

# **PUBLIC PROCUREMENT & CONCESSIONS COMMISSION**



## **INSTRUCTIONS FOR FILLING IN THE VENDOR REGISTRAION FORM (VRF)**

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### **FOR INDIVIDUAL CONSULTANTS**

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## **Overview of the PPCC Vendors Register**

The Vendors Register is an initiative of the Public Procurement and Concessions Commission (PPCC) developed for five primary reasons, namely, to:

- 1) enhance efficiency in public procurement;
- 2) increase the level of participation of businesses and companies in public tenders;
- 3) facilitate the implementation of the Small Business Act legislated to promote the growth of Liberian-owned businesses;
- 4) formalize the informal sector of the economy; and
- 5) improve tax compliance and revenue generation.

Only businesses, companies, and individual consultants listed in the Vendors Register will be eligible to participate in public procurement effective fiscal year 2015/2016 which begins on July 1, 2015.

### ***Enhancing Efficiency in Public Procurement***

Once the Vendors Register has been populated through the registration process, PPCC will know all capable suppliers or service providers for any given procurement contract package and be in the position to advise all procuring entities to utilize more time- and cost-efficient procurement methods thereby resulting in shorter procurement cycles and cost savings to the Government. This time efficiency will result in timely delivery of much needed services and development projects thereby accelerating Liberia's development. The cost savings will provide a space for increased value for money.

### ***Increasing the Level of Participation of Businesses and Companies in Public Procurement***

Another benefit of the Vendors Register is to ensure that all businesses and individual consultants, irrespective of their geographical location will have a fair chance of participation in Government tenders. Depending on the method of procurement utilized for a particular contract package, procuring entities will be required to invite all known vendors. This increase in participation will guarantee greater value for money thereby protecting the public's interest.

### ***Facilitating the Implementation of the Small Business Act***

The Small Business Act (SBA) has been promulgated to promote the growth of Liberian-owned businesses. It requires that at least 25% of all Government procurement contracts be awarded to Liberian-owned businesses. It further requires that a minimum of 5% of these contracts be awarded to Liberian women-owned businesses. This law defines a Liberian-owned business as one in which Liberians own majority shares, and for which Liberians are primary signatories to the business' bank account(s). The Vendors Register will collect pertinent information for all businesses operating in Liberia thereby allowing the PPCC to determine the businesses that are eligible to benefit from the SBA.

### ***Formalizing the Informal Sector of the Economy***

Businesses that are currently in the informal sector desirous of participating in public procurement and/or taking advantage of the affirmative actions promulgated for them in the SBA will have to be listed in the Vendors Register. The pre-requisite for being enlisted on this register is, among other things, registering as a formal business, being tax compliant, etc. By meeting these qualification requirements of the Vendors Register, these informal businesses will become formalized.

### ***Improving Tax Compliance and Revenue Generation***

The requirements for businesses and individual consultants to be listed on the Vendors Register will necessarily enforce tax compliance and result in revenue generation thereby enlarging the resource envelope to enhance national development.

## **Registration on the PPCC Vendors Register**

Individual consultants wishing to register can do so by obtaining the Individual Consultants Registration Form free of charge and submitting the completed form along with all supporting documents to the PPCC office on Capitol Hill and obtaining a PPCC delivery receipt. Consultants in the counties may submit their completed Individual Consultant Registration package in a sealed envelope to the office of the Superintendent and obtain a PPCC delivery receipt. The required supporting documents are listed below.

The Vendor Registration Form for Individual Consultants can be obtained from any one of the following sources:

- 1) PPCC office on Capitol Hill,
- 2) offices of various business umbrella organizations,
- 3) offices of county Superintendents
- 4) the Small Business Department of the Ministry of Commerce and Industry, and
- 5) the PPCC online Vendors Register website at [www.ppcc.gov.lr/vr](http://www.ppcc.gov.lr/vr). The registration forms and instructions are in the middle right section of the page under the heading **VRF Downloads**. Click each item in the list to download.

## **Maintenance of the Vendor Register**

The Vendor Register will be populated with information received from interested businesses through a registration process that begins on May 27, 2015 and continues on an ongoing basis. The register is online at [www.ppcc.gov.lr/vr](http://www.ppcc.gov.lr/vr).

