

PPCC Online Vendors Register: A Short Tutorial

www.ppcc.gov.lr/vr

1^e

www.ppcc.gov.lr/vr

Table of Contents

Table of Figures	ii
Table of Tables	ii
Acronyms and Abbreviations	iii
0.0 Preface.....	v
0.1 What is the PPCC Vendors Register?	v
0.2 Who is This Tutorial For?	vi
0.3 Pre-Requisites – What Do You Need Before You Start?.....	vi
0.4 How to Use this Tutorial	vi
0.5 Acknowledgements	vii
1.0 Introduction.....	1
1.1 The Liberia Business Registry System of Classification and Registration	1
1.2 The PPCC Online Vendors Register	3
1.3 Information in the Profiles of Businesses	8
1.4 Word of Advice for Stakeholders.....	10
2.0 Tutorial for Procuring Entities – Government Agencies	11
2.1 When to Reference a Business on the Vendors Register	11
2.2 How to Search for a Business	12
2.3 How to Search for Businesses with a Specific Business Activity Code	17
2.4 How to Determine if a Business is Eligible for SBA	22
2.5 How to View All SBA-Eligible Female Owned Businesses.....	23
2.6 How to View All Businesses Registered on the Vendors Register	26
3.0 Tutorial for Businesses and Companies.....	27
3.1 How to Register on the PPCC Vendors Register	27
3.2 How to Check Your Business Profile on the Vendors Register.....	29
3.3 How to Update Your Business Information	30
3.4 How Long Can a Business Profile Stay on the Vendors Register?.....	31
3.5 How to Verify that You Have the Right Business Activity Code.....	31
Annexes.....	35
Annex 1: How to Download the ISIC Rev 4 Publication	35
Annex 2: Checklist of Documents Required for Vendors Registration.....	44

Table of Figures

Figure 1: Online Vendors Register Home Page.....	4
Figure 2: Description and Divisions of Section G.....	5
Figure 3: Description and Groups of Division 45.....	6
Figure 4: Group 453 and Its Single Class.....	6
Figure 5: Description and Businesses Registered with Code for Class 4530.....	7
Figure 6: Typical Profile of a Business.....	9
Figure 7: PPCC Online Vendors Register Home Page Showing Alpha Listing.....	12
Figure 8: Profiles of Businesses with Names Starting with "S".....	13
Figure 9: PPCC Online Vendors Register Showing Search Field.....	14
Figure 10: Search Result for the Keyword "Sharks".....	15
Figure 11: Detailed Profile of a Business.....	16
Figure 12: Description of Class 5629.....	16
Figure 13: Section G on the PPCC Online Vendors Register Home Page.....	17
Figure 14: Page for Section G.....	18
Figure 15: Page for Division 46.....	19
Figure 16: Page for Group 466.....	20
Figure 17: Page for Class 4661.....	21
Figure 18: Partial View of Businesses Starting with "C".....	22
Figure 19: Search Button.....	23
Figure 20: Search Page.....	24
Figure 21: Search Results for Liberian Female-Owned Businesses.....	25
Figure 22: Navigation Buttons.....	26
Figure 23: Businesses Starting with "A".....	29
Figure 24: Search Results for Business Starting with "G".....	32
Figure 25: Business' Detailed Profile.....	33
Figure 26: Description of Business Activity Code G4761.....	34
Figure 27: Home Page of the UN Statistics Division.....	36
Figure 28: Database Submenu.....	36
Figure 29: UN Classification Registry Page.....	37
Figure 30: ISIC Rev.4 Page.....	38
Figure 31: Download Option Dialog Box.....	39
Figure 32: Download Location Showing Downloaded Folder.....	39
Figure 33: Content of Downloaded Zip Folder.....	40
Figure 34: ISIC Rev.4 Publication in PDF.....	40
Figure 35: PPCC Online Vendors Register Home Page Showing Ling for ISIC Publication.....	41
Figure 36: Download Option Dialog Box.....	42
Figure 37: Download Location Showing Downloaded Folder.....	42
Figure 38: Content of Downloaded Zip Folder.....	43
Figure 39: ISIC Rev.4 Publication in PDF.....	43

List of Tables

Table 1: Broad Structure of ISIC Classification.....	2
Table 2: Example of Detailed Structure of ISIC Classification.....	2
Table 3: Business Profile Fields.....	8

Acronyms and Abbreviations

CBL	Central Bank of Liberia
CCC	Construction Contractors Certification System
GEMS	Governance and Economic Management Support Project
IPFMRP	Integrated Public Financial Management Reform Project
ISIC	International Standard Industrial Classification of All Economic Activities
LBR	Liberia Business Registry
LMDC	Liberia Medical and Dental Council
LMHPRA	Liberia Medicines and Health Products Regulatory Authority
LRA	Liberia Revenue Authority
MOCI	Ministry of Commerce and Industry
MOH	Ministry of Health
MOJ	Ministry of Justice
MPW	Ministry of Public Works
MSME	Micro, Small and Medium Enterprises
PDF	Portable Document Format
PPCC	Public Procurement and Concessions Commission
SBA	Small Business Empowerment Administration Act
UNDP	United Nations Development Programme
USAID	United States Agency for International Development
VRF	Vendors Registration Form

0.0 Preface

0.1 What is 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 and companies listed in the Vendors Register will be eligible to participate in public procurement effective fiscal year 2015/2016 which began 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 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, 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 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.

0.2 Who is This Tutorial For?

This book specifically targets procuring entities – government agencies that will conduct procurement activities for the acquisition of goods and services for the operation of the Government of Liberia, businesses – private sector and other actors that will participate in public tenders, journalists, media institutions and researchers with an interest in knowing the businesses that are registered on the PPCC Vendors Register, and the general public.

0.3 Pre-Requisites – What Do You Need Before You Start?

To use this tutorial you will need the following:

- Know how to browse the Internet using any web browser of choice (Mozilla Firefox, Microsoft Internet Explorer, Google Chrome, Safari, Opera, etc.)
- Be connected to the Internet as you read through this manual in order to follow the steps outlined in this tutorial.

0.4 How to Use this Tutorial

This is a very short tutorial, so it is highly recommended that you read through all of it and follow the instructions given. However, if you are in a hurry and want to only know the specific aspects of the tutorial that apply to you, then please feel free to jump to any section of choice.

However, it is very highly recommended for all persons to read the Introduction Chapter before proceeding to any other part of this manual.

0.5 Acknowledgements

The Public Procurement and Concessions Commission is very grateful to all entities and individuals who have contributed or are contributing to the success of this vendors registration initiative.

The Commission is particularly grateful to the Integrated Public Financial Management Reform Project (IPFMRP) and all the contributors to the Multi-Donor Trust Fund which has provided initial funding to kick-start this initiative.

The Commission is also grateful to its many partners who are working with it to enhance this and other initiatives of the Commission that compliment this project and strengthen the Commission. These partners include The World Bank, the United National Development Programme (UNDP), and the Governance and Economic Management Support (GEMS) Project supported by USAID.

PPCC also appreciates the efforts of various government agencies who are cooperating in the implementation of this initiative, and particularly recognizes the cherished cooperation from the Ministry of Commerce and Industry particularly the Small Business Administration Department and the Liberia Business Registry (LBR).

The Commission also appreciates the cooperation of business entities and other vendors and service providers who have heeded the call of the Commission to register on its Vendors Register.

The Commission is also grateful to all those who have devoted their previous time and proofread the draft of this tutorial and made very valuable suggestions. We are particularly grateful to Madam Vicky Cooper, Chief of Party for USAID-GEMS; Hon. Esther Paegar, Co-Chair of the Board of Commissioners of PPCC; and Hon. Andrew G. Paygar-Flangiah, Sr., Deputy Minister for Small Business Administration at the Ministry of Commerce & Industry all of who made very significant editorial suggestions.

Most of all, the Commission extols its hardworking staff and technicians who have worked around the clock and on holidays and weekends to make this initiative a success.

1.0 Introduction

Businesses registered on the PPCC Vendors Register are grouped according to the International Standard Industrial Classification of All Economic Activities (ISIC), Rev.4 which is the framework of business classification and registration used by the Liberia Business Registry (LBR) at the Ministry of Commerce and Industry (MOCI).

A brief overview of the ISIC Rev.4 is presented in the next sub-section; followed by a second sub-section describing the PPCC Online Vendors Registration system.

1.1 The Liberia Business Registry System of Classification and Registration

The Government of Liberia has adopted the International Standard Industrial Classification of All Economic Activities (ISIC) as the basis for business classification and registration. This classification system is developed and published by the United Nations Department of Economic and Social Affairs and can be downloaded from their Statistics Division website.¹ A step-step tutorial on how to download this publication is provided in Annex 1 beginning on Page 35.

ISIC is a four-tier classification of businesses based on their economic activities. The four tiers are Section, Division, Group, and Class. All business activities are grouped into 21 broad Sections labelled A – U. Each Section is divided into a number of Divisions each of which has a two-digit code ranging from 01 to 99. Each Division is subdivided into a number of Groups each of which has a three-digit code. The Groups are then further subdivided into Classes each of which have four-digit codes and corresponds to the specific economic activity of a business. The broad structure of the ISIC classification and an example of the detailed structure are provided in Table 1 and Table 2, respectively, on Page 2.

In the LBR system a business must be registered with the appropriate business activity code for each economic activity corresponding to a class of the ISIC classification in which the business is engaged. For example, a business entity that sells motor vehicles must have the business activity code G4510 on its Business Registration Certificate. This business activity code does not authorize this business entity to sell motor vehicle parts or engage in maintenance and repair of motor vehicles which are different classes in the ISIC classification. To engage in these additional classes of business the business must also be registered for activity codes G4520 (Maintenance and repair of motor vehicles) and G4530 (Sale of motor vehicle parts and accessories).

Henceforth, stakeholders are advised to download the ISIC Rev.4 publication and thoroughly familiarize themselves with the ISIC classification system. Download instructions are in Annex 1 beginning on Page 35.

¹ The website is at <http://unstats.un.org/unsd/cr/registry/isic-4.asp>

Table 1: Broad Structure of ISIC Classification

Section	Divisions	Description
A	01–03	Agriculture, forestry and fishing
B	05–09	Mining and quarrying
C	10–33	Manufacturing
D	35	Electricity, gas, steam and air conditioning supply
E	36–39	Water supply; sewerage, waste management and remediation activities
F	41–43	Construction
G	45–47	Wholesale and retail trade; repair of motor vehicles and motorcycles
H	49–53	Transportation and storage
I	55–56	Accommodation and food service activities
J	58–63	Information and communication
K	64–66	Financial and insurance activities
L	68	Real estate activities
M	69–75	Professional, scientific and technical activities
N	77–82	Administrative and support service activities
O	84	Public administration and defence; compulsory social security
P	85	Education
Q	86–88	Human health and social work activities
R	90–93	Arts, entertainment and recreation
S	94–96	Other service activities
T	97–98	Activities of households as employers; undifferentiated goods- and services-producing activities of households for own use
U	99	Activities of extraterritorial organizations and bodies

Source: ISIC Rev.4 p. 43

Table 2: Example of Detailed Structure of ISIC Classification

Section A

Agriculture, forestry and fishing

Division	Group	Class	Description
Division 01			Crop and animal production, hunting and related service activities
	011		Growing of non-perennial crops
		0111	Growing of cereals (except rice), leguminous crops and oil seeds
		0112	Growing of rice
		0113	Growing of vegetables and melons, roots and tubers
		0114	Growing of sugar cane
		0115	Growing of tobacco
		0116	Growing of fibre crops
		0119	Growing of other non-perennial crops

Source: ISIC Rev.4 p. 45

1.2 The PPCC Online Vendors Register

The PPCC Online Vendors Register is a web portal located at www.ppcc.gov.lr/vr containing the database of businesses that have registered with the Commission and that are eligible to participate in public tenders in Liberia. These businesses have been grouped according to the system of business classification and registration used by the Liberia Business Registry at the Ministry of Commerce and Industry. This registration and classification system is briefly explained in Section 1.1 *The Liberia Business Registry System of Classification and Registration* on Page 1.

As shown in Figure 1 on Page 4, the home page of the PPCC Online Vendors Register shows the sections of the ISIC classification labelled A to U (see Table 1 on Page 2) into which registered businesses are broadly grouped. Upon clicking the link for a section on the home page, you will be taken to that section's page which contains a description of the section followed by a listing of the divisions contained in the section. On clicking any of the division links, you will be taken to that division's page which, like the page for the section, contains a description for the division followed by the groups in that division. Once again, upon clicking the link of a group, the group's page will open showing a description of that group followed by a listing of the classes contained in that group. Finally upon clicking the link for a class, a new page opens with the description of the class followed by the listing of the profiles of businesses registered under the activity code for that class. Stakeholders are particularly advised to take note of the description of each class which spells out what specific kinds of activities can be done under that class code and what cannot be done. Only businesses with the appropriate business activity code(s) should be allowed to participate in a public tender for a specific contract package.

For example, if there is a public tender for wooden furniture, only businesses with the following business activities codes on their business registration certificates should be allowed to participate in the tender: C3100 - Manufacture of furniture; G4649 - Wholesale of other household goods; G4659 - Wholesale of other machinery and equipment; G4711 - Retail sale in non-specialized stores with food, beverages or tobacco predominating; G4719 - Other retail sale in non-specialized stores; and G4759 - Retail sale of electrical household appliances, furniture, lighting equipment and other household articles in specialized stores. Businesses that have any other activity codes such as for the sales of computers or stationery, etc. should not be allowed to participate in this tender.

The descriptions provided for sections, divisions, groups and classes on the PPCC Online Vendors Register website have all been lifted verbatim from the ISIC Rev.4 publication.

Figure 1: Online Vendors Register Home Page

PPCC Online Vendors Register

Vendors Register

PPCC Online Vendors Register Search Enter keywords

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

This portal contains the database for the Public Procurement and Concessions Commission (PPCC) Vendors Register. It is a listing of businesses and companies that are eligible to participate in public tenders in Liberia. These businesses and companies have been grouped according to the International Standard Industrial Classification of All Economic Activities (ISIC), Rev.4 which is the framework of business classification and registration used by the Liberia Business Registry at the Ministry of Commerce and Industry.

A. Agriculture, Forestry and Fishing

B. Mining and quarrying

C. Manufacturing

D. Electricity, gas, steam and air conditioning supply

E. Water supply; sewerage, waste management and remediation activities

F. Construction

G. Wholesale and retail trade; repair of motor vehicles and motorcycles

H. Transportation and storage

I. Accommodation and food service activities

J. Information and communication

K. Financial and insurance activities

L. Real estate activities

M. Professional, scientific and technical activities

N. Administrative and support service activities

O. Public administration and defence; compulsory social security

P. Education

Q. Human health and social work activities

R. Arts, entertainment and recreation

S. Other service activities

T. Activities of households as employers; undifferentiated goods- and services-producing activities of households for own use

U. Activities of extraterritorial organizations and bodies

You are here: Home

As another example, let us suppose that we want to view all companies registered to sell motor vehicle parts and accessories. These businesses would fall under Section G – Wholesale and retail trade; repair of motor vehicles and motorcycles. Clicking this link on the home page takes us to a new page showing the description of this Section followed by the three divisions in this section, namely: Division 45 - Wholesale and retail trade and repair of motor vehicles and motorcycles; Division 46 - Wholesale trade, except of motor vehicles and motorcycles; and Division 47 - Retail trade, except of motor vehicles and motorcycles. This page is shown in Figure 2 on Page 5. Our choice division is Division 45 – Wholesale and retail trade and repair of motor vehicles and motor cycles.

