



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/0215/25'**

January 29, 2025

Hon. Stephen Y. Mambu
DIRECTOR GENERAL
Liberia Standards Authority
Lynch Street
Republic of Liberia

Dear Hon. Mambu:

Subj: **APPROVAL OF ANNUAL PROCUREMENT PLAN FOR FISCAL YEAR 2025**

We present our compliments and wish to acknowledge receipt of your communication which sought the approval of the Commission for the Liberia Standards Authority (LSA) Annual Procurement Plan. Following a thorough review, the Commission hereby approves the LSA annual procurement plan for the fiscal year 2025 in accordance with **Section 40 (3)** of the PPCA, 2010. The Commission further informs the LSA that the procurement plan will be duly forwarded to the Ministry of Finance and Development Planning (MFDP) and that the MFDP will process allotments in keeping with the approved procurement plan.

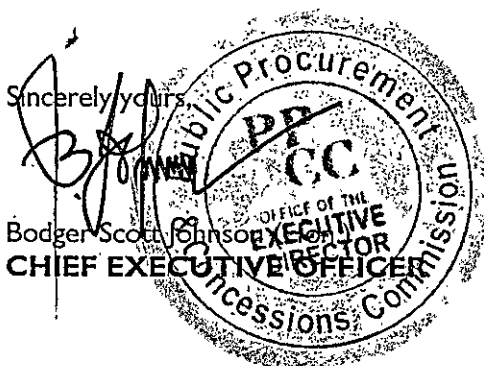
The Commission counsels that you observe **Section 40 (5) of the PPCA, 2010**, which states "each Procuring Entity, shall, quarterly and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in its plan. However, an updated procurement plan shall accompany said notice to the Commission."

Please note that the Commission's full approval of a method on the procurement plan is deemed to be the approval of the Procuring Entity, and as such, the Procuring Entity will not be required to request the use of said approved method again.

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

Sincerely yours,


Bodger Scott Johnson
CHIEF EXECUTIVE OFFICER





LIBERIA STANDARDS AUTHORITY
Republic of Liberia
 Ministry of Public Work's Compound
 Lynch Street, Monrovia, Liberia



Office of the Director General

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 1000 Monrovia, 10 Liberia
 Ph. +231886246161, 0776246161.
 Email: smambu@moic.gov.lr
 Skype: stevo.lib
 Website: www.moci.gov.lr

Our Reference: GOL/LiSA/DGO/SYM/012/*25

Hon. Bodger Scott Johnson
 Chief Executive Officer
 Public Procurement and Concessions Commission (PPCC)
 Monrovia, Liberia

January 24, 2025

Dear, Hon.Bodger Scott Johnson

We present our compliments, and submit to your delegated office the Procurement Plan for Liberia Standard Authority for FY 2025 in compliance with the PPCA, Section 40 (1) & (2).

We are also pleased to submit the names of the following persons as members of the Procurement Committee in compliance with Section 26 of the PPCA:

- | <u>Name</u> | <u>Position</u> |
|------------------------------------|--|
| 1. Hon.Stephen Y. Mambu----- | Director-General |
| 2. Hon. S.Eldred Liberty ----- | Administrator |
| 3. Mrs. Maima F.S. Kiazolu----- | Financial Comptroller |
| 4. Mrs. Florence S.G. Boikai ----- | Facility Environmental Health & Safety Officer |

Please note that the Deputy for Technical Service has not been appointed.

We look forward to your usual guidance and cooperation

With Kind regards, I remain

Sincerely yours,

Hon. Stephen Y.Mambu
 Director General/CEO LiSA



John Samu
 01/24/2025
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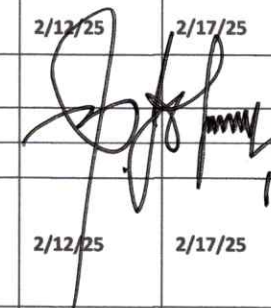
LIBERIA STANDARDS AUTHORITY (LISA)

PROCUREMENT PLAN (NON-SBA Core-Budget)

