

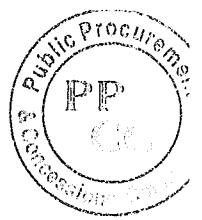


REPUBLIC OF LIBERIA

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/197/'23

September 13, 2023

Hon. Thomas Doe-Nah
COMMISSIONER GENERAL
Liberia Revenue Authority
Republic of Liberia

Dear Hon. Nah:

Subject: **RECEIPT AND APPROVAL OF THE LIBERIA REVENUE AUTHORITY PROJECT PROCUREMENT PLAN FOR FISCAL YEAR 2023.**

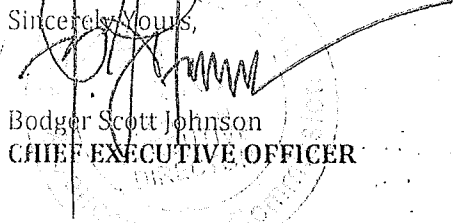
We present our compliments and wish to notify you that the Public Procurement and Concessions Commission has received and approved the Liberia Revenue Authority Project Procurement Plan in accordance with **Section 40 (3)** of the PPCA, 2010.

The Commission wishes to inform the LRA that its Procurement Plan will be duly forwarded to the Ministry of Finance and Development Planning (MFDP), and that the MFDP will process allotments in keeping with the approved Procurement Plans, upon conclusion of stipulated processes.

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 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.

Sincerely Yours,


Bodger Scott Johnson
CHIEF EXECUTIVE OFFICER

Regulating Procurement Compliance for National Development

Project Procurement Plan
Source of Funding: Real Estate Project Plan- Grand Bassa
Fiscal Year: 2023



August 23, 2023

2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
IMPLEMENTATION DATES																	
em no.	Package Number (code)	Contract Package	Business Activity Code	Qty	Estimated Cost (USD)	Procurement Method	Technical Specs/BOQ/Dra wings	Prep. of Bid Document	PC-Approval- Bid Doc./Tech. Specs.	Bid Invitation & Release of Bid Doc.	Bid submission/Pu blic Opening	Submission of Bid Evaluation Report	PC Approval- Bid Evaluation Report	Contract Award & Signing	Advance Payment (Mobilization)	Delivery, Inspection (Substantial completion)	Acceptance & Final Payment
1	IFB No. LRA/RFQ/REProj- GB/001/2023	Stationery & Office Supplies	G4761	1 firm	1,219.00	RFQ	23/08/2023	30/08/2023	06/09/2023	13/09/2023	20/09/2023	27/09/2023	04/10/2023	18/10/2023	N/A	02/12/2023	30/12/2023
	IFB No.																
2	LRA/RFQ/REProj- GB/002/2023	Printing & Binding	C1811	1 firm	10,000.00	RFQ	23/08/2023	30/08/2023	06/09/2023	13/09/2023	27/09/2023	04/10/2023	11/10/2023	25/10/2023	N/A	02/12/2023	30/12/2023
	IFB No.	Repair & Maintenance of Bike	G4540	1 firm	2,100.00	RFQ	23/08/2023	30/08/2023	06/09/2023	13/09/2023	20/09/2023	27/09/2023	04/10/2023	18/10/2023	N/A	02/12/2023	30/12/2023
3	LRA/RFQ/REProj- GB/003/2023																
	IFB No. LRA/SS/REProj- GB/001/2023	Procurement of Motobike	G4510	1 firm	11,200.00	SS	23/08/2023	30/08/2023	06/09/2023	13/09/2023	27/09/2023	04/10/2023	11/10/2023	25/10/2023	N/A	02/12/2023	30/12/2023
4																	
	IFB No.	Uniforms & Clothing	G4641	1 firm	8,480.60	RFQ	23/08/2023	30/08/2023	06/09/2023	13/09/2023	27/09/2023	04/10/2023	11/10/2023	25/10/2023	N/A	02/12/2023	30/12/2023
5	LRA/RFQ/REProj- GB/004/2023																
	IFB No.																
6	LRA/RFQ/REProj- GB/005/2023	Electrical Appliance	G4759	1 firm	600.00	RFQ	23/08/2023	30/08/2023	06/09/2023	13/09/2023	27/09/2023	04/10/2023	11/10/2023	25/10/2023	N/A	02/12/2023	30/12/2023
		Subtotal			33,599.60												

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

Approved: Thomas Doe Nah
Head of Procurement Committee

Date: 9/6/23



Project Procurement Plan
Source of Funding: Real Estate Project Plan- Grand Bassa
Fiscal Year: 2023



