vehicles and its equipment are correct and certify in accordance with **(IFB No. LPRC/RB/001/2022)** that in the event any portion of the goods do not conform to the requirement of the contract, it shall be corrected by the Contractor immediately upon its discovery.
  6. That the Vehicle shall be subject to inspection. The Company shall have the right to reject defective vehicle and request is replacement or correction. Rejected vehicles shall be replaced to the satisfaction of the Company without any charge to the Company.
  7. That the Company reserves the right to terminate this Agreement if the Contractor is found to be in any breach of the provision of the Agreement without prior notice.

#### **PAYMENT AND DELIVERY TERMS**

8. That for and in consideration of the vehicles to be supplied by the Contractor, LPRC shall pay or cause to be paid to the Contractor the full and complete amounts of **US\$190,000** (One Hundred-Ninety-Thousand United States Dollars). **US\$88,500.00** (Eighty-eight Thousand-Five Hundred United States Dollars) shall be paid for the Toyota Coaster 30-seater bus, **US\$40,500.00** (Forty-Thousand-Five Hundred United States Dollars) for the Toyota HiAce 15-seater Minibus and **US\$61,000.00** (Sixty-One Thousand United States Dollars) for the Toyota Land Cruiser Prado 4x4 after delivery, inspection, certification and acceptance of the vehicles by LPRC. Payment term for the vehicles is thirty (30) days after delivery.

#### **WARRENTY**

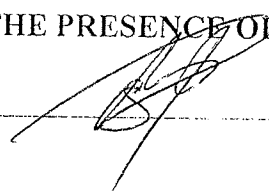
9. The Contractor agreed and guaranteed that a warranty of three (3) years or 100,000 km is granted until any technical or mechanical inconvenience is experienced and first and second services will be conducted free of charge.
10. This Agreement may be renewed by LPRC based on satisfactory performance of this contract and the supply for the right specification of vehicle.

11. There are no promises, terms condition or obligations other than those contained herein.  
This Agreement supersedes all previous communications, representations, Agreement, negotiations or understanding ether verbal or written between the Parties hereto.

The terms and condition of this contract shall be binding on the Parties hereto, their legal representatives, assigns, successors-in- business and interest as if they were specifically named herein.

IN WITNESS WHEREOF, the Parties set  
their Hands and affixed their signatures to  
this Instrument in the City of Monrovia,  
Republic of Liberia this \_\_\_\_ day of May  
A.D. 2022.

IN THE PRESENCE OF:    FOR:

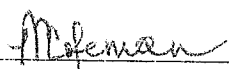


THE CONTRACTOR

  
Mr. Maher Abo Chao  
PRESIDENT

FOR: THE LIBERIA PETROLEUM REFINING COMPANY

\_\_\_\_\_

  
Hon. Marie Urey Coleman  
MANAGING DIRECTOR

REPUBLIC OF LIBERIA)  
MONTSERRADO COUNTY)

### VEHICLE SUPPLY CONTRACT

This **VEHICLE SUPPLY CONTRACT** made and entered into this \_\_\_\_ day of May A. D. 2022 by and between the **Liberia Petroleum Refining Company (LPRC)** represented by its Managing Director, Hon. Marie Urey Coleman, here in after known and referred to as Company and, **AFRICA MOTORS (LIBERIA) INC.** represented by its President, Mr. Ghassan A. H. Basma of the City of Monrovia herein after referred to as a Contractor.

#### WITNESSETH

**WHEREAS**, the company Board of Directors approved in the 2022 Fiscal Budget funds for the purchase of vehicles for the company;

**WHEREAS**, the procurement unit of the Company on authorization from the Procurement Committee of the company conducted a Restrictive Bidding process (**IFB No. LPRC/RB/001/2022**) consistent with the PPC Act;

**WHEREAS**, the Bid Evaluation Committee Panel was set up by the company to evaluate the bids received in line with the PPC Act;

**WHEREAS**, the Bid Evaluation Committee in its final report recommended to the procurement Committee to award the contract to supply the Vehicle in lot # 2 (**IFB No. LPRC/RB/001/2022**) to the Contractor;

**WHEREAS**, the existing conditions requirement, terms and conditions have been under consideration and negotiation between the Company and the Contractor is found acceptable to both the Company and the Contractor;