The Commission will update consultants' information on an ongoing basis. Consultants that have registered onto the Vendors Register should ensure that they furnish the Commission with any change(s) to the status of the information initially provided as and when the information changes. It is the consultant's responsibility to ensure that the information reflected on the Vendors Register is correct and up to date at all times.

Consultants that have registered onto the Vendors Register will be monitored continuously for their performance on contracts awarded by Procuring Entities, and copies of such reports will be forwarded to the Commission. The continuous monitoring process will form the basis to evaluate consultant performance which will have an impact on retention or debarment.

## **Checklist of Documents to Accompany the PPCC Individual Consultant Registration Form**

It is mandatory that all of the below-listed documents are submitted along with the form in order for an individual consultant's registration to be complete. Applications not accompanied by required documentation will not be processed. All supporting documents provided must be issued by the appropriate authority. **ALL SUBMITTED DOCUMENTS WILL BE VERIFIED.**

<b>Document</b>
Central Bank of Liberia Clearance (insurance brokers, only)
Copies of degrees, certificates, etc. from Education and Training corresponding to Item 1.13 and/or 2.1
Copies of Professional Certification corresponding to Item 1.13 and/or 2.2 (If applicable)
Proof of Bank Account Signatory Authority
Work permits for non-Liberian nationals
Proof of Membership in a Professional Organization corresponding to Item 2.3 (If applicable)
Proof of Citizenship (Must be a government-issued identification. eg. Passport)
Signed Contract for consulting services provided to each client per Item 1.13 and/or Part 3 of the individual consultant registration form. In the case where the completion date has passed, copies of certificates of completion must be attached.
Social Security Clearance
Tax Clearance

## Instructions on How to Fill-in PPCC VendorsRegistration Form (VRF) for Individual Consultants

Please read the below instructions and follow them exactly. The numbers in the left column correspond to those on the vendor registration form. In filling-in the form please use ink pen and write block letters; place one letter or number in each box as appropriate. Please refer to the example of the filled-in form beginning on Page 6 of these instructions.

