



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/1007/'20

January 27, 2020

Hon. Marie Urey Coleman

MANAGING DIRECTOR

Liberia Petroleum Refining Company

Republic of Liberia

Dear Hon. Urey:

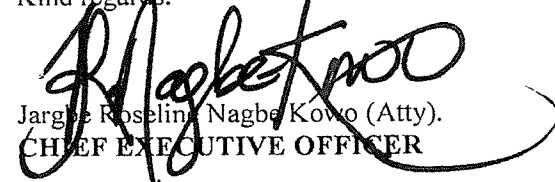
Subject: **RECEIPT AND APPROVAL OF SBA, NON SBA AND CONSULTANCY
PROCUREMENT PLAN FOR FISCAL YEAR 2019/2020**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Liberia Petroleum Refining Company, 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 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.


Jarghe Roseline Nagbe Kowo (Atty).
CHIEF EXECUTIVE OFFICER

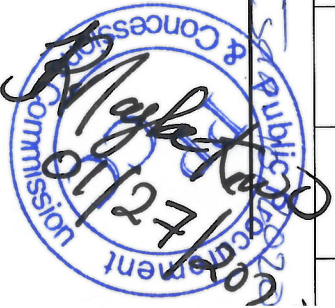
Entity: Liberia Petroleum Refining Company
Annual PROCUREMENT PLAN (SBA Core Budget)
Source of Funding: Internal Revenue
Fiscal Year: 2019/2020

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
ITEM NO.	BASIC DATA							IMPLEMENTATION DATES										
	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/PU BLOC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL-BID EVALUATION REPORT	CONTRACT ACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCOUNTING PAYMENT	
PLANNED	1	IFB No.LPRC/SBA/ RB/001/19/20	Petroleum Products (Diesel & Gasoline)	G4661	452.9 12.22 gals.	1,413,253.00	RB	5/1/19	5/15/19	5/17/19	5/20/19	6/19/19	7/2/17	7/9/19	8/9/19	N/A	6/16/20	6/29/20
UPDATE																		
PLANNED	2	IFB No.LPRC/SBA/ RB/002/19/20	Personal Non-Life Insurance Coverage	K6512	1Firm	US\$247,428.00	RB	6/3/19	6/10/19	6/24/19	6/28/19	7/29/19	8/2/19	8/9/19	9/9/19	N/A	6/16/20	6/28/20
UPDATE																		
ACTUAL																		
PLANNED	3	IFB No.LPRC/SBA/ RB/003/19/20	Property Insurance Coverage	K6512	1 Firm	US\$50,000.00	RB	6/1/19	6/8/19	6/22/19	6/26/19	7/27/19	8/3/19	8/10/19	8/27/19	N/A	6/16/20	6/28/20
UPDATE																		
ACTUAL																		
PLANNED	4	IFB No.LPRC/SBA/ RB/004/19/20	Vehicle Insurance Coverage	K6512	1 Firm	US\$71,160.00	RB	6/1/19	6/8/19	6/22/19	6/26/19	7/27/19	8/3/19	8/10/19	8/27/19	N/A	6/16/20	6/28/20
UPDATE																		
SUB-TOTAL						1,781,841.00												

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

Approved by: Marie Urey Coleman
Chairperson - Procurement Committee

Date: 8/21/19



Entity: Liberia Petroleum Refining Company
Annual PROCUREMENT PLAN (SBA Core Budget)
Source of Funding: Internal Revenue
Fiscal Year: 2019/2020