**NOW THEREFORE**, with a view to realizing and putting into effect this instrument for the aforesaid, the Parties covenant and mutually agree to the following terms and conditions;

1. That the contract to supply the four (4) double cabins 4x4 Toyota Hilux Pick-ups as contained in lot # 3 of **IFB No. LPRC/RB/001/2022**.
2. That it is mutually agreed by the Parties that the Contractor shall supply the four (4) double cabin Toyota Hilux Pick-Ups and the required specifications offered are as follows:
  - a. Engine Type: 5LE-Disescl. 4 cylinders
  - b. Tire: 205R16C
  - c. Transmission: manual 4x4 transmission Gearbox
  - d. Brake ft: Ventilated Disc/RR: Drum
  - e. Fuel System: External Injection 6-seater
  - f. Remote locking
  - g. Central locking
  - h. AM/FM Stereo with CD Player
  - i. Dual Airbags, power steering, Air conditioner, Central Electric window from and rear
  - j. Color: White
3. It is agreed and understood by the Parties hereto that the Toyota Hilux Pick-ups shall be delivered to LPRC within five (5) to sixty (60) days of signing of this contract.
4. It is mutually understood and agree by the Parties hereto that the Procurement and Maintenance Departments of LPRC are hereby designated to supervise and inspect the Vehicles in order to ensure that the Toyota Hilux Pick-ups and its equipment are correct and certify in accordance with (**IFB No. LPRC/RB/001/2022**). In the event any portion of the goods do not conform to the requirement of the contract, it shall be corrected by the Contractor immediately upon its discovery.

5. That the Vehicle shall be subject inspection. The Company shall have the right to reject defective vehicle and request is replacement or correction. Rejected vehicles shall be replaced to the satisfaction of the Company without any charge to the Company.
6. That the Company reserves the right to terminate this Agreement if the Contractor is found to be in any breach of the provision of the Agreement without prior notice.

#### PAYMENT AND DELIVERY TERMS

7. That for and in consideration of the vehicles to be supplied by the Contractor, LPRC shall pay or cause to be paid to the Contractor the full and complete amount of One Hundred-Eighty-Four Thousand United States Dollars (**US\$184,000.00**) after delivery, inspection, certification and acceptance of the Toyota Hilux Pick-ups. Payment term for the vehicles is thirty days after delivery.

#### WARRENTY

8. The Contractor agreed and guaranteed that a warranty of two (2) years or 50,000 km is granted until any technical or mechanical inconvenience is experienced and first and second services will be conducted free of charge.
9. This Agreement may be renewed by LPRC based on satisfactory performance of this contract and the supply for the right specification of vehicle.
10. There are no promises, terms condition or obligations other than those contained herein. This Agreement supersedes all previous communications, representations, Agreement, negotiations or understanding ether verbal or written between the Parties hereto.


The terms and condition of this contract shall be binding on the Parties hereto, their legal representatives, assigns, successors-in- business and interest as if they were specifically named herein.

IN WITNESS WHEREOF, the Parties set their Hands and affixed their signatures to this Instrument in the City of Monrovia, Republic of Liberia this 30<sup>th</sup> day of May A.D. 2022.

IN THE PRESENCE OF:      FOR:

  
\_\_\_\_\_


THE CONTRACTOR

  
\_\_\_\_\_

Mr. Ghassan H. Basma  
**PRESIDENT**

FOR: THE LIBERIA PETROLEUM REFINING COMPANY

\_\_\_\_\_

  
\_\_\_\_\_

Hon. Marie Urey Coleman  
**MANAGING DIRECTOR**





**P.O. BOX 90  
MONROVIA, LIBERIA**

No. 18671

DATE: 4-16-2022

**TO: High House**  
**Electrical LTD**

ORDERING DEPT. 608-972-1000

## TERMS OF PAYMENT

DEPT. CODE

ACCTS. CODE

# REQUISITION

[illegible]

**INVOICE MUST SHOW LPRC PURCHASE ORDER NO**

**VENDOR COPY: WHITE**

ACCOUNT COPY: PINK

**VENDOR FILE: GREEN**

REF: FILE COPY: YELLOW BOOK COPY: BLUE

# TOTAL

ISS# 165002

## PROCUREMENT MANAGER

# CONTROLLER

## MANAGING DIRECTOR



**MANAGING DIRECTOR**