<b>Part 1: Consultant Base Data</b>																									
<b>1.01</b>	<b>Full Name</b> Please write your first, middle and last name as written in your passport.																								
<b>1.02</b>	<b>Date of Birth</b> Please write your date of birth in the MMDDYY format. (i.e. first two digits for the month, next two digits for the day of the month, and last two digits for the year.)																								
<b>1.03</b>	<b>Gender</b> Place a check mark in the box corresponding to your gender: M for male and F for female.																								
<b>1.04</b>	<b>Nationality</b> Write the country of your nationality.																								
<b>1.05</b>	<b>Country of Residence</b> Write the name of the country in which you are currently resident.																								
<b>1.06</b>	<b>Tax Identification Number (TIN)</b> Write your individual tax identification number (TIN).																								
<b>1.07</b>	<b>Bank</b> Write the four-letter code corresponding to your bank from the list below: <table style="width: 100%; border: none;"> <tr> <td style="width: 25%;"><b>Code</b></td> <td style="width: 25%;"><b>Bank Name</b></td> <td style="width: 25%;"><b>Code</b></td> <td style="width: 25%;"><b>Bank Name</b></td> </tr> <tr> <td>ACCB</td> <td>Access Bank</td> <td>GTBL</td> <td>Guaranty Trust Bank Liberia</td> </tr> <tr> <td>EBLR</td> <td>Ecobank Liberia Ltd.</td> <td>IBLL</td> <td>International Bank Liberia Ltd.</td> </tr> <tr> <td>FABL</td> <td>First Afriland Bank Liberia</td> <td>LBDI</td> <td>Liberia Bank for Development and Investment</td> </tr> <tr> <td>FIBL</td> <td>First International Bank Liberia</td> <td>UBAL</td> <td>United Bank for Africa Liberia</td> </tr> <tr> <td>GLOB</td> <td>Global Bank</td> <td></td> <td></td> </tr> </table>	<b>Code</b>	<b>Bank Name</b>	<b>Code</b>	<b>Bank Name</b>	ACCB	Access Bank	GTBL	Guaranty Trust Bank Liberia	EBLR	Ecobank Liberia Ltd.	IBLL	International Bank Liberia Ltd.	FABL	First Afriland Bank Liberia	LBDI	Liberia Bank for Development and Investment	FIBL	First International Bank Liberia	UBAL	United Bank for Africa Liberia	GLOB	Global Bank		
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FIBL	First International Bank Liberia	UBAL	United Bank for Africa Liberia																						
GLOB	Global Bank																								
<b>1.08</b>	<b>Email Address</b> Please provide your personal email address.																								
<b>1.09</b>	<b>Telephone Numbers</b> Please provide your phone number(s).																								
<b>1.10</b>	<b>Website Address</b> Please provide your website address, if applicable.																								
<b>1.11</b>	<b>Postal Address</b> Please provide your postal address, if applicable.																								
<b>1.12</b>	<b>Physical Address</b> Please indicate your physical address.																								
<b>1.13</b>	<b>Industry</b> Select all industries in which you have relevant qualification or experience to perform consulting services. Proof of qualification or experience must be provided for each industry selected and must be reflected in Part 2 and Part 3 of the form.																								
<b>Part 2: Qualification(s)</b>																									
<b>2.1</b>	<b>Education &amp; Training</b> List all relevant tertiary or post-secondary education programs you have completed in reverse chronological order (latest to oldest). If you need more space, please use an extra sheet of paper.																								
<b>2.2</b>	<b>Professional Certification</b> List the full names of all professional certifications you have earned in reversed chronological order (latest to oldest). These include certifications such as CPA, CCNA, MCSE, CIPS, CFE, etc., etc. If you need more space, please use an extra sheet of paper.																								
<b>2.3</b>	<b>Membership of Professional Organization</b> Please list the full names of all professional organizations which membership you hold. These include organizations such as the Liberian Institute of Certified Public Accountants, Engineering Society of Liberia, etc.																								
<b>Part 3: References (Please provide up to three references for consultancies you have previously performed)</b>																									
<b>3.01 to 3.03</b>	For each client listed as a reference, please provide the following details: (a) <b>Name:</b> State the name of the client to which the consulting service was provided (b) <b>Contract Description:</b> State the nature of the contract executed/being executed (c) <b>Amount:</b> Indicate the total value of the contract (d) <b>Location:</b> State the location (city and country) of the client (e) <b>Phone Number:</b> Provide a working phone number at which the client may be contacted (f) <b>Completion Date:</b> Write the date of completion or expected date of completion																								
<b>Part 4: Declaration</b>																									
	Please read carefully each of the clauses provided in the declaration and ensure that you understand them before signing and submitting the form. By stating your name, appending your signature, and writing out the date, you take full responsibility for any information provided to the Commission and pledges to uphold each of the stated clauses.																								



# Public Procurement & Concessions Commission

Capitol Hill, Monrovia



## Vendor Registration Form for Individual Consultants

Please read the instructions in the accompanying documents before filling-in the form. Please use a ball-point ink pen to provide responses to all items on this form. Please use block letters and fill one letter or digit per box unless otherwise instructed

Please note that consultants that have been registered onto the Vendors Register may have the opportunity of being invited to participate in the procurement process of any institution receiving funds from the Government of Liberia. Registration onto the Vendors Register does not guarantee award of a procurement contract as the award of all contracts will be subject to the provisions of the Public Procurement and Concessions Act of 2010 (PPCA).

