



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/0/24'**

February 29, 2024

Hon. Gabriel Y. Montgomery, Sr.
ACTING COMMISSIONER GENERAL
DEPUTY COMMISSIONER TECHNICAL AFFAIRS
Liberia Revenue Authority
ELWA Junction, Paynesville
Monrovia, Liberia

Dear Hon. Montgomery:

Subj: **REQUEST FOR NO OBJECTION TO EXTEND CONTRACTS FOR RECURRENT ACTIVITIES USING SOLE SOURCE METHOD OF PROCUREMENT**

We present our compliments and wish to acknowledged receipt of your communication which sought the approval of the LRA's request to extend contracts for recurrent activities using Sole Source method of procurement.

The Commission upon thorough review of your documentation submitted is pleased to highlight the following:

- ❖ That the LRA's request aligns with **Section 55** of the PPCA due to the delay in the budget approval which has led to an emergency for the Authority's operations;
- ❖ That the recurrent activities mentioned by LRA are crucial to the entity's functions; However, it was observed that the two months have lapsed from the three-month request period (January -March) for contract extensions. Hence, the Commission's approval can only capture from March 2024 to the approval of the national budget. This decision from the Commission is essential because an approval for January and February would indicate a retroactive approval.

From the above findings mentioned, the Commission **hereby** grants an approval of the Liberia Revenue Authority's request for contracts extension of recurrent activities as indicated for the period of one month, not exceeding March 31, 2024 due to the national budget approval delay. In furtherance, the LRA is advise to ensure that the contract extension amount for individual packages reflect the amounts quoted by the winning bidders in the 2023 competitive procurement process for packages under review. To this end, the LRA is admonished to foster participation and encourage competition for subsequent contracts emanating from the entity's approved budget appropriations.

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.

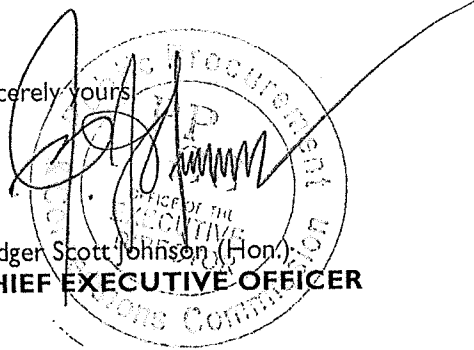
The Public Procurement and Concessions Commission admonishes and deems it a priority that you remain in compliance with the PPCA, 2010, as we jointly aspire to achieve transparency, accountability, fairness, equality and ultimately public confidence in our procurement and concessions processes.

Please see the attached document indicating the contract packages your entity's request for extension highlighted

Regulating Procurement Compliance for National Development

Sincerely yours

Bodger Scott Johnson (Hon.)
CHIEF EXECUTIVE OFFICER





**Deputy Commissioner General
Technical Affairs**



LRA/GYM-DCGTA/adk/19-524/24

January 19, 2024

*Josephine Gelescio
Jan. 23, 2024
12:58 pm*

Mr. Bodger Scott Johnson
Executive Director
Public Procurement and Concession Commission
Capitol Hill, Monrovia, Liberia

Dear Mr. Johnson,

Subject: Request for “NO OBJECTION” to Extend Contracts for Recurrent Activity

We write to formally request your esteemed approval for the extension of contracts pertaining to recurrent activities for a three-month period during the fiscal year 2024.

Facts

As you are aware, the Liberia Revenue Authority (LRA) operates as a semi-autonomous agency, reliant on budgetary support derived from a memorandum of understanding, duly approved by the National Legislature. This memorandum allocates 4% of the revenue collected, up to the approved budget ceiling, to sustain the agency's operations effectively.

Presently, the budget for the fiscal year 2024 has yet to receive approval, but the LRA is mandated to continue national revenue collection, and we find it imperative to extend certain contracts. This extension will ensure the smooth operation of crucial services while awaiting the approval of the 2024 budget and the completion of the requisite bidding processes.

