



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

Ref. PPCC/RL/CEO/1028/'20

February 12, 2020

Hon. Emmanuel T. Taplah

PORT MANAGER

Liberia Airport Authority/James Spriggs Payne Airport
Republic of Liberia

Dear Hon. Taplah:

Subject: **RECEIPT AND APPROVAL OF SBA AND NON SBA PROCUREMENT PLAN FOR FISCAL YEAR 2019/2020**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Liberia Petroleum Refining Company, SBA and Non SBA Procurement Plans for FY 2019/2020 in accordance with **Section 40 (3)** of the PPC Act. The Commission however wishes to inform you that your Procurement Plan has been forwarded to the Ministry of Finance and Development Planning (MFDP), and that the MFDP will process allotments in keeping with the approved Procurement Plans.

The Commission advises that you observe **Section 40 (5)** of the PPCA, 2010 which states that a Procuring Entity shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plan. The Commission and the Ministry responsible for Finance should be notified in writing of any material changes in the procurement plan and be provided with a copy of the updated procurement plan. 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.

Meanwhile, the LAA/JSPA is advised to submit all contracts awarded and executed during fiscal year 2018/2019 in consonance with **Section 43 (2) (g) and (l)** of the PPCA, for this was the requirement for Final Approval of entities procurement plans, after issuing provisional approvals. However, the LAA/JSPA did not submit a plan prior to the passage of the budget, and will be issue only final approval. It is also mandatory that you submit to the Commission quarterly procurement report for FY2019/2020 in consonance with **Section 27 Clause g** of the PPCA Act. Please note that these stated submissions are to be submitted to the Commission not later than a week from the day this communication is received.

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.

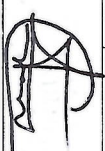

Jargbe Roseline Nagbe Kowo (Atty).
CHIEF EXECUTIVE OFFICER

Regulating and Monitoring Compliance with the Public Procurement and Concession Act of Liberia

LIBERIA AIRPORT AUTHORITY/JAMES SPRIGGS PAYNE AIRPORT
PROCUREMENT PLAN NON- SBA CORE BUDGET
SOURCE OF FUNDING: GOL & INTERNAL GENERATED REVENUE
FISCAL YEAR: 2019/2020

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	ITEM NO.	BASIC DATA					IMPLEMENTATION DATES										
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Codes	QTY	ESTIMATED COST (USD)	PROCUREMENT T METHOD	TECHNICAL SPECS	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	DELIVERY, INSPECTION
PLANNED	1	IFB No. LAA/JSFA/RFQ/ 001/19/20	Office Furniture	G-4659	Assorted	4,000 .00	RFQ	9/17/2019	9/25/2019	10/3/2019	10/11/2019	10/18/2019	10/25/2019	11/4/2019	11/12/2019	N/A	11/19/2019
UPDATE																	
ACTUAL																	
PLANNED	2	IFB No. LAA/JSFA/RFQ 002/19/20	Office Equipment	G-4659	Assorted	5,000.00	RFQ	9/18/2019	9/26/2019	10/4/2019	10/14/2019	10/22/2019	10/30/2019	11/8/2019	11/18/2019	N/A	11/26/2019
UPDATE																	
ACTUAL																	
PLANNED	3	IFB No. LAA/JSFA/RFQ 003/19/20	Office Equipment Spare parts	G-4659	Assorted	5,875.00	RFQ	9/19/2019	9/27/2019	10/7/2019	10/15/2019	10/23/2019	10/31/2019	11/11/2019	11/19/2019	N/A	11/27/2019
UPDATE																	
ACTUAL																	
SUB TOTAL						14,875.000											

Prepared by: 
Edwin D. Kai
Procurement Manager


Approved: 
Emmanuel T. Taplah
Head of Entity/Chairman Proc. Committee

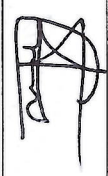
Date: 1-14-2020

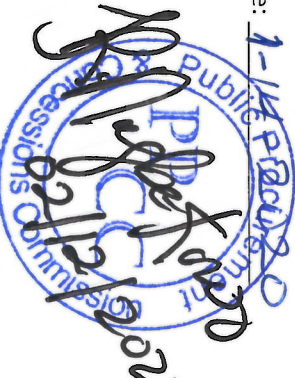


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FISCAL YEAR: 2019/2020

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PLANNED	4	IFB No. LAA/ISPA/NCB/ 001/19/20	Building Materials	G-4663	Assorted	12,374.00	NCB	9/17/2019	9/25/2019	10/3 /2019	10/11/2019	11/8/2019	11/22/2019	11/28/2019	12/19/2019	N/A	6/22/2020
UPDATE																	
ACTUAL																	
PLANNED	5	IFB No. LAA/ISPA/RFQ/ 004/19/20	Janitorial Supplies	G-4773	Assorted	6,400.00	RFQ	9/18/2019	9/26/2019	10/4/2019	10/14/2019	10/18/2019	10/25/2019	11/4/2019	10/12/2019	N/A	N/A
UPDATE																	
ACTUAL																	
PLANNED	6	IFB No. LAA/ISPA/RFQ/ 005/19/20	Tools	G-4659	Assorted	8,825.00	RFQ	9/19/2019	9/25/2019	10/3 /2019	10/11/2019	11/8/2019	11/22/2019	11/28/2019	12/19/2019	N/A	N/A
UPDATE																	
ACTUAL																	
SUBTOTAL							27,599.00										
GRAND TOTAL							42,474.00										