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PLANNED	5	IFB No.LPRC/SBA/N CB/001/19/20	Food Stuff	G4711	Assorted	54,000.00	NCB	6/1/19	6/8/19	6/22/19	6/26/19	7/27/19	8/3/19	8/10/19	8/27/19	N/A	6/16/20	6/28/20
UPDATE																		
ACTUAL																		
PLANNED	6	IFB No.LPRC/SBA/N CB/002/19/20	Printing & Binding Services	C1812	1 Firm	27,254.00	NCB	6/5/19	6/12/19	6/26/19	6/29/19	7/30/19	8/7/19	8/14/19	8/28/19	N/A	6/16/20	6/28/20
UPDATE																		
ACTUAL																		
PLANNED	7	IFB No.LPRC/SBA/N CB/003/19/20	Operations Supplies	G4771	Assorted	US\$15,610.00	NCB	6/6/19	6/13/19	6/27/19	6/29/19	7/30/19	8/2/19	8/16/19	8/30/19	N/A	6/16/20	6/28/20
UPDATE																		
ACTUAL																		
PLANNED	8	IFB No.LPRC/SBA/N CB/004/19/20	Publication Services	J5813	1 Firm	US\$18,000.00	NCB	6/4/19	6/11/19	6/25/19	6/27/19	7/27/19	8/3/19	8/10/19	8/27/19	N/A	6/16/20	6/28/20
UPDATE																		
ACTUAL																		
SUB-TOTAL						114,864.00												

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

Approved by: Marie Urey Coleman
Chairperson - Procurement Committee

Date:



Entity: Liberia Petroleum Refining Company
Annual PROCUREMENT PLAN (SBA Core Budget)
Source of Funding: Internal Revenue
Fiscal Year: 2019/2020

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PLANNED	9	IFB No.LPRC/SBA/ NCB/005/19/20	Security Uniforms & Accessories	G4771	Assorted	176,675.00	NCB	6/4/19	6/11/19	6/25/19	6/27/19	7/27/19	8/3/19	8/10/19	8/27/19	N/A	6/16/20	6/28/20
UPDATE																		
ACTUAL																		
PLANNED	10	IFB No.LPRC/SBA/ NCB/006/19/20	MIS tools & supplies	G4741	Assorted	US\$19,478.00	NCB	6/1/19	6/8/19	6/22/19	6/26/19	7/27/19	8/3/19	8/10/19	8/27/19	N/A	6/16/20	6/28/20
UPDATE																		
ACTUAL																		
PLANNED	11	IFB No.LPRC/SBA/ NCB/007/19/20	Pipe Fitting/ Welding supplies	G4663	Assorted	US\$15,490.00	NCB	6/1/19	6/8/19	6/22/19	6/26/19	7/27/19	8/3/19	8/10/19	8/27/19	N/A	6/16/20	6/28/20
UPDATE																		
ACTUAL																		
SUB-TOTAL						211,643.00												

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

Approved by: Marie Urey Coleman
Chairperson - Procurement Committee

Date: Jan. 10, 2020



Entity: Liberia Petroleum Refining Company
Annual PROCUREMENT PLAN (SBA Core Budget)
Source of Funding: Internal Revenue
Fiscal Year: 2019/2020

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PLANNED	12	IFB No.LPRC/SBA/RF Q/001/19/20	Mechanical tool Supplies	G4659	Assorted	US\$3,500.00	RFQ	6/1/19	6/8/19	6/22/19	6/26/19	7/3/19	7/8/19	7/12/19	7/18/19	N/A	6/16/20	6/28/20
UPDATE																		
ACTUAL																		
PLANNED	13	IFB No.LPRC/SBA/RF Q/002/19/20	Marine Shelter construction	F4100	1 Firm	US\$8,000.00	RFQ	6/4/19	6/8/19	6/22/19	6/26/19	7/3/19	7/8/19	7/12/19	7/18/19	N/A	6/16/20	6/28/20
UPDATE																		
ACTUAL																		
PLANNED	14	IFB No.LPRC/SBA/RF Q/003/19/20	Jetty Maintenance Supplies	M7120	Assorted	US\$6,000.00	RFQ	6/1/19	6/8/19	6/22/19	6/26/19	7/3/19	7/8/19	7/12/19	7/18/19	N/A	6/16/20	6/28/20
UPDATE																		
ACTUAL																		
SUB-TOTAL						17,500.00												

