

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/352/'21

September 7, 2021

Hon. Marie Urey Coleman
MANAGING DIRECTOR
Liberia Petroleum Refining Company
Republic of Liberia

Dear Hon. Coleman:

Subject: **RECEIPT AND APPROVAL SBA AND NON-SBA PROCUREMENT PLAN FOR SPECIAL BUDGET YEAR 2021**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of Liberia Petroleum Refining Company (LPRC) SBA and Non-SBA Procurement Plans (*Goods and Services*) for Special Budget Year 2021 in accordance with **Section 40 (3)** of the PPCA, 2010. The Commission, upon review and scrutiny of your submission and accompanying documents, thus, approves the Liberia Petroleum Refining Company SBA and Non-SBA Procurement Plans. Please note that a copy of this Procurement Plan will be duly forwarded to the Ministry of Finance and Development Planning (MFDP), to enable processing of allotments in keeping with the approved Procurement Plans, upon conclusion of stipulated procurement processes.

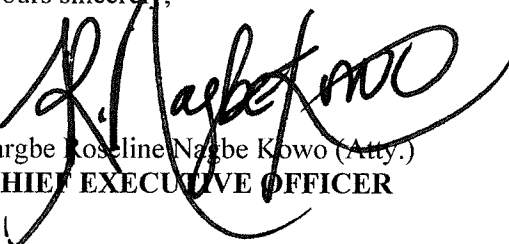
The Commission counsels that you observe Section 40(5) of the PPCA, 2010 which states “each Procuring Entity, shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes 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.

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.

Best regards.

Yours sincerely,



Jargbe Roseline Nagbe Kowo (Atty.)
CHIEF EXECUTIVE OFFICER

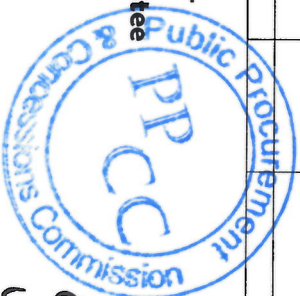
Liberia Petroleum Refining Company
PROCUREMENT PLAN (Non- SBA Core Budget)
Source of Funding: Internal Revenue
Fiscal Year: July- December 2021

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 Acty. Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/ 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	ADVANCEMENT PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)		
PLANNED	1	IFB No.LPRC/RB/ 001/2021	Cleaning Materials	G4773	Assorted	US\$18,000.00	RB	8/9/21	8/16/21	8/30/21	8/31/21	10/1/21	10/6/21	10/13/21	10/20/21	N/A	12/10/21	1
UPDATE																		1
ACTUAL																		1
PLANNED	2	IFB No.LPRC/RB/ 002/2021	Computers Purchase	G4741	Assorted	US\$30,500.00	RB	8/9/21	8/16/21	8/30/21	8/31/21	10/1/21	10/6/21	10/13/21	10/20/21	N/A	12/10/21	1
UPDATE																		1
ACTUAL																		1
PLANNED	3	IFB No.LPRC/RB/ 003/2021	Event Catering	I5621	1 Firm	US\$12,000.00	RB	8/9/21	8/16/21	8/30/21	8/31/21	10/1/21	10/6/21	10/13/21	10/20/21	N/A	12/10/21	1
UPDATE																		1
ACTUAL																		1
PLANNED	4	IFB No.LPRC/RB/ 004/2021	Laboratory Supplies	G4669 & G4659	Assorted	US\$15,552.00	RB	8/9/21	8/16/21	8/30/21	8/31/21	10/1/21	10/6/21	10/13/21	10/20/21	N/A	12/10/21	1
UPDATE																		1
SUB-TOTAL						76,052.00												1

Prepared by: Prince W. Kieh, Sr.
Procurement Manager

Approved by: Marie Urey Coleman
Chairperson - Procurement Committee

Date: Aug. 19, 2021



Sept 17, 2021

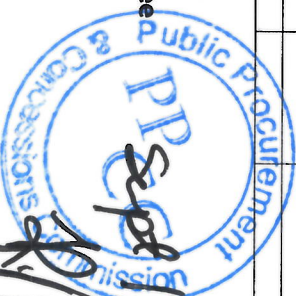
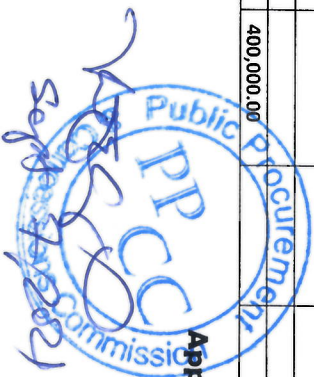
Liberia Petroleum Refining Company
PROCUREMENT PLAN (Non- \$BA Core Budget)
Source of Funding: Internal Revenue
Fiscal Year: July- December 2021