Upon clicking this link, we will be taken to the page for this division which, as shown in Figure 3 on Page 6, contains a description of Division 45 followed by the four groups in this division, namely: Group 451 - Sale of motor vehicles; Group 452 - Maintenance and repair of motor vehicles; Group 453 - Sale of motor vehicle parts and accessories; Group 454 - Sale, maintenance and repair of motorcycles and related parts and accessories. Our group of choice is Group 453 - Sale of motor vehicle parts and accessories.

Figure 2: Description and Divisions of Section G

PPCC Online Vendors Register

Vendors Register

☐ PPCC Online Vendors Register ☐ Search

This section includes wholesale and retail sale (i.e. sale without transformation) of any type of goods and the rendering of services incidental to the sale of these goods. Wholesaling and retailing are the final steps in the distribution of goods. Goods bought and sold are also referred to as merchandise.

Also included in this section are the repair of motor vehicles and motorcycles.

Sale without transformation is considered to include the usual operations (or manipulations) associated with trade, for example sorting, grading and assembling of goods, mixing (blending) of goods (for example sand), bottling (with or without preceding bottle cleaning), packing, breaking bulk and repacking for distribution in smaller lots, storage (whether or not frozen or chilled), cleaning and drying of agricultural products, cutting out of wood fibreboards or metal sheets as secondary activities.

Division 45 includes all activities related to the sale and repair of motor vehicles and motorcycles, while divisions 46 and 47 include all other sale activities. The distinction between division 46 (wholesale) and division 47 (retail sale) is based on the predominant type of customer.

Wholesale is the resale (sale without transformation) of new and used goods to retailers, to industrial, commercial, institutional or professional users, or to other wholesalers, or involves acting as an agent or broker in buying goods for, or selling goods to, such persons or companies. The principal types of businesses included are merchant wholesalers, i.e. wholesalers who take title to the goods they sell, such as wholesale merchants or jobbers, industrial distributors, exporters, importers, and cooperative buying associations, sales branches and sales offices (but not retail stores) that are maintained by manufacturing or mining units apart from their plants or mines for the purpose of marketing their products and that do not merely take orders to be filled by direct shipments from the plants or mines. Also included are merchandise brokers, commission merchants and agents and assemblers, buyers and cooperative associations engaged in the marketing of farm products. Wholesalers frequently physically assemble, sort and grade goods in large lots, break bulk, repack and redistribute in smaller lots, for example pharmaceuticals; store, refrigerate, deliver and install goods, engage in sales promotion for their customers and label design.

Retailing is the resale (sale without transformation) of new and used goods mainly to the general public for personal or household consumption or utilization, by shops, department stores, stalls, mail-order houses, door-to-door sales persons, hawkers and peddlers, consumer cooperatives, auction houses etc. Most retailers take title to the goods they sell, but some act as agents for a principal and sell either on consignment or on a commission basis.

45 Wholesale and retail trade and repair of motor vehicles and motorcycles

46 Wholesale trade, except of motor vehicles and motorcycles

47 Retail trade, except of motor vehicles and motorcycles

You are here: [Home](#) > [G. Wholesale and retail trade; repair of motor vehicles and motorcycles](#)

Upon clicking the link for Group 453, we are taken to this group's page, which unlike the other pages we have seen thus far, refers us to the description for the only class in this group, Class 4530 – Sale of motor vehicle parts and accessories, as shown in Figure 4 on Page 6.

On clicking the link for Class 4530, we are taken to the class page which has a description of the class followed by the listing of the profiles of all businesses registered under the activity code of this class as shown in Figure 5 on Page 7.

Figure 3: Description and Groups of Division 45

The screenshot shows the PPCC Online Vendors Register homepage. At the top, there is a header with the title "PPCC Online Vendors Register" and a "Vendors Register" button. Below the header, there is a search bar with a "Search" button and a "Enter keywords" input field. To the right of the search bar is an "Authorized Login" section with fields for "Username" and "Password", a "Remember Me" checkbox, and a "Log in" button. Below the login section are links for "Forgot your username?" and "Forgot your password?".

The main content area features a description of Division 45, which includes all activities (except manufacture and renting) related to motor vehicles and motorcycles, including lorries and trucks, such as the wholesale and retail sale of new and second-hand vehicles, the repair and maintenance of vehicles and the wholesale and retail sale of parts and accessories for motor vehicles and motorcycles. Also included are activities of commission agents involved in wholesale or retail sale of vehicles. This division also includes activities such as washing, polishing of vehicles etc. This division does not include the retail sale of automotive fuel and lubricating or cooling products or the renting of motor vehicles or motorcycles.

Below the description, there are four class listings, each with a plus icon and a barcode:

- 451 Sale of motor vehicles
- 452 Maintenance and repair of motor vehicles
- 453 Sale of motor vehicle parts and accessories
- 454 Sale, maintenance and repair of motorcycles and related parts and accessories

At the bottom, there is a breadcrumb trail: "You are here: Home > G. Wholesale and retail trade; repair of motor vehicles and motorcycles > 45 Wholesale and retail trade and repair of motor vehicles and motorcycles".

Figure 4: Group 453 and Its Single Class

The screenshot shows the PPCC Online Vendors Register class page for Group 453. The header and search bar are identical to the previous screenshot. The "Authorized Login" section is also present. The main content area features a description of Class 4530, which is "4530 Sale of motor vehicle parts and accessories". Below the description, there is a breadcrumb trail: "You are here: Home > G. Wholesale and retail trade; repair of motor vehicles and motorcycles > 45 Wholesale and retail trade and repair of motor vehicles and motorcycles > 453 Sale of motor vehicle parts and accessories".

Figure 5: Description and Businesses Registered with Code for Class 4530

PPCC Online Vendors Register

Vendors Register

PPCC Online Vendors Register
Search
Enter keywords

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

This class includes:

—wholesale and retail sale of all kinds of parts, components, supplies, tools and accessories for motor vehicles, such as: rubber tires and inner tubes for tires; spark plugs, batteries, lighting equipment and electrical parts

This class excludes:

—retail sale of automotive fuel, see 4730

Authorized Login

Username

Password

Remember Me

Log In

Forgot your username?

Forgot your password?

Meala Africa Ltd.

Enterprise Code: 051379144
Tax Identification Number: 500187674
Initial Registration Date: 8 May 2014
Type of Business: Private Company
Business Phone 1: 0775759322
Business Phone 2: 0777779223
Business Phone 3: 0880232380
Physical Address: 24th Street, Sinkor Monrovia
County(ies) of Operation:
Bong
Grand Bassa
Montserrado
Nimba
Sinoe
Contact Person: Mustafa J. Mohamed
Contact Person Title: CEO
Business Registration Certificate Expires: 6 May 2016
Social Security Clearance Expires: 3 Jan 2016
LRA Tax Clearance Expires: 28 Aug 2015
SBA Eligibility: Not Eligible

General Services and Supplies, Inc.

Enterprise Code: 051007077
Tax Identification Number: 500023645
Initial Registration Date: 18 Jul 2012
Type of Business: Private Company
Business Phone 1: 0880614522
Business Phone 2: 0886145058
Business Phone 3: 0886550467
Physical Address: Gurley Street, Monrovia
County(ies) of Operation:
Montserrado
Contact Person: Fennie Seah
Contact Person Title: Manager
Business Registration Certificate Expires: 21 Jul 2015
Social Security Clearance Expires: 2 Jan 2016
LRA Tax Clearance Expires: 21 Jul 2015
SBA Eligibility: Eligible (Male Owned)

Cactus Enterprise

Enterprise Code: 050908488
Tax Identification Number: 500002276
Initial Registration Date: 03 Feb 2003
Type of Business: Private Company
Business Phone 1: 0886512000
Business Phone 2: 0555512000
Business Email 1: joebarbar@gmail.com
Physical Address: Randall Street, Monrovia
County(ies) of Operation:
Montserrado
Contact Person: Joseph Barbar
Contact Person Title: Managing Director
Business Registration Certificate Expires: 24 Mar 2016
Social Security Clearance Expires: 2 Jan 2016
LRA Tax Clearance Expires: 30 Sep 2015
SBA Eligibility: Not Eligible

This example illustrated the structure of the PPCC Vendors Register website and the ISIC Rev.4 upon which the site is based.

1.3 Information in the Profiles of Businesses

The table below shows the fields that are displayed in the profile of businesses that are registered on the PPCC Online Vendors Register. Only fields that are pertinent to a particular business or class of business are displayed in the profiles.

Table 3: Business Profile Fields

Field	Description
Enterprise Code	Unique code assigned by the LBR
Tax Identification Number	Unique code assigned by the LRA
Initial Registration Date	Date of first registration with LBR
Type of Business	Options are: Business Corporation NGO Partnership Public Corporation Sole Proprietorship
Business Phone 1	Business first phone number, if available
Business Phone 2	Business second phone number, if available
Business Phone 3	Business third phone number, if available
Business Email 1	Business email address, if available
Physical Address	Physical address of business
County(ies) of Operation	List of counties where the business operates
Contact Person	Name of primary contact person
Contact Person Title	Position of primary contact person
Postal Address	Postal address of business, if available
Business Registration Certificate Expires	Expiry date of business registration certificate
CBL Clearance Expires	Expiry date of CBL Clearance for Insurance Companies
LMDC Certificate Expires	Expiry date of LMDC certificate
LMHPRA Certificate Expires	Expiry date of LMHPRA certificate
MOJ Certificate Expires	Expiry date of MOJ certificate for security firms
MOH Certificate Expires	Expiry date of MOH certificate
MPW CCC Certificate Expires	Expiry date of MPW CCC certificate
Social Security Clearance Expires	Expiry date of Social Security Clearance
LRA Tax Clearance Expires	Expiry date of Tax Clearance
SBA Eligibility	Options are: Eligible (Female Owned) Eligible (Male Owned) Not Eligible

Stakeholders are advised to take due note of the expiry dates of the various licenses, certificates, and clearances to ensure that businesses are current in all of their requirements before the award of a procurement contract. An example of a business profile is provided in Figure 6 on Page 9.

Figure 6: Typical Profile of a Business

Sharks Entertainment, Inc.

Enterprise Code: 050750167
Tax Identification Number: 500060284
Initial Registration Date: 6 Jul 2007
Type of Business: Business Corporation
Business Phone 1: 0886614459
Business Phone 2: 0777618859
Business Phone 3: 0886515270
Business Email 1: ebrightharding@yahoo.com
Physical Address: Police Depot Road Airfield, Sinkor
Monrovia
County(ies) of Operation:
Montserrado
Contact Person: Eyvonne Bright-Harding
Contact Person Title: CEO
Business Registration Certificate Expires: 1 Oct 2015
MOH Certificate Expires: 28 Apr 2016
Social Security Clearance Expires: 14 Jan 2016
LRA Tax Clearance Expires: 31 Aug 2015
SBA Eligibility: Eligible (Female Owned)

Please note the following in this typical profile:

- The postal address field is not displayed in this profile because it is blank in the system – the business entity did not provide it on the registration form. Blank fields are not displayed in a business' profile.
- The following fields are not displayed in this business entity's profile because they are not applicable to its line of business: CBL Clearance Expires, LMDC Certificate Expires, LMHPRA Certificate Expires, MOJ Certificate Expires, and MPW CCC Certificate Expires

It is very important to note mind that only fields that are pertinent to a business and for which information has been provided on the registration form are displayed in the business' profile on the PPCC Online Vendors Register.

It is also important to note that not all of the information provided on the VRF are displayed on a business entity's online profile because some are confidential.

1.4 Word of Advice for Stakeholders

Stakeholders are advised to familiarize themselves with the ISIC Rev.4 publication, because henceforth **only bidders with the appropriate business activity code(s) on their business registration certificate will be awarded government procurement contracts**. Instructions for downloading the publication are provided in Annex 1 beginning on Page 35. Additionally, businesses are to heed the following:

For Business Entities (Prospective bidders for government procurement contracts)

1. Ensure that the business activity code on your business registration certificate corresponds to the line of business you are engaged in. You can refer to the ISIC Rev.4 publication for clarification.
2. If you have an inappropriate business activity code on your business registration certificate, proceed to the Liberia Business Registry to obtain the appropriate one.
3. If you are engaged in several lines of business corresponding to different classes under the ISIC Rev.4 classification, please register each of the lines of business and ensure that the correct business activity code is indicated on your business registration certificate for each line of business.

For Procuring Entities (Government Agencies)

1. On your entity's procurement plan, include the eligible business activity code(s) for each contract package.
2. Include the eligible business activity code(s) for each contract package in your tender advertisement or invitation to bid.
3. At the notification of contract award stage of any procurement process (for all procurement methods) verify that the selected bidder is registered on the PPCC Vendors Register by following the steps in Section **2.2 How to Search for a Business** beginning on Page 12. If the selected business is not registered on the PPCC Vendors Register, or if the validity period for its documents (business registration certificate, tax clearance, social security clearance, etc.) is past due, select the next ranked responsive bidder that is registered on the PPCC Vendors Register and whose documents are all current.
4. For SBA implementation, invite only business that are Liberian-owned (minimum 51% Liberia equity) to tender. At the notification of contract award stage, verify that the selected bidder has SBA eligibility by following the steps in Section 2.2 beginning on Page 12.

2.0 Tutorial for Procuring Entities – Government Agencies

This section of the tutorial is meant for stakeholders in government. These include procuring entities (or government agencies) and their procurement practitioners – staff of the procurement unit, members of the procurement committee, members of various bid evaluation panels, and interested persons.

For those who may not have time to go through the entire tutorial and have chosen to jump straight into this chapter, please be advised to at least read all of Chapter 1 before proceeding any further.

2.1 When to Reference a Business on the Vendors Register

Procuring entities may, out of curiosity or interest, check the registration status of a business at any time on the PPCC Online Vendors Register. However, they should ensure that a business is eligible for consideration by confirming that the business is listed on the PPCC Online Vendors Register at the following stages of a procurement process:

- **At the Notification of Contract Award Stage**
All tender announcements should clearly inform potential bidders that only selected bidders that are listed on the PPCC Vendors Register are eligible for the award of a procurement contract. Once the most responsive bidder has been selected and the procurement process has advanced to the notification of award stage, procuring entities should then consult the PPCC Online Vendors Register to verify that the selected bidder is listed before sending out the notification. If the selected bidder is listed on the Online Register, then the procuring entity should send the notification of award to the business. If the selected bidder is not listed, the procuring entity should select the next ranked bidder and again ascertain whether the second ranked bidder is listed, and so on.
- **Creating a Shortlist for Restricted Bidding**
For procurement activities that the Commission has granted approval to use the restricted bidding method, a short-list of businesses to invite must include **ALL** businesses registered on the PPCC Vendors Register with business activity code(s) appropriate for the contract package. Procuring entities are required to establish this short-list by referring to the PPCC Online Vendors Register.
- **Implementing SBA Procurement**
All tender announcements for SBA procurement should clearly inform potential bidders that only Liberian-owned businesses as defined in the SBA Act are eligible to participate and only selected bidders that are listed on the PPCC Vendors Register as Liberian-owned are eligible for the award of an SBA procurement contract.

2.2 How to Search for a Business

If you know the name of a business and you want to see if the business is listed on the PPCC Vendors Register, navigate to the PPCC Online Vendors Register and click the letter corresponding to the first letter of the business name.

