



Republic of Liberia

## Public Procurement & Concessions Commission

Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Website: [www.ppcc.gov.lr](http://www.ppcc.gov.lr) | Email: [info@ppcc.gov.lr](mailto:info@ppcc.gov.lr) | Phone Short Code: 4357

Ref. PPCC/RL/CEO/152/'23

March 31, 2023

Hon. Thomas Doe Nah  
**COMMISSIONER GENERAL**  
Liberia Revenue Authority (LRA)  
Republic of Liberia

Dear Hon. Nah:

Subject: **PROVISIONAL APPROVAL OF THE LIBERIA REVENUE AUTHORITY CORE, SBA AND CONSULTANCY PROCUREMENT PLAN FOR FISCAL YEAR 2023.**

We present our compliments and acknowledge receipt of your letter which sought the Commission's approval of the Liberia Revenue Authority Core, SBA and Consultancy Procurement Plan for FY 2023 in accordance with **Section 40(3)** of the PPC Act. The Commission hereby informs you that your plan has been **Provisionally Approved** pending the passage of the national budget.

Please be advised that your Entity can carry out procurement activities based on this provisionally approved Draft Procurement Plan culminating in **framework agreements** for recurrent procurement items. Similarly, you are also advised to carry out procurement activities for non-recurrent procurement items in advance of the passage of the National Budget, but contracts for these packages **MUST** not be signed until the budget is approved by the President and you ascertain the availability of funding. Please ensure to include notification of this information in the tender document for your guidance, the Commission has produced a short note explaining the process for framework agreements and advance procurement which you can download at **<http://ppcc.gov.lr/vr/index.php/documents>**.

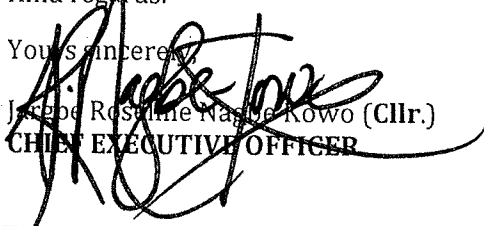
Upon the passage of the National Budget 2023, you are required to submit a revised/updated procurement plan, details budget for the LRA's allocation in the approved budget, Cash plan, names and positions of the Procurement Committee members for FY 2023 and staff of the Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the just ended FY 2022 for stated submission will serve as a precursor for the Commission granting you final approval of your recurrent procurement plan for fiscal year 2023.

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,

  
Joseph Restine Nasse Kowo (Cllr.)  
**CHIEF EXECUTIVE OFFICER**

---

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



Procurement Plan (Non SBA)  
Source of Funding: Government of Liberia-National Budget  
Fiscal Year: 2023

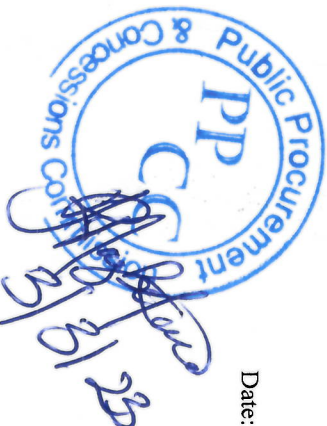


1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
		BASIC DATA							IMPLEMENTATION DATES										
	Item No.	Package Number (code)	Contract Package	Business Activity Code	Qty	Estimated Cost (USD)	Procurement Method	Technical Specs/BOQ/Drawings	Prep. of Bid Document	PC Approval- Bid Doc./Tech. Specs.	Bid Invitation & Release of Bid Doc.	Bid Submission/Public Opening	Submission of Bid Evaluation Report	PC Approval- Bid Evaluation Report	Contract Award & Signing	Advance Payment (Mobilization)	Delivery, Inspection (Substantial completion)	Acceptance & Final Payment	
Planned Update Act.	1	IFB No. LRA/NCB/001/2023	Stationery & Office Supplies	G4761	Assorted	196,648.00	NCB	11/14/2022	11/21/2022	11/28/2022	12/5/2022	1/3/2023	1/17/2023	1/31/2023	2/14/2023	N/A	12/11/2023	12/29/2023	
Planned Update Act.	2	IFB No. LRA/NCB/002/2023	Medical Insurance	K6512	1 firm	222,000.00	NCB	11/15/2022	11/22/2022	11/30/2022	12/7/2022	1/5/2023	1/19/2023	2/2/2023	2/16/2023	N/A	12/11/2023	12/29/2023	
Planned Update Act.	3	IFB No. LRA/NCB/003/2023	Printing and Binding Services	C1811	1 firm	100,000.00	NCB	11/17/2022	11/24/2022	12/1/2022	12/8/2022	1/5/2023	1/12/2023	1/26/2023	2/9/2023	N/A	12/11/2023	12/29/2023	
Planned Update Act.	4	IFB No. LRA/NCB/004/2023	Procurement of Desktop and Laptop Computers	G4730	30pcs	60,000.00	NCB	1/16/2023	1/30/2023	2/13/2023	2/20/2023	3/20/2023	3/27/2023	4/3/2023	4/17/2023	N/A	12/11/2023	12/29/2023	
Planned Update Act.	5	IFB No. LRA/RFQ/001/2023	Signs and Designs	C1811	1 firm	10,000.00	RFQ	11/23/2022	11/30/2022	12/7/2022	12/14/2022	12/21/2022	12/28/2022	1/4/2023	1/18/2023	N/A	12/11/2023	12/29/2023	
			Subtotal			588,648.00													