2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
IMPLEMENTATION DATES																	
BASIC DATA																	
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
7	IFB No. LRA/RFQ/REProj-GB/006/2023	Conference Equipment	G4761	1 firm	400.00	RFQ	23/08/2023	30/08/2023	06/09/2023	13/09/2023	20/09/2023	27/09/2023	04/10/2023	18/10/2023	N/A	02/12/2023	30/12/2023
8	IFB No. LRA/RFQ/REProj-GB/007/2023	Catering & Hall Rental Services	I5621	1 firm	1,222.50	RFQ	23/08/2023	30/08/2023	06/09/2023	13/09/2023	27/09/2023	04/10/2023	11/10/2023	25/10/2023	N/A	02/12/2023	30/12/2023
9	IFB No. LRA/RFQ/REProj-GB/008/2023	Fuel & Lubricant	G4661	1 firm	8,460.00	RFQ	23/08/2023	30/08/2023	06/09/2023	13/09/2023	20/09/2023	27/09/2023	04/10/2023	18/10/2023	N/A	02/12/2023	30/12/2023
10	IFB No. LRA/RFQ/REProj-GB/009/2023	Scratch & SIM Cards	J6190	1 firm	3,714.00	RFQ	23/08/2023	30/08/2023	06/09/2023	13/09/2023	20/09/2023	27/09/2023	04/10/2023	18/10/2023	N/A	02/12/2023	30/12/2023
11	IFB No. LRA/SS/REProj-GB/002/2023	Software Development	J6120	1 firm	10,000.00	SS	23/08/2023	30/08/2023	06/09/2023	13/09/2023	20/09/2023	27/09/2023	04/10/2023	18/10/2023	N/A	02/12/2023	30/12/2023
		Subtotal			23,796.50												
		Grand Total			57,396.10												

Prepared By: Lovetta W.J. Williams

Manager/Procurement Section

Approved: Thomas Doe Nah

Head of Procurement Committee

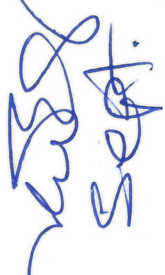
Date:

9/6/23

SEP 12, 2023

Notes to the Procurement Plan

Contract Package	Description
Stationery & Office Supplies	The LRA will procure stationery supplies which include envelopes, pens, papers, cartridges, folders, box files, etc.... and funded under the line Stationeries & Office Supplies
Printing & Binding	The LRA will procure printing services for the Grand Bassa Real Estate Project. The services will cover printing of Flyers, Brochures, T-shirts, Caps etc...
Repair & Maintenance of Bike	The LRA will service motorbikes procured for the Project including preventive and regular maintenance services with spare parts
Procurement of Motobike	The LRA will procure motorbikes for the Real Estate Project Agents and staff for Real Estate tax awareness in Grand Bassa County. Sole Source Method will be used to acquire TVS-5 from Marsaco Auto Services who is the sole distributor.
Uniforms & Clothing	The LRA will procure Uniforms including T-shirts and Caps for the tax awareness exercise in Grand Bassa County.
Electrical Appliance	The LRA will procure electrical appliance such as mobile PA System for the tax awareness exercise in Grand Bassa County.
Conference Equipment	The LRA will procure Tents/Canopies to host conference and other programs that will enhance the tax awareness exercise in Grand Bassa County.
Catering & Hall Rental Services	The LRA will procure catering servicing and hall for workshops and training for the tax awareness exercise in Grand Bassa County.
Fuel & Lubricant	Fuel and Gasoline will be procure for vehicles and Bikes to enhance the tax awareness exercise in Grand Bassa County.
Scratch & SIM Cards	Scratch cards and SIM cards for Real Estate Tax awareness exercise will be procure through a RFQ Method
Software Development	The LRA will procure software platform (Electronic Mass Automation Appraisal System for Property Valuation from Derrick Dweh and Real Property Platform for Mapping and Reporting from Titus S. Zoneh). These Software Platforms will integrated with SIGTAS, TAS and Kobocollect systems and will help track and report real estate property valuation in Grand Bassa County


 Sep. 12, 2023



Seen 542



August 23, 2023

Project Note (Real Estate Project Plan-Grand Bassa)

Budget Note to Procurement Plan		
Item	Budget Line	Budget Amount
1	Stationery & Office Supplies	\$1,219.00
2	Printing of Forms	\$14,400.00
3	Uniforms & Clothing Printing of Form	\$4,080.00 \$4,400.60
4	Servicing of Bike	\$2,100.00
5	Motorbikes	\$11,200.00
6	Mobile PA System	\$ 600.00
7	Tent/Canopies	\$ 400.00
8	Breakfast & Lunch Water Hall Rental	\$800.00 \$22.50 \$400.00
9	Fuel Vehicles Fuel Bikes	\$ 2,160.00 \$ 6,300.00
10	Scratch Cards Sim Cards	\$3,665.00 \$49.00
11	Platform Development	\$10,000.00

Contract Packages \$ Amount

Stationery & Office Supplies	@ \$1,219.00
Printing & Binding	@ \$10,000.00
Uniforms & Clothing	@ \$8,480.60
Repair & Maintenance of Bikes	@ 2,100.00
Procurement of Bikes	@ 11,200.00
Electrical Appliance	@600.00
Conference Equipment	@400.00
Catering & Hall Rental Services	@1,222.50
Fuel & Lubricants	@8,460.00
Scratch Cards & Sim Cards	@3,714.00
Software Development	@10,000.00

