



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/0265/25'

February 17, 2025

Hon. Joe K. Williams
OFFICER-IN-CHARGE
Liberia Land Authority
Monrovia, Liberia

Dear Hon. Williams:

Subj: APPROVAL OF ANNUAL PROCUREMENT PLAN FOR FISCAL YEAR 2025

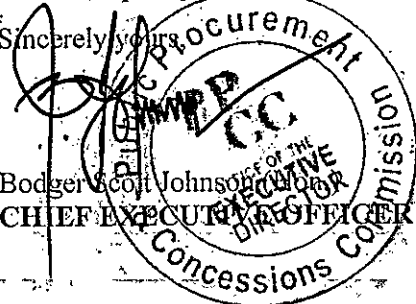
We present our compliments and wish to acknowledge receipt of your communication dated February 13, 2025, which sought the approval of the Commission for Liberia Land Authority (LLA) Annual Core and SBA Procurement Plan for 2025.

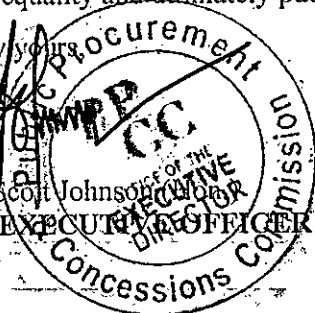
Following thorough review, the Commission hereby approves the Liberia Land Authority Annual Procurement Plan for fiscal year 2025 in accordance with *Section 40 (3)* of the PPCA, 2010, and informs Liberia Land Authority that the procurement plan will be duly forwarded to the Ministry of Finance and Development 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, 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. However, an updated procurement plan shall accompany said notice to the Commission."*

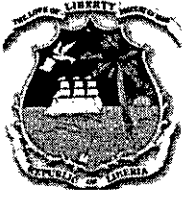
Please note that an approval of a method on the procurement plan is deemed as the Commission's full approval and as such, a Procuring Entity will not be required to again request the use of said approved method.

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 achieve transparency, accountability, fairness, equality and ultimately public confidence in our procurement and concessions processes.

Sincerely yours,


Bodger Scott Johnson
CHIEF EXECUTIVE OFFICER





REPUBLIC OF LIBERIA
LIBERIA LAND AUTHORITY
Ministry of Commerce Former Building,
Ashmun & Gurley Streets
Monrovia, Liberia



Office of the Vice Chairman/ Officer-in-Charge

LLA/VC-eaw/JKW-0010-25/RL

February 13, 2025

Hon. Bodger Scott Johnson
Executive Director
Public Procurement and Concessions Commission
Executive Mansion Ground, Capitol Hill
Monrovia, Liberia

Subject: Submission of LLA/PSIP Project Procurement Plans for the Calendar 2025

Dear Hon. Johnson:

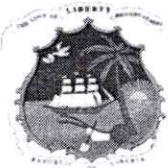
We present our compliments and in keeping with Section 40 of the Public Procurement and Concessions Act of 2010, herewith submit the LLA/PSIP Project Procurement Plans (Core) for the Calendar Year 2025 for your kind consideration.

We anticipate your guidance and considerate attention.

Best regards,

Sincerely,

Joe K. Williams
Officer-in Charge (OIC) Acting Head of Entity/Chairman Procurement Committee



Liberia Land Authority
Public Sector Investment Plan Project (PSIP)
CONSULTANCY PROCUREMENT PLAN (CORE BUDGET)



Source of Funding: GOL-National Budget

Calendar Year: January 1, 2025 - December 31, 2025

Feb. 12, 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													
							REQUEST FOR EXPRESSION OF INTEREST, IF APPLICABLE				REQUEST FOR PROPOSALS AND APPROVAL OF AWARD									
ITEM NO.	PACKAGE NUMBER (CODE)	CONSULTANCY SERVICE	NO. OF FIRMS/PERSONS	EST. 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 REPORT) AND PAYMENT		
Planned	1	RFP: NO.LLA/PSIP/QCBS/001/2025	IT Consultancy Service	1 Firm	850,000.00	QCBS	29-Jan-25	5-Feb-25	26-Feb-25	8-Mar-25	18-Mar-25	2-Apr-25	12-Apr-25	22-Apr-25	12-May-25	1-Jun-25	11-Jun-25	21-Jun-25	30-Dec-23	
Update																				
Act.																				
TOTAL				850,000.00																