Prepared By: Lovetta W.J. Williams  
Manager/Procurement Section

Approved: Thomas Doe Nah  
Head of Procurement Committee

Date: 3/16/2023



Handwritten initials





**Procurement Plan (Non SBA)**  
**Source of Funding: Government of Liberia-National Budget**  
**Fiscal Year: 2023**

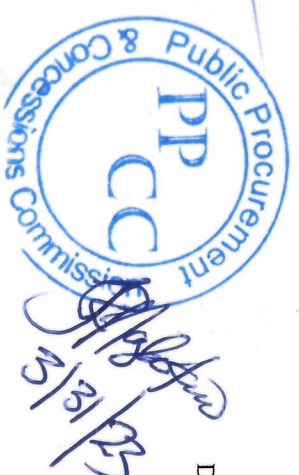
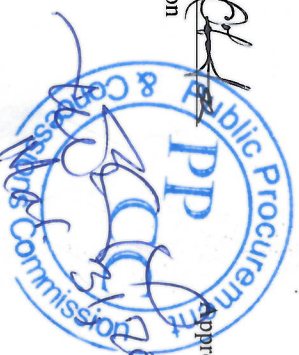
**LRA**  
LIBRARY REVENUE AUTHORITY

January 30, 2023

[illegible]

Prepared By: Lovetta W.J. Williams PP  
 Manager/Procurement Section  
 Approved: Thomas Doe Nah  
 Head of Procurement Committee

Date: 2023/10/23





Procurement Plan (Non SBA)  
Source of Funding: Government of Liberia-National Budget  
Fiscal Year: 2023



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 Activity 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	Advance Payment (Mobilization)	Delivery, Inspection (Substantial completion)	Acceptance & Final Payment
Planned	11	IFB No. LRA/RFQ/004/2023	Closure Notice Stickers, Custom Forms & Receipt	C1811	Assorted	6,000.00	RFQ	1/24/2023	2/7/2023	2/21/2023	3/1/2023	3/8/2023	3/16/2023	3/23/2023	4/6/2023	N/A	12/1/2023	12/29/2023
Update																		
Act.																		
Planned	12	IFB No. LRA/SS/002/2023	Revenue Receipts	C1811	1 Firm	30,000.00	SS	12/28/2022	1/4/2023	1/18/2023	1/30/2023	2/13/2023	2/27/2023	3/6/2023	3/20/2023	N/A	12/1/2023	12/29/2023
Update																		
Act.																		
Planned	13	IFB No. LRA/SS/003/2023	Web Hosting & SSL Certificate	J6311	1 Firm	10,000.00	SS	12/28/2022	1/4/2023	1/18/2023	1/30/2023	2/13/2023	2/27/2023	3/6/2023	3/20/2023	N/A	12/1/2023	12/29/2023
Update																		
Act.																		
Planned	14	IFB No. LRA/RFQ/005/2023	Gifts	G4773	Assorted	3,000.00	RFQ	1/4/2022	1/11/2022	1/25/2022	2/1/2022	2/8/2022	2/15/2022	2/22/2022	3/8/2022	N/A	12/1/2023	12/29/2023
Update																		
Act.																		
Planned	15	IFB No. LRA/SS/004/2023	Uniforms & Specialize Clothing	G4641	Assorted	36,000.00	SS	12/28/2022	1/4/2023	1/18/2023	1/30/2023	2/13/2023	2/27/2023	3/6/2023	3/20/2023	N/A	12/1/2023	12/29/2023
Update																		
Act.																		
			Sub-Total			85,000.00												