Source of Funding: GOL

Fiscal year: 2025

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		
	ITEM NO.	BASIC DATA						IMPLEMENTATION DATES													RE MARKS
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	QTY	BUSINESS ACTIVITY CODE	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. LISA/RFQ/001/2025	Air Ticket	1 Firm	N-7911	2,000.00	RFQ	1/06/25	1/15/25	1/24/25	2/4/25	2/12/25	2/17/25	2/20/25	2/27/25	N/A	12/17/25	12/31/25			
UPDATE																					
ACTUAL																					
PLANNED	2.	IFB NO. LISA/RFQ/002/2025	Internet Connectivity	1 firm	J-6120	5,000.00	RFQ	1/06/25	1/15/25	1/24/25	2/4/25	2/12/25	2/17/25	2/20/25	2/27/25	N/A	12/17/25	12/31/25			
UPDATE																					
ACTUAL																					
PLANNED	3.	IFB NO. LISA/RFQ/003/2025	Scratch Cards	Assorted	J-6190	2,200.00	RFQ	1/06/25	1/15/25	1/24/25	2/4/25	2/12/25	2/17/25	2/20/25	2/27/25	N/A	12/17/25	12/31/25			
UPDATE																					
ACTUAL																					
PLANNED	4.	IFB NO. LISA/RFQ/004/2025	Vehicle Rental	1 Firm	H-4922	1,000.00	RFQ	1/06/25	1/15/25	1/24/25	2/4/25	2/12/25	2/17/25	2/20/25	2/27/25	N/A	12/17/25	12/31/25			
UPDATE																					
Actual																					
PLANNED	5.	IFB.NO.LISA/RFQ 005/2025	Repair and Maintenance Non-Residential Building	1 Firm	F-4100	3,000.00	RFQ	1/06/25	1/15/25	1/24/25	2/4/25	2/12/25	2/17/25	2/20/25	2/27/25	N/A	12/17/25	12/31/25			
UPDATE																					
ACTUAL																					
SUB TOTAL						\$13,200.00															


 Public Procurement Commission
 PPCC
 EXECUTIVE DIRECTOR
 1/29/25

J. Gray

1/29/25

LIBERIA STANDARDS AUTHORITY (LSA)

PROCUREMENT PLAN (Core-Budget)

Source of Funding: GOL

Fiscal year: 2025

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
ITEM NO.	BASIC DATA							IMPLEMENTATION DATES												REMARKS
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PLANNED	6.	IFB NO. LISA/RFQ/006/2025	Repair & Maintenance of office machinery & Equipment	1 Firm	C-3312	2,000.00	RFQ	1/06/25	1/15/25	1/24/25	2/4/25	2/12/25	2/17/25	2/20/25	2/27/25	N/A	12/17/25	12/31/25		
UPDATE																				
ACTUAL																				
PLANNED	7.	IFB NO. LISA/RFQ/007/2025	Repair & Maintenance Vehicle	1 Firm	G-4520	3,000.00	RFQ	1/06/25	1/15/25	1/24/25	2/4/25	2/12/25	2/17/25	2/20/25	2/27/25	N/A	12/17/25	12/31/25		
UPDATE																				
Actual																				
PLANNED	8.	IFB NO: LISA/RFQ/008/2025	Personnel Non-Life Insurance	1 Firm	K-6512	5,000.00	RFQ	1/06/25	1/15/25	1/24/25	2/4/25	2/12/25	2/17/25	2/20/25	2/27/25	N/A	12/17/25	12/31/25		
Update																				
Actual																				
PLANNED	9.	IFB NO. LISA/RB/001/2025	Laboratory Chemicals	ASSORTED	G-4669	15,000.00	RB	2/12/25	2/19/25	2/26/25	3/5/25	4/2/25	4/9/25	4/16/25	4/30/25	N/A	12/17/25	12/31/25		
UPDATE																				
ACTUAL																				
SUB TOTAL						\$25,000.00														

Prepared by:

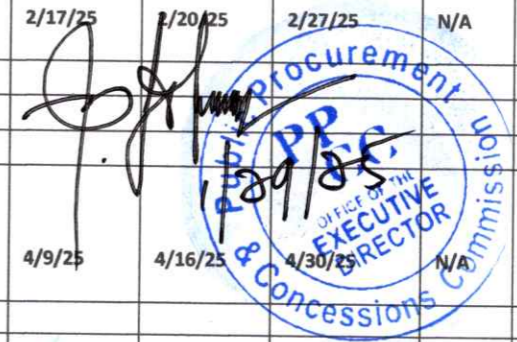
J. Gray
PROCUREMENT OFFICER

Approved by:

[Signature]
HEAD OF AGENCY/ PROCUREMENT COMMITTEE

Date:

29/01/25



LIBERIA STANDARDS AUTHORITY (LISA)

PROCUREMENT PLAN (CORE-Budget)

Source of Funding: GOL

Fiscal year: 2025

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
	ITEM NO.	BASIC DATA							IMPLEMENTATION DATES											REMARKS
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		PLANNED	10.	IFB NO. LISA/RFQ/009/2025	Air Conditioners	Assorted	G-4759	4,000.00	RFQ	1/06/25	1/15/25	1/24/25	2/4/25	2/12/25	2/17/25	2/20/25	2/27/25	N/A	12/17/25	
UPDATE																				
ACTUAL																				
PLANNED	11.	IFB NO. LISA/RFQ/010/2025	ICT Equipment & Licenses	Assorted	G-4741 G-4651	6,000.00	RFQ	1/06/25	1/15/25	1/24/25	2/4/25	2/12/25	2/17/25	2/20/25	2/27/25	N/A	12/17/25	12/31/25		
UPDATE																				
Actual																				
PLANNED	12.	IFB NO. LISA/RFQ/011/2025	Laboratory Equipment	Assorted	G-4759	10,000.00	RFQ	1/06/25	1/15/25	1/24/25	2/4/25	2/12/25	2/17/25	2/20/25	2/27/25	N/A	12/17/25	12/31/25		
UPDATE																				
Actual																				
SUBTOTAL						\$20,000.00														
Grand Total						\$58,200.00														