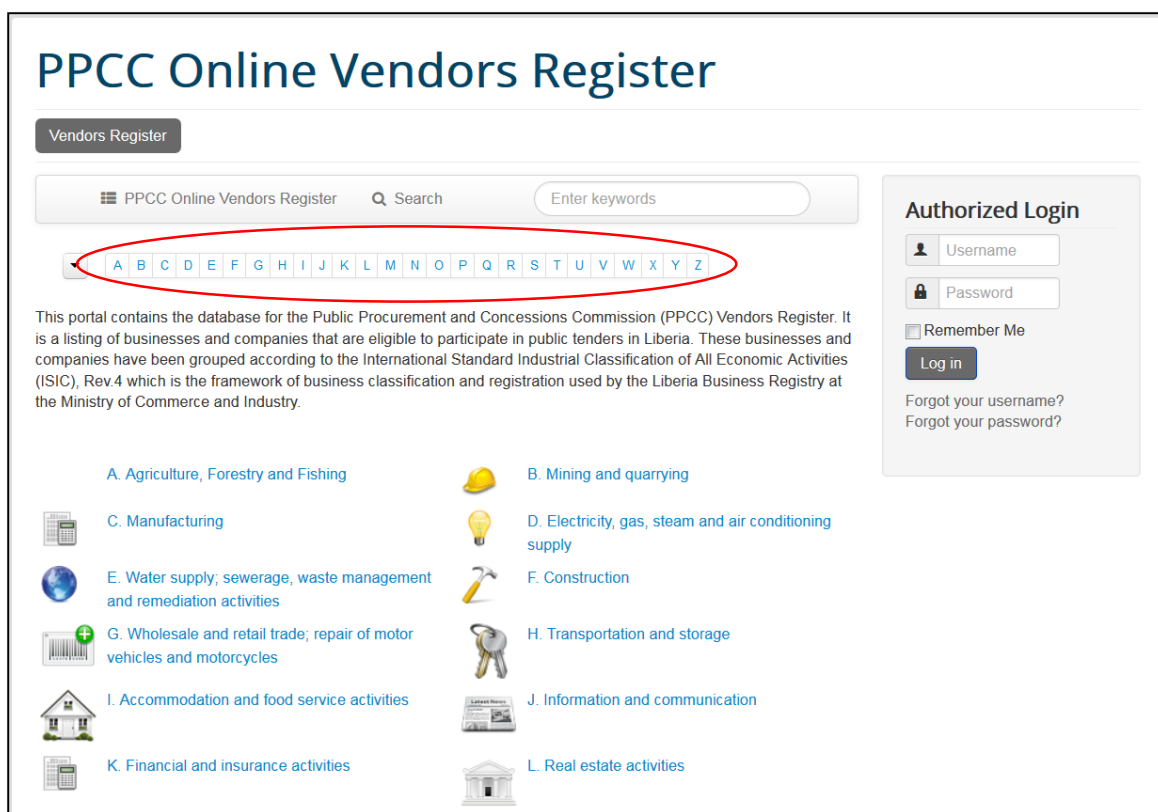
For example, suppose you wanted to verify if Sharks Entertainment, Inc. is registered with PPCC. There is a number of ways to search for this business, two of which are presented below.

Below are the steps in the first method you would take to verify.

Step 1: Navigate to the PPCC Online Vendors Register Website

Point your web browser to: www.ppcc.gov.lr/vr to open the home page of the PPCC Online Vendors Register and notice the list of alphabets circled in red in Figure 7 below.

Figure 7: PPCC Online Vendors Register Home Page Showing Alpha Listing



Step 2: Click on the Letter of the Name of the Business

Click on the letter “S” in the alphabet list which is the first letter of the business name to open a page with the profiles of all businesses registered with PPCC beginning with the letter “S” similar to the one in Figure 8 on Page 13. At the time of this writing there were three companies registered, all of which are displayed. The profile of Sharks Entertainment, Inc. is highlighted in a red box as shown in the figure.

Figure 8: Profiles of Businesses with Names Starting with "S"

PPCC Online Vendors Register

Vendors Register

PPCC Online Vendors Register
Search
Enter keywords

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Saar Insurance Liberia, Inc.

Enterprise Code: 050739821
Tax Identification Number: 500002926
Initial Registration Date: 9 Jun 2011
Type of Business: Private Company
Business Phone 1: 0880987680
Business Phone 2: 0776443529
Business Email 1: fodjot@yahoo.fr
Website Address: <http://www.saarl-insurance.com>
Physical Address: Snapper Hill, Broad St., Monrovia
County(ies) of Operation:
Bong
Grand Bassa
Lofa
Montserrado
Nimba
Contact Person: Nteguia Fodjo Jean Bernard
Contact Person Title: CEO
Postal Address: P.O. Box 1677, Monrovia
Business Registration Certificate Expires: 19 May 2016
Social Security Clearance Expires: 22 Jan 2016
LRA Tax Clearance Expires: 16 Sep 2015
SBA Eligibility: Not Eligible

Sharks Entertainment, Inc.

Enterprise Code: 050750167
Tax Identification Number: 500060284
Initial Registration Date: 6 Jul 2007
Type of Business: Private Company
Business Phone 1: 0886614459
Business Phone 2: 0777618859
Business Phone 3: 0886515270
Business Email 1: ebrightharding@yahoo.com
Physical Address: Police Depot Road Airfield, Sinkor Monrovia
County(ies) of Operation:
Montserrado
Contact Person: Eyvonne Bright-Harding
Contact Person Title: CEO
Business Registration Certificate Expires: 1 Oct 2015
MOH Certificate Expires: 28 Apr 2016
Social Security Clearance Expires: 14 Jan 2016
LRA Tax Clearance Expires: 31 Aug 2015
SBA Eligibility: Eligible (Female Owned)

Super Petroleum Company

Enterprise Code: 050864103
Tax Identification Number: 500001017
Initial Registration Date: 17 Jan 200
Type of Business: Private Company
Business Phone 1: 0886400100
Business Phone 2: 0886411900
Business Phone 3: 0886563863
Business Email 1: info@spilberia.ws
Website Address: www.spilberia.ws
Physical Address: 2nd Floor, REMCO Building Capitol Bye
Pass Monrovia
County(ies) of Operation:
Bomi
Bong
Grand Bassa
Montserrado
Nimba
Contact Person: A. Karim Kanneh
Contact Person Title: Chief Executive Officer
Postal Address: P.O. Box 328 1000 Monrovia 10 Liberia
Business Registration Certificate Expires: 9 Jan 2016
Social Security Clearance Expires: 29 Jan 2016
LRA Tax Clearance Expires: 21 Aug 2015
SBA Eligibility: Eligible (Male Owned)

Authorized Login

Username
Password
Remember Me
Log In

Forgot your username?
Forgot your password?

The steps in the second method are presented on the next page:

Step 1: Navigate to the PPCC Online Vendors Register Website

Point your web browser to: www.ppcc.gov.lr/vr to open the home page of the PPCC Online Vendors Register and notice the search field circled in red in Figure 9 below.

Figure 9: PPCC Online Vendors Register Showing Search Field

The screenshot shows the homepage of the PPCC Online Vendors Register. The title "PPCC Online Vendors Register" is at the top. Below it is a navigation bar with a "Vendors Register" button. The main content area features a search bar with a magnifying glass icon and the text "Enter keywords". To the right of the search bar is an "Authorized Login" section with fields for "Username" and "Password", a "Remember Me" checkbox, and a "Log in" button. Below the login section are links for "Forgot your username?" and "Forgot your password?". The main content area also includes a list of business categories with icons: A. Agriculture, Forestry and Fishing; B. Mining and quarrying; C. Manufacturing; D. Electricity, gas, steam and air conditioning supply; E. Water supply; sewerage, waste management and remediation activities; F. Construction; G. Wholesale and retail trade; repair of motor vehicles and motorcycles; H. Transportation and storage; I. Accommodation and food service activities; J. Information and communication; K. Financial and insurance activities; L. Real estate activities.

Step 2: Enter Search Keywords

Type the word "Sharks" in the text entry field with the greyed-out label "Enter keywords" and press the "Enter" key on your keyboard.

A close-up of the search field, showing a text entry box with the greyed-out label "Enter keywords".

A page opens up with the result of the search showing the profile of Sharks Entertainment, Inc. similar to the one shown in Figure 10 on Page 15.

Figure 10: Search Result for the Keyword "Sharks"

The screenshot shows the PPCC Online Vendors Register interface. At the top, there's a header with the site name and a 'Vendors Register' button. Below this is a search bar with a magnifying glass icon and a 'Search' button. A dropdown menu shows the alphabet from A to Z. The search keywords are entered as 'Sharks'. There are buttons for 'Start Search' (green) and 'Extended Search' (grey). Below the search bar, there are options to 'Find entries that have' with buttons for 'All words', 'Any words', and 'Exact words'. A blue banner indicates 'Found 1 result(s)!'. The result is for 'Sharks Entertainment, Inc.'. Below the business name, there is a list of details: Enterprise Code: 050750167, Tax Identification Number: 500060284, Initial Registration Date: 6 Jul 2007, Type of Business: Private Company, Business Phone 1: 0886614459, Business Phone 2: 0777618859, Business Phone 3: 0886515270, Business Email 1: ebrightharding@yahoo.com, Physical Address: Police Depot Road Airfield, Sinkor, Monrovia, County(ies) of Operation: Montserrat, Contact Person: Eyvonne Bright-Harding, Contact Person Title: CEO, Business Registration Certificate Expires: 1 Oct 2015, MOH Certificate Expires: 28 Apr 2016, Social Security Clearance Expires: 14 Jan 2016, LRA Tax Clearance Expires: 31 Aug 2015, and SBA Eligibility: Eligible (Female Owned).

PPCC Online Vendors Register

Vendors Register

PPCC Online Vendors Register Search

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Search Keywords: Sharks Start Search Extended Search

Find entries that have: All words Any words Exact words

Found 1 result(s)!

Sharks Entertainment, Inc.

Enterprise Code: 050750167
Tax Identification Number: 500060284
Initial Registration Date: 6 Jul 2007
Type of Business: Private Company
Business Phone 1: 0886614459
Business Phone 2: 0777618859
Business Phone 3: 0886515270
Business Email 1: ebrightharding@yahoo.com
Physical Address: Police Depot Road Airfield, Sinkor
Monrovia
County(ies) of Operation: Montserrat
Contact Person: Eyvonne Bright-Harding
Contact Person Title: CEO
Business Registration Certificate Expires: 1 Oct 2015
MOH Certificate Expires: 28 Apr 2016
Social Security Clearance Expires: 14 Jan 2016
LRA Tax Clearance Expires: 31 Aug 2015
SBA Eligibility: Eligible (Female Owned)

Authorized Login

Username
Password
Remember Me
Log in
Forgot your username?
Forgot your password?

Both of these methods leads you to the profile of the business you are looking for, in this case Sharks Entertainment, Inc.

To see the ISIC class(es) or the LBR business activity code(s) this business is registered under, simply click the name of the business on either the page with the listing of businesses starting with "S" as in Figure 8 on Page 13 or as in Figure 10 above. The result is a detailed profile of the business similar to the one shown in Figure 11 on Page 16. Notice the business activity code in the last line in the business' profile highlighted in a red circle, which in this case is **5629 – Other food service activities**.

Figure 11: Detailed Profile of a Business

PPCC Online Vendors Register

Vendors Register

PPCC Online Vendors Register Search Enter keywords

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Sharks Entertainment, Inc.

Enterprise Code: 050750167
 Tax Identification Number: 500060284
 Initial Registration Date: 6 Jul 2007
 Type of Business: Private Company
 Business Phone 1: 0886614459
 Business Phone 2: 0777618859
 Business Phone 3: 0886515270
 Business Email 1: ebrightharding@yahoo.com
 Physical Address: Police Depot Road Airfield, Sinkor Monrovia
 County(ies) of Operation: Montserrat
 Contact Person: Eyvonne Bright-Harding
 Contact Person Title: CEO
 Business Registration Certificate Expires: 1 Oct 2015
 MOH Certificate Expires: 28 Apr 2016
 Social Security Clearance Expires: 14 Jan 2016
 LRA Tax Clearance Expires: 31 Aug 2015
 SBA Eligibility: Eligible (Female Owned)
 Located in: [5629 Other food service activities](#)

Authorized Login

Username Password Remember Me Log in

Forgot your username?
 Forgot your password?

If you now want to know the specific activities this business can engage in under this activity code, simply click on the link of the business activity code (circled in red) in Figure 11 above. This will open the class page for Class 5629 at the top of which has a description of the activities allowed and those that are not allowed under this activity code as shown in Figure 12 below. As an exercise, the reader should click this link and see the result.

Figure 12: Description of Class 5629

This class includes industrial catering, i.e. the provision of food services based on contractual arrangements with the customer, for a specific period of time.

Also included is the operation of food concessions at sports and similar facilities. The food is often prepared in a central unit.

This class includes:

- activities of food service contractors (e.g. for transportation companies)
- operation of food concessions at sports and similar facilities
- operation of canteens or cafeterias (e.g. for factories, offices, hospitals or schools) on a concession basis

This class excludes:

- manufacture of perishable food items for resale, see 1079
- retail sale of perishable food items, see division 47

2.3 How to Search for Businesses with a Specific Business Activity Code

Now suppose you are tendering for petroleum products and would like to use the Restricted Bidding Method of procurement. You want to know all of the companies registered on the PPCC Online Vendor Register with the appropriate business code of G4661 - Wholesale of solid, liquid and gaseous fuels and related products. Following are the steps you would take.

Step 1: Navigate to the PPCC Online Vendors Register Website

Point your web browser to: www.ppcc.gov.lr/vr to open the home page of the PPCC Online Vendors Register and notice the various sections labelled A to U in Figure 13 below. Our section of choice is circled in red.