SIGNED:
Stephen T. Toe
 Acting Procurement Manager

2/12/25

APPROVED:
Hon. Joe K. Williams
 Vice Chairman/Officer-In-Charge/Proc. Commit

DATE: 2/13/25

ANNEX

Notes to Procurement Plan				Amount
No.	Package Code	Contract Package	Description	
1	RFP NO.LLA/PSIP/QCBS/001/2025	IT Consultancy Service	This contract package is drawn from the budget line Hiring of IT Firm and will be used to hire a consultant firm that will provide a Software and App that the Liberia Land Authority to use to implement a Real Property Valuation, including Block Mapping & Property Coding in line with its mandate under the 2016 Land Authority Act. The consultancy firm further train tax agents in field operation of enable tablets and how to troubleshoot associated challenges, update existing real estate mapping and provide a reporting platform to generate report on new properties capture during project implementation and setup a data center that will be controlled by LLA	850,000.00
Total				850,000.00

Prepared by: _____

(Signature)
Stephen T. Toe
Acting Procurement Manager

Approved by: _____

(Signature)
Hon. Joe K. Williams
Vice Chairman/Officer -in- Charge/Proc. Committee

Date: _____

(Signature)
2/13/25

(Signature)
2/17/25





Liberia Land Authority
Public Sector Investment Plan Project (PSIP)
Procurement Plan (Core Budget)



Source of Funding: GOL-National Budget

Calendar Year: January 1, 2025 - December 31, 2025

Feb. 12, 2025

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
BASIC DATA								IMPLEMENTATION DATES										
	Item No.	Package Number (code)	Contract Package	Business Activity Code	Qty	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 LLA/PSIP/RFQ/01/2025	Stationery	G4761	Assorted	8,900.00	RFQ	2/17/2025	2/20/2025	2/24/2025	2/25/2025	3/4/2025	3/6/2025	3/10/2025	3/14/2025	N/A	12/17/2025	12/31/2025
Update																		
Act.																		
Planned	2	IFB No LLA/PSIP/RB/01/2025	ICT Equipment	G4651	Assorted	39,500.00	RB	2/20/2025	2/24/2025	2/27/2025	3/3/2025	4/7/2025	4/14/2025	4/21/2025	4/28/2025	N/A	12/17/2025	12/31/2025
Update																		
Act.																		
Planned	3	IFB No LLA/PSIP/RB/002/2025	Vehicles	G4510	2 Units	70,000.00	RB	2/24/2025	2/27/2025	3/3/2025	3/6/2025	3/20/2025	4/4/2025	4/11/2025	4/18/2025	N/A	12/17/2025	12/31/2025
Update																		
Act.																		
Planned	4	IFB No LLA/PSIP/NCB/01/2025	Office Furniture	G4659	Assorted	35,000.00	NCB	2/27/2025	3/4/2025	3/10/2025	3/15/2025	4/18/2025	4/25/2025	5/1/2025	5/15/2025	N/A	12/17/2025	12/31/2025
Update																		
Act.																		
Planned	5	IFB No LLA/PSIP/NCB/02/2025	Printing & Binding Services	C1812	1 Firm	25,710.00	NCB	3/4/2025	3/10/2025	3/15/2025	3/22/2025	4/21/2025	4/28/2025	5/5/2025	5/26/2025	N/A	12/17/2025	12/31/2025
Update																		
Act.																		
Planned	6	IFB No LLA/PSIP/RFQ/02/2025	Print Media Services	J5813	4 Firms	2,500.00	RFQ	3/3/2025	3/10/2025	3/17/2025	3/24/2025	3/31/2025	4/7/2025	4/15/2025	4/25/2025	N/A	12/30/2025	12/30/2025
Update																		
Act.																		
Planned	7	IFB No LLA/PSIP/RB/003/2025	Electronic Media Services	J5813	18 Firms	18,450.00	RB	3/28/2025	4/8/2025	4/21/2025	4/28/2025	5/1/2025	5/29/2025	6/10/2025	7/30/2025	N/A	12/17/2025	12/31/2025
Update																		
Act.																		
Planned	8	IFB No LLA/PSIP/RFQ/03/2025	Hall Rental	L6810	3 Firm	10,000.00	RFQ	3/10/2025	3/17/2025	3/24/2025	3/31/2025	4/7/2025	4/15/2025	4/25/2025	4/30/2025	N/A	12/17/2025	12/31/2025
Update																		
Act.																		
Sub-Total						\$210,060.00												