Prepared By: Lovetta W.J. Williams  
Manager/Procurement Section

Approved: Thomas Doe Nah  
Head of Procurement Committee

Date:

3/16/2023







Procurement Plan (Non SBA)  
Source of Funding: Government of Liberia-National Budget  
Fiscal Year: 2023



January 30, 2023

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 Activity 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	Advance Payment (Mobilization)	Delivery, Inspection (Substantial completion)	Acceptance & Final Payment
Planned Update	16	JFB No. LRA/NCB/007/2023	Cleaning Materials	G4773	Assorted	10,754.00	NCB	11/21/2022	12/5/2022	12/19/2022	12/27/2022	1/25/2023	2/1/2023	2/8/2023	2/22/2023	N/A	12/1/2023	12/29/2023
Act.																		
Planned Update	17	JFB No. LRA/RFQ/006/2023	Printer, Scanner, Photocopiers & Shredders	G4759	Assorted	10,000.00	RFQ	1/24/2023	2/7/2023	2/21/2023	3/1/2023	3/8/2023	3/16/2023	3/23/2023	4/6/2023	N/A	12/1/2023	12/29/2023
Act.																		
Planned Update	18	JFB No. LRA/RFQ/007/2023	Fire Certificate	C1811	1,200pcs	10,000.00	RFQ	1/24/2023	2/7/2023	2/21/2023	3/1/2023	3/8/2023	3/16/2023	3/23/2023	4/6/2023	N/A	12/1/2023	12/29/2023
Act.																		
Planned Update	19	JFB No. LRA/RFQ/008/2023	Single Administrative Document	C1811	Assorted	6,000.00	RFQ	1/24/2023	2/7/2023	2/21/2023	3/1/2023	3/8/2023	3/16/2023	3/23/2023	4/6/2023	N/A	12/1/2023	12/29/2023
Act.																		
Planned Update	20	JFB No. LRA/RFQ/009/2023	RAMs, Access Point, Hard Drives & Cables	G4730	Assorted	10,000.00	RFQ	1/26/2023	2/9/2023	2/23/2023	3/2/2023	3/16/2023	3/23/2023	3/30/2023	4/13/2023	N/A	12/1/2023	12/29/2023
Act.																		
			Subtotal			46,754.00												



Prepared By: Lovetta W.J. Williams P.P.  
Manager/Procurement Section

Approved: Thomas Doe Nah  
Head of Procurement Committee



Date: 3/16/2023



Procurement Plan (Non SBA)  
Source of Funding: Government of Liberia-National Budget



Fiscal Year: 2023

January 30, 2023

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
BASIC DATA																		
	Item No.	Package Number (code)	Contract Package	Business Activity Code	Qty	Estimated Cost (USD)	Procurement Method	Technical Specs/BQ/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	Advance Payment (Mobilization)	Delivery, Inspection (Substantial completion)	Acceptance & Final Payment
Planned	21	IFB No. LRA/RFO/010/2023	Christmas Package	G4773	Assorted	5,000.00	RFQ	1/24/2023	2/7/2023	2/21/2023	3/1/2023	3/8/2023	3/16/2023	3/23/2023	4/6/2023	N/A	12/1/2023	12/29/2023
Update																		
Act																		
			Subtotal			5,000.00												
			Grand Total			\$863,402.00												

