



REPUBLIC OF LIBERIA
PUBLIC PROCUREMENT & CONCESSIONS COMMISSION

EXECUTIVE MANSION GROUNDS, CAPITOL HILL, MONROVIA, LIBERIA

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Ref. PPCC/RL/CEO/305/'24

June 18, 2024

Cllr. Benjamin B. Stewart, Jr.

ADMINISTRATOR

Board of Tax Appeals

Republic of Liberia

Dear Hon. Stewart:

Subject: **RECEIPT AND APPROVAL OF BOARD OF TAX APPEALS PROCUREMENT PLAN FOR FISCAL YEAR 2024**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Board of Tax Appeals (BOTA) Procurement Plan for Fiscal Year 2024 in accordance with **Section 40** (3) of the PPCA, 2010. The Commission, however, wishes to inform you that your 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 Plans.

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 plan. The Commission and the Ministry responsible for finance should be notified in writing of any material changes in the procurement plan and provide 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.

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.

Best regards,

Yours sincerely,


Bodger Scott-Johnson (Hon.)
CHIEF EXECUTIVE OFFICER

INTER OFFICE- MEMORANDUM

To: Bodger Scott Johnson
Executive Director/CEO

Thru: Mr. Himmie E. Langford
Director, / CMD

From: Benetta S. Norman
Compliance Officer

Date: June 18, 2024

12:26

Subject: Submission of Board of Tax Appeals non-SBA and SBA Procurement Plan for Fiscal Year, January to December, 2024

Board of Tax Appeals (BOTA) has submitted to the Commission in keeping with Section 40. (3) its 2024 non-SBA and SBA procurement plans for Approval

Having reviewed the Procurement Plans including supporting documents of BOTA, it is observed that the entity is in compliance with the PPCC Act.

Below are documents submitted for review:

- Non-SBA and SBA procurement plans
- Explanatory notes
- National budget
- Cover letter
- Cash plan and
- Procurement Committee and Member Listing.

Recommendation:

In view of the above, it is recommended that board of tax appeals procurement plans be approved by the Commission.

Best regards.



Republic of Liberia

Board of Tax Appeals



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June 17, 2024

BOARD MEMBERS

Cllr. Thompson N. Jargba
Board Chairman
CHAIRMAN

Hon. Bondger Scott Johnson
CHIEF EXECUTIVE OFFICER
Public Procurement and Concessions Commission
Capitol Hill, Monrovia, Liberia

Cllr. David M. Kolleh Jr.
Member

REF: SUBMISSION OF FINAL PROCUREMENT PLAN FOR FISCAL YEAR 2024

Mr. Alfred S. Gibson
Member

Dear Hon: Johnson:

Mr. George L. Wortuah
Member

We present our compliments and herewith present our procurement plan for Fiscal Year 2024 (January 1-December 31) in compliance with section 40(2) of the PPCA of 2005 as amended and restated in 2010 for your perusal and subsequent approval.

Mr. Boka Wreh
Member

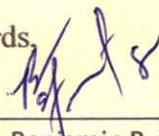
As I look forward to your timely approval of the plan, I would like to reassure you that the Board of Tax Appeals shall continue to remain in compliance with the PPCA in order to enhance transparency, accountability, competition and value for public money within its procurement framework.

Cllr. Benjamin B. Stewart Jr.
Administrator

Thanks for your kind consideration.

Kind regards,

Signed: _____


Cllr. Benjamin B. Stewart, Jr.
ADMINISTRATOR
BOTA