



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 Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Ref. **PPCC/RL/CEO/253/'24**

May 29, 2024

Hon. Prince A. Wreh  
**EXECUTIVE CHAIRMAN**  
Liberia Special Economic Zones Authority  
Republic of Liberia

Dear Hon. Wreh:

Subject: **PROVISIONAL APPROVAL OF DRAFT PROCUREMENT PLAN (SBA / NON SBA) FOR FISCAL YEAR 2024**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Liberia Special Economic Zones Authority (**LSEZA**) Procurement Plans (SBA/Non SBA) for FY 2024 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 submission of a copy 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 receipt of a copy of the Fiscal Year 2024 approved National Budget, you are required to submit a revised/updated procurement plan, detailed budget for **LSEZA's** allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for Fiscal Year 2024 and staff of your Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the just ended 2023 Fiscal Year, for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for Fiscal Year 2024.

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,

  
Badger Scott Johnson (Hon.)  
**CHIEF EXECUTIVE OFFICER**





**LIBERIA SPECIAL ECONOMIC ZONE AUTHORITY**  
**PROCUREMENT PLAN (SBA)**  
**SOURCE OF FUNDING: GOL**  
**Fiscal year: 2024**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
	ITEM NO.	BASIC DATA						IMPLEMENTATION DATES											
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code (s)	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. LSEZA/SBA/RFQ/001/2024	Scratch Cards	J6190	1,540 pcs@5 USD	7,875.00	RFQ	4/30/24	5/6/24	5/10/24	5/23/24	6/3/24	6/6/24	6/11/24	6/21/24	N/A	12/16/24	12/31/24	
UPDATE																			
ACTUAL																			
PLANNED	2	IFB NO. LSEZA/SBA/RB/001/2024	Publication of general announcement	G4741	1 Firm	15,000.00	RB	4/30/24	5/6/24	5/10/24	5/23/24	6/21/24	6/25/24	6/28/24	7/11/24	N/A	12/16/24	12/31/24	
UPDATE																			
ACTUAL																			
PLANNED	3	IFB NO. LSEZA/SBA/RFQ/002/2024	Cleaning Materials	G4773	1 Firm	6,000.00	RFQ	4/30/24	5/6/24	5/10/24	5/23/24	6/3/24	6/6/24	6/11/24	6/21/24	N/A	12/16/24	12/31/24	
UPDATE																			
ACTUAL																			
<b>SUB-TOTAL</b>						\$28,875.00													

Prepared by: *Lassana B. Dambeley* 5/27/24  
 Lassana B. Dambeley  
 Procurement Officer

Approved by: *Prince A. Wreh* Date: 5/27/24  
 Prince A. Wreh  
 Executive Chairman/ Chairman Procurement Committee

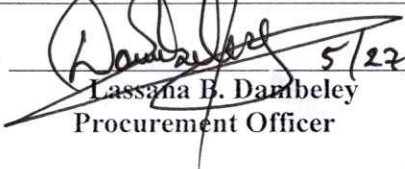
*May 28, 2024*




**LIBERIA SPECIAL ECONOMIC ZONE AUTHORITY**  
**PROCUREMENT PLAN (SBA)**  
**SOURCE OF FUNDING: GOL**  
**Fiscal year: 2024**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
	ITEM NO.	BASIC DATA						IMPLEMENTATION DATES											
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code (s)	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	
PLANNE D	4	IFB NO. LSEZA/SBA /RFQ/003/24	Vehicles insurance coverage	K6512	3 units	4,470.00	RFQ	4/30/24	5/6/24	5/10/24	5/23/24	6/3/24	6/6/24	6/11/24	6/21/24	N/A	12/16/24	12/31/24	
UPDATE																			
ACTUAL																			
PLANNE D	5	IFB NO. LSEZA/SBA /RFQ/004/24	Vehicles Repair and maintenance services	G4520	Assorted	6,000.00	RFQ	4/30/24	5/6/24	5/10/24	5/23/24	6/3/24	6/6/24	6/11/24	6/21/24	N/A	12/16/24	12/31/24	
UPDATE																			
ACTUAL																			
PLANNE D	6	IFB NO. LSEZA/SBA /RB/002/24	Petroleum Products	G4661	1,957.40 gallons @usd 4.50	44,487.50.00	RB	4/30/24	5/6/24	5/10/24	5/23/24	6/1/21/24	6/25/24	6/28/24	7/11/24	N/A	12/16/24	12/31/24	
UPDATE																			
ACTUAL																			
<b>SUB- TOTAL</b>						\$54,975.50													