Prepared By: Lovetta W.J. Williams  
Manager/Procurement Section

Approved: Thomas Doe Nah  
Head of Procurement Committee

Date: 3/16/2023



Mar-31-2023

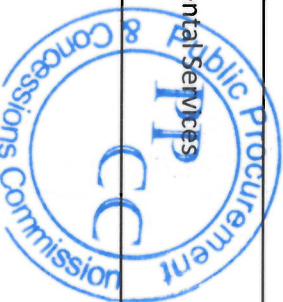
March 31/2023





### Notes to the Procurement Plan

Item	Contract Package	Description
1	Stationery & Office Supplies	Envelopes, pens, papers, cartridges, folders, box files, etc.... and funded under the line Stationeries & Office Supplies
2	Medical Insurance	Insurance coverage for LRA employees and dependents: medical coverage for staff & three (3) dependents using the National Competitive Bidding Procurement method under the line Personnel Insurance
3	Printing and Binding Services	<p>Lot 1: Printing of Letter Head, Business Card, banders, flyers, Calender etc</p> <p>Lot 2. Printing of Revenue Code &amp; Tariff Production, etc</p> <p>Lot 3. Printing of Corporate Strategic Plan, Printing of HR manual &amp; PED Policy etc</p> <p>Lot 4. Printing of Revenue forms including Key SIGTAS forms , Domestic tax forms and other RFQ will be used on a lot bases</p>
4	Procurement of Desktop and Laptop Computers	Procurement of Desktops and Laptops including accessories for use by LRA Staff at HQ, TBO & CBO to be funded under Computer Supplies, Parts & Cablings Budget Line.
5	Signs and Designs	Printing and Fabrication of various Signs and Designs for LRA HQ, CBOs and TBOs and other locations funded under Budget line Tax Education
6	Vehicles and Bikes Insurance	The LRA will procure comprehensive insurance for new vehicles and third party insurance for other vehicles and bikes and funded under budget line for Vehicles Insurance
7	Repair & Maint. Vehicles	LRA will procured vehicles spare and servicing parts for vehicles in Monrovia and Rural areas using NCB Method. Note: Newly procured vehicles will be services by the sole distributors and specialize garages (Cica Motor, Cape Automotoive, Uptown Garage & Auto Parts, SGM Group of Company and Blessed Livingstone Autoparts). For servicing and spare parts for vehicles assigned in Monrovia and rural areas the LRA will used the RFQ Method. The servicing may also involve providing replacement parts for vehicles including preventive and regular maintenance services using in house mechanic.
8	SMS Tax Messaging	Tax Massages reminder to Tax Payers relative to due dates of paymentnets on key Tax types as extension of currentts services with Lonestar Cell and Orange Liberia funded under budget line Tax Education. They are the only GSM companies operating in Liberia and as per Section 55 1(a) of the PPC Act 2010 . The procurement package will be procured using Sole Sources Method.
9	Hall Rental Services	Hall rental shall be used for Workshops, Conferences, Seminars and Training funded under the budget lines Workshop- Conferences, Seminars, Symposia and local Training using RFQ Method of procurement. The CBO's and TBO's are in different locations, there will be a need for suitable hall for workshop and training as per the location of the 15 counties.



*Handwritten signature and date: Mar 31, 2023*

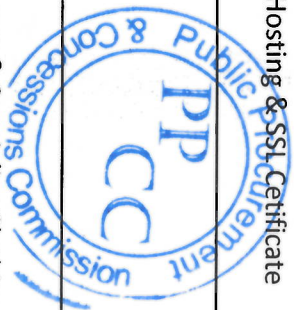
*Handwritten signature and date: March 2023*