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Liberia Revenue Authority

Real Estate Tax Expansion in Buchanan City, Grand Bassa County

Detailed Budget

Activity 1: Staffing - Tax Agents hired to carry on RETD activities in Buchanan City and it's surrounding communities - Grand Bassa County						
Description	Unit	Unit/person	Number of months	Unit Cost (USD)	Total Cost (USD)	
A. Salaries						
i. Supervisor/Liaison	person	1	6	300.00	1,800.00	
ii. Team Leaders	persons	6	6	200.00	7,200.00	
iii. Tax Agents	persons	83	6	125.00	62,250.00	
Sub-Total					\$ 71,250.00	
Activity 2: Training of Supervisor, Team Leaders and Tax Agents in Grand Bassa County						
Description	Unit	Unit/person	Number of days/month	Unit Cost (USD)	Total Cost (USD)	
A. Training Materials						
i. Supervisor, Team Leaders, Tax Agents	items/person	90	0	-	-	
B. Transportation for Tax Agents						
i. Transportation for Supervisor, Team Leaders	items/person	7	1	10.00	70.00	
ii. Transportation for Tax Agents	items/person	83	1	10.00	830.00	
C. DSA						
i. DSA for LRA Staff - Arrival Day	persons/day	6	1	70.00	420.00	
ii. DSA for LRA Staff - Days 2 & 3	persons/day	6	2	57.00	684.00	
D. Breakfast and Lunch	persons/day	100	1	8.00	800.00	
E. Water for Participants and Trainers	items/person/sacks	9	1	2.50	22.50	
F. Halls Rental	Lumpsum	1	2	200.00	400.00	
G. Scratch cards to load Tablets for training	pieces	49	1	5.00	245.00	
H. Stationery/Office Supplies						
i. Note Pads	pieces	9	1	1.00	9.00	
ii. Pens	box	2	1	5.00	10.00	
I. Fuel (60 gallons)	two (2) vehicles x 10	2	3	6.00	360.00	
Sub-Total					\$ 3,850.50	

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Activity 3: Awareness/Outreach by LRA Taxpayers Staff and Tax Agents in Buchanan City and it's surrounding communities - Grand Bassa County - Ten (10) day						
Description	Unit	Unit/person	Number of days	Unit Cost (USD)	Total Cost (USD)	
A. DSA and Lunch						
i. LRA Taxpayers Services Staff	persons/day - DSA	8	10	70.00	5,600.00	
ii. LRA Communications Services Staff	persons/day - DSA	4	10	70.00	2,800.00	
iii. LRA Real Estate Staff	persons/day - DSA	6	10	70.00	4,200.00	
iv. LRA Drivers (Bus, Landcruiser and Pick-up)	persons/day - DSA	3	10	70.00	2,100.00	
v. TBO Staff	person/day - Lunch	1	10	15.00	150.00	
vi. Tax Agents	person/day - Lunch	90	10	5.00	4,500.00	
B. Fuel						
i. Fuel (300 gallons for ten days awareness)	Vehicles/10 gallons per day	3	10	6.00	1,800.00	
C. Printing of Forms						
i. Flyers/Brochures	pieces	72,003	1	0.20	14,400.60	
Sub-Total					\$ 35,550.60	
Activity 4: Purchase of Equipment, Servicing, Gasoline/fuel, etc.						
Description	Unit	Unit/person	Quantity	Unit Cost (USD)	Total Cost (USD)	
A. Motor-bikes (TV-5)	pieces	7	1	1,600.00	11,200.00	
B. Servicing of motor-bikes	pieces	7	6	50.00	2,100.00	
C. Gasoline (Motor-bikes - 25gals/month x 7 bikes)	gallons (25 gallons/month)	7	6	6.00	6,300.00	
D. Others:						
i. Tents/Canopies	pieces	4	1	100.00	400.00	
ii. Mobile PA System	pieces	4	1	150.00	600.00	
iii. Scratch Cards (Tablets)	pieces (2 cards/month)	49	6	5.00	2,940.00	
iv. Sim Cards (Tablets)	pieces (1 card/month)	49	1	1.00	49.00	
v. Scratch Cards/calling (Supervisor)	pieces (4 cards/month)	1	6	5.00	120.00	
vi. Scratch Cards/calling (Team Leaders)	pieces (2 cards/month)	6	6	5.00	360.00	
E. Platform Development	piece	1	1	10,000.00	10,000.00	
Sub-Total					34,069.00	
Activity 5: Printing of Tax Agents Uniforms						
A. Printing/Uniforms-Tax Agents, etc.						

i. T-shirts (two colors -160 pieces red, 160 pieces blue)	pieces	160	2	10.00	3,200.00
ii. Caps (two colors - 80 pieces red, 80 pieces blue)	pieces	160	1	5.50	880.00
iii. ID Cards and ropes	pieces	160	1	7.50	1,200.00
Sub-Total					5,280.00
Grand Total				\$	150,000.10