



REPUBLIC OF LIBERIA
PUBLIC PROCUREMENT & CONCESSIONS COMMISSION
EXECUTIVE MANSION GROUNDS, CAPITOL HILL, MONROVIA, LIBERIA
WEBSITE: www.ppcc.gov.lr PHONE SHORT CODE: 4357 Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Ref. PPCC/RL/CEO/1374/25'

December 11, 2025

Hon. James Dorbor Jallah
COMMISSIONER-GENERAL
Liberia Revenue Authority
Monrovia, Liberia

Dear Hon. Jallah:

Subj: **REQUEST FOR "NO OBJECTION" TO USE THE SOLE SOURCE METHOD OF PROCUREMENT TO AWARD CONTRACT TO K. KARTIK STATIONERY STATION FOR THE SUPPLY AND DELIVERY OF 274 LAPTOPS**

We present our compliments and wish to acknowledge receipt of your communication dated November 28, 2025, which sought the approval of the Commission for the Liberia Revenue Authority (LRA) to use the sole source method of procurement to award contract to K. Kartik Stationery Station for the supply and delivery of two hundred seventy-four (274) Laptops ("the Goods") at an estimated cost of two hundred forty-nine thousand seven hundred fifty-one United States Dollars (US \$249,751.00).

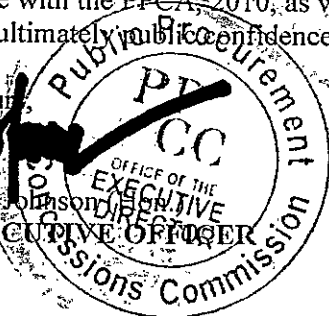
The Commission upon thorough review of your documentation submitted reveals that your request was accompanied with adequate documentation and is in keeping with section 55 and 40 of the PPCA, 2010. Therefore, the Commission **hereby** grants an approval to the **Liberia revenue Authority (LRA)** to use the sole source method of procurement to award contract to **K. Kartik Stationery Station** for the supply, delivery and delivery of two hundred seventy-four (274) Laptops ("the Goods") at the above estimated costs. Additionally, the Commission approves LRA's Addendum procurement pan for Fiscal Year 2025.

Please note that all contract which cumulative annual value exceeds the threshold of two hundred fifty United States Dollars (US\$250,000.00) must be sign by the minister responsible for Finance and attested 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 deems it a priority that you remain 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





Commissioner General



LRA/JDJ/CG/0401-0500/25/RL

November 28, 2025

Honorable Bodger Scott Johnson
Executive Director/Chief Executive Officer
Public Procurement and Concession Commission
Capitol Hill
Monrovia, Liberia

Dear Honorable Johnson,

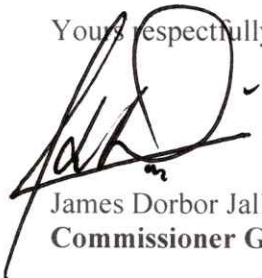
Request to Modify the Approved FY2025 Procurement Plan for the Purchase of Laptops

The Liberia Revenue Authority presents its compliments and respectfully requests your approval to modify its approved FY2025 procurement plan for the procurement of laptops. The initial plan under the Government of Liberia (GOL) funding source allocated US\$93,495.00 for the purchase of 150 laptops from Amazon. However, during implementation, it was determined that direct procurement from Amazon was not feasible, necessitating the use of an authorized dealer.

The LRA now proposes to procure 274 laptops at a total cost of US\$249,751.00 under the GOL funding source from K. Kartik Stationery Station, utilizing the Sole Source procurement method in accordance with Section 55 1(d) of the PPC Act of 2010. This vendor has previously supplied computers to the LRA under a competitive process funded by MEDTECH and was determined to be the most responsive.

Attached please find the supporting invoice detailing the quantities and costs for your review. My office trusts this request will receive your timely approval to ensure the continuity of our operational efficiency.

Yours respectfully,



James Dorbor Jallah
Commissioner General/CEO







Procurement Plan
Source of Funding: GOL
Fiscal Year: 2025



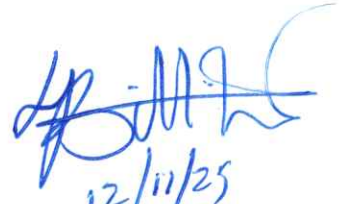
September 3, 2025

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. LRA/SS/009/2025	Procurement of computers	G4741	274	\$ 249,751.00	SS	28/11/2025	01/12/2025	04/12/2025	07/12/2025	10/12/2025	13/12/2025	16/12/2025	19/12/2025	N/A	29/12/2025	31/12/2025
Update																		
Act.																		
		Total				\$ 249,751.00												

Prepared By: Lovetta W. J. Williams 
 Manager/Procurement Section

Approved: James Dorbor Jallah 
 Head of Procurement Committee

Date: 28 Nov 2025


 12/11/25








Procurement Plan

Item	Contract Package	Description
1	Procurement of computers	The LRA intend to procure 274pcs of computers from K. Kartik Stationery Station, for it staff. Please note that the total amount is a combination of \$93,495.00 a portion of the total amount that was approved last fiscal year for the procurement of computers and server from AMAZON and \$156,256.00 that was approved in this fiscal year for the procurement of computers under GOL. In accordance with Section 55 1(d) of the PPC Act 2010, the Sole Source Procurement Method will be used for this contract package.

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12/11/25

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