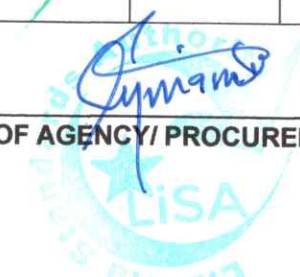
 EXECUTIVE DIRECTOR

Prepared by: Famotta Talleh Gray
 PROCUREMENT OFFICER


 1/29/25

Approved by: _____
 HEAD OF AGENCY/ PROCUREMENT COMMITTEE

Date: 29/01/25


 LISA

LIBERIA STANDARDS AUTHORITY (LISA)
EXPLANATORY NOTES (NON-SBA)
FISCAL YEAR- 2025

1.	IFB NO. LISA/RFQ/001/2025	Air Ticket	This contract package is funded from the budget Foreign Means of Travel which is intended to purchase Air Ticket for use by the Agency.
2.	IFB NO. LISA/ RFQ/002/2025	Internet Connectivity	This contract package, funded from the budget line Telecommunication and Internet, is intended to provide the entity with Internet services.
3.	IFB NO. LISA/RFQ/003/2025	Scratch cards	This contract package is funded from the budget line Telecommunication& Internet which is intended to procure scratch cards for the agency's use.
4.	IFB NO. LISA/RFQ/004/2025	Vehicle Rental	This contract package is funded from the budget line Domestic Means of Travel which is intended to hire vehicle rental services to be used by the entity for its operations.
5.	IFB.NO.LISA/RFQ/005/2025	Repair & Maintenance Non-Residential building	This contract package is funded from the budget line Repair and Maintenance Civil which is intended to hire a construction firm to repair and maintain the entity's offices for this fiscal year 2025.
6.	IFB NO. LISA/RFQ/006/2025	Repair& Maintenance-Equipment	This contract package is funded from the budget line Repair& Maintenance-Equipment which is intended to purchase equipment for use by the entity.
7.	IFB NO. LISA/RFQ/007/2025	Vehicle repairs & maintenance services	This contract package is funded from the budget line Repairs & Maintenance Vehicle which is intended to hire a firm to repair and maintain all the Agency's vehicles.
8.	IFB NO: LISA/RFQ/008/2025	Personal Non- Life Insurance	This contract package is funded from the budget line Personnel Insurance which is intended to hire insurance services for the employees of the Agency.
9.	IFB NO. LISA/RB/001/2025	Laboratory Chemicals	This contract package is funded from the budget line Laboratory consumable which is intended to purchase Laboratory chemicals for sample testing.
10.	IFB NO. LISA/RFQ/009/2025	Air Conditioners	This contract package is funded from the budget line Machinery & Equipment which is intended to procure Air Conditioners for the various offices of the Agency.
11.	IFB NO. LISA/RFQ/010/2025	ICT Equipment & Licenses	This contract package is funded from the budget line ICT Infrastructure, Hardware, Software, and Network which is intended to procure network equipment and software licenses.
12.	IFB NO. LISA/RFQ/011/2025	Laboratory Equipment	This contract package is funded from the budget line Laboratory consumable which is intended to purchase Laboratory equipment for Laboratories to be used by the entity. Some of these are Nose, lab slippers, glass cleaners, cottonwood, strong feather brushes, cooking gas, stomacher bags, towel distiller filters, etc.

Public Procurement Commission
 Director of Procurement
 1/29/25

1/29/25

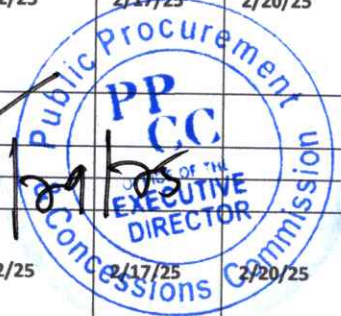
LIBERIA STANDARDS AUTHORITY (LISA)

PROCUREMENT PLAN (SBA-Budget)

