



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/710/'22

December 16, 2022

Cllr. Boakai N. Kanneh  
**CHAIRPERSON**  
Law Reform Commission  
Republic of Liberia

Dear Cllr. Kanneh:

Subject: **PROVISIONAL APPROVAL OF THE LAW REFORM COMMISSION PROCUREMENT PLAN FOR FISCAL YEAR 2023.**

We present our compliments and acknowledge receipt of your letter which sought the Commission's approval of the Law Reform Commission 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 2022, you are required to submit a revised/updated procurement plan, details budget for the Law Reform Commission's allocation in the approved budget, Cash plan, names and positions of the Procurement Committee members for FY 2022 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 six months budget, for stated submission will serve as a precursor for the Commission granting you final approval of your recurrent procurement plan for fiscal year 2022.

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,

  
Lando Rosemond Nagbe N'woro (Atty.)  
**CHIEF EXECUTIVE OFFICER**

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

LAW REFORM COMMISSION  
PROCUREMENT PLAN (Non-SBA Budget)  
Source of Funding: GOL National Budget  
Fiscal year: 2023 (January- December)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
IMPLEMENTATION DATES																	
PLANNED	ITEM NO	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUS. REGISTRATION CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ /DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL- BID DOCTE/HI 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)
	1.	IFB. NO. LRC/RFQ/001/ 2023	Stationery	G4761	Assorted	2,000.00	RFQ	12/09/2022	12/23/2022	12/29/2022	1/06/2023	1/13/2023	1/21/2023	1/30/2023	2/13/2023	N/A	12/15/2023
UPDATE:																	
ACTUAL																	
TOTAL						2,000.00											



Signed:   
Rachel G. Saywan  
Supervisor/ Procurement Unit

Approved by:   
Chir. Bokai N. Kameh  
Head of Entity/ Chairman Proc. Committee

Date: 6/12/2022



LAW REFORM COMMISSION  
PROCUREMENT PLAN (Non-SBA Budget)  
EXPLANATORY NOTES  
FISCAL YEAR: 2023 (January – December)

NO.	Contract Package Code	Contract Package	Content of Contract Package
1.	IFB NO. LRC/RFQ/001/2023	Stationery	<div>   </div> <p>This budget comes from Stationery it is intended to procure the following stationery items:</p> <ol style="list-style-type: none"> <li>A4 Ream of sheet ..... 12 Boxes</li> <li>Legal sheet (8.5" x 14") ..... 5 Boxes</li> <li>Box file ..... 1 Box</li> <li>White Envelops (letter size) ..... 3 Boxes</li> <li>Executive Ball pens (12pcs in 1 pk) ..... 1 pack</li> <li>Pen (assorted) ..... 6 packs</li> <li>Plastic binding ring (big &amp; small)..... 1 Box</li> <li>Transparent binding sheet (A4 size) ..... 1 pack</li> <li>Stamp pad..... 2 pieces</li> <li>Scotch tape, 5 cm. transparent ..... 2 pieces</li> <li>White board marker ..... 5 packs</li> <li>Flash drive ..... 5 pieces</li> <li>Kodak max battery (double A) ..... 1 Box</li> <li>Kodak max battery (Triple A) ..... 1 Box</li> <li>Ledger (legal)..... 3 pieces</li> <li>Stick -on - pad..... 1 box</li> <li>Brown Envelops (A-4 size) ..... 6 packs</li> <li>HP 61 combo Cartridge (black) ..... 3 pieces</li> <li>HP Cartridge 85A ..... 8 pieces</li> <li>CGR3371737 ..... 3 pieces</li> <li>Laserjet print Cartridge 26A..... 2 pieces</li> <li>Laserjet print. Cartridge 30A ..... 2 pieces</li> </ol>

Signed: \_\_\_\_\_  
Rachel G. Saywah  
Supervisor/ Procurement Unit

Approved by: \_\_\_\_\_  
Cllr. Boakai N. Kanneh  
Head of Entity/ Chairman Proc. Committee

Date: 6/12/2022

*Handwritten signature*  
Dec. 16, 2022

*Handwritten signature*  
Dec 16, 2022



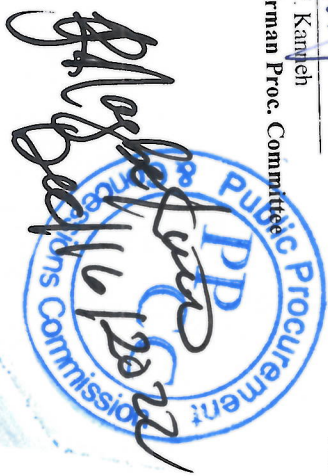
LAW REFORM COMMISSION  
PROCUREMENT PLAN (SBA Budget)  
Source of Funding: GOL National Budget  
Fiscal year: 2023 (January – December)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
IMPLEMENTATION DATES																		
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUS. REGISTRATION CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ /DRAWINGS	PREP OF BID DOCUMENT	PC APPROVAL- BID DOCTECH 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)	ACCE & J PA)	
PLANNED	1.	IFB NO. LRC/SBA/RB/001/ 2023	Petroleum Products (Diesel & gasoline)	G4661	2,841.79 gals @ US \$5.67/00	16,113.00	RB	12/05/2022	12/15/2022	12/22/2022	12/29/12022	1/06/2023	1/16/2023	1/23/2023	2/06/2023	N/A	12/15/2023	12/25
UPDATE																		
ACTUAL																		
PLANNED	2.	IFB NO. LRC/SBA/RFO/001/ 2023	Security Guard Services	N8010	1 Firm	9,000.00	RFQ	12/08/2022	12/21/2022	12/28/2022	1/05/2023	1/12/2023	1/19/2023	1/30/2023	2/13/2023	N/A	12/15/2023	12/
UPDATE																		
ACTUAL																		
TOTAL					25,113.00													

Signed: Maeji  
Rachel G. Saywah  
Supervisor/ Procurement Unit

Approved by: [Signature]  
Clt. Batakai N. Kanjeh  
Head of Entity/ Chairman Proc. Committee

Date: 6/12/2022



LAW REFORM COMMISSION  
PROCUREMENT PLAN (SBA Budget)  
EXPLANATORY NOTES  
FISCAL YEAR: 2023 (January – December)

No.	Contract Package Code	Contract Package	Content of Contract Package
1.	IFB NO. LRC/SBA/RFQ/001/2023	Petroleum Products ( Diesel & Gasoline)	This Budget \$16,113.00 will be used to acquire fuel only in coupons (Diesel, Oil, etc) at an estimated cost of US\$5,67 $\$13,000.00/5.67 = 2,292.76$ gallons, it will be applied to the purchase of fuel and Lubricants for \$3,113.00/5.67 = 549.03 gallons, will be applied to the purchase of fuel for Generator only.
2.	IFB NO. LRC/SBA/RFQ/002/2023	Security Guard Services	This Budget \$9,000.00 comes from Guard and Security Services it is planned to hire a private L Security firm required to assign two guards each, on three shifts.
3.		Electricity	This Budget \$6,000.00 comes from Electricity it is planned to pay electricity bills to the Liberia Corporation (LEC) only.
4.		Office Building Lease	This Budget \$50,000 comes from Offices Building Rental and Lease it will be applied to annual toward the lease of office building located Sekou Toure Avenue, Mamba Point, Monrovia, Lili

Signed: \_\_\_\_\_

Rachel G. Saywah

Supervisor/ Procurement Unit

Approved by: \_\_\_\_\_

Cllr. Boakai N. Kanneh

Head of Entity/ Chairman Proc. Committee

Date: \_\_\_\_\_

6/12/2022