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

Approved by: Marie Urey Coleman
Chairperson - Procurement Committee

Date: Jan. 10, 2020



Entity: Liberia Petroleum Refining Company
Annual PROCUREMENT PLAN (SBA Core Budget)
Source of Funding: LPRC 2019/1920 Fiscal Budget Internal Revenue
Fiscal Year: 2019/2020

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
	ITEM NO.	BASIC DATA							IMPLEMENTATION DATES									
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PLANNED	15	IFB No.LPRC/SBA/R FOJ/004/19/20	Vehicle Rental	H4922	1 Firm	US\$2,200.00	RFQ	6/1/19	6/8/19	6/22/19	6/26/19	7/3/19	7/8/19	7/12/19	7/18/19	N/A	6/16/20	6/28/20
UPDATE																		
ACTUAL																		
PLANNED	16	IFB No.LPRC/SBA/R FOJ/005/19/20	Fumigation	N8121	1 Firm	8,000.00	RFQ	6/1/19	6/8/19	6/22/19	6/26/19	7/3/19	7/8/19	7/12/19	7/18/19	N/A	6/16/20	6/28/20
UPDATE																		
ACTUAL																		
PLANNED	17	IFB No.LPRC/SBA/R FOJ/006/19/20	Clinic Supplies	G4771	Assorted	5,000.00	RFQ	6/4/19	6/11/19	6/25/19	6/27/19	7/3/19	7/8/19	7/12/19	7/18/19	N/A	6/16/20	6/28/20
UPDATE																		
ACTUAL																		
SUB-TOTAL						15,200.00												

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

Approved by: Marie Urey Coleman
Chairperson - Procurement Committee

Date: Jan. 10, 2020



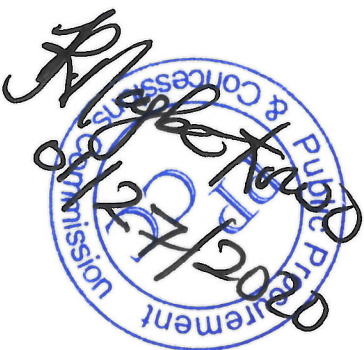
Entity: Liberia Petroleum Refining Company
Annual PROCUREMENT PLAN (SBA Core Budget)
Source of Funding: LPRC 2019/1920 Fiscal Budget Internal Revenue
Fiscal Year: 2019/2020

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PLANNED	18	IFB No.LPRC/SBA/RFQ /007/19/20	Books & Periodical	G4761	Assorted	US\$2,400.00	RFQ	6/5/19	6/12/19	6/26/19	6/29/19	7/3/19	7/8/19	7/12/19	7/18/19	N/A	6/16/20	6/28/20
UPDATE																		
ACTUAL																		
PLANNED	19	IFB No.LPRC/SBA/SS/0 01/19/20	Internet Fiber Optic Subscription	J6110	Assorted	US\$81,078.00	SS	6/1/19	6/8/19	6/22/19	6/26/19	7/27/19	8/3/19	8/10/19	8/27/19	N/A	6/16/20	6/28/20
UPDATE																		
ACTUAL																		
				SUB-TOTAL		83,478.00												
				GRAND TOTAL		2,224,526.00												

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

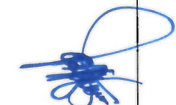
Approved by: Marie Urey Coleman
Chairperson - Procurement Committee

Date: Jan. 10, 2020



Liberia Petroleum Refining Company
Procurement Plan Explanatory Notes (Core budget SBA) – 2019-2020