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PLANNED	5	IFB No.LPRC/RB/005/20/21	Truck Loading Order (TLO) Purchase	G4510	Assorted	US\$110,000.00	RB	8/9/21	8/16/21	8/30/21	8/31/21	10/1/21	10/6/21	10/13/21	10/20/21	N/A	12/10/21	1
UPDATE																		
ACTUAL																		
PLANNED	6	IFB No.LPRC/NC B/001/2021	Generator Maintenance	C3314	1 Firm	30,000.00	NCB	8/3/21	8/10/21	8/23/21	8/27/21	9/2/21	9/6/21	9/13/21	9/20/21	N/A	12/10/21	1
UPDATE																		
ACTUAL																		
PLANNED	7	IFB No.LPRC/NC B/002/2021	Stationery & Office Supplies	G4761	Assorted	US\$60,000.00	NCB	8/9/21	8/16/21	8/30/21	8/31/21	10/1/21	10/6/21	10/13/21	10/20/21	N/A	12/10/21	1
UPDATE																		
ACTUAL																		
PLANNED	8	IFB No.LPRC/NC B/003/20/21	Vessel Inspection/L oading Rack Monitoring	K6512	1 Firm	US\$200,000.00	NCB	8/9/21	8/16/21	8/30/21	8/31/21	10/1/21	10/6/21	10/13/21	10/20/21	N/A	12/10/21	1
UPDATE																		
ACTUAL																		
		SUB-TOTAL				400,000.00												

Prepared by: Prince W. Kiehl, Jr.
Procurement Manager

Approved by: Marie Urey Coleman
Chairperson - Procurement Committee

Date: Aug. 19, 2021



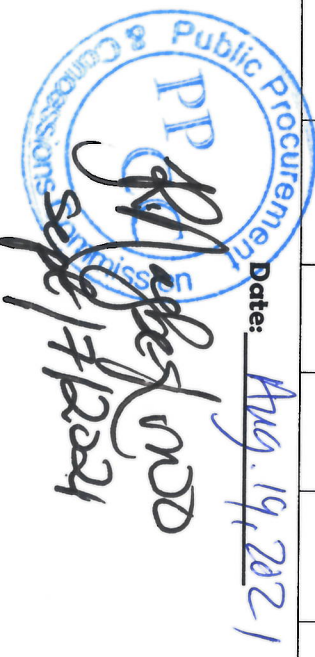
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Liberia Petroleum Refining Company
PROCUREMENT PLAN (Non- 5BA Core Budget)
Source of Funding: Internal Revenue
Fiscal Year: July - December 2021

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PLANNED	9	IFB No.LPRC/NC B/004/2021	Employees Rice	G4711	3,639	US\$163,752.00	NCB	8/9/21	8/16/21	8/30/21	8/31/21	10/1/21	10/6/21	10/13/21	10/20/21	N/A	12/10/21	12/2
UPDATE																		
ACTUAL																		
PLANNED	10	IFB No.LPRC/NC B/005/2021	Scratch Cards Supplies	J6190	7,122 pcs. @ 5.00	US\$35,610.00	NCB	8/9/21	8/16/21	8/30/21	8/31/21	10/1/21	10/6/21	10/13/21	10/20/21	N/A	12/10/21	12/2
UPDATE																		
ACTUAL																		
PLANNED	11	IFB No.LPRC/RF Q/001/20/21	Equipment Rental	N7730	1 Firm	US\$3,000.00	RFQ	8/3/21	8/10/21	8/23/21	8/27/21	9/2/21	9/6/21	9/13/21	9/20/21	N/A	12/10/21	12/2
UPDATE																		
ACTUAL																		
PLANNED	12	IFB No.LPRC/RF Q/002/20/21	R & M Vehicle	G4520	1 firm	US\$9,000.00	RFQ	8/3/21	8/10/21	8/23/21	8/27/21	9/2/21	9/6/21	9/13/21	9/20/21	N/A	12/10/21	12/2
UPDATE																		
		SUB-TOTAL				211,362.00												