The contracts slated for extension encompass a wide range of goods and services vital for the LRA's unified functioning:

- a. V I P Security Guard Services (Security Guard Services)**
- b. Shop Rite (Cleaning Materials)**
- c. Sunu Assurance (Vehicles Insurance Services)**
- d. United Office Supplies & Equipment (Stationery Supplies & Computer Cartridges)**
- e. Elite Facility Management Services (Janitorial Services)**
- f. Petro Trade (Petroleum Products in Coupons)**



2

Special Procurement Plan (Non SBA)
Source of Funding: Government of Liberia-National Budget
Fiscal Year: January - March 2024



January 2, 2024

BASIC DATA																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Item 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 Dec./Tech. Specs.	Bid Invitation & Release of Bid Doc.	Bid submission/Procurement Opening	Submission of Bid Evaluation Report	PC Approval- Bid Evaluation Report	Contract Award & Signing	Advance Payment (Mobilization)	Delivery, Inspection (Substantial completion)	
Planned Update	1	IFB No. LRA/SS/001/2024	Stationery & Office Supplies	G4761	Assorted	100,885.00	SS	23/02/2024	26/02/2024	29/02/2024	03/03/2024	05/03/2024	10/03/2024	29/03/2024	30/03/2024	N/A	01/03/2024
Planned Update	2	IFB No. LRA/SS/002/2024	Repair & Maint. Vehicles	G4520	4 firms	19,800.00	SS	23/02/2024	26/02/2024	29/02/2024	03/03/2024	05/03/2024	10/03/2024	29/03/2024	30/03/2024	N/A	01/03/2024
Planned Update	3	IFB No. LRA/SS/003/2024	Vehicles and Bikes Insurance	K6512	1 firm	16,319.52	SS	23/02/2024	26/02/2024	29/02/2024	03/03/2024	05/03/2024	10/03/2024	29/03/2024	30/03/2024	N/A	01/03/2024
Planned Update	4	IFB No. LRA/SS/004/2024	Cleaning Materials	G4773	Assorted	29,845.00	SS	23/02/2024	26/02/2024	29/02/2024	03/03/2024	05/03/2024	10/03/2024	29/03/2024	30/03/2024	N/A	01/03/2024
		Grand Total	Subtotal			166,849.52										\$166,849.52	

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

Approved: Gabriel Y. Montgomery, Sr.
 Acting Head of Procurement Committee

Date: 2/19/24

MSE
 Feb. 29, 2024

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	Repair & Maint. Vehicles	LRA will procure repairs and Maintenance services including providing replacement vehicles spare and servicing parts for vehicles in Monrovia and Rural areas using Sole Sources Method the sole distributors and specialize garages (Cape Automotive, Uptown Garage & Auto Parts and Blessed Livingstone Autoparts).
3	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
4	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

Y. E. S. R.
Feb. 29, 2024

SQR

Special Procurement Plan (Small Business Act)
 Source of Funding: Government of Liberia-National Budget
 Fiscal Year: January-March 2024

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)	
1	LRA/SBA/SS/001/2024	Petroleum Products	G4661	32,466.04@ US\$5.91	191,874.30	SS	23/02/2024	26/02/2024	29/02/2024	03/03/2024	05/03/2024	10/03/2024	25/03/2024	30/03/2024	N/A	01/03/2024	
2	LRA/SBA/SS/002/2024	Janitorial Services	N8110	1 firm	\$18,208.20	SS	23/02/2024	26/02/2024	29/02/2024	03/03/2024	05/03/2024	10/03/2024	25/03/2024	30/03/2024	N/A	01/03/2024	
3	LRA/SBA/SS/003/2024	Security Guard Service	N8010	1 firm	\$46,905.18	SS	23/02/2024	26/02/2024	29/02/2024	03/03/2024	05/03/2024	10/03/2024	25/03/2024	30/03/2024	N/A	01/03/2024	
Sub - Total					\$256,987.68												
Grand Total					\$256,987.68												

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

Approved: Gabriel Y. Montgomery, S.
 Acting Head of Procurement Committee


Date:

2/19/24

[Handwritten Signature]
 Feb. 29, 2024

Notes to Procurement Plan

Item	Contract Package	Description
1	Petroleum Products	Fuel and Gasoline for Generator at HQ, Urban and rural offices, vehicles and Bikes for LRA operation for 3 months Total of 48 bikes and 84 vehicles. There is a total of 12 Gensets with an increase of one (1) 1000 Kva Genset and (1) 500KVA Genset. 36,687gals @ US\$ 5.23. Note: All LRA senior staffs used Tom Cards for the filling of petroleum products in their vehicles. Conex is the only vendor that issued and refilled petroleum product on tom card. Therefore as per Section 55 Subsection 1b, the LRA will use sole source method only for petroleum product on Tom Card.
2	Janitorial Services	Janitorial services which include Furnigation & Cleaning 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. Security services will be provided to the homes of the Commissioner General and Deputies.


 Feb-29, 2024