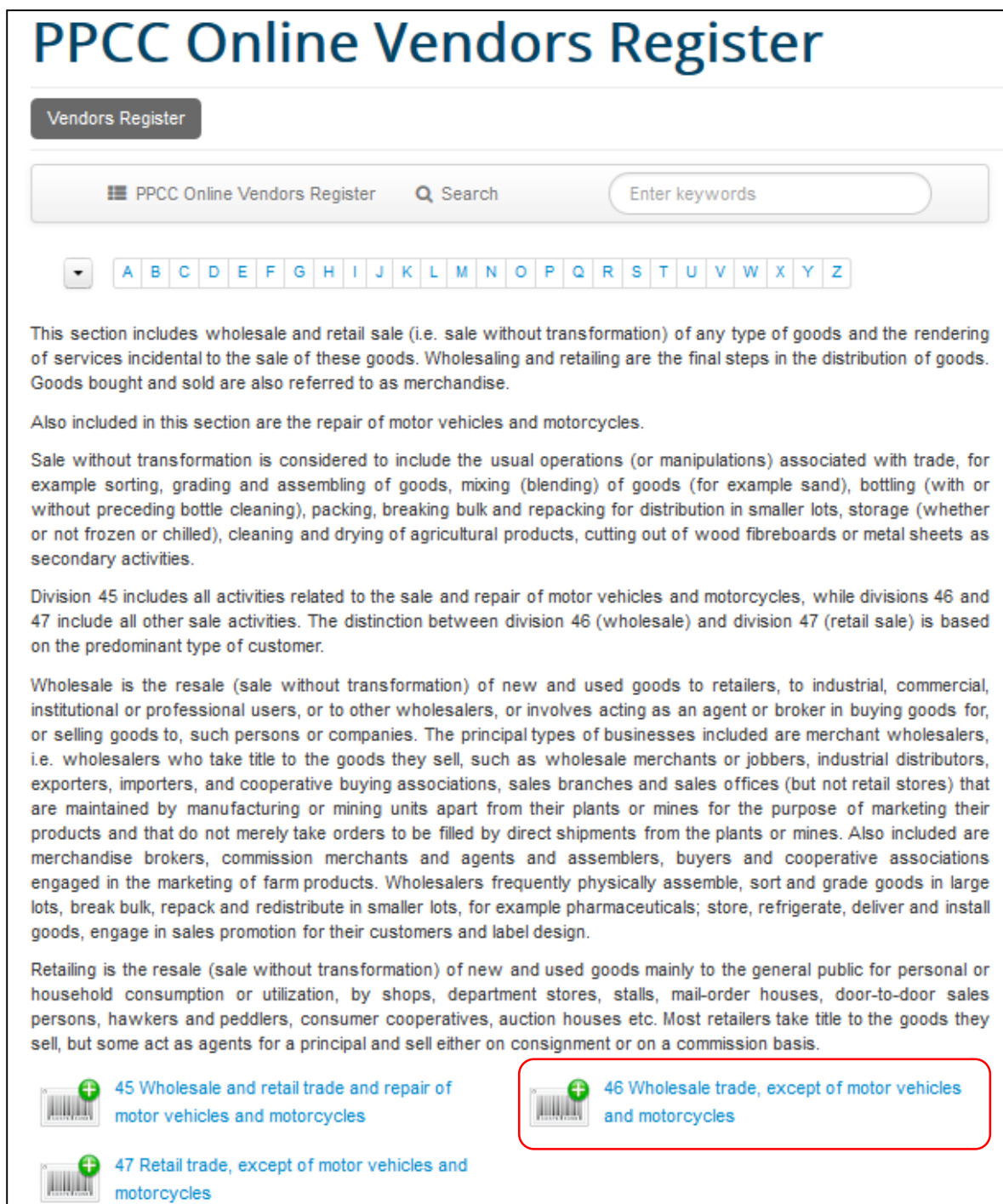
Figure 13: Section G on the PPCC Online Vendors Register Home Page



Step 2: Open the Page for Section G

Click the link for *Section G - Wholesale and retail trade; repair of motor vehicles and motorcycles* to open this section's page similar to the one in Figure 14 below. Notice the description provided followed by a listing of the divisions of this section. There are three divisions in this section and the one of interest is *Division 46 - Wholesale trade, except of motor vehicles and motorcycles* circled in red.

Figure 14: Page for Section G



PPCC Online Vendors Register

Vendors Register

PPCC Online Vendors Register Search Enter keywords

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

This section includes wholesale and retail sale (i.e. sale without transformation) of any type of goods and the rendering of services incidental to the sale of these goods. Wholesaling and retailing are the final steps in the distribution of goods. Goods bought and sold are also referred to as merchandise.

Also included in this section are the repair of motor vehicles and motorcycles.

Sale without transformation is considered to include the usual operations (or manipulations) associated with trade, for example sorting, grading and assembling of goods, mixing (blending) of goods (for example sand), bottling (with or without preceding bottle cleaning), packing, breaking bulk and repacking for distribution in smaller lots, storage (whether or not frozen or chilled), cleaning and drying of agricultural products, cutting out of wood fibreboards or metal sheets as secondary activities.

Division 45 includes all activities related to the sale and repair of motor vehicles and motorcycles, while divisions 46 and 47 include all other sale activities. The distinction between division 46 (wholesale) and division 47 (retail sale) is based on the predominant type of customer.

Wholesale is the resale (sale without transformation) of new and used goods to retailers, to industrial, commercial, institutional or professional users, or to other wholesalers, or involves acting as an agent or broker in buying goods for, or selling goods to, such persons or companies. The principal types of businesses included are merchant wholesalers, i.e. wholesalers who take title to the goods they sell, such as wholesale merchants or jobbers, industrial distributors, exporters, importers, and cooperative buying associations, sales branches and sales offices (but not retail stores) that are maintained by manufacturing or mining units apart from their plants or mines for the purpose of marketing their products and that do not merely take orders to be filled by direct shipments from the plants or mines. Also included are merchandise brokers, commission merchants and agents and assemblers, buyers and cooperative associations engaged in the marketing of farm products. Wholesalers frequently physically assemble, sort and grade goods in large lots, break bulk, repack and redistribute in smaller lots, for example pharmaceuticals; store, refrigerate, deliver and install goods, engage in sales promotion for their customers and label design.

Retailing is the resale (sale without transformation) of new and used goods mainly to the general public for personal or household consumption or utilization, by shops, department stores, stalls, mail-order houses, door-to-door sales persons, hawkers and peddlers, consumer cooperatives, auction houses etc. Most retailers take title to the goods they sell, but some act as agents for a principal and sell either on consignment or on a commission basis.

- 45 Wholesale and retail trade and repair of motor vehicles and motorcycles
- 46 Wholesale trade, except of motor vehicles and motorcycles
- 47 Retail trade, except of motor vehicles and motorcycles

Step 3: Open the Page for Division 46

Click the link for *Division 46 – Wholesale trade, except of motor vehicles and motorcycles* to open this division's page similar to the one in Figure 15 below. Notice the description provided followed by a listing of the groups of this division. There are seven groups in this division and the one of interest is *Group 466 - Other specialized wholesale* circled in red.

Figure 15: Page for Division 46

PPCC Online Vendors Register

Vendors Register

PPCC Online Vendors Register
Search
Enter keywords

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

This division includes wholesale trade on own account or on a fee or contract basis (commission trade) related to domestic wholesale trade as well as international wholesale trade (import/export).

Wholesale is the resale (sale without transformation) of new and used goods to retailers, business-to-business trade, such as to industrial, commercial, institutional or professional users, or resale to other wholesalers, or involves acting as an agent or broker in buying goods for, or selling goods to, such persons or companies. The principal types of businesses included are merchant wholesalers, i.e. wholesalers who take title to the goods they sell, such as wholesale merchants or jobbers, industrial distributors, exporters, importers, and cooperative buying associations, sales branches and sales offices (but not retail stores) that are maintained by manufacturing or mining units apart from their plants or mines for the purpose of marketing their products and that do not merely take orders to be filled by direct shipments from the plants or mines. Also included are merchandise brokers, commission merchants and agents and assemblers, buyers and cooperative associations engaged in the marketing of farm products.

Wholesalers frequently physically assemble, sort and grade goods in large lots, break bulk, repack and redistribute in smaller lots, for example pharmaceuticals; store, refrigerate, deliver and install goods, engage in sales promotion for their customers and label design.

This division excludes the wholesale of motor vehicles, caravans and motorcycles, as well as motor vehicle accessories (see division 45), the renting and leasing of goods (see division 77) and the packing of solid goods and bottling of liquid or gaseous goods, including blending and filtering, for third parties (see class 8292).

+ 461 Wholesale on a fee or contract basis

+ 462 Wholesale of agricultural raw materials and live animals

+ 463 Wholesale of food, beverages and tobacco

+ 464 Wholesale of household goods

+ 465 Wholesale of machinery, equipment and supplies

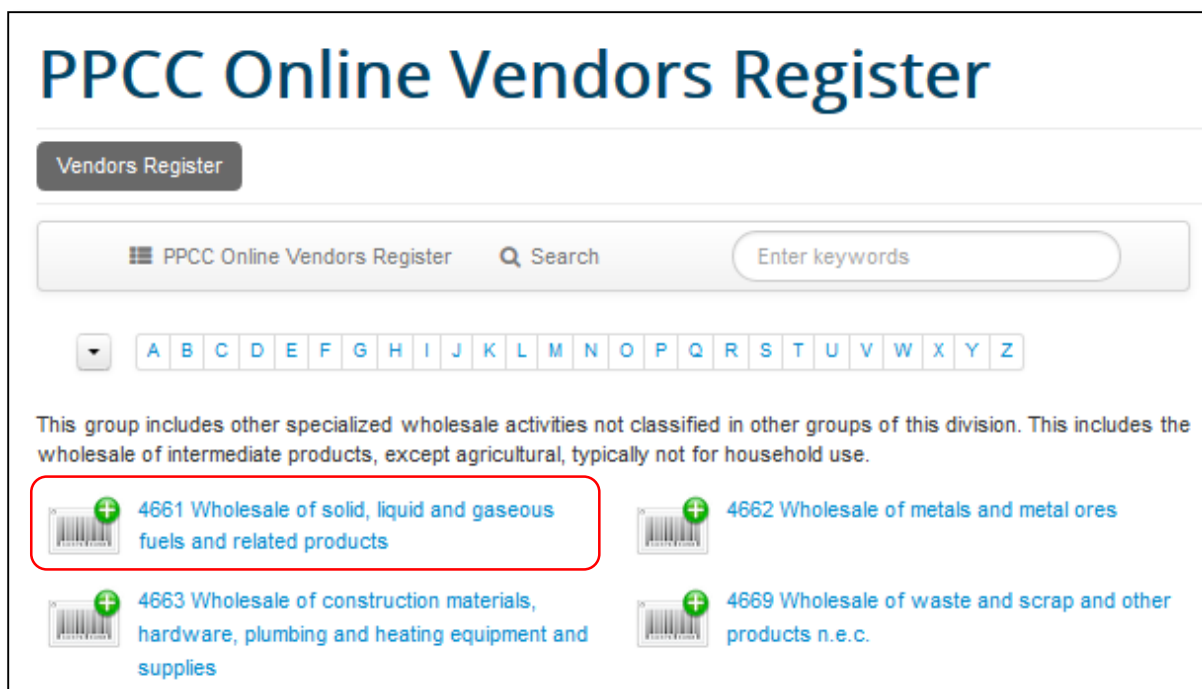
+ 466 Other specialized wholesale

+ 469 Non-specialized wholesale trade

Step 4: Open the Page for Group 466

Click the link for *Group 466 – Other specialized wholesale* to open this group's page similar to the one in Figure 16 below. Notice the description provided followed by a listing of the classes of this group. There are four classes in this group and the one of interest is *Class 4661 – Wholesale of solid, liquid and gaseous fuels and related products* circled in red.

Figure 16: Page for Group 466



Step 5: Open the Page for Class 4661

Click the link for *Class 4661 – Wholesale of solid, liquid and gaseous fuels and related products* to open this class' page similar to the one in Figure 17 on Page 21. Notice the description provided for this class followed by a listing of the profiles of businesses that are eligible to participate in your tender. As at the time of this writing there were three businesses registered under this class on the PPCC Online Vendors Register. More applications are under consideration.

Figure 17: Page for Class 4661

PPCC Online Vendors Register

Vendors Register

PPCC Online Vendors Register
Search
Enter keywords

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

This class includes:
—wholesale of fuels, greases, lubricants, oils such as: charcoal, coal, coke, fuel wood, naphtha; crude petroleum, crude oil, diesel fuel, gasoline, fuel oil, heating oil, kerosene; liquefied petroleum gases, butane and propane gas; lubricating oils and greases, refined petroleum products

Super Petroleum Company

Enterprise Code: 050864103
Tax Identification Number: 500001017
Initial Registration Date: 17 Jan 200
Type of Business: Private Company
Business Phone 1: 0886400100
Business Phone 2: 0886411900
Business Phone 3: 0886563863
Business Email 1: info@spilberia.ws
Website Address: www.spilberia.ws
Physical Address: 2nd Floor, REMCO Building Capitol Bye Pass Monrovia
County(ies) of Operation:
Bomi
Bong
Grand Bassa
Montserrado
Nimba
Contact Person: A. Karim Kanneh
Contact Person Title: Chief Executive Officer
Postal Address: P.O. Box 328 1000 Monrovia 10 Liberia
Business Registration Certificate Expires: 9 Jan 2016
Social Security Clearance Expires: 29 Jan 2016
LRA Tax Clearance Expires: 21 Aug 2015
SBA Eligibility: Eligible (Male Owned)

Meala Africa Ltd.

Enterprise Code: 051379144
Tax Identification Number: 500187674
Initial Registration Date: 8 May 2014
Type of Business: Private Company
Business Phone 1: 0775759322
Business Phone 2: 0777779223
Business Phone 3: 0880232380
Physical Address: 24th Street, Sinkor Monrovia
County(ies) of Operation:
Bong
Grand Bassa
Montserrado
Nimba
Sincoe
Contact Person: Mustafa J. Mohamed
Contact Person Title: CEO
Business Registration Certificate Expires: 6 May 2016
Social Security Clearance Expires: 3 Jan 2016
LRA Tax Clearance Expires: 28 Aug 2015
SBA Eligibility: Not Eligible

Madagbeh and Sons Petroleum, Inc.

Enterprise Code: 051272218
Tax Identification Number: 500096415
Initial Registration Date: 25 Oct 2013
Type of Business: Private Company
Business Phone 1: 0776578624
Business Phone 2: 0886516366
Business Phone 3: 0770417301
Business Email 1: kamaramamadees@yahoo.com
Physical Address: Magnet Street, Voinjama Lofa County
County(ies) of Operation:
Lofa
Contact Person: Mamadee S. Kamara
Contact Person Title: CEO
Business Registration Certificate Expires: 23 Oct 2015
Social Security Clearance Expires: 14 Jan 2016
LRA Tax Clearance Expires: 14 Sep 2015
SBA Eligibility: Eligible (Male Owned)

Authorized Login

Username
Password

Remember Me
Log In

Forgot your username?
Forgot your password?

2.4 How to Determine if a Business is Eligible for SBA

The eligibility status of businesses for the special considerations granted under the Small Business Empowerment Act (SBA) can be verified by viewing the profile of a business. To view the SBA status of a typical business follow the following steps.

Step 1: Navigate to the PPCC Online Vendors Register Website

Point your web browser to: www.ppcc.gov.lr/vr to open the home page of the PPCC Online Vendors Register. When the home page opens, open the pages for companies with names starting with “C”, by clicking the letter “C” on the alphabet listing on the home page.



Figure 18: Partial View of Businesses Starting with "C"

Cactus Enterprise Enterprise Code: 050908488 Tax Identification Number: 500002276 Initial Registration Date: 03 Feb 2003 Type of Business: Private Company Business Phone 1: 0886512000 Business Phone 2: 0555512000 Business Email 1: joebarbar@gmail.com Physical Address: Randall Street, Monrovia County(ies) of Operation: Montserrado Contact Person: Joseph Barbar Contact Person Title: Managing Director Business Registration Certificate Expires: 24 Mar 2016 Social Security Clearance Expires: 2 Jan 2016 LRA Tax Clearance Expires: 30 Sep 2015 SBA Eligibility: Not Eligible	Chinmarsk Enterprise Enterprise Code: 051083040 Tax Identification Number: 500022450 Initial Registration Date: 23 Nov 2012 Type of Business: Private Company Business Phone 1: 0886519236 Business Phone 2: 0776816721 Business Phone 3: 0886529685 Physical Address: Kaba's Building Corner of Benson and Mechelin Streets Monrovia County(ies) of Operation: Montserrado Contact Person: Sodha D. Mark Contact Person Title: General Manager Business Registration Certificate Expires: 2 April 2016 Social Security Clearance Expires: 29 Jan 2016 LRA Tax Clearance Expires: 1 October 2015 SBA Eligibility: Eligible (Female Owned)
Concrete Mender & Merchandise, Inc. Enterprise Code: 051310772 Tax Identification Number: 500131412 Initial Registration Date: 17 Jun 2014 Type of Business: Private Company Business Phone 1: 0886565266 Business Phone 2: 0777565266 Business Email 1: fredericks99@yahoo.com Physical Address: 110 Borough New Kru Town, Bushrod Island, Monrovia County(ies) of Operation: Montserrado Contact Person: E. Augustine B. Fredericks Contact Person Title: General Manager Business Registration Certificate Expires: 15 Jun 2016 MPW CCC Certificate Expires: 1 Jun 2016 Social Security Clearance Expires: 17 Jan 2016 LRA Tax Clearance Expires: 3 Sep 2015 SBA Eligibility: Eligible (Male Owned)	Conquest, Inc. Enterprise Code: 051139836 Tax Identification Number: 500082162 Initial Registration Date: 18 Mar 2013 Type of Business: Private Company Business Phone 1: 0886543435 Business Phone 2: 0886577291 Business Email 1: inc.conquest@yahoo.com Physical Address: First Floor, Raymond Building Broad & Gurley Streets, Monrovia County(ies) of Operation: Montserrado Contact Person: Reeta K. Tenyen Contact Person Title: Admin/Finance Officer Business Registration Certificate Expires: 5 Mar 2016 Social Security Clearance Expires: 7 Jan 2016 LRA Tax Clearance Expires: 9 Sep 2015 SBA Eligibility: Eligible (Female Owned)

A partial view of the businesses which names start with the letter “C” is shown in Figure 18 on Page 22.