Prepared by:

  
 Lassana B. Dambeley  
 Procurement Officer

Approved by:

  
 Prince A. Wreh  
 Executive Chairman/ Chairman Procurement Committee

Date:

  
 5/27/24  
 5/29/24  


  
 May 28, 2024



**LIBERIA SPECIAL ECONOMIC ZONE AUTHORITY**  
**PROCUREMENT PLAN (SBA)**  
**SOURCE OF FUNDING: GOL**  
**Fiscal year: 2024**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
	ITEM NO.	BASIC DATA						IMPLEMENTATION DATES											
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code (s)	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BO Q/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	7	IFB NO. LSEZA/SBA /RFQ/005/2024	Generator repair and Maintenance service	C3314	1 Firm	2,250.	RFQ	4/30/24	5/6/24	5/10/24	5/23/24	6/21/24	6/25/24	6/28/24	7/11/24	N/A	12/16/24	12/31/24	
UPDATE																			
ACTUAL																			
PLANNED	8	IFB NO. LSEZA/SBA /RFQ/006/2024	Office building renovation	F4100	Assorted	20,397.50	RFQ	4/30/24	5/6/24	5/10/24	5/23/24	6/3/24	6/6/24	6/11/24	6/21/24	N/A	12/16/24	12/31/24	
UPDATE																			
ACTUAL																			
PLANNED	9	IFB NO. LSEZA/SBA /SS/001/24	Office building rental	L6810	1 Unit	53,000.00	SS	4/30/24	5/6/24	5/10/24	N/A	N/A	N/A	N/A	6/21/24	N/A	12/16/24	12/31/24	
UPDATE																			
ACTUAL																			
			SUB-TOTAL			\$75,647.00													
<b>GRAND-TOTAL</b>						\$159,497.50													

Prepared by:

*Lassana B. Dambeley*  
 Lassana B. Dambeley  
 Procurement Manager

Approved by:

*Prince A. Wreh*  
 Prince A. Wreh  
 Executive Chairman/ Chairman Procurement Committee

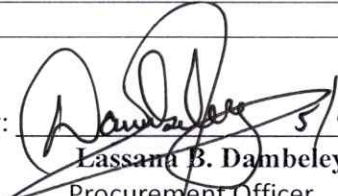
Date:

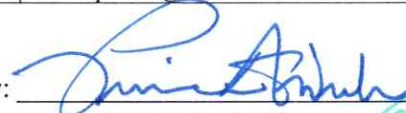
*5/29/24*  


*WUSA*  
 May 28, 2024

**LIBERIA SPECIAL ECONOMIC ZONE AUTHORITY**  
**EXPLANATORY NOTES**  
**PROCUREMENT PLAN (SBA)**  
**SOURCE OF FUNDING: GOL**  
**FY2024**

NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
1	IFB NO. LSEZA/SBA/RFQ/001/2024	Scratch cards	This contract package is funded from the budget line telecommunication and internet is intended to procure scratch cards for LSEZA. <ul style="list-style-type: none"> <li>• Lone star cards-----770 pcs</li> <li>• Orange—cards-----770pcs</li> </ul>
2	IFB NO. LSEZA/SBA/RB/001/2024	Publication of general announcement	This contract package is funded from the budget line advertising and public relation is intended for the entity publication and general announcement
3	IFB NO. LSEZA/SBA/RFQ/002/2024	Cleaning materials	This contract package is intended to procure: toilet tissues, napkins/facial tissues, dusting tower, liquid hand soap, hand sanitizer, powder soap, air freshener, regular bleach, floor mop, soft broom, Air freshener, paper towel, vim, rexoguard, Dettol, etc.
4	IFB NO. LSEZA/SBA/RFQ/003/2024	Vehicle insurance coverage	This contract package is intended to hire a firm for the provision of vehicles insurance coverage for all LSEZ vehicles
5	IFB NO. LSEZA/SBA/RFQ/004/2024	Vehicles repair and maintenance service	This contract package is intended to hire a firm to carry out regular repair and maintenance service on all LSEZ vehicles
6	IFB NO. LSEZA/SBA/RB/002/2024	Petroleum products	This contract package is intended to procure petroleum products for LSEZ vehicles and generator as follows: <ul style="list-style-type: none"> <li>• Gasoline----- 978.7 gallons</li> <li>• Fuel----- 978,7 gallons</li> </ul>
7	IFB NO. LSEZA/SBA/RFQ/005/2024	Generator repair and maintenance service	This contract package is intended to hire a firm to carry out regular repair and maintenance services on the entity generator
8	IFB NO. LSEZA/SBA/SS/001/2024	Office building rental	This contract package is intended to rent an office building for LSEZA
9	IFB NO. LSEZA/SBA/RFQ/006/2024	Office building renovation	This contract package is intended for the renovation of the office building
17		Water and sewage	This package will be executed by the finance office