### Part 1: Consultant Basic Data

#### 1.01 Full Name

Z I Z I W I L L I E

Last Name

B O R Y O N N O H

First Name

Y A H

Middle Name

#### 1.02 Date of Birth

1 0 1 5 6 6

M M D D Y Y

#### 1.03 Gender

☐ M ☒ F

#### 1.04 Nationality

L I B E R I A N

#### 1.05 Country of Residence

L I B E R I A

#### 1.06 Tax ID Number (TIN)

5 0 0 0 0 0 0 0 1

#### 1.07 Bank

E B L R

#### 1.08 Email Address

byziziwillie@domainname.com.lr

#### 1.09 Telephone Numbers

a 0 8 8 6 0 0 0 0 0 0 1  
b 0 7 7 6 0 0 0 0 0 0 1

#### 1.10 Website Address

www.domainname.com.lr

#### 1.11 Postal Address

P.O. Box 1005  
1000 Monrovia - 10  
Liberia

#### 1.12 Physical Address

Adjacent Zone 5 Police Depot  
Joe Bar, Paynesville  
Liberia

#### 1.13 Industry

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Academia                        | <input type="checkbox"/> Food & Nutrition                    | <input type="checkbox"/> Mathematics & the Sciences             |
| <input type="checkbox"/> Agriculture                     | <input checked="" type="checkbox"/> ICT                      | <input type="checkbox"/> Medical, Healthcare & Human Services   |
| <input type="checkbox"/> Architecture & Engineering      | <input type="checkbox"/> Insurance                           | <input type="checkbox"/> Multimedia Services & Public Relations |
| <input type="checkbox"/> Aviation                        | <input type="checkbox"/> Legal                               | <input type="checkbox"/> Public Policy & Administration         |
| <input checked="" type="checkbox"/> Business & Economics | <input type="checkbox"/> Logistics & Supply Chain Management | <input type="checkbox"/> Religion & Spirituality                |
| <input type="checkbox"/> Education & Pedagogy            | <input type="checkbox"/> Manufacturing                       | <input type="checkbox"/> Sports & Recreation                    |
| <input type="checkbox"/> Energy, Mining & Environment    | <input type="checkbox"/> Marine & Oceanography               |   |

### Part 2: Qualifications

#### 2.1: Education & Training

	Name of Educational Institution	Area of Specialization	Degree	Completion Date
2.1.1	Boston University, Boston, USA	Accounting	MBA	2-Jun-06
2.1.2	University of Liberia	Accounting	BBA	4-Mar-04
2.1.3	Stella Maris Polytechnic	Electronics Engineering	ASc	28-Aug-00

	Name	Area of Specialization	Certification	Certification #	Completion Date
2.2.1	Liberian Institute of CPAs	Public Accounting	CPA	LICPA-0234	20-Jun-10
2.2.2	Cisco Networking Academy	Networking	CCNA	CCNA-012	10-Oct-02

	Organization Name	Location	Designation	Membership #	Admission Date
2.3.1	Liberian Institute of CPAs	Liberia	CPA	LICPA-0234	20-Jun-10
2.3.2	Cisco Networking Academy	USA	CCNA	CCNA-012	10-Oct-02

Internal Audit Agency	Quality assurance	60,000.00
Name	Contract Description	Amount (USD)
Monrovia, Montserrat	0 8 8 6 1 2 3 4 5 6	Completion Date 0 6 3 0 1 5 M M D D Y Y
City, Country	Phone	

<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">General Auditing Commission</div> <div>Name</div>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Systems development</div> <div>Contract Description</div>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px; text-align: right;">72,000.00</div> <div>Amount (USD)</div>
<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Monrovia, Montserrat</div> <div>City, Country</div>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px; text-align: center;"> 0555123456 </div> <div>Phone</div>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px; text-align: center;"> 063014 </div> <div>Completion Date</div> <div style="display: flex; justify-content: space-around; font-size: 0.8em;"> <span>M</span><span>M</span><span>D</span><span>D</span><span>Y</span><span>Y</span> </div>

Name	Contract Description	Amount (USD)	Completion Date
Ministry of Finance & Dev. Plan.	Establishment of Local Area Network	250,000.00	
Monrovia, Montserrat	0 7 7 7 1 2 3 4 5 6	0 6 3 0 1 3	M M D D Y Y

- 4.1 All the information supplied in this application is true and correct.
- 4.2 The Consultant will, without protest submit herself/himself to procedures instituted by the Public Procurement and Concessions Commission for consultant registration.
- 4.3 The Consultant will, if requested to do so supply further information and documentary evidence for scrutiny.
- 4.4 The Consultant will update their registration particulars whenever a significant change in their details occurs.
- 4.5 The Consultant acknowledges that any false information provided can lead to disqualification from the Vendors Register and being listed on Public Procurement and Concessions Commission debarment list.
- 4.6 The Consultant acknowledges that it can be penalized by the Commission for poor performance as reported by a Procuring Entity, in keeping with contractual terms.

End of Form

Do not write below this line. This section is for official use, only

<b>Submission Date</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>  <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> <span>D</span><span>D</span><span>M</span><span>M</span><span>Y</span><span>Y</span> </div> </div> <div style="width: 45%;"> <input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>  <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> <span>Vendor Identification Number (VIN)</span> </div> </div> </div>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>  <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> <span>D</span><span>D</span><span>M</span><span>M</span><span>Y</span><span>Y</span> </div> </div> <div style="width: 45%;"> <input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>  <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> <span>Vendor Identification Number (VIN)</span> </div> </div> </div>
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