



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/282/'21

September 24, 2021

Hon. Thomas Doe Nah  
**COMMISSIONER GENERAL**  
Liberia Revenue Authority  
Monrovia, Liberia

Dear Hon. Nah:

Subject: **RECEIPT AND APPROVAL OF LRA's SPECIAL PROCUREMENT PLAN FOR SPECIAL BUDGET YEAR 2021**

We present our compliments and wish to notify you that the Public Procurement and Concessions Commission has received and approved the Liberia Revenue Authority (**LRA**) Special Procurement Plan (Excise Stamp) in accordance with Section 40 (3) of the PPCA, 2010.

The Commission conveys to the Liberia Revenue Authority this 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, upon conclusion of the competitive process

The Commission counsels that you observe Section 40(5) of the PPCA, 2010 which states "each Procuring Entity, shall, on a quarterly basis 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. An updated procurement plan shall accompany said notice to the Commission."

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 primarily in compliance with the PPCA 2010 as we jointly aspire to ensure the National Interest is assured and ultimately public confidence is maintained in all Public Procurement and Concession processes.

Best regards,

  
Jarabe Roseline Nagbe Kowo (Atty.)  
**CHIEF EXECUTIVE OFFICER**



Procurement Plan (Excise Stamp - Special Budget Year 2021)

Source of Funding: Excise Stamp Sales

Fiscal Year: 2021/2022

July 16, 2021

BASIC DATA																				
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	Business Activity Code	No. of FIRMS/PER SONS	ESTIMATED COST (USD)	SELECTION METHOD	PREP. OF TOR & PC APPROVAL	PUBLICATION OF REOI	REOI CLOSING/ OPENING	SUBMISSION OF EVALUATION REPORT	PC APPROVAL - EVALUATION REPORT/SHORTLIST	PREPARATION & SUBMISSION OF RFP DOCUMENT	PC APPROVAL - FINAL TOR/RFP DOCUMENT	INVITATION OF PROPOSALS	PROPOSAL SUBMISSION & OPENING	SUBMISSION OF TECHNICAL & FINANCIAL EVALUATION REPORT	PC APPROVAL - COMBINED EVALUATION REPORT	CONTRACT AWARD & SIGNING	COMPLETION (FINAL AND PAYMENT)
	1	No. LRA/OC BS/001/17-18	Sales & Airfmg of Excise Stamp	C1812	1 firm	\$1,005,000.00	QCBS	23/07/2021	30/07/2021	20/08/2021	27/08/2021	03/09/2021	10/09/2021	17/09/2021	24/09/2021	15/10/2021	22/10/2021	05/11/2021	09/11/2021	08/11
Grand Total:						\$1,005,000.00														

Prepared by: Lovetta W. J. Williams  
Procurement Manager

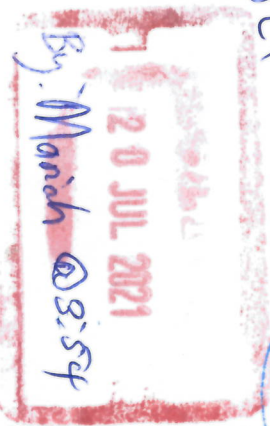
Approved: Thomas Doe Nah  
Chairman - Procurement Committee

Date: 07/23/2021

Aug. 4, 2021



Sept 14/2021



ANNEX 1

Notes to Procurement Plan

Item	Contract Package	Description
1	Excise Stamp Affixing Facility	One (1) Firm will be hired to set-up Excise Stamp affixing facilities. Taxpayers will pay fees defined by LRA per stamp to the vendor. The fees paid will be exclusively private funds from the Taxpayers to the vendor. No portion of the funds is for the GOL or the use of the LRA. The Excise Stamp Affixing contract will last for a period of one year and subject to performance review and contract renewal.



5