



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/241/'21**

May 17, 2022

Hon. Marie Urey Coleman  
**MANAGING DIRECTOR**  
Liberia Petroleum Refining Company  
Monrovia, Liberia

Dear Hon. Coleman:

Subject: **PPCC RESPONSE: REQUEST FOR "NO OBJECTION" TO AWARD CONTRACT TO BROOKS BUSINESS CENTER FOR THE SUPPLY AND DELIVERY OF HIGH QUALITY PARBOILED RICE (LOT 1 - 50KG) AND PARBOILED RICE (LOT 2 - 25KG) - FISCAL YEAR 2022**

We present our compliments and wish to acknowledge receipt of your letter and accompanying documents, which sought the approval of the Commission for the Liberia Petroleum Refining Company (LPRC) to award Contract to **Brooks Business Center** for the supply and delivery of High-Quality Parboiled Rice (Lot 1 – 50kg) and Parboiled Rice (Lot 2) at a cost of **US\$181,440.00** and **US\$123,440.00**, respectively.

The Commission, upon review of your submissions, highlights the following:

- That the Liberia Petroleum Refining Company submitted (**Hard copies**) including: bid documents, bid evaluation report, procurement committee meeting minutes, bid opening minutes, draft contracts, etc.
- That LPRC instituted the National Competitive Bidding (NCB) method of procurement and only one (1) company submitted bid (Brooks Business Center);
- That as per the LPRC's BEP Report, **Brooks Business Center** was deemed responsive to stipulated requirements.

Thus, the Commission upon overall scrutiny of LPRC's submissions and accompanying documents, hereby states below:

- That a "**No Objection**" is rendered for the Liberia Petroleum Refining Company to award contract to **Brooks Business Center** for the supply and delivery of High-Quality Parboiled Rice (Lot 1 – 50kg) and Parboiled Rice (Lot 2) in the combined stipulated amount of three hundred four thousand nine hundred twenty United States Dollars (**US\$304,880.00**);
- That the LPRC is advised to ensure that "No Objection" requests are obtained from the PPCC before issuing notification of award to a bidder. This is key, for at times the Commission review findings can reveal that a recommended responsive bidder may not be in conformance with pre-determined **requirements and qualifications** set by the procuring entity, and also not be in compliance with other procurement rules. This would then call for retendering or re-evaluation. Please note that this is in the best interest of the procuring entity for **safeguarding measures** and **ultimately to ensure compliance**.

Please note that all contracts which cumulative annual value above the threshold of **US\$250,000.00** must be signed by the Minister responsible for Finance and attested to by the Minister responsible for Justice. **The Commission requires that you kindly forward copies of all stipulated contracts upon signing, so as to update our records.**

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

Yours sincerely,  
  
Jangne Roseline Nigbo Kowo (Atty).  
CHIEF EXECUTIVE OFFICER (CEO)



**LPRC**  
**OFFICE OF THE**  
**MANAGING DIRECTOR**

# Liberia Petroleum Refining Company

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Ref: MUC-LPRC/027/2022

April 25, 2022

Atty. Jargbe Roseline Nagbe Kowo  
Chief Executive Officer  
Public Procurement & Concessions Commission  
Executive Mansion Grounds  
Capitol Hill  
Monrovia, Liberia

Dear Atty. Kowo:

I present my compliments and request the commission's approval for "**No Objection**" to allow the Liberia Petroleum Refining Company (LPRC) enter into a Employee Rice Supply contract (IFB No.LPRC/SBA/NCB/007/2022) with Brooks Business Center for Fiscal year 2022. Brooks Business Center emerged as the winner of the bidding process conducted.


LPRC intends to enter into a framework agreement with the selected company using the unit prices for the duration of the agreement.

I have attached the below listed documents from the bidding process for your review:

- a) Standard Bidding Document
- b) Copies of Newspapers advertisements
- c) Copy of the bid submitted
- d) Minutes of Bid Opening
- e) Bid Evaluation Panel's Report
- f) Minutes of Procurement Committee meeting/Resolution
- g) Letter of Award
- h) Draft Contract
- i) Proof of bidders receiving debriefing letters

Thank you for your usual understanding as we await your timely response.

Kindest Regards,

  
Marie Urey Coleman  
Managing Director

**Attachments:**

Received  
Dariusky W  
April 28, 2022  
Time: 4:5 pm