Prepared by:  5/27/24  
**Lassana B. Dambeley**  
 Procurement Officer

Approved by:   
**Prince A. Wreh**  
 Executive Chairman/Chairman Procurement Committee

Date: 5/27/24  
  


  
 May 28, 2024





**LIBERIA SPECIAL ECONOMIC ZONE AUTHORITY**  
**PROCUREMENT PLAN (NON-SBA)**  
**SOURCE OF FUNDING: GOL**  
**Fiscal year: 2024**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
	ITEM NO.	BASIC DATA						IMPLEMENTATION DATES											
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code (s)	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. LSEZA//RB/001/2024	Network equipment, installation and Subscription	G4741	1Firm	15,000.00	RB	4/30/24	5/6/24	5/10/24	5/23/24	6/21/24	6/25/24	6/28/24	7/11/24	N/A	12/16/24	12/31/24	
UPDATE																			
ACTUAL																			
PLANNED	2	IFB NO. LSEZA//RB/002/2024	Stationery	G4761	Assorted	15,000.00	RB	4/30/24	5/6/24	5/10/24	5/23/24	6/21/24	6/25/24	6/28/24	7/11/24	N/A	12/16/24	12/31/24	
UPDATE																			
ACTUAL																			
PLANNED	3	IFB NO. LSEZA//RB/003/2024	Vehicles	G4510	3units	100,000.00	RB	4/30/24	5/6/24	5/10/24	5/23/24	6/21/24	6/25/24	6/28/24	7/11/24	N/A	12/16/24	12/31/24	
UPDATE																			
ACTUAL																			
<b>SUB- TOTAL</b>						\$130,000.00													

Prepared by:

*Lassana B. Dambeley* 5/27/24  
**Lassana B. Dambeley**  
 Procurement Manager

Approved by:

*Prince A. Wreh*  
**Prince A. Wreh**  
 Executive Chairman/ Chairman Procurement Committee

Date:

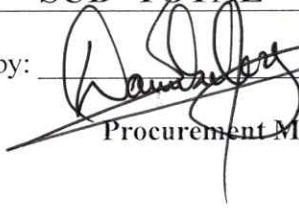
5/27/24

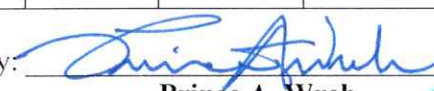
*[Signature]*  
 May 28, 2024

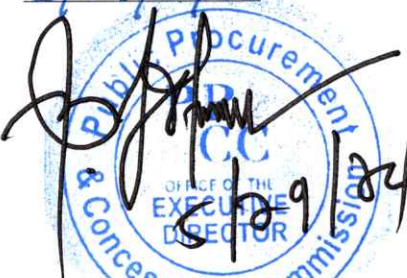




**LIBERIA SPECIAL ECONOMIC ZONE AUTHORITY**  
**PROCUREMENT PLAN (NON-SBA)**  
**SOURCE OF FUNDING: GOL**  
**Fiscal year: 2024**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
	ITEM NO.	BASIC DATA						IMPLEMENTATION DATES											
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code (s)	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	4	IFB NO. LSEZA/RB/004/2024	Generator	G4659	Assorted	19,000.00	RB	4/30/24	5/6/24	5/10/24	5/23/24	6/21/24	6/25/24	6/28/24	7/11/24	N/A	12/16/24	12/31/24	
UPDATE																			
ACTUAL																			
PLANNED	5	IFB NO. LSEZA/RB/005/2024	Office Furniture	G4659	Assorted	23,000.00	RB	4/30/24	5/6/24	5/10/24	5/23/24	6/21/24	6/25/24	6/28/24	7/11/24	N/A	12/16/24	12/31/24	
UPDATE																			
ACTUAL																			
PLANNED	6	IFB NO. LSEZA/RB/006/2024	Office equipment	G4759	3 units	21,000.00	RB	4/30/24	5/6/24	5/10/24	5/23/24	6/21/24	6/25/24	6/28/24	7/11/24	N/A	12/16/24	12/31/24	
UPDATE																			
ACTUAL																			
<b>SUB- TOTAL</b>						\$63,000.00													