Step 2: Determine the SBA Status of Each Displayed Business Profile

The last line in each of the business profiles states the SBA eligibility. There are four eligibility options: *Eligible (Female Owned)*, *Eligible (Male Owned)*, *Eligible (No Gender)*, and *Not Eligible*. As an exercise, the reader should determine the SBA eligibility for each businesses profile shown in Figure 18 on Page 22?

2.5 How to View All SBA-Eligible Female Owned Businesses

The SBA requires that a minimum of 25% of all government procurement contracts be awarded to Liberian-owned micro, small and medium enterprises (MSME) of which a minimum of 5% is to be awarded to Liberian female-owned MSMEs. In order to fulfill this requirement, procuring entities will have to determine all eligible female-owned MSMEs. Below are the steps to determine all such businesses that are registered on the PPCC Online Vendors Register.

Step 1: Navigate to the PPCC Online Vendors Register Website

Point your web browser to: www.ppcc.gov.lr/vr to open the home page of the PPCC Online Vendors Register. When the home page opens, click on the **Search** link at the top of the page (highlighted in the red box in Figure 19 below) to open the search page similar to the one shown in Figure 20 on Page 24.

Figure 19: Search Button

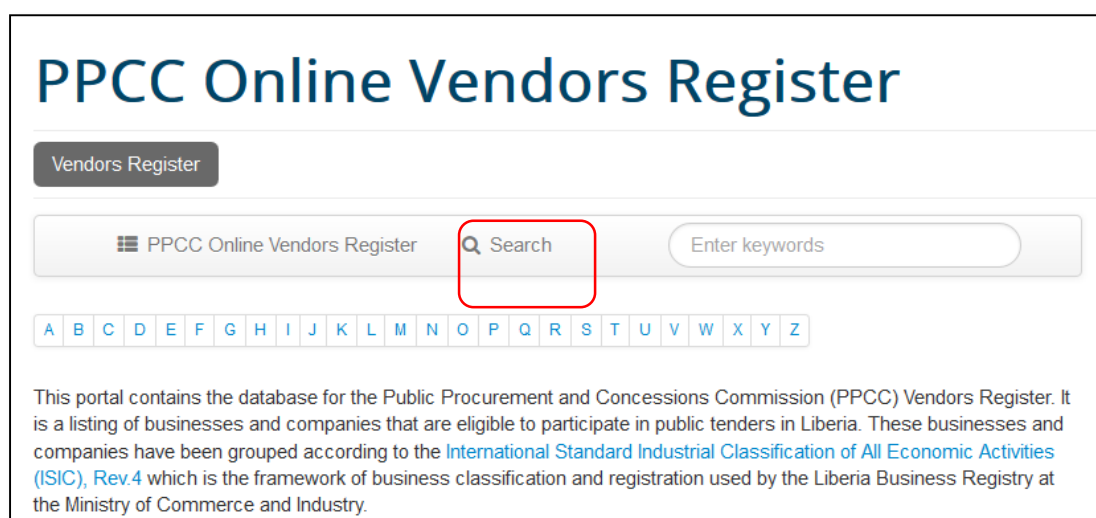


Figure 20: Search Page

Step 2: Enter the Search Parameters and Start the Search

In the *Enter keywords* text field enter the keywords “**Female Owned**” without the quotation marks; click on the *Exact words* button; and click the green *Start Search* button to start your search. This will open the search results page showing the listing of businesses that meet the search criteria similar to Figure 21 on Page 25.

As at the time of this writing, there were seven Liberian female-owned businesses that had registered on the PPCC Vendors Register. More application were under consideration, so this number is expected to increase.

Similarly, searching for the key words “**Male Owned**” (without the quotation marks) would result in the listing of all Liberia male-owned businesses. This is left as an exercise for the reader.

A similar third search for the key words “**No Gender**” (without the quotation marks) would result in the listing of all Liberia owned businesses that are owned by other businesses or corporate bodies which do not have a gender or which ownership genders cannot be determined. This is also left as an exercise for the reader.

By combining the search results for the key words “Female Owned”, “Male Owned” and “No Gender”, you get all businesses registered to date on the PPCC Vendors Register that are eligible to participate in SBA tenders. As yet another exercise, the reader should determine all eligible SBA businesses registered by combining these three search results.

Figure 21: Search Results for Liberian Female-Owned Businesses

PPCC Online Vendors Register

Vendors Register

PPCC Online Vendors Register
Search

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Search Keywords
Female Owned
Start Search
Extended Search

Find entries that have
All words
Any words
Exact words

Found 7 result(s)!

Conquest, Inc.

Enterprise Code: 051139836
Tax Identification Number: 500082162
Initial Registration Date: 18 Mar 2013
Type of Business: Private Company
Business Phone 1: 0886543435
Business Phone 2: 0886577291
Business Email 1: inc.conquest@yahoo.com
Physical Address: First Floor, Raymond Building Broad & Gurley Streets, Monrovia
County(ies) of Operation: Montserrado
Contact Person: Reeta K. Tenyen
Contact Person Title: Admin/Finance Officer
Business Registration Certificate Expires: 5 Mar 2016
Social Security Clearance Expires: 7 Jan 2016
LRA Tax Clearance Expires: 9 Sep 2015
SBA Eligibility: Eligible (Female Owned)

Discount Computer Store and Stationery, Inc.

Enterprise Code: 051579534
Tax Identification Number: 500419861
Initial Registration Date: 26 Jun 2015
Type of Business: Private Company
Business Phone 1: 0770138587
Business Phone 2: 0886602123
Business Email 1: discountcomputer@discountcomputersstore.com
Physical Address: Carey Street Monrovia
County(ies) of Operation: Montserrado
Contact Person: T. Bannle Browne
Contact Person Title: Marketing Manager
Business Registration Certificate Expires: 26 Jun 2016
Social Security Clearance Expires: 7 Jan 2016
LRA Tax Clearance Expires: 29 Sep 2015
SBA Eligibility: Eligible (Female Owned)

Augustine Furniture Center

Enterprise Code: 050789675
Tax Identification Number: 500041153
Initial Registration Date: 3 June 2010
Type of Business: Sole Proprietorship
Business Phone 1: 0886532966
Business Email 1: girlie/wogamba90@gmail.com
Physical Address: Benson & Johnson Streets Junction, Monrovia
County(ies) of Operation: Montserrado
Contact Person: Girlie Ogamba
Contact Person Title: General Manager
Business Registration Certificate Expires: 28 Feb 2016
Social Security Clearance Expires: 8 Jan 2016
LRA Tax Clearance Expires: 16 Sep 2015
SBA Eligibility: Eligible (Female Owned)

Chinmarsk Enterprise

Enterprise Code: 051083040
Tax Identification Number: 500022450
Initial Registration Date: 23 Nov 2012
Type of Business: Private Company
Business Phone 1: 0886519236
Business Phone 2: 0776816721
Business Phone 3: 0886529685
Physical Address: Kaba's Building Corner of Benson and Mechelin Streets Monrovia
County(ies) of Operation: Montserrado
Contact Person: Sodha D. Mark
Contact Person Title: General Manager
Business Registration Certificate Expires: 2 April 2016
Social Security Clearance Expires: 29 Jan 2016
LRA Tax Clearance Expires: 1 October 2015
SBA Eligibility: Eligible (Female Owned)

Sharks Entertainment, Inc.

Enterprise Code: 050750167
Tax Identification Number: 500060284
Initial Registration Date: 6 Jul 2007
Type of Business: Private Company
Business Phone 1: 0886544469

The Young Shall Business Center

Enterprise Code: 050864251
Tax Identification Number: 500022913
Initial Registration Date: 10 May 2008
Type of Business: Sole Proprietorship
Business Phone 1: 0886532966

2.6 How to View All Businesses Registered on the Vendors Register

Below are the steps explaining how to view all businesses registered on the PPCC Vendors Register.

Step 1: Navigate to the PPCC Online Vendors Register Website

Repeat Step 1 in *Section 2.5 How to View All SBA-Eligible Female Owned Businesses* on Page 23.

Step 2: Enter the Search Parameters and Start the Search

In the *Enter keywords* text field enter * (asterisks); click on the *All words* button; and click the green *Start Search* button to start your search. This will open the search results page showing the listing of all businesses that are registered.

Results are listed eight profiles per page. So to see additional pages of the search result, use the navigation buttons at the bottom of the search result page. The navigation buttons are shown in Figure 22 below.

Figure 22: Navigation Buttons



3.0 Tutorial for Businesses and Companies

This section of the tutorial is meant for stakeholders in the private or non-governmental sectors. These include businesses and other entities that provide goods and services to government through public tenders and their procurement practitioners – staff of the procurement unit, members of the procurement committee, members of various bid evaluation panels, and interested persons.

For those who may not have time to go through the entire tutorial and have chosen to jump straight into this chapter, please be advised to at least read all of Chapter 1 before proceeding any further.

3.1 How to Register on the PPCC Vendors Register

Registration on the PPCC Vendors Register is free of charge. Beginning July 1, 2015, all businesses wishing to participate in public tenders of the Government of Liberia are required to be registered on the PPCC Vendors Register. The registration is an ongoing process, so businesses can register at any time. However, only businesses and entities registered on the PPCC Vendors Register are eligible to participate in public tenders.

Below are the steps for registering on the PPCC Vendors Register.

Step 1: Obtain the PPCC Vendors Registration Package

Obtain the PPCC Vendors Registration package from any one of the following sources free of charge:

- 1) PPCC office on Capitol Hill,
- 2) offices of various business umbrella organizations, e.g. LIBA, Liberia Chamber of Commerce, etc.
- 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. The registration forms and instructions are on the middle right section of the page under the heading **VRF Downloads**. Click each item in the list to download.

The PPCC Vendors Registration package contains the Vendors Registration Form and the Instructions for Filling-in the Vendors Registration Form.

Step 2: Fill in the Vendors Registration Form

Fill in the Vendors Registration Form by providing all pertinent information. Follow the instructions that accompany the Vendors Registration Form. You are required to only fill in the parts of the Vendors Registration Form that pertain to your line of

business. For example, only businesses that provide consulting services are required to fill in Part 3 of the form.

Step 3: Obtain All Required Documents

Obtain all required documents for your line of business. The required document checklist is provided on Page 5 of the Instructions for Filling in Vendors Registration Form (VRF) which is contained in the registration package that you receive in Step 1 above. This checklist of required documents has also been provided in Annex 2 on Page 44.

Please note that PPCC will not process any vendors registration form unless **ALL** of the required documents are submitted with the application form.

Step 4: Submit Registration Package and Obtain Delivery Receipt

Submit the completed Vendors Registration Form along with **ALL** of the required documents to one of the following locations:

1. Monrovia-Based Businesses and Entities

Businesses and entities based in Monrovia should submit their registration package (completed VRF and all required documents) to PPCC office on Capitol Hill.

2. County-Based Businesses and Entities.

Businesses and entities based in the counties should submit their registration package (completed VRF and all required documents) to office of their respective superintendents. County-based businesses and entities may also choose to take their completed registration package to the PPCC office on Capitol Hill in Monrovia.

Upon submission of your registration package, please obtain the delivery receipt.

Please note that the delivery receipt issued upon submission of your completed VRF and supporting documents does not authorize you to participate in public tenders. Your business or entity is not eligible for award of any procurement contract until your submission has been reviewed and approved by the Commission and your business profile uploaded on the PPCC Online Vendors Register. You will be notified via text message when the profile of your business or entity has been approved and uploaded on the vendors register website. You can also check the website regularly to view the profile of your business or entity; please follow the steps outlined in the next section.

Businesses need to register only once on the PPCC Vendors Register. Following this, businesses are required to submit updated documents to PPCC as they are renewed due to expiry. Businesses whose documents have expired will be delisted from the online database

and will remain ineligible to participate in public tenders until the documents are renewed and submitted to PPCC.

3.2 How to Check Your Business Profile on the Vendors Register

After your registration has been approved and your business profile uploaded to the PPCC Online Vendors Register, you can view your business' profile by taking the steps in the following methods. For the purpose of this discussion, let us check for the profile of **Augustine Furniture Center**, a sole proprietorship. The steps outlined can also be used to check the profile of any other business on the PPCC Online Vendors Register. Below is the first method.

Step 1: Navigate to the PPCC Online Vendors Register Website

Point your web browser to: www.ppcc.gov.lr/vr to open the home page of the PPCC Online Vendors Register. When the home page opens, open the page(s) for companies with names starting with "A", by clicking the letter "A" on the alphabet listing on the home page. This will open a page similar to the one in Figure 23.



Figure 23: Businesses Starting with "A"

PPCC Online Vendors Register

Vendors Register

PPCC Online Vendors Register
Search

A

B

C

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

V

W

X

Y

Z

Africa Motors Corporation

Enterprise Code: 050835677
Tax Identification Number: 500002249
Initial Registration Date: 1 Jan 1996
Type of Business: Business Corporation
Business Phone 1: 0886820000
Business Phone 2: 0777887999
Business Phone 3: 0886998844
Business Email 1: safo@africa-motors.com
Physical Address: Tubman Blvd., 18th St., Sinkor, Monrovia
County(ies) of Operation: Montserrado
Contact Person: Seymour Grann
Contact Person Title: Managing Director
Postal Address: P.O. Box 701 Monrovia, Liberia
Business Registration Certificate Expires: 8 Jan 2016
Social Security Clearance Expires: 26 Dec 2015
LRA Tax Clearance Expires: 11 Sep 2015
SBA Eligibility: Not Eligible

Augustine Furniture Center

Enterprise Code: 050789675
Tax Identification Number: 500041153
Initial Registration Date: 3 June 2010
Type of Business: Sole Proprietorship
Business Phone 1: 0886532966
Business Email 1: girleywogamba90@gmail.com
Physical Address: Benson & Johnson Streets Junction, Monrovia
County(ies) of Operation: Montserrado
Contact Person: Girley Ogamba
Contact Person Title: General Manager
Business Registration Certificate Expires: 28 Feb 2016
Social Security Clearance Expires: 8 Jan 2016
LRA Tax Clearance Expires: 16 Sep 2015
SBA Eligibility: Eligible (Female Owned)

In this case the desired profile is on the first search results page.

Results of searches results are displayed eight business profiles per page. So if your search comes up with more than eight business profiles, the first eight will be displayed on the first search results page, and you will have to navigate to the subsequent search results page(s) to see the additional profiles. Please refer to Section **2.6 How to View All Businesses Registered on the Vendors Register** on Page 26 to see how to navigate from one search results page to another.

The second method was earlier explained in Section 2.2 How to Search for a Business. Please refer to Page 14. In this case please replace the business name “*Sharks*” with “*Augustine Furniture*”.