*Handwritten signature and date: Mar 31, 2023*



10	Non Alcoholic Beverages	Non Alcoholic Beverages include drinking water and soft drinks for offices, conferences, meetings at LRA offices or other location funded under budget line Entertainment & Representations RFQ Method of procurement
11	Closure Notice Stickers, Custom Forms & Receipt	The LRA will procure Custom Forms and Receipt funded under the lines Revenue Instrument/Other Specialized Materials and by the use of the RFQ Methods @6,000
12	Revenue Receipts	Procurement of Revenue Receipts funded under budget lines Other Specialized Materials. Goods (Revenue Receipt) will be Sole Source to AFCONSAT Liberia Limited @ 50.00 each for 300 sets as per section 55 1(b) of the PPC Act 2010. AFCONSAT has produced and supplied the LRA with Tax Clearance Certificate. Based on past performance and the unique security features on the Revenue Receipt, AFCONSAT is therefore requested to produce and supply the LRA Revenue Receipt which is a national revenue instrument that does not require a competitive process.
13	Web Hosting & SSL Certificate	Website Hosting and annual subscription SSL Certificate including publishing fees will use sole sources Procurement method to RovaGate Technology and funded under budget line Printing Binding & Publication Services.
14	Gifts	LRA will Provide Gifts to key stakeholders and international partners (WATAF, WCO, ATAF and others) funded under budget line Entertainment & Representations. Gifts include items branded with LRA logo, name and other African Cultural designed gifts.
15	Uniforms & Specialize Clothing	The LRA will procure Uniforms and Accessories for Customs officers from MATELCO Incorporated and funded from the budget line Revenue Instrument/Other Specialized Materials. Therefore, as per Section 55 1b of the PPC Act 2010, the contract package will be procured using Sole Source Method. Also uniforms for Tax Payer Services and Domestic Tax Staff will be procured through RFQ Method.
16	Cleaning Materials	The LRA will procure Soap, Clorox, Dettol, towels, soft brooms, dirt tray, tissue, air freshener, floor mops, etc... for HQ and various Offices around the country. Procurement of Raincoats, Boots and Umbrellas will also be procured against this Budget Line (Cleaning Materials and Services @ 3,754.00 and Uniform & Specialized Materials @7,000
17	Printer, Scanner, Photocopiers & Shredders	The LRA will procure printers, scanners, photocopiers & Shredders which will be used in various offices and will be funded under the budget line item Computer Supplies, Parts & Cablings by the use of the RFQ methods @ 10,000
18	Fire Certificate	The LRA will procure Fire Certificate funded under the lines Revenue Instrument/Other Specialized Materials and by the use of the RFQ Methods @10,000
19	Single Administrative Document	The LRA will procure Single Administrative Document funded under the lines Revenue Instrument/Other Specialized Materials and by the use of the RFQ Methods @6,000
20	RAMs, Access Point, Hard Drives & Cables	The LRA will procure Access Point, Internal RAMs, Network Card, Hard Drives (Storages Devices) & Internet cables etc... to be used by the MIS to collect data from suboffice around Monrovia and offices in the LRA which will be funded under the budget line item Computer Supplies, Parts & Cabling Budget Line by the use of the RFQ methods @ 10,000



11 May 31, 2025

SAB



21	Christmas Package	The LRA will procure christmas Packages for staffs in and out of Monrovia which will be funded under the budget line item Entertainment and Representation by the use of the RFQ methods @ 5,000
22	Electricity	Power supply by LEC @ an estimate of US\$180,000.00 per annum
23	Tax Awareness	Tax & LRA sensitization messages on brochures, stickers, banners, fliers, walls, billboards, etc... Talk shows (studio discussions & call-in), airing of Tax jingles & songs on various radio stations. Airing of various dramatized tax messages on different radio & TV stations, text messages as reminder for tax filing and payment date, town hall meetings & outreach in various counties on different tax issues, honoring of taxpayers for tax compliance using RFQs @ lump sum estimate of US\$85,000 per annum.
24	Domestic Daily Allowance	Allowance for Rural Tax & Customs Business Offices Staff payable monthly @ US\$150,000 per annum. This is funded under line item Domestic Daily Subsistence Allowance
25	Dues to International Organizations	Annual statutory membership dues for World Customs Organization (WCO), West African Tax Administration Forum (WATAF), & the African Tax Administration Forum (ATAF) at \$ 100,000.00. This is funded under line item International Fees @40,000 and Legal Dues & Compensation @ 60,000.
26	Annual rent	Estimated Annual rent for 4 offices in Monrovia and 25 offices around the country at \$821,178.00
27	Fees for Billboard	Payment of Minicipal fees to City Governments for various existing billboards at a total cost of US\$1,000.00. This is funded under the line item Operating Expenses
28	Petty Cash	The LRA will execute other non planned activities that may arised from various offices at an estimated amount of \$4,000
29	Revenue Enforcement	Various enforcement activities including field operations, closure actions, court prosecution, assistance to other revenue generating MACs, Police operations, professional assistance, at US\$1,000,000.00. They shall be funded under Transfer to Revenue Enhancement @1,000,000
30	Corporate Social Responsibility	The LRA will give aid to less fortunate people including Blind, Crapper, SOS etc. @ 42,000.00 from the budget line Entertainment and Representation
31	Entertainment for Foreign Guest	The LRA will provide entertainmet for foreign guest and consultant @ 5,000 from the budget line Entertainment and Representation
32	Employees Awards	Reward to employees for performances at an estimated of \$100,000 per annum
33	Whistleblower & Refund	Reward to Whistle Blowers and Employees for national revenue recovered as a result of information provided at an estimate of \$2,000 per annum. This is funded under line item other compensation/Whistleblower & Refund

*Handwritten signature and date:*  
*Mar. 31, 2023*



*Handwritten signature:*  
*Jb44*

*Handwritten text:*  
*5/11/23*

*Handwritten text:*  
*5/11/23*