Prepared by:  5/27/24  
Procurement Manager

Approved by:   
**Prince A. Wreh**  
Executive Chairman/ Chairman Procurement Committee

Date: 5/27/24  
  


  
May 28, 2024





**LIBERIA SPECIAL ECONOMIC ZONE AUTHORITY**  
**PROCUREMENT PLAN (NON-SBA)**  
**SOURCE OF FUNDING: GOL**  
**Fiscal year: 2024**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
ITEM NO.	BASIC DATA							IMPLEMENTATION DATES										
	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code (s)	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	7	IFB NO. LSEZA/SBA/RB/007/24	Air tickets	N7911	Firm	11,000.00	RB	4/30/24	5/6/24	5/10/24	5/23/24	6/3/24	6/6/24	6/11/24	6/21/24	N/A	12/16/24	12/31/24
UPDATE																		
ACTUAL																		
						<b>SUB-TOTAL</b>												
						<b>GRAND- TOTAL</b>												

Prepared by: [Signature] 5/22/24  
 Lassana B. Danbeley  
 Procurement Manager

Approved by: [Signature] Date: 5/27/24  
 Prince A. Wreh  
 Executive Director/ Chairman Procurement Committee

[Signature]  
 May 20, 2024

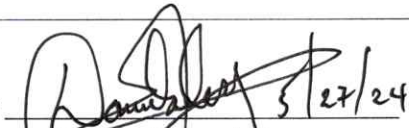




LIBERIA SPECIAL ECONOMIC ZONE AUTHORITY  
EXPLANATORY NOTES  
PROCUREMENT PLAN (NON-SBA)  
SOURCE OF FUNDING: GOL  
FY2024

NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
1	IFB NO. LSEZA/RB/001/2024	Network equipment, installation and subscription	This contract package is funded from the budget line internet devise and installation and internet subscription and is intended to hire a firm to procure network equipment install it and provide monthly subscription
2	IFB NO. LSEZA/RB/002/2024	Stationery	This contract package is intended to procure the items below: legal paper 215mm x 356mm_10 cartons, A4 paper 210mm x 297mm 12 cartons, brown envelopes A4 size _1 carton, manila folder legal size _4 cartons, manila folder A4 size _4 cartons, staple machine, gel pens assorted, ball point pen assorted colors, genuine ink and toner cartridges, correction fluid, stick-on-pad, received date stamp, etc.
3	IFB NO. LSEZA/RB/003/2024	Vehicles	This contract package is intended to procure five united of assorted vehicles for the use by LSEZ
4	IFB NO. LSEZA/RB/004/2024	Generator	This contract package is intended to procure generator for the use of LSEZ
5	IFB NO. LSEZA/RB/005/2024	Office furniture	This contract package is intended to procure assorted of office furniture
6	IFB NO. LSEZA/RB/006/2024	Office Equipment	This contract package is intended to procure assorted of office furniture for LSEZA
7	IFB NO. LSEZA/RB/007/2024	Air tickets	This contract package is funded from the budget line foreign means of travel and is intended to procure assorted of air tickets

Prepared by:

  
Cassana B. Dambeley  
Procurement Manager

Approved by:


  
Prince A. Wreh

Executive Chairman/Chairman Procurement Committee

Date:

5/27/24



  
May 28, 2024

Memorandum

To: Bodger Scott Johnson  
Executive Director

Thru: Himmie E. Langford  
Director, Compliance and Monitoring

From: Joseph P. Badio  
Compliance Officer

Subject: Liberia Special Economic Zone Authority(LSEZA) -Request to approve Procurement Plan for FY 2024

Date: May 28, 2024

The Liberia Special Economic Zone Authority (LSEZ) has submitted its Procurement Plan to the Commission for approval for FY2024.

The entity submitted the following documents pertaining to its request:

- Draft Procurement Plan
- Copy of cash plan

**Finding:**

The review of the documents above show that the entity's request is in accordance with Section 40 which requires every procuring entity to undertake procurement planning and Section 72 (a) that allows Entity procurement activity to be duly budgeted for as evidence of the availability of funding consistent with the PPCA of 2010.

**Recommendation**

In view of the above, it is hereby recommended that the Commission approves the entity procurement plan for FY2024.

Josephine Gelescia  
May 28, 2024  
11:55 am