3.3 How to Update Your Business Information

In order for your business profile to remain published on the PPCC Online Vendors Register and for your business to remain eligible to participate in public tenders, all required documents (certificates, clearances, licenses, etc.) have to be current at all times. It is the responsibility of each business entity to ensure that all their business documents are current at all times. For the sake of continuity in tender processes and in order to ensure that businesses do not lose any procurement contract award opportunity, all businesses are advised to begin the renewal process for their documents well in advance of their respective expiry dates. PPCC will delist the profile of any business immediately when any one or more of that business’ documents expires, and such businesses will remain delisted until they shall have renewed the expired document(s). Businesses that are delisted will not be eligible for any procurement contract award.

In addition, if any of the information provided at the time of submission of the registration package changes, businesses are required to update their information with the commission as soon as the changes occur. These may be changes in contact information, address, shareholding, etc.

Below are the steps to update an expired document or business information.

Step 1: Gather the Documents or Information to Update

- In the case of expired documents (business registration certificates, tax clearances, licenses, etc.), obtain the renewed documents in advance of the expiration date. **DO NOT WAIT FOR THE CURRENT ONE TO EXPIRE.**
- In the case of information that has changed (such as phone number, email address, physical address, share-holding, bank account, etc.), gather the new information.

Step 2: Submit the Renewed Documents or Information

Under cover of an official letter addressed to the Executive Director, submit the renewed documents or new information to the Commission. In the cover letter please include a list of all the items being submitted.

Step 3: Obtain Proof of Delivery

Upon submission of your cover letter with the renewed documents or new information, obtain proof of delivery from PPCC. This can be in the form of the recipient at PPCC signing your letter delivery book or signing on your copy of the cover letter. This proof of delivery is your record, so please keep it in a safe place; it is a very good piece of evidence in case there is a protest investigation.

Please note that it will take up to five business days from the date of submission of the renewed documents or new information for the Commission to update a business entity's profile on the PPCC Online Vendors Register. This is further reason for business entities to renew their documents far in advance of the respective expiry dates.

3.4 How Long Can a Business Profile Stay on the Vendors Register?

Businesses are to register only once on the PPCC Vendors Register, following which their profiles are uploaded on the PPCC Online Vendors Register. This makes the business eligible for the award of a procurement contract. Business profiles will remain on the Vendors Register so long as **ALL** of their required documents (certificates, clearances, licenses, etc.) are current. Immediately upon the expiry of any of the required documents, the business profile is delisted thereby rendering the business ineligible for the award of a procurement contract.

It is the responsibility of each business entity to ensure that all their business documents are current at all times. For the sake of continuity in tender processes and in order to ensure that businesses do not lose any procurement contract award opportunity, all businesses are advised to begin the renewal process for their documents well in advance of their respective expiry dates.

3.5 How to Verify that You Have the Right Business Activity Code

The system used by Liberia Business Registry (LBR) at the Ministry of Commerce and Industry (MOCI) to classify and register businesses in Liberia is described in Chapter 1 beginning on Page 1. If you have not already done so, please read this chapter to get an appreciation of this system. You should also download the International Standard Industrial Classification of All Economic Activities (ISIC) publication which the MOCI system is based on in order to familiarize yourself with this system. Instructions on how to download this publication is provided in Annex 1 beginning on Page 35.

Under the LBR system, a business must be registered with the appropriate business activity code for each economic activity corresponding to a class of the ISIC classification in which the business is engaged. Only businesses that have the correct business activity code for a given contract package will be eligible for the award of a procurement contract for that package. This is why it is very important for businesses to understand this ISIC system of classification and registration so as to ensure that they are appropriately registered for each line of business they are engaged in.

The steps to ascertain that a business is registered with the appropriate business activity code are outlined below. Businesses which profiles have been published on the PPCC Online Vendors Register can verify their business activity code either online as explained in the first method below or use the ISIC publication as explained in the second method. Businesses which profiles have not been uploaded on the PPCC Online Vendors Register can only use the second method.

Below are the steps in the first method in which we will check the description of the business activity code for the business corporation *General Services and Supplies, Inc.*

Step 1: Navigate to the PPCC Online Vendors Register Website

Point your web browser to: www.ppcc.gov.lr/vr to open the home page of the PPCC Online Vendors Register. When the home page opens, open the pages for companies with names starting with “G”, by clicking the letter “G” on the alphabet listing on the home page. The search result page is shown in Figure 24 below.



Figure 24: Search Results for Business Starting with "G"

General Services and Supplies, Inc.	Global Trust Assurance Liberia Ltd.
Enterprise Code: 051007077	Enterprise Code: 051098420
Tax Identification Number: 500023645	Tax Identification Number: 500135891
Initial Registration Date: 18 Jul 2012	Initial Registration Date: 31 Dec 2012
Type of Business: Business Corporation	Type of Business: Business Corporation
Business Phone 1: 0880614522	Business Phone 1: 0888141525
Business Phone 2: 0886145058	Business Phone 2: 0880663338
Business Phone 3: 0886550467	Business Email 1: gtassurance@yahoo.com
Physical Address: Gurley Street, Monrovia	Physical Address: 20th Street, Coleman Ave. Fiamah,
County(ies) of Operation: Montserrado	Sinkor
Contact Person: Fennie Seah	County(ies) of Operation: Montserrado
Contact Person Title: Manager	Contact Person: Florence N. Okafor
Business Registration Certificate Expires: 21 Jul 2015	Contact Person Title: Managing Director
Social Security Clearance Expires: 2 Jan 2016	Business Registration Certificate Expires: 24 Jan 2016
LRA Tax Clearance Expires: 21 Jul 2015	Social Security Clearance Expires: 3 Jan 2016
SBA Eligibility: Eligible (Male Owned)	LRA Tax Clearance Expires: 2 Oct 2015
	SBA Eligibility: Not Eligible

Step 2: Navigate to the Business' Detail Profile

Click the name of the business, in this case *General Services and Supplies, Inc.* to reveal the details as shown in Figure 25 below. Listed at the bottom of the detailed profile are the business activity codes this business is registered to engage in. In this case, this business is registered with three business activity codes highlighted in red.

Figure 25: Business' Detailed Profile

General Services and Supplies, Inc.

Enterprise Code: 051007077
Tax Identification Number: 500023645
Initial Registration Date: 18 Jul 2012
Type of Business: Business Corporation
Business Phone 1: 0880614522
Business Phone 2: 0886145058
Business Phone 3: 0886550467
Physical Address: Gurley Street, Monrovia
County(ies) of Operation:
 Montserrado
Contact Person: Fennie Seah
Contact Person Title: Manager
Business Registration Certificate Expires: 21 Jul 2015
Social Security Clearance Expires: 2 Jan 2016
LRA Tax Clearance Expires: 21 Jul 2015
SBA Eligibility: Eligible (Male Owned)

Located in: 4690 Non-specialized wholesale trade | 4761 Retail sale of books, newspapers and stationary in specialized stores | 4530 Sale of motor vehicle parts and accessories

Step 3: Review the Description of the Business Activity Code

Click the link for *4761 Retail sale of books, newspapers and stationary in specialized stores* which is the business activity code for stationery retailers. Figure 26 on Page 34 shows the description of business activity code G4761 followed by the list of businesses registered with this code.

Businesses are advised to read this description for each business activity code they are registered with to ensure that each is the appropriate code. In the event that the code is not the appropriate one, please proceed to the LBR to register for the appropriate one.

As an exercise the reader should open and read the descriptions for the other two business activity codes that this business entity is registered for.

Figure 26: Description of Business Activity Code G4761

The screenshot displays the PPCC Online Vendors Register website. At the top, there is a header with the title "PPCC Online Vendors Register" and a "Vendors Register" button. Below the header is a search bar with the text "PPCC Online Vendors Register" and a "Search" button. To the right of the search bar is a text input field labeled "Enter keywords". Below the search bar is a row of letters from A to Z, each in a small box. Below the letters is a section titled "This class includes:" followed by two bullet points: "—retail sale of books of all kinds" and "—retail sale of newspapers and stationery". Below this is a section titled "This class also includes:" followed by one bullet point: "—retail sale of office supplies such as pens, pencils, paper, etc.". Below this is a section titled "This class excludes:" followed by one bullet point: "—retail sale of second-hand or antique books, see 4774". At the bottom of the page, there are two columns of information. The left column contains "Enterprise Code: 051007077" and "Tax Identification Number: 500023645". The right column contains "Enterprise Code: 051481089" and "Tax Identification Number: 500322162".

The second method references the ISIC publication. We make the assumption that the business has the business activity code G4761 and we set out to read its description to ensure that it is the appropriate code for our line of business. This method is applicable to all businesses.

Step 1: Download the ISIC Publication

Follow the step-by-step instructions in Annex 1 beginning on Page 35 to download a free copy of the ISIC, Rev.4 publication.

Step 2: Locate the Detail Structure and Explanatory Notes

Located the detail structure and explanatory notes part of the publication (Part Three of the book) and look for the entry for Class 4761 under Section **G – Wholesale and retail trade; repair of motor vehicles and motorcycles** which you will find on Page 191.

Annexes

Annex 1: How to Download the ISIC Rev 4 Publication

The International Standard Industrial Classification of All Economic Activities (ISIC) is a publication of the Statistics Division of the Department of Economic and Social Affairs of the United Nations that is the international reference classification of productive activities. Its main purpose is to provide a set of activity categories that can be utilized for the collection and reporting of statistics according to such activities. The Liberia Business Registry (LBR) at the Ministry of Commerce and Industry (MOCI) has adopted ISIC as the basis for the classification and registration of businesses in Liberia. The Public Procurement and Concessions Commission (PPCC) has launched a new initiative aimed, among other things, at increasing efficiency in public procurement and ensuring compliance with the legal framework of the business environment. This initiative is the registration of businesses as a prequalification to participating in public tenders in Liberia. This registration initiative is built upon the LBR classification and registration and its underlying ISIC.

In order to understand and appreciate this new initiative, stakeholders and persons of interest are encouraged to download the current version of the ISIC publication which is Revision 4 and familiarize themselves with it.

Following are two methods for downloading a free copy of this publication. In the first method, we will download the publication from the website of the UN Statistics Division. This method is longer but it shows how to obtain a copy of this publication from the source.

In the second method we will download the publication using a link on the PPCC Online Vendors Register website. This method is much shorter than the first and has been provided for the convenience of the reader.

Following are the steps in the first method.

Step 1: Navigate to the UN Statistics Division Website

Point your web browser to: <http://unstats.un.org> to open the home page of the United Nations Statistics Division. A page similar to the one in Figure 27 below opens up.

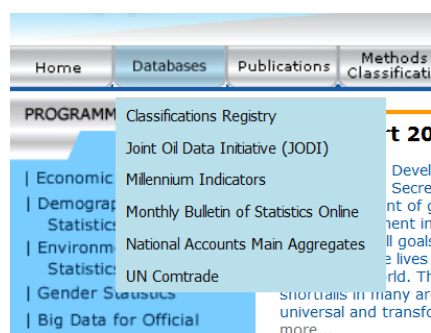
Figure 27: Home Page of the UN Statistics Division



Step 2: Go to the Classification Registry Page

Hover² your mouse over the **Database** menu item highlighted with a red box in Figure 27 above to show the context specific pull-down menu shown in Figure 28 below. Then select the **Classification Registry** option on the pull-down menu (the first items in the listing) to open the Classification Registry page similar to the one shown in Figure 29 on Page 37. Notice the ISIC Rv.4 link at the bottom of the page highlighted in a red box.

Figure 28: Database Submenu



² To hover over an object simply place your mouse pointer over the object for a while without clicking the object.

Figure 29: UN Classification Registry Page

UN Home | Department of Economic and Social Affairs | Economic and Social Development Home About us | Contact us | Site Map

United Nations Statistics Division

Home Databases Publications Methods & Classifications Meetings & Events Newsletters

▼ **Classifications Registry**

- Available Classifications
- Alternate structures
- Alphabetical Indexes
- Correspondence Tables
- Registry entries (corrections, case laws, ...)
- Search the Registry

▼ **Classifications files**

- Free downloads

▼ **International work**

- International Family of Classifications
 - List of Family
 - Best practices
- National classifications
- Meetings
 - Statistical Commission
 - Expert Group
 - Technical Subgroup
 - Workshops and Training
- Newsletter
 - Mailing list
- Contact us

Printer friendly version English Français Español

UN Classifications Registry

The Classifications registry keeps updated information on Statistical Classifications maintained by the United Nations Statistics Division (UNSD).

Rulings, corrections, interpretations and proposals for future revisions are recorded and can be viewed from the 'Registry entries' link on the left. These entries can also be searched or viewed sorted by meetings where they have been discussed or the revision process to which they may relate. Complete updated structure and explanatory notes (in several languages where available) are shown, indicating all changes made since the original publication. Check the 'Classifications' link in the menu on the left for available languages.

Alphabetical indexes and correspondence tables are available for some classifications. They can be accessed from the left menu and individually for a single code in the classifications.

The section on 'National Classifications' includes information on national practices in the area of classifications, covering activity and product classifications used in countries around the world.

Note: This website has been developed for Internet Explorer (4.0 and above). The formatting of some pages can vary for other browsers. JavaScript and Cookies may be necessary to use some of the features of this website. If you experience problems, please contact CHL@un.org.

Check here for updated information on **ISIC Rev.4** and **CPC Ver.2.1**.

Classifications News

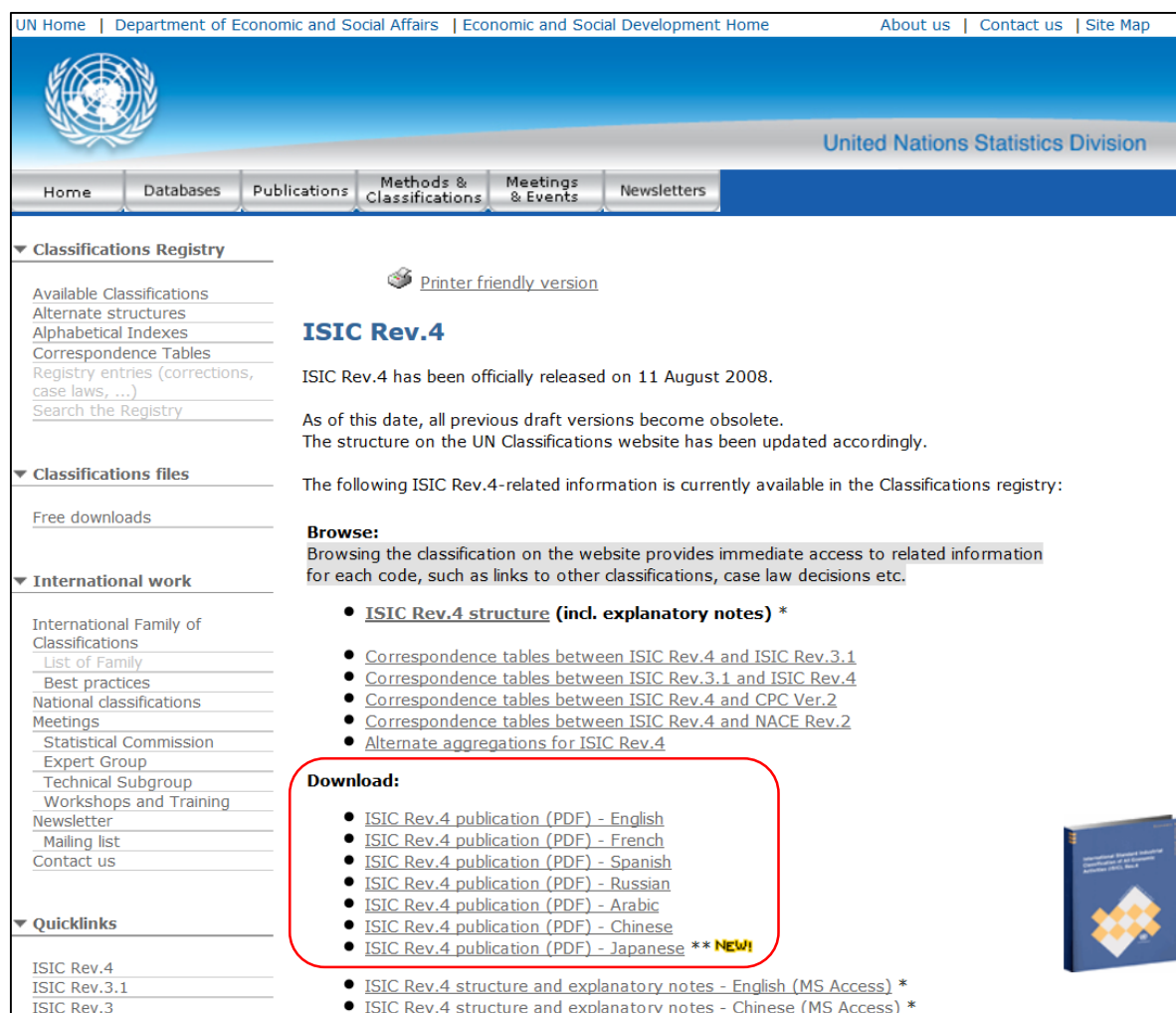
11/08/2015
The full text of the **Central Product Classification (CPC) Ver.2.1** has been released. The publication, as well as additional documents can be viewed [here](#).