Prepared by: Prince W. Kieh, Sr.
Procurement Manager

Approved by: Marie Urey Coleman
Chairperson - Procurement Committee



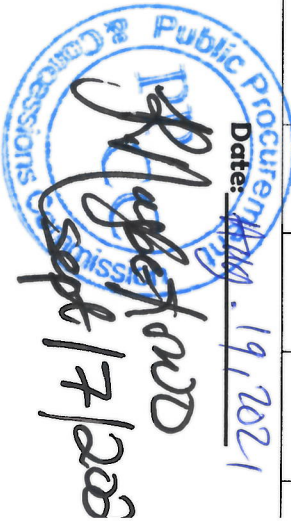
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PROCUREMENT PLAN (Non- SBA Core Budget)
Source of Funding: Internal Revenue
Fiscal Year: July- December 2021

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PLANNED	13	IFB No.LPRC/RF Q/003/20/21	Environmental Safety Supplies	C2410	Asso rted	US\$3,000.00	RFQ	8/3/21	8/10/21	8/23/21	8/27/21	9/2/21	9/6/21	9/13/21	9/20/21	N/A	12/10/21	12 /2
UPDATE																		
ACTUAL																		
PLANNED	14	IFB No.LPRC/RF Q/004/20/21	Communication Equipment Maint.	C2630	Asso rted	US\$2,100.00	RFQ	8/3/21	8/10/21	8/23/21	8/27/21	9/2/21	9/6/21	9/13/21	9/20/21	N/A	12/10/21	12 /2
UPDATE																		
ACTUAL																		
PLANNED	15	IFB No.LPRC/RF Q/005/20/21	Building Materials	G4663	Asso rted	US\$7,800.00	RFQ	8/3/21	8/10/21	8/23/21	8/27/21	9/2/21	9/6/21	9/13/21	9/20/21	N/A	12/10/21	12 /2
UPDATE																		
PLANNED	16	IFB No.LPRC/RF Q/006/2021	Engineering Supplies	G4663	Asso rted	US\$1,200.00	RFQ	8/3/21	8/10/21	8/23/21	8/27/21	9/2/21	9/6/21	9/13/21	9/20/21	N/A	12/10/21	12 /2
UPDATE																		
ACTUAL																		
		SUB-TOTAL			14,100.00													

Prepared by: Prince W. Kiehl, Sr.
Procurement Manager

Approved by: Marie Urey Coleman
Chairperson - Procurement Committee

Date: Sept 17, 2021



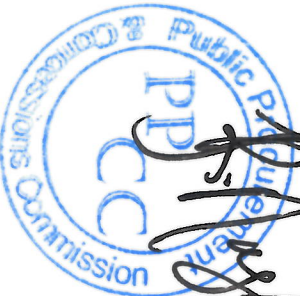
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PLANNED	17	IFB No.LPRC/RF Q/007/2021	Computers parts & supplies	G4651	Asso rted	US\$6,000.00	RFQ	8/3/21	8/10/21	8/23/21	8/27/21	9/2/21	9/6/21	9/13/21	9/20/21	N/A	12/10/21	12/10/21
UPDATE																		
PLANNED	18	IFB No.LPRC/RF Q/008/2021	Electrical Maintenance Supplies	G4759	Asso rted	US\$4,800.00	RFQ	8/3/21	8/10/21	8/23/21	8/27/21	9/2/21	9/6/21	9/13/21	9/20/21	N/A	12/10/21	12/10/21
UPDATE																		
PLANNED	19	IFB No.LPRC/RF Q/009/20/21	Vehicles Spare Parts purchase	G4530	Asso rted	US\$8,400.00	RFQ	8/3/21	8/10/21	8/23/21	8/27/21	9/2/21	9/6/21	9/13/21	9/20/21	N/A	12/10/21	12/10/21
UPDATE																		
		SUB-TOTAL				US\$19,200.00												
GRAND TOTAL						US\$720,714.00												