Source of Funding: GOL

Fiscal year: 2025

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
BASIC DATA								IMPLEMENTATION DATES											
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PLANNED	1.	IFB.NO. LISA/SBA/RB/001/2025	Petroleum Products (Diesel & Gasoline)	4,750gals	G-4661	20,000.00	RB	1/06/25	1/15/25	1/24/25	2/4/25	2/18/25	2/25/25	2/28/25	3/7/25	N/A	12/17/25	12/31/25	
UPDATE																			
ACTUAL																			
PLANNED	2.	IFB.NO. LISA/SBA/RFQ/001/2025	Stationery	Assorted	G-4761	5,000.00	RFQ	1/06/25	1/15/25	1/24/25	2/4/25	2/12/25	2/17/25	2/20/25	2/27/25	N/A	12/17/25	12/31/25	
UPDATE																			
Actual																			
PLANNED	3.	IFB.NO. LISA/SBA/RFQ/002/2025	Production Of Employee ID Cards	1 Firm	C-1811	1,000.00	RFQ	1/06/25	1/15/25	1/24/25	2/4/25	2/12/25	2/17/25	2/20/25	2/27/25	N/A	12/17/25	12/31/25	
Update																			
Actual																			
PLANNED	4.	IFB.NO. LISA/SBA/RFQ/003/2025	Painting & Binding Services	1 Firm	C-1812	6,000.00	RFQ	1/06/25	1/15/25	1/24/25	2/4/25	2/12/25	2/17/25	2/20/25	2/27/25	N/A	12/17/25	12/31/25	
UPDATE																			
ACTUAL																			
PLANNED																			
SUBTOTAL						\$32,000.00													



[Handwritten Signature]
1/29/25

Prepared by: Famatta Jallah Gray
PROCUREMENT OFFICER

Approved by: [Signature]
HEAD OF AGENCY/PROCUREMENT COMMITTEE

Date: 24/01/25

LIBERIA STANDARDS AUTHORITY (LISA)

PROCUREMENT PLAN (SBA-Budget)

Source of Funding: GOL

Fiscal year: 2025

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
ITEM NO.	BASIC DATA							IMPLEMENTATION DATES												REMARKS
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	PLANNED	5.	IFB.NO. LISA/SBA/RFQ/004/2025	Publication Services	2 Firms	J-5813	2,000.00	RFQ	1/06/25	1/15/25	1/24/25	2/4/25	2/12/25	2/17/25	2/20/25	2/27/25	N/A	12/17/25	12/31/25	
UPDATE																				
ACTUAL																				
PLANNED	6.	IFB.NO. LISA/SBA/RFQ/005/2025	Cleaning Materials	Assorted	G-4773	5,000.00	RFQ	1/06/25	1/15/25	1/24/25	2/4/25	2/12/25	2/17/25	2/20/25	2/27/25	N/A	12/17/25	12/31/25		
UPDATE																				
ACTUAL																				
SUBTOTAL						7,000.00														
GRAND TOTAL						\$39,000.00														

Prepared by: Famatta Tallah Gray
 PROCUREMENT OFFICER

Approved by: _____ Date: 29/07/25
 HEAD OF AGENCY/ PROCUREMENT COMMITTEE

[Handwritten Signature]
 11/29/25

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**LIBERIA STANDARDS AUTHORITY (LISA)
EXPLANATORY NOTES (SBA) FISCAL YEAR- 2025**

1.	IFB NO. LISA/SBA/RB/001/2025	Petroleum Product (Diesel & gasoline)	This contract package is funded from the budget line Fuel and Lubricant generator and vehicle which is intended to purchase 4,750 gallons at an estimated unit cost of US\$4.21 petroleum products for its vehicles and generators for fiscal year 2025.
2.	IFB NO. LISA/SBA/RFQ/001/2025	Stationery	This contract package is funded from the budget line Telecommunication and Internet which is intended to provide internet connectivity for use by the entity.
3.	IFB NO: LISA/SBA/RFQ/002/2025	Production Of Employee ID Cards	This contract package is funded from the budget line Employee (ID Cards) which is intended to hire the service of a firm to print 130 pieces of ID for employees at the entity.
4.	IFB NO. LISA/SBA/RFQ/003/2025	Painting & Binding Services	This contract package is funded from the budget line Printing & Binding which is intended to procure printing and binding services for the entity.
5.	IFB NO. LISA/SBA/RFQ/004/2025	Publication Services	This contract package is funded from the budget line Printing Binding and Publication services which is intended to hire at least two firms to provide publication services for the agency.
6.	IFB NO. LISA/SBA/RFQ/005/2025	Cleaning Materials	This contract package is funded from the budget line Cleaning Materials & Service which is intended to procure cleaning materials (Brooms, hand wash soap, Dettol tide soap, clorax, mob, commode brushes, etc.

Prepared by:

Famatta Jallah Gray
PROCUREMENT OFFICER

Approved by:

[Signature]
HEAD OF AGENCY/ PROCUREMENT COMMITTEE

Date:

24/01/25

[Signature]
1/29/25

[Signature]
1/29/25