28/07/2015
The fourth meeting of the ECLAC Working Group on International Classifications (**GTIC**) will take place on 24-27 August 2015 in San José, Costa Rica. Documents for the workshop will be available [here](#).

Step 3: Go to the ISIC Rev.4 Page

Click on the **ISIC Rev.4** link at the bottom of the page highlighted in a red box in Figure 29 above to open the ISIC Rev.4 page similar to the one shown in Figure 30 below. This page contains several resources for the ISIC Rev.4 and its predecessor versions including a section containing downloadable PDF versions of the publication. This download section has been highlighted in a red box in Figure 30.

Figure 30: ISIC Rev.4 Page



UN Home | Department of Economic and Social Affairs | Economic and Social Development Home | About us | Contact us | Site Map

United Nations Statistics Division

Home | Databases | Publications | Methods & Classifications | Meetings & Events | Newsletters

▼ Classifications Registry

Available Classifications
Alternate structures
Alphabetical Indexes
Correspondence Tables
Registry entries (corrections, case laws, ...)
[Search the Registry](#)

▼ Classifications files


[Free downloads](#)

▼ International work

International Family of Classifications
[List of Family](#)
[Best practices](#)
National classifications
Meetings
Statistical Commission
Expert Group
Technical Subgroup
Workshops and Training
Newsletter
Mailing list
[Contact us](#)

▼ Quicklinks

[ISIC Rev.4](#)
[ISIC Rev.3.1](#)
[ISIC Rev.3](#)

 [Printer friendly version](#)

ISIC Rev.4

ISIC Rev.4 has been officially released on 11 August 2008.

As of this date, all previous draft versions become obsolete. The structure on the UN Classifications website has been updated accordingly.


The following ISIC Rev.4-related information is currently available in the Classifications registry:

Browse:
Browsing the classification on the website provides immediate access to related information for each code, such as links to other classifications, case law decisions etc.

- [ISIC Rev.4 structure \(incl. explanatory notes\)](#) *
- [Correspondence tables between ISIC Rev.4 and ISIC Rev.3.1](#)
- [Correspondence tables between ISIC Rev.3.1 and ISIC Rev.4](#)
- [Correspondence tables between ISIC Rev.4 and CPC Ver.2](#)
- [Correspondence tables between ISIC Rev.4 and NACE Rev.2](#)
- [Alternate aggregations for ISIC Rev.4](#)

Download:

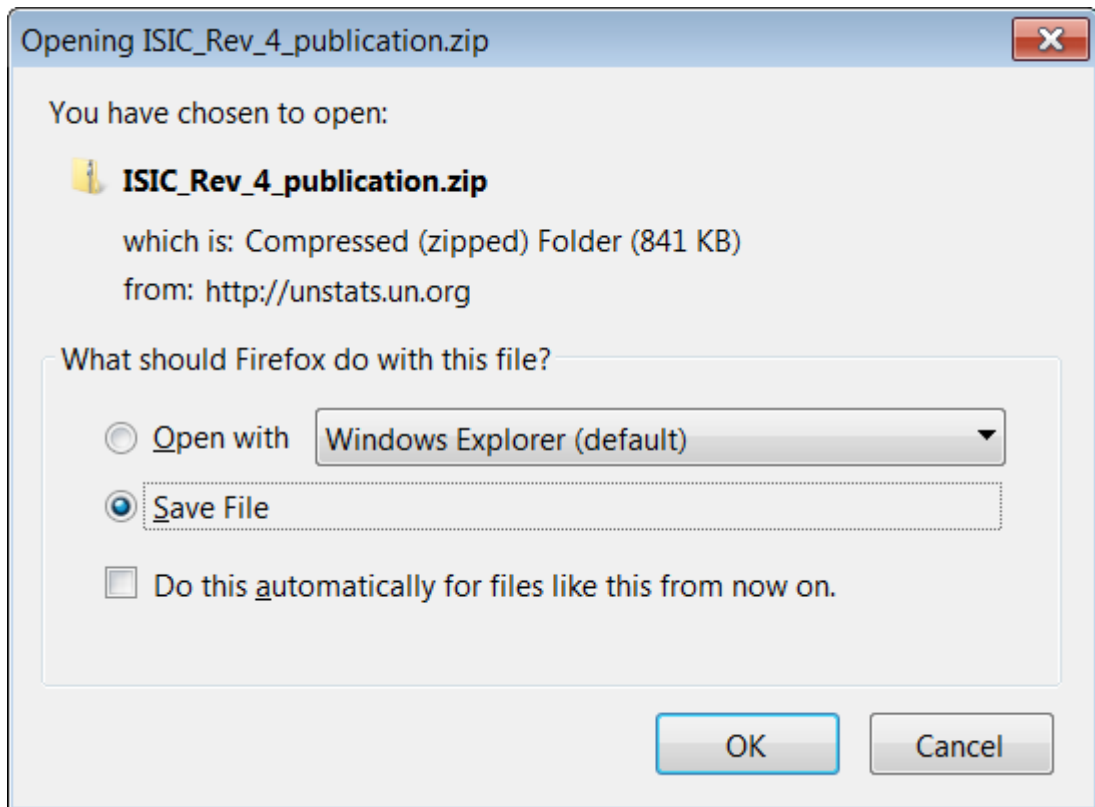
- [ISIC Rev.4 publication \(PDF\) - English](#)
- [ISIC Rev.4 publication \(PDF\) - French](#)
- [ISIC Rev.4 publication \(PDF\) - Spanish](#)
- [ISIC Rev.4 publication \(PDF\) - Russian](#)
- [ISIC Rev.4 publication \(PDF\) - Arabic](#)
- [ISIC Rev.4 publication \(PDF\) - Chinese](#)
- [ISIC Rev.4 publication \(PDF\) - Japanese](#) ** **NEW!**
- [ISIC Rev.4 structure and explanatory notes - English \(MS Access\)](#) *
- [ISIC Rev.4 structure and explanatory notes - Chinese \(MS Access\)](#) *



Step 4: Download the ISIC Rev.4 Publication

Click on the first link in the download section [*ISIC Rev.4 publication (PDF) – English*] to start the download. You will see a dialogue box similar to the one in Figure 31 on Page 39. On this dialogue box click on the radio button for the **Save File** option. In some web browsers, you may also be prompted to select a location to store the downloaded file; if you see this prompt please select a location of choice and click the OK button.

Figure 31: Download Option Dialog Box

**Step 5: Open the Downloaded Folder**

Open the download location to reveal the zip folder you just downloaded similar to the one shown in Figure 32 below. It is called **ISIC_Rev_4_publication**. Open this zip folder to see its sole content of the same name as shown in Figure 33 on Page 40.

Figure 32: Download Location Showing Downloaded Folder

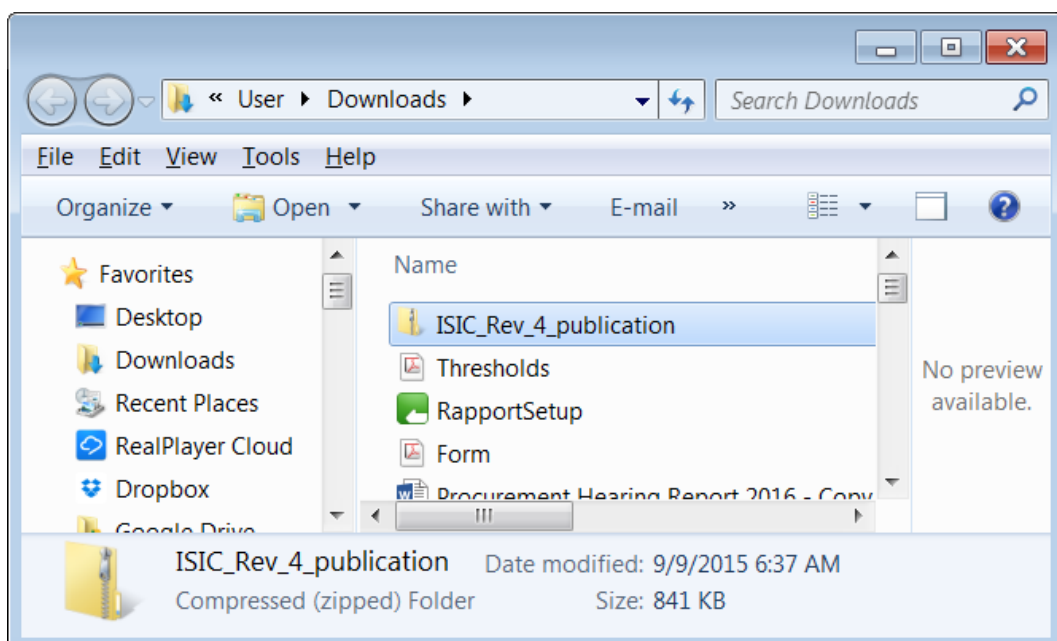
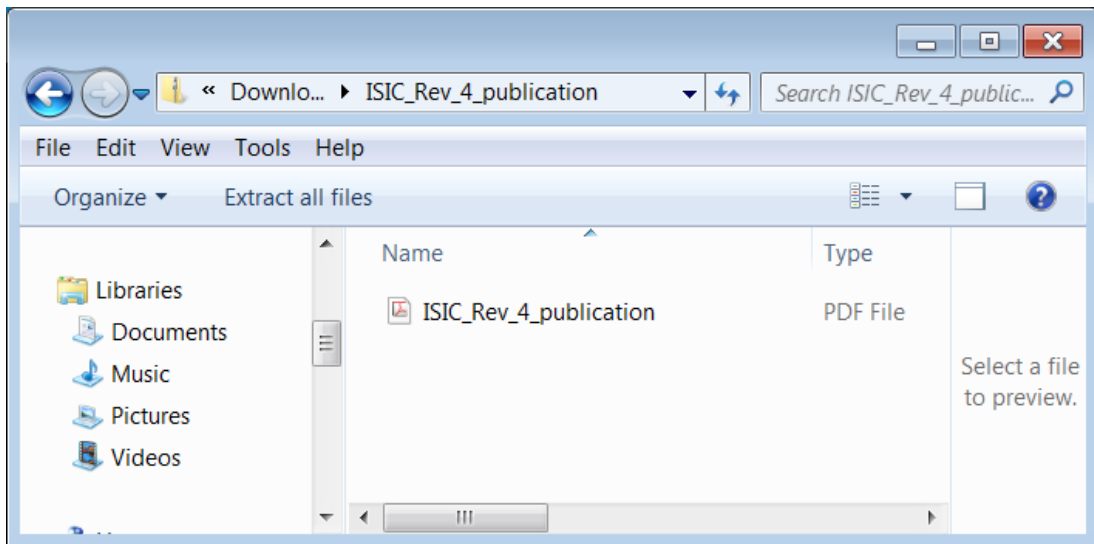


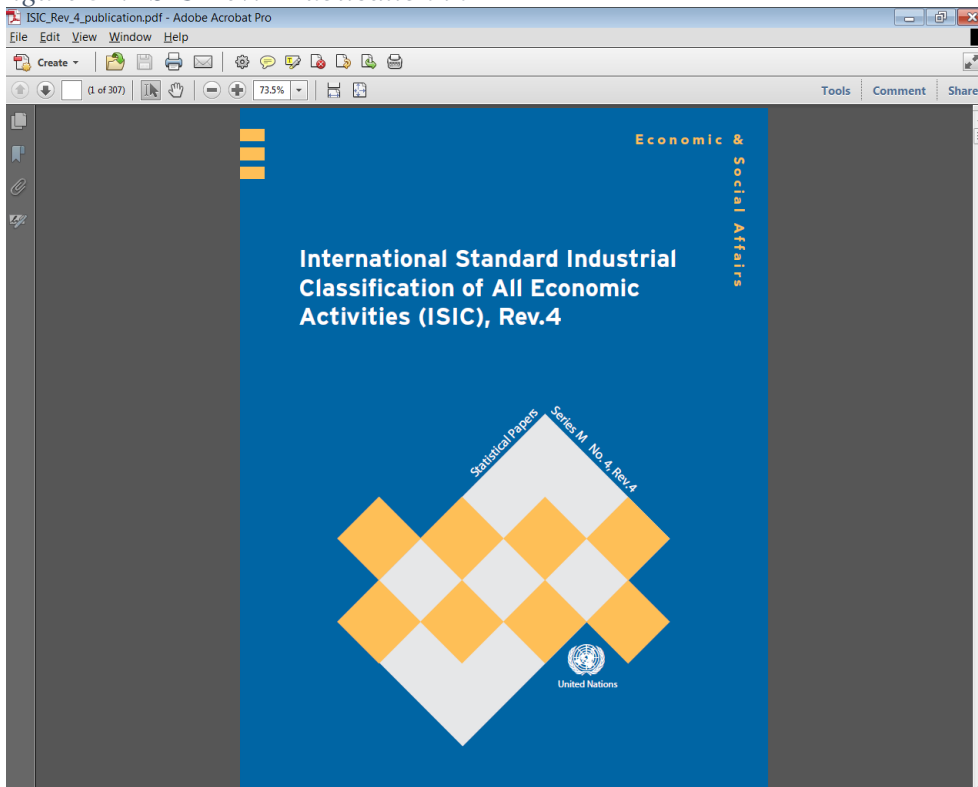
Figure 33: Content of Downloaded Zip Folder



Step 6: Open the Downloaded File

Open your copy of the ISIC Rev.4 publication and you should see a page similar to the one in Figure 34 below. You will need to have Adobe Acrobat Reader to view this file. If you do not have it, you can download it for free at www.adobe.com.