Prepared by: Stephen J. Toe
Acting Procurement Manager

Approved by: Hon. Joe K. Williams
Vice Chairman/Officer -in- Charge/Proc. Committee

Date: 2/13/25



Liberia Land Authority
Public Sector Investment Plan Project (PSIP)
Procurement Plan (Core Budget)



Source of Funding: GOL-National Budget
Calendar Year: January 1, 2025 - December 31, 2025

Feb. 12, 2025


1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
BASIC DATA								IMPLEMENTATION DATES										
	Item No.	Package Number (code)	Contract Package	Business Activity Code	Qty	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	9	IFB No LLA/PSIP/RFQ/04/2025	Event Catering Services	I5621	3 Firms	10,000.00	RFQ	3/28/2025	4/8/2025	4/21/2025	4/28/2025	5/1/2025	5/8/2025	5/15/2025	5/22/2025	N/A	12/17/2025	12/31/2025
Update																		
Act.																		
Planned	10	IFB No LLA/PSIP/NCB/03/2025	Printing of Billboards	C1811	1 Firm	158,200.00	NCB	3/28/2025	4/9/2025	4/14/2025	4/18/2025	5/15/2025	5/22/2025	5/29/2025	6/15/2025	N/A	12/30/2025	12/30/2025
Update																		
Act.																		
Planned	11	IFB No LLA/PSIP/RFQ/04/2025	Vehicle Rental	H4922	1 Firm	\$5,250.00	RFQ	3/28/2025	4/8/2025	4/21/2025	4/28/2025	5/1/2025	5/8/2025	5/15/2025	5/22/2025	N/A	12/30/2025	12/30/2025
Update																		
Act.																		
Sub-Total						173,450.00												
Grand Total						\$383,510.00												

Prepared by:


Stephen T. Toe

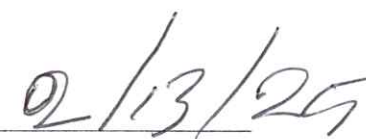
Acting Procurement Manager

Approved by:


Hon. Joe K. Williams

Vice Chairman/Officer-in-Charge/Proc. Committee

Date:


2/13/25

ANNEX				Amount
Notes to Procurement Plan				
No.	Package Code	Contract Package	Description	
1	IFB No.LLA/PSIP/RFQ/001/2025	Stationery	This contract package is drawn from the budget line Stationery and Other supplies and is intended to procure the following listed stationery items: Sheets (Legal & A4), Cartridges, Pens, Stick on Pads, Note pads, Clear Folders, Box Files, Envelopes (Small & Large), Ledger Books, Staple Machines, Staple Pins, Manila Folder, Pens, Markers, Correction Fluid, Desk Tray etc. for the Department of Land Administration/Land Valuation for the smooth implementation of the LLA PSIP Project.	8,900.00
2	IFB No.LLA/PSIP/RB/001/2025	ICT Equipment	This contract is drawn from the budget IT Equipment and Gadgets and will be used to procure the following ICT Equipment for the Department of Land Administration/Land Valuation for the smooth implementation of the LLA PSIP Project. : These ICT Equipment include the following: Tablets, GPS, Survey Equipment, Printers, Desktops, Extended Hard Drives, Power Banks, Projectors, Scanning Machines etc.	39,500.00
3	IFB No.LLA/PSIP/RB/002/2025	Vehicles	This contract package is drawn from the budget line Transport Equipment and will be used to procure two vehicles for the smooth implementation of the LLA PSIP Project.	70,000.00
4	IFB No.LLA/PSIP/NCB/001/2025	Office Furniture	This contract package is drawn for the budget line Furniture and Fixtures and will be used to procure the following Office Furniture for the Department of Land Administration/Land Valuation Division for the smooth implementation of the LLA PSIP Project.: The Office Furniture to be procured include the following: Chairs (Executive) Leather (Dark Brown/ Black colors), Desk (Executive) Wooden (Dark Brown), Chairs (Semi-Executive) , Chairs (Visitor) Metal legs (Leather/cloth), Desk (Wooden, Rectangular) (3 Drawer), Filing Cabinet (Metal) (Four (4) Drawers), Filing Cabinet (metal) (Two (2) Drawers), Book Shelf (Wooden) (two (2) swing windows) etc.	35,000.00
5	IFB No.LLA/PSIP/NCB/002/2025	Printing & Binding Services	This contract package is drawn from the budget line Public Sensitization initiatives/Awarenesswill and Workshops and will be used to print of Flyers for with key messages on the LLA's PSIP Project, printing of Banners for the launch of the LLA's PSIP Project, printing of T-Shirts, Caps, Jackets for Data Collectors/supervisors and LLA's Staff, printing of Brochuers, Letter Heads on Specialized Papers, Bill Boards, Annual Calender etc.	25,710.00
6	No.LLA/PSIP/RFQ/002/2025	Print Media Services	This contract package is drawn from the budget line Public Sensitization initiatives/Awareness and will be used hire four firms that will provide News Papers coverage for the official launch of the PSIP Project at the LLA;s Head Offices in Monrovia.	2,500.00
7	IFB No.LLA/PSIP/RB/003/2025	Electronic Media Services	This contract package is drawn from the budget line Public Sensitization initiatives/Awareness and will be used to hire eighteen Radio Stations that will provide Talk Shows to create awareness on the official launch of the PSIP Project at the LLA's Head Offices in Monrovia, Margibi and Nimba Counties. Lot 1. Montserrado County will target 8 radio stations which equal US\$10,450, Lot 2 Margibi County will target 5 radio stations which equal US\$4,000 and Lot 3 Nimba County County will target 5 radio stations which equal US\$4,000	18,450.00
8	IFB No.LLA/PSIP/RFQ/003/2025	Hall Rental	This contract package is drawn from the budget line Public Sensitization initiatives/Awareness and Workshops will be used to rent Townhalls for the hosting of Townhall meetings and the renting a PA System for the creat awarness on the PSIP project for 12 days	10,000.00
9	IFB No.LLA/PSIP/RFQ/004/2025	Event Catering Services	This contract package is drawn from the budget line Workshops /conferences and will be used to hire the services of three cartering firms for the workshops and conferences on the PSIP Project at the Authority's Central and County Offices	10,000.00
10	IFB No.LLA/PSIP/NCB/003/2025	Printing of Billboard	This contract package is drawn from the budget line Barcoded Property ID Plates and will be used to Print 1,000 pieces of Barcoded Bill Boards and 50,000 pieces of Barcoded Housing Tags for Montserrado, Margibi and Nimba counties under the LLA's PSIP Project.	158,200.00
11	IFB No.LLA/PSIP/RFQ/004/2025	Vehicle Rental	This contract package is drawn from the budget line Demonstic Means Travel and will be used to rent assorted vehicles for the block mapping in Montserrado, Margibi and Nimba Counties under the LLA's PSIP Project.	5,250.00
Total				\$ 383,510.00

Prepared by: Stephen T. Joe
Acting Procurement Manager

Approved by: Hon. Joe K. Williams
Vice Chairman/Officer -in- Charge/Proc. Committee

Date: 2/13/25