



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/0504/'19

September 16, 2019

Hon. Thomas Doe Nah

COMMISSIONER GENERAL

Liberia Revenue Authority

Republic of Liberia

Dear Hon. Nah:

Subject: **PROVISIONAL APPROVAL OF DRAFT 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 Revenue Authority SBA and Non SBA 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 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 notifications of this information in the tender documents for both framework agreements and advance procurement. For your guidance, the Commission has produced a short note explaining the processes for framework agreements and advance procurement which you can download at <http://ppcc.gov.lr/vr/index.php/documents>

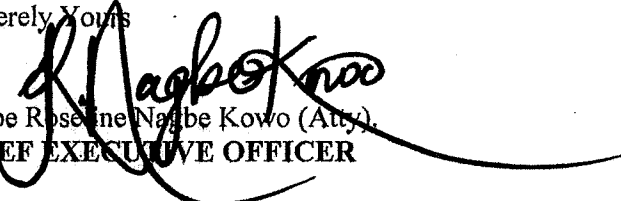
Upon passage of the FY 2019/2020 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for LRA's allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for FY 2019/2020 and staff of your Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the previous fiscal year (2018/2019), for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for fiscal year 2019/2020.

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.

Sincerely Yours


Jargbe Roseanne Nagbe Kowo (Atty).
CHIEF EXECUTIVE OFFICER

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



Procurement Plan (Small Business Act)
Source of Funding: Government of Liberia-National Budget
Fiscal Year: 2019-2020



June 19, 2019

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	1	IFB No.LRA/SBA/RB/001/0 19-020	Fuel & Lubricant	G4661	76,465@ US\$3.50	267,630.00	RB	4/30/2019	5/7/2019	5/15/2019	5/20/2019	6/3/2019	6/17/2019	7/17/2019	8/7/2019	N/A	6/2/2020	6/30/20
Update																		
Act.																		
Planned	2	IFB No.LRA/SBA/RB/002/0 19-020	Janitorial Services	N8121	1 firm	\$90,000.00	RB	4/25/2019	5/9/2019	5/23/2019	5/28/2019	6/25/2019	7/9/2019	7/23/2019	8/27/2019	N/A	6/30/2020	6/30/20
Update																		
Act.																		
Planned	3	IFB No.LRA/SBA/RB/003/0 19-020	Security Guard Service	N8010	1 firm	\$210,000.00	RB	4/25/2019	5/2/2019	5/9/2019	5/13/2019	6/10/2019	6/17/2019	6/24/2019	7/8/2019	N/A	6/30/2020	6/30/20
Update																		
Act.																		
Planned	4	IFB No.LRA/SBA/NCB/001 /019-020	Air Tickets	N7911	1 firm	\$35,000.00	NCB	4/25/2019	5/9/2019	5/23/2019	5/28/2019	6/25/2019	7/9/2019	7/16/2019	8/20/2019	N/A	6/2/2020	6/30/20
Update																		
Act.																		
Planned	5	IFB No.LRA/SBA/SS/001/0 19-020	Fiber Optic Internet Connectivity	J6110	1 firm	86,000.00	SS	5/15/2019	5/22/2019	5/29/2019	6/4/2019	6/18/2019	7/3/2019	7/18/2019	8/8/2019	N/A	6/30/2020	6/30/20
Update																		
Act.																		
			Sub - Total			\$688,630.00												

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

Approved: Thomas Doe Nah
Head of Procurement Committee

Date:

7/24/19

T. Williams
9/16/19

Robinson
9/16/19



Procurement Plan (Small Business Act)
Source of Funding: Government of Liberia-National Budget
Fiscal Year: 2019-2020

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	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	6	No.LRA/SBA/RFQ/001/ 019-020	Catering Services	I5621	17	25,000.00	RFQ	5/1/2019	5/15/2019	5/29/2019	6/4/2019	7/2/2019	7/16/2019	7/23/2019	8/27/2019	N/A	6/2/2020	6/30/20
Update																		
Act.																		
Planned	7	No.LRA/SBA/NCB/002 /019-020	Vehicle Rental	N7710	1 firm	35,000.00	NCB	7/17/2019	7/24/2019	7/31/2019	8/5/2019	9/2/2019	9/16/2019	9/23/2019	10/7/2019	N/A	6/2/2020	6/30/20
Update																		
Act.																		
Planned	8	No.LRA/SBA/RFQ/002/ 019-020	Repair & Maintenance of Photocopiers, Printers & Computers	S9511	Assorted	8,000.00	RFQ	5/15/2019	5/22/2019	6/5/2019	6/12/2019	7/10/2019	7/24/2019	7/31/2019	8/7/2019	N/A	6/2/2020	6/30/20
Update																		
Act.																		
Planned	9	No.LRA/SBA/RFQ/003/ 019-020	Repair & Maintenance of CCTV	S9521	Assorted	3,200.04	RFQ	5/15/2019	5/22/2019	6/5/2019	6/12/2019	7/10/2019	7/24/2019	7/31/2019	8/7/2019	N/A	6/2/2020	6/30/20
Update																		
Act.																		
Grand Total						\$759,830.04												

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

Approved: Thomas Doe Nah
Head of Procurement Committee

Date: 7/24/19

T. Thomas Doe
7/16/19

Provisional
6/19/19
6/19/19

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. 76,465 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.
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 \$35,000.00 per annum. Funded from the budget line items Domestic Means of Travel.
8	Repair & Maintenance of Photocopiers, Printers & Computers	The LRA will service 30 Photocopiers, 40 Printers, 100 Computers @ \$8,000 including servicing of IT and 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 (server hard disks, external hard drives, mouse adaptors etc....)
9	Repair & Maintenance of CCTV	The LRA will service CCTV @ \$3,200.04 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.

*T. Thomas &
9/16/19*

*Provided
R. August 20
9/16/19*