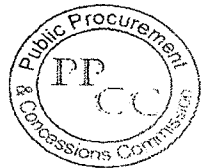




Republic of Liberia

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/052/'21

February 12, 2021

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

Dear Hon. Nah:

Subject: **RECEIPT AND FINAL APPROVAL OF LRA'S SBA AND NON SBA
PROCUREMENT PLANS FOR FISCAL YEAR 2020/2021**

We present our compliments and acknowledge receipt of your letter which sought the final approval of the Commission for **Liberia Revenue Authority (LRA)** SBA and Non SBA Procurement Plan for FY 2020/2021 in accordance with **Section 40(3)** of the PPC Act. The Commission hereby informs you that your plan has been **Approved** and has been forwarded to the Ministry of Finance and Development Planning(MFDP).

The Commission advises that you observe **Section 40(5)** of the PPCA, 2010 which states that 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 procurement plan and be provided with 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.

Please be advised that your Entity can carry out procurement activities based on this final approved Procurement Plan culminating in **framework agreements** for recurrent procurement items. 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>**.

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


Jargbe Rosefire Magbe Koyio (Atty.)
CHIEF EXECUTIVE OFFICER

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



Revised Procurement Plan (Small Business Act)
Source of Funding: Government of Liberia-National Budget
Fiscal Year: 2020-2021



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 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 (Mobilizati on)	Delivery, Inspection (Substantial completion)	Acceptan & Fina Paymen
Planned	1	IFB No LRA/SBA/RB/001/0 20-021	Fuel & Lubricant	G4661	52,550@ US\$3.50	183,925.00	RB	4/29/2020	5/6/2020	5/13/2020	5/18/2020	6/15/2020	6/29/2020	7/6/2020	7/29/2020	N/A	6/2/2021	6/30/202
Update																		
Act.																		
Planned	2	IFB No LRA/SBA/RB/002/0 20-021	Janitorial Services	N8121	1 firm	\$76,000.00	RB	4/28/2020	5/5/2020	5/12/2020	5/18/2020	6/15/2020	6/29/2020	7/6/2020	7/20/2020	N/A	6/30/2021	6/30/202
Update																		
Act.																		
Planned	3	IFB No LRA/SBA/RB/003/0 20-021	Security Guard Service	N8010	1 firm	\$200,000.00	RB	4/28/2020	5/5/2020	5/12/2020	5/18/2020	6/15/2020	6/29/2020	7/6/2020	7/20/2020	N/A	6/30/2021	6/30/202
Update																		
Act.																		
Planned	4	IFB No LRA/SBA/NCB/001/ 020-021	Air Tickets	N7911	1 firm	\$10,000.00	NCB	5/1/2020	5/8/2020	5/15/2020	5/20/2020	6/17/2020	7/1/2020	7/8/2020	7/29/2020	N/A	6/2/2021	6/30/202
Update																		
Act.																		
Planned	5	IFB No LRA/SBA/SS/001/02 0-021	Fiber Optic Internet Connectivity	J6110	1 firm	12,000.00	SS	5/15/2020	5/22/2020	5/29/2020	6/2/2020	6/16/2020	7/1/2020	7/8/2020	7/29/2020	N/A	6/30/2021	6/30/202
Update																		
Act.																		
			Sub - Total			\$481,925.00												

Prepared By: Lovetta W.J. Williams
Officer in Charge/Procurement Unit

[Signature]

Approved: Thomas Doe Nah
Head of Procurement Committee

[Signature]

Date: 2/4/2021

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2/12/21

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Feb 12/2021





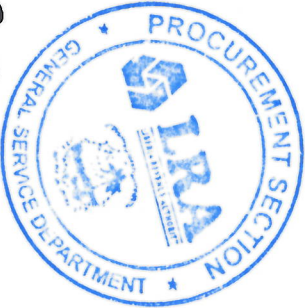
Revised Procurement Plan (Small Business Act)
Source of Funding: Government of Liberia-National Budget
Fiscal Year: 2020-2021