Prepared by: Prince W. Klen, Jr.
Procurement Manager

Approved by: Marie Urey Coleman
Chairperson - Procurement Committee

Date: Aug. 19, 2021



Liberia Petroleum Refining Company
Procurement Plan Explanatory Notes (Non-SBA Core budget) – July- December 2021

Item No.	Contract Package	IFB Reference Numbers	Detailed Notes
1	Cleaning Materials	IFB No.LPRC/RB/001/2021	This Contract package is intended to procure toiletries/cleaning materials, such as tissues, hand wash, air fresheners, etc. for the company.
2	Computer purchase	IFB No.LPRC/RB/002/2021	This Contract package is intended to procure Desktop and Laptop Computers for the company use.
3	Event Catering	IFB No.LPRC/RB/003/2021	This Contract package is intended to provide catering services for feeding of Vessel Dischargers and providing entertainment for Management.
4	Laboratory Equipment & Wares	IFB No.LPRC/RB/004/2021	This Contract package is intended to procure Laboratory equipment and supplies such as graduated cylinders, safety goggles, test tubes etc. for the company's Testing Laboratory.
5	TLO Purchase	IFB No.LPRC/RB/005/2021	This Contract package is intended to procure Truck Loading Order manifest for the effective operation of the company.
6	Generator Maintenance	IFB No.LPRC/NCB/001/2021	This Contract package is intended for the maintenance of the gensets (1000, 625 and 300 KVAs).
7	Stationery & Office Supplies	IFB No.LPRC/NCB/002/2021	This Contract package is intended to purchase stationery materials such as sheets, toners, cartridges, inks, pens, markers, high litters, correction fluids, etc. for the company use. We intend to apply the Sole Source Procurement method as this is a recurrent contract package which contract period expires February 2022.
8	Monitoring & Supervision Services	IFB No.LPRC/NCB/003/2021	This Contract package is intended to hire a Consulting Firm to do Vessel Inspection and provide monitoring and supervision services for Loading Rack monitoring in favor of the company. “
9	Employee Rice Supply	IFB No.LPRC/NCB/004/2021	This Contract package is intended to purchase rice for LPRC employees as part of employees' monthly benefits.
10	Scratch Cards	IFB No.LPRC/NCB/005/2021	This Contract package is intended to procure Scratch Cards for the company employees as benefits. (Lonestar & Orange Cards).
11	Equipment Rental	IFB No.LPRC/RFO/001/2021	This Contract package is intended to procure rental services of equipment (P/LD) such as forklift, speedboat etc for the proper running of the PST.
12	R & M Vehicle	IFB No.LPRC/RFO/002/2021	This Contract package is intended to hire a firm for the maintenance of vehicles for management runs.

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13	Environmental Safety supplies	IFB No.LPRC/RFQ/003/2021	This Contract package is intended to procure materials such as steel pipes, angle irons, Steel plates, Grinding & Cutting Discs, Welding Rod etc. For the fabrication and erection of safety signs in and around PST
14	Communication Equipment Maintenance	IFB No.LPRC/RFQ/004/2021	This Contract package is intended to procure materials such as dust cover, antenna, buttons etc. for the repair of Communication equipment for the company use.
15	Building Materials	IFB No.LPRC/RFQ/005/2021	This Contract package is intended to procure materials such as wheel barrow, head pans, shovels etc. for the use of Building & Trade Unit at Maintenance.
16	Engineering Supplies	IFB No.LPRC/RFQ/006/2021	This Contract package is intended to procure hand lines, color cut etc. for the Engineers at LPRC.
17	Computers parts & supplies	IFB No.LPRC/RFQ/007/2021	This Contract package is intended to purchase hardware and software, computer parts etc. for the programming & repairing of the Company's Desktop and Laptop computers.
18	Electrical Maintenance Supplies	IFB No.LPRC/RFQ/008/2021	This Contract package is intended to procure materials such as wires, electrical tape, bulbs etc. for the maintenance of electricity at the PST.
19	Vehicles Spare Parts purchase	IFB No.LPRC/RFQ/009/2021	This Contract package is intended to purchase spare parts such as brake shoes, brake pads, Shock absorbers etc. for the repair of vehicles for management runs.

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supd 17/2021