Figure 34: ISIC Rev.4 Publication in PDF



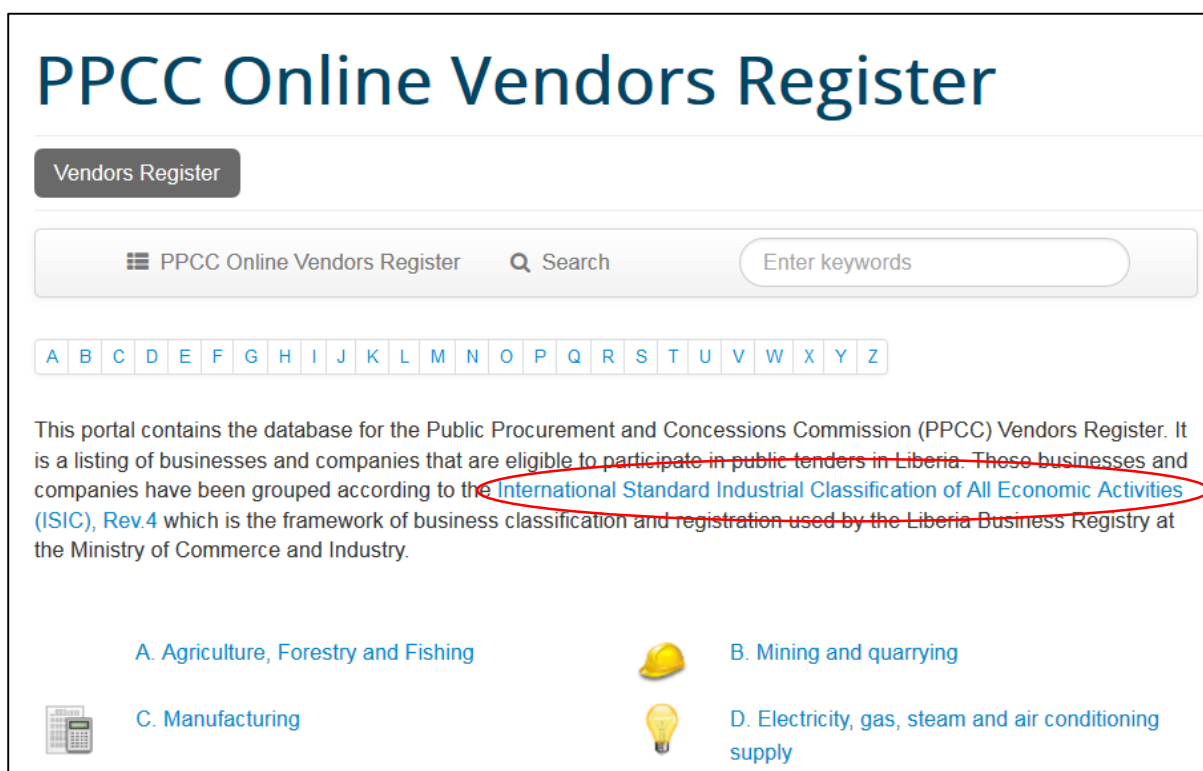
This is a 307-page book, so it is a bit too large to print. It is advisable to review it on your computer and have the electronic copy handy as you engage in public tender activities.

We will now take the much shorter method to download this publication in the following steps.

Step 1: Navigate to the PPCC Online Vendors Register Website

Point your web browser to: www.ppcc.gov.lr/vr to open the home page of the PPCC Online Vendors Register similar to the one in Figure 35 below and observe the link for the ISIC Rev.4 publication highlighted in a red circle in the figure.

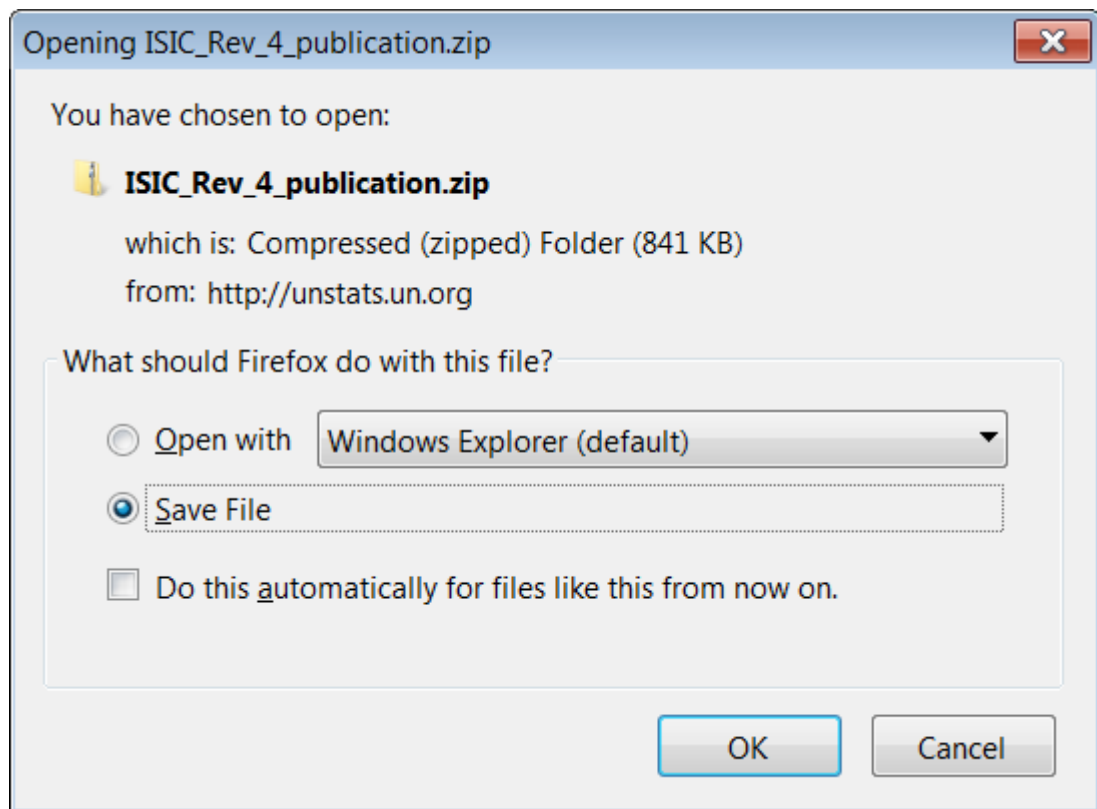
Figure 35: PPCC Online Vendors Register Home Page Showing Link for ISIC Publication



Step 2: Start the Download

Click the link highlighted with the red circle in Figure 35 above to start the download. You will see a dialogue box similar to the one in Figure 36 on Page 42. On this dialogue box click on the radio button for the **Save File** option. In some web browsers, you may also be prompted to select a location to store the downloaded file; if you see this prompt please select a location of choice and click the OK button.

Figure 36: Download Option Dialog Box

**Step 3: Open the Downloaded Folder**

Open the download location to reveal the zip folder you just downloaded similar to the one shown in Figure 37 below. It is called **ISIC_Rev_4_publication**. Open this zip folder to see its sole content of the same name as shown in Figure 38 on Page 43.

Figure 37: Download Location Showing Downloaded Folder

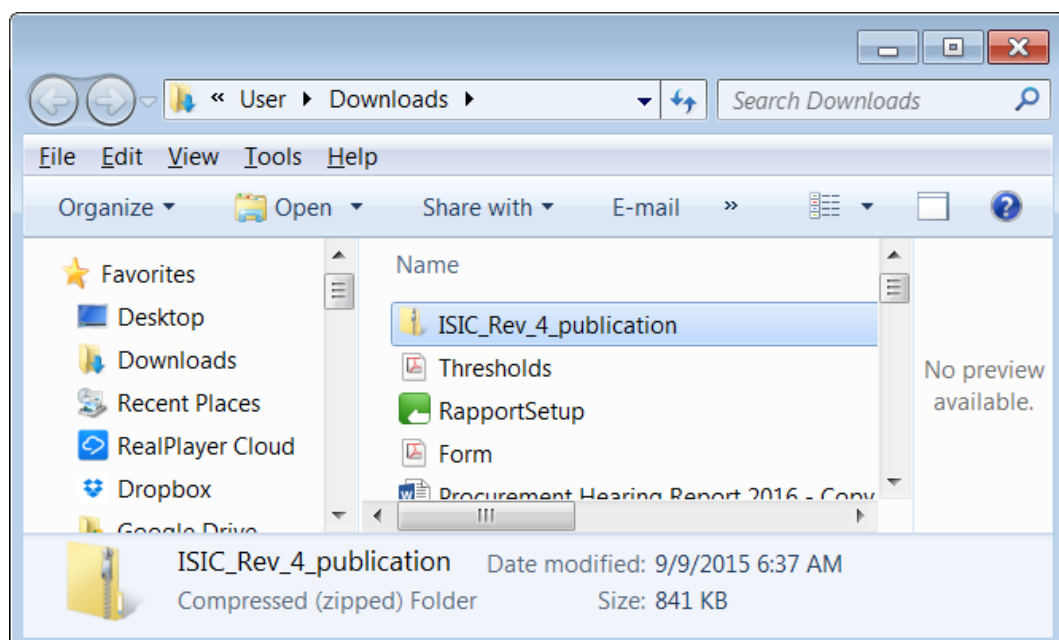
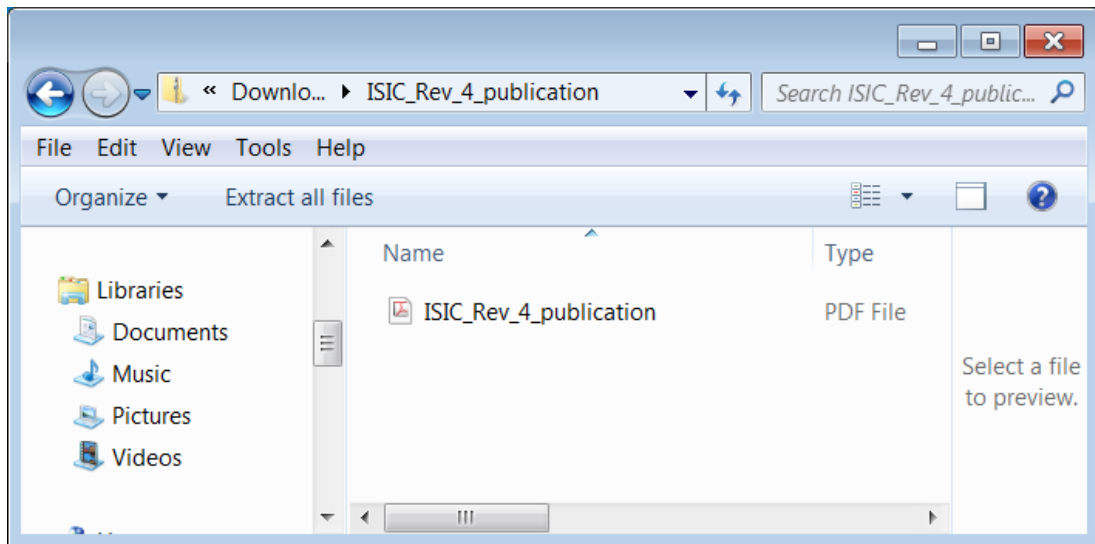


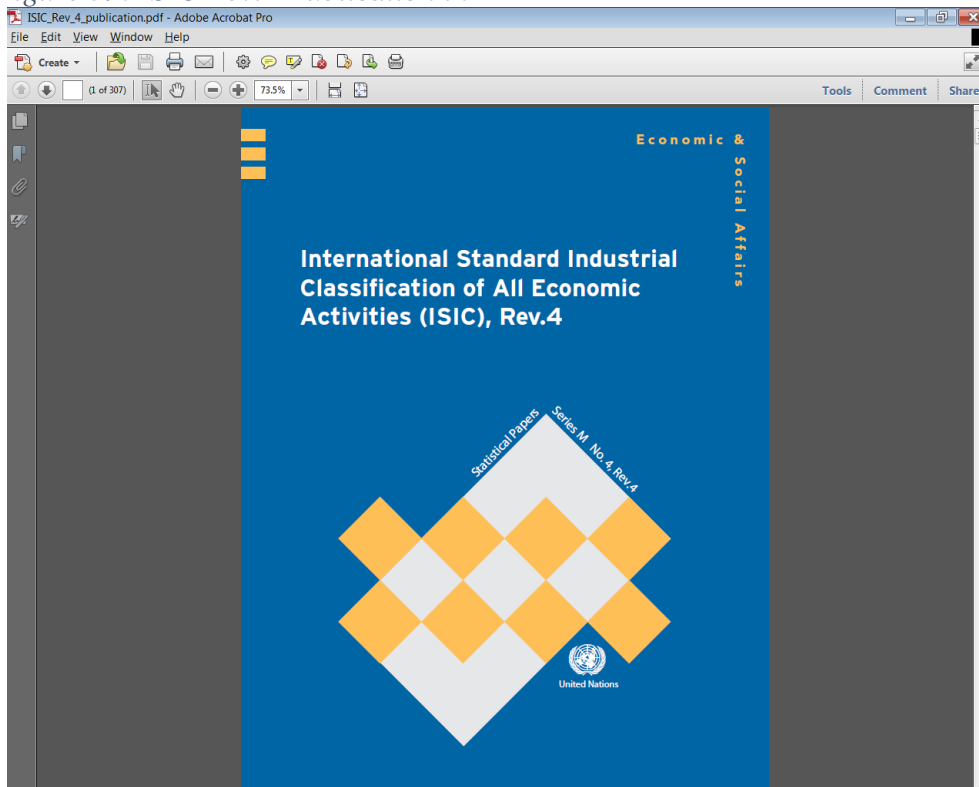
Figure 38: Content of Downloaded Zip Folder



Step 4: Open the Downloaded File

Open your copy of the ISIC Rev.4 publication and you should see a page similar to the one in Figure 39 below. You will need to have Adobe Acrobat Reader to view this file. If you do not have it, you can download it for free at www.adobe.com.

Figure 39: ISIC Rev.4 Publication in PDF



As stated before, this is a 307-page book, so it is a bit too large to print. It is advisable to review it on your computer and have the electronic copy handy as you engage in public tender activities.

Annex 2: Checklist of Documents Required for Vendors Registration

Document	Specialization Category			
	Goods	Works	Consulting Service	Non-Consulting Service
Articles of Incorporation or Partnership Agreement (not applicable to sole proprietorship)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Business Registration Certificate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Central Bank of Liberia Clearance (insurance companies & brokers, only)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Copies of Professional Certification (consulting services, only)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Liberia Business Association (LIBA) Membership Certificate (Liberian-owned businesses, only)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
LMDC Certificate (hospitals & clinics, only)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
LMHPRA Certificate (drug stores & pharmacies, only)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manufacturer's Authorization (auto & specialized equipment dealers, only)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ministry of Justice Certificate (security firms, only)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MOH Certificate (restaurants & health NGOs, only)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MPW Construction Contractor Certificate (construction, supervision, & architecture firms, only)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proof of Bank Account Signatory Authority in the form of a signed letter from the business' banker (Liberian-owned businesses, only)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Proof of Membership in a Professional Organization	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Proof of Owner's Citizenship (Must be a government-issued identification that shows date of birth and citizenship. eg. Passport)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Recent Financial Statement (for the last year of operation)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Signed Company Representative Authorization by the Board /Members /Owners /Partners. (See last page of registration form.)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Signed Contract for goods/works/services provided to each client per Part 6 of the registration form. In the case where the completion date has passed, copies of certificates of completion must be attached.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Social Security Clearance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
LRA Tax Clearance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Vehicle Registration & Insurance Certificates (car rental companies, only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Warranty/After Sales (auto & specialized equipment dealers, only)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

www.ppcc.gov.lr/vr

Printed by:



*PPCC Print Shop
Executive Mansion Grounds
Capitol Hill, Monrovia*

The Print Shop was established with support from the Government of Liberia and Partners