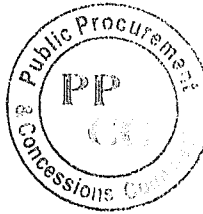


REPUBLIC OF LIBERIA

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 Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Ref. PPCC/RL/CEO/007/'24

January 25, 2024

OFFICER-IN-CHARGE

Liberia Revenue Authority

Republic of Liberia

Dear Sir/Madam:

Subject: REQUEST FOR "NO OBJECTION" TO USE THE SOLE SOURCE METHOD OF PROCUREMENT TO EXTEND CONTRACTS WITH VIP SECURITY GUARD SERVICES, SHOP RITE, SUNU ASSURANCE SERVICES, UNITED OFFICE SUPPLIES AND EQUIPMENT, ELITE FACILITY MANAGEMENT SERVICES, PETRO TRADE, CONEX LIBERIA, CAPE AUTOMOTIVE SOLUTION AND UPTOWN GARAGE AND AUTO PARTS FOR THE SUPPLY OF GOODS AND SERVICES FOR A PERIOD OF THREE MONTHS.

We present our compliments and wish to acknowledge receipt of the Liberia Revenue Authority (LRA) request for "no objection" to use the sole source method of procurement to extend contracts with VIP Security Guard Services for security guard services, Shop Rite for the supply of cleaning materials, Sunu Assurance Services for vehicle issuance services, United Office Supplies and Equipment for the supply of stationeries and computer cartridges, Elite Facility Management Services for janitorial service, Petro Trade for the supply of petroleum products in coupon, Conex Liberia for the supply of petroleum products in bulk and Tom Card, Cape Automotive Solution for vehicle servicing and Uptown Garage and Auto Parts for vehicle servicing.

The Commission notes your assertions and wishes to inform you that during the review of your documents submitted, it was observed that the Liberia Revenue Authority did not submit any budget to prove the availability of funding for the above recurrent procurement packages requested for. In view of the above, the Commission requests that the LRA kindly submit proof of availability of funding so as to facilitate an informed decision.

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,

Yours sincerely,

Bodger Scott Johnson (Hon.)

CHIEF EXECUTIVE OFFICER



Deputy Commissioner General
Technical Affairs



LRA/GYM-DCGTA/adk/19-524/24

January 19, 2024

*Josephine Gelescio
Jan. 23, 2024
12:58 PM*

Mr. Bodger Scott Johnson
Executive Director
Public Procurement and Concession Commission
Capitol Hill, Monrovia, Liberia

Dear Mr. Johnson,

Subject: **Request for "NO OBJECTION" to Extend Contracts for Recurrent Activity**

We write to formally request your esteemed approval for the extension of contracts pertaining to recurrent activities for a three-month period during the fiscal year 2024.

Facts

As you are aware, the Liberia Revenue Authority (LRA) operates as a semi-autonomous agency, reliant on budgetary support derived from a memorandum of understanding, duly approved by the National Legislature. This memorandum allocates 4% of the revenue collected, up to the approved budget ceiling, to sustain the agency's operations effectively.

Presently, the budget for the fiscal year 2024 has yet to receive approval, but the LRA is mandated to continue national revenue collection, and we find it imperative to extend certain contracts. This extension will ensure the smooth operation of crucial services while awaiting the approval of the 2024 budget and the completion of the requisite bidding processes.

The contracts slated for extension encompass a wide range of goods and services vital for the LRA's unified functioning:

- a. V I P Security Guard Services (Security Guard Services)
- b. Shop Rite (Cleaning Materials)
- c. Sunu Assurance (Vehicles Insurance Services)
- d. United Office Supplies & Equipment (Stationery Supplies & Computer Cartridges)
- e. Elite Facility Management Services (Janitorial Services)
- f. Petro Trade (Petroleum Products in Coupons)



- g. Conex Liberia (Petroleum Products in Bulk)**
- h. Conex Liberia (Petroleum Products in Tom Card)**
- i. Blessed Living Stone Auto Parts (Vehicle Servicing)**
- j. Cape Automotive Solution (Vehicle Servicing)**
- k. Up Town Garage & Auto Parts (Vehicle Servicing)**

Justification

The justification for this extension lies in the provisions of the Public Procurement and Concessions Act (PPCA Sept. 2010), specifically Section 55 sub 1(b). This section outlines that those extensions are permissible *"For additional deliveries of goods or services by the original supplier, intended either as replacement parts or as an extension of existing goods or services. This is crucial when a change of supplier would compel the Procuring Entity to procure equipment or services not meeting the requirements of interchangeability with already existing equipment or services"*.

To further substantiate our request, we have attached the minutes and approvals from the Procurement Committee meeting.

Your timely approval and issuance of the "NO OBJECTION" are paramount to our ability to fulfill our national obligations effectively. We appreciate your continued cooperation and understanding in this matter, and we eagerly await your response.

Thank you for your attention.

Professionally yours,


Gabriel Y. Montgomery, Sr.

Acting Commissioner General/Deputy Commissioner General/Technical Affairs