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 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	IFB No.LRA/SBA/RFQ/001/ 020-021	Catering Services	15621	17 Firms	40,000.00	RFQ	5/1/2020	5/8/2020	5/15/2020	5/19/2020	5/26/2020	6/2/2020	6/9/2020	6/23/2020	N/A	6/30/2021	6/30/2021	
Update																			
Act.																			
Planned	7	IFB No.LRA/SBA/RB/004/0 20-021	Vehicle Rental	N7710	1 firm	17,000.00	RB	6/9/2020	6/16/2020	6/23/2020	6/29/2020	7/6/2020	7/13/2020	7/20/2020	8/3/2020	N/A	6/30/2021	6/30/2021	
Update																			
Act.																			
	Planned	IFB No.LRA/SBA/RFQ/002/ 020-021	Repair & Maintenance of Photocopiers, Printers, Scanners, Computers etc	S9511	Assorted	7,000.00	RFQ	5/12/2020	5/19/2020	5/26/2020	6/11/2020	6/8/2020	6/15/2020	6/22/2020	7/6/2020	N/A	6/30/2021	6/30/2021	
Update																	1		
Act.																			
Planned	9	IFB No.LRA/SBA/RFQ/003/ 020-021	Repair & Maintenance of CCTV	S9521	1 firm	2,000.00	RFQ	5/13/2020	5/20/2020	5/27/2020	6/3/2020	6/10/2020	6/17/2020	6/24/2020	7/8/2020	N/A	6/30/2021	6/30/2021	
Update																			
Act.																			
Sub Total						\$66,000.00													
Grand Total						\$547,925.00													

Prepared By: Lovetta W.J. Williams
Officer in Charge/Procurement Unit

Approved: Thomas Doe Nah
Head of Procurement Committee

Date: 2/4/2021



Revised Notes to Procurement Plan		
Item	Contract Package	Description
1	Fuel & Lubricant	Fuel and Gasoline for Generator at HQ, Urban and rural offices, vehicles and Bikes for LRA operation. Total of 105 total bikes and 88 vehicles. There is a total of 12 Gensets with an increase of one (1) 1000 Kva Genset. 52,550 gals @ US\$ 3.50
2	Janitorial Services	Janitorial services which include Fumigation services for HQ, Freeport, RIA, LPRC, Red Light Duala, other urban offices and Cleaners for Rural offices, funded under the budget line Cleaning Materials and Services.
3	Security Guard Service	Guard Services at HQ, Freeport, LPRC, RIA, Duala, Paynesville, LBS Office and Training Center. Watchman will be provided for all rural offices and shall be funded under the line Guard and Security Services and on an individual contract basis. JAC Group of Companies will provide specialized security services to the homes of the Commissioner General and Deputies and will be conducted through a Sole Source Method and in accordance with the Section 55 1(d) & (e) of the PPC Act 2010
4	Air Tickets	Airline tickets to facilitate foreign Travel and taken from the budget line item Foreign Means of Travel.
5	Fiber Optic Internet Connectivity	HQ internet connection from LIBTELCO. At least 25Mbps per month. This is funded under budget line Internet Provider Services
6	Catering Services	Catering Servicing for Workshops, Conferences and Training funded under lines: Workshop, Conferences, Seminars, Symposia. Based on the various locations of custom and tax business offices and the timing of events to be held by LRA. RFQ will be used as per location of events. To this end, at least 3 quotations will be collected within the exact geographical location of each event..
7	Vehicle Rental	Vehicle rental services for Domestic means of travel, monthly travel by LRA staff at HQ and rural offices. The rental of vehicles to facilitate travel at \$17,000.00 per annum. Funded from the budget line items Domestic Means of Travel.
8	Repair & Maintenance of Photocopiers, Printers, Scanners, Computers etc	The LRA will service 30 Photocopiers, 40 Printers, 100 Computers and Scanners at RIA @ \$7,000 including servicing of IT and related equipment for preventive and corrective maintenance. RFQ method will be used for parts to effect the above which shall be funded from line Repair and Maintenance of ICT Equipment. The servicing will involve changing of spare parts (server hard disks, external hard drives, mouse adaptors etc....)
9	Repair & Maintenance of CCTV	The LRA will service CCTV @ \$2,000.00 including servicing of its related equipment for preventive and corrective maintenance. RFQ method will be used to effect the above which shall be funded from line Repair and Maintenance of ICT Equipment. The servicing will involve changing of spare parts.

P. L. T. 2/12/21

Feb 12/2021



FEB/12/2021