Item No.	Contract Package	IFB Reference Numbers	Detailed Notes
1	Petroleum Products (Diesel & Gasoline)	IFB No.LPRC/SBA/RB/001/19/20	This Contract package is intended for the supply of petroleum products to LPRC and its employees.
2	Personal Non- Life Insurance Coverage	IFB No.LPRC/SBA/RB/002/19/20	This Contract package is intended to provide medical insurance coverage for employees. This contract package is taken from Medical Insurance budget line item (Expense Detail).
3	Property Insurance Coverage	IFB No.LPRC/SBA/RB/003/19/20	This Contract package is intended to provide insurance coverage for its PST and Galeta facilities. This contract package is taken from Property Insurance budget line item (Expense Detail).
4	Vehicle Insurance Coverage	IFB No.LPRC/SBA/RB/004/19/20	This Contract package is intended to provide insurance coverage for all LPRC vehicles. This contract package is taken from Vehicle Insurance budget line item (Expense Detail).
5	Food stuffs	IFB No.LPRC/SBA/NCB/001/19/20	This Contract package is intended to provide refreshments (Tea, water, milk, sugar etc.) for LPRC employees. This contract package is taken from Refreshment budget line item (Expense Detail).
6	Printing & Binding Services	IFB No.LPRC/SBA/NCB/002/19/20	This Contract package is intended for the printing and binding of all documents for the company. Such as printing of annual reports, Request for Purchase forms, Local Purchase Orders etc. This contract package is taken from Printing Expense budget line item (Expense Detail).
7	Operations Supplies	IFB No.LPRC/SBA/NCB/003/19/20	This Contract package is intended to procure basic materials for the operation staff during vessel discharge. (Ex. Life Jacket, vest, flashlights etc). This contract package is taken from Operations Supplies budget line item (Expense Detail).
8	Publication Services	IFB No.LPRC/SBA/NCB/004/19/20	This Contract package is intended to provide media coverage for management. This contract package is taken from Media and Advertisement budget line item (Expense Detail).
9	Security Uniforms & Accessories	IFB No.LPRC/SBA/NCB/005/19/20	This Contract package is intended to provide uniforms and its accessories for the Security personnel. This contract package is taken from Uniforms & Accessories budget line item (Expense Detail).


22/01/20



10	MIS tools & supplies	IFB No.LPRC/SBA/NCB/007/19/20	This Contract package is intended to procure tools and materials such as Mini UPS, Surge Protectors, Three prong Adaptors, KVM Server Connector etc. for Management Information Section (MIS). This contract package is taken from MIS budget line (Capital items less than 1,000).
11	Pipe Fitting/ Welding supplies	IFB No.LPRC/SBA/NCB/008/19/20	This Contract package is intended to procure Welding Rod, Cutting & Grinding Disc etc. for the Pipe Fitter & Welders
12	Mechanical tool	IFB No.LPRC/SBA/RFQ/001/19/20	This Contract package is intended to procure tools such as 10 ton Floor jack, Tire air hose, Filter chain, Hydro meter etc. for the Mechanic at the Maintenance Department
13	Marine Shelter construction	IFB No.LPRC/SBA/RFQ/002/19/20	This Contract package is intended to construct shelter for the Marine men while on the Jetty.
14	Jetty Maintenance Supplies	IFB No.LPRC/SBA/RFQ/003/19/20	This Contract package is intended to procure materials such as steel grid, welding materials etc. to maintain the Jetty pier.
15	Vehicle Rental	IFB No.LPRC/SBA/RFQ/004/19/20	This Contract package is intended to rent vehicles for travel in and out of the capital city (Monrovia) in time of emergencies.
16	Fumigation	IFB No.LPRC/SBA/RFQ/005/19/20	This Contract package is intended for the raiding and expelling of harmful insects within the PST compound.
17	Clinic Supplies	IFB No.LPRC/SBA/RFQ/006/19/20	This Contract package is intended to procure cleaning materials and other PPEs for the Nurses at the clinic.
18	Books & Periodical	IFB No.LPRC/SBA/RFQ/007/19/20	This Contract package is intended to procure periodicals and books for the Drafting section.
19	Internet Fiber Optic Subscription	IFB No.LPRC/SBA/SS/001/19/20	This Contract package is intended to sole source a firm to provide internet connectivity to the company.
❖ Electricity - a component of the line item in the approved budget for fiscal year 2019-2020 could not be included in the Procurement Plan as advised by the Commission to be not procurable.			
❖ Water & Sewer -a component of the line item in the approved budget for fiscal year 2019-2020 could not be included in the Procurement Plan as advised by the Commission to be not procurable.			

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22/01/20