Prepared by: 
Edwin D. Kai
Procurement Manager

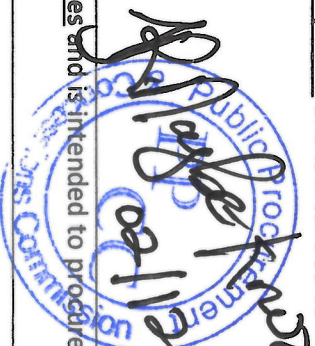
Approved: 
Emmanuel T. Taplah
Head of Entity/Chairman Proc. Committee

Date: 1-14-2020


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EXPLANATORY NOTES

Item NO.	Contract Package Code	Contract Package	Content of Contract Package
1.	IFB No. LAA/JSPA/RFO/001/19/20	Office Furniture	This contract package is taken from the budget line item <u>Office Furniture</u> will be used to procure the following items: ✓ Executive Chairs -----12 pieces ✓ Executive Desks-----6 pieces ✓ Visitors Chairs -----8 pieces ✓ Cupboard -----8 pieces ✓ Office Chairs -----15 pieces ✓ Office Desks-----15 pieces ✓ Air conditioners -----15 pieces *
2.	IFB No. LAA/JSPA/RFO/002/19/20	Office Equipment	This contract package is taken from the budget line item <u>Office Equipment</u> and is intended to procure the below listed items: ✓ Printers-----5 pieces ✓ Desktop computers-----5 pieces ✓ Laptops-----3 pieces ✓ Televisions-----1 piece
3.	IFB No. LAA/JSPA/RFO/003/19/20	Office Equipment Spare Parts	This contract package is taken from the budget line item <u>Repair and Maintenance Office Equipment</u> and is intended to procure spare Parts for maintenance services of the following office equipment ✓ Paper Shredder ✓ Door glass cabinet ✓ Metal steel filling cabinet ✓ Projector
4.	IFB No. LAA/JSPA/NCB/001/19/20	Building Materials	This contract package is taken from the budget line item <u>R & M- Building & Other properties</u> and is intended to procure below items:



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			<div>✓ Construction Materials ----- Assorted</div> <div>✓ Plumbing Materials ----- Assorted</div> <div>✓ Electrical Materials ----- Assorted</div> <div>✓ Painting Materials ----- Assorted</div> <div>✓ Planks-----100pcs</div> <div>✓ Cement-----75 bags</div> <div>✓ Concrete bricks-----1,000 pcs</div> <div>✓ Sand----- Assorted</div>
5.	IFB No. LAA/JSIPA/RFQ/004/19/20	Janitorial Supplies	<div>This contract package is taken from the budget line item <u>Office Supplies and Materials and Janitorial supplies</u>, and is divided into two lots.</div> <div>LOT 1 Janitorial supplies is intended to procure the following items:</div> <div>✓ Hand wash-----4 cartoons</div> <div>✓ Mops-----3 cartoons</div> <div>✓ Brooms-----1 cartoons</div> <div>✓ Towels-----2 cartoons</div> <div>✓ Chloride-----4 cartoons</div> <div>✓ Delta-----3 cartoons</div> <div>LOT 2 is intended to procure the below items</div> <div>✓ Gallon Liquid Air freshener</div> <div>✓ Gallon Cologne soap</div>
6.	IFB No. LAA/JSIPA/RFQ/005/18/19	Tools	<div>This contract package is taken from the budget line item <u>Tools and Expandibles</u>, it will be used to procure the following listed items:</div> <div>✓ Mechanical tools----- Assorted</div> <div>✓ Maintenance tools----- Assorted</div> <div>✓ Electrical tools ----- Assorted</div> <div>✓ Drafting tools (such as pens) ----- Assorted</div>



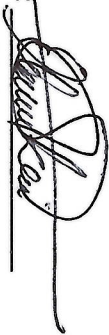

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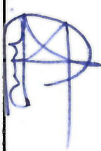
BUDGET NOTES

- 1) Utilities:
- a. Electricity bill-----US\$ 11,868.00
- This package is taken from the budget line item utilities; it is intended to pay bills for Water supplies and Electricity bills.
- b. Water supplies-----US\$ 2,000.00
- 2) Repair and Maintenance Building & Other Properties -----US\$12,374.00

Procurable inputs:

I. Spriggs Airport-----	US\$ 9,174.00	
II. Voinjama Airport-----	US\$ 800.00	
III. Harper Airport-----	US\$ 800.00	
IV. Zwedru Airport-----	US\$ 800.00	
V. Greenville Airport-----	US\$ 800.00	
3. Janitorial Supplies-----		US\$ 6,400.00
Janitorial Materials -----	US\$ 3,400.00	
Cleaning Materials-----	US\$ 3,000.00	

Prepared by: 
Edwin D. Kai
Procurement Manager

Approved: 
Emmanuel T. Taplah
Head of Entity/Chairman Proc. Committee

Date: 01-14-2020

