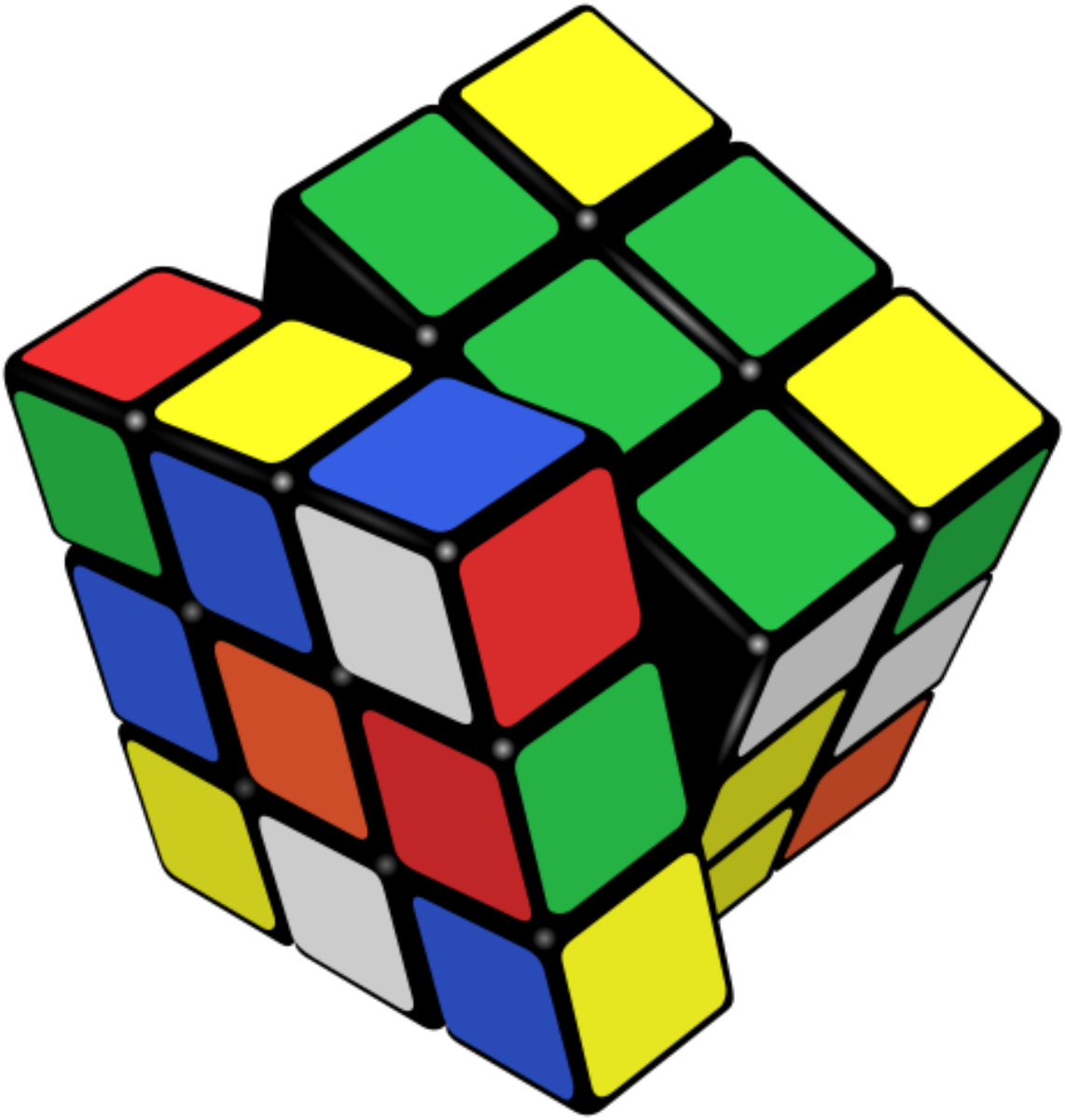

PPCC Online Vendors Register:

A Short Tutorial

1e

www.ppcc.gov.lr/vr

Public Procurement & Concessions Commission
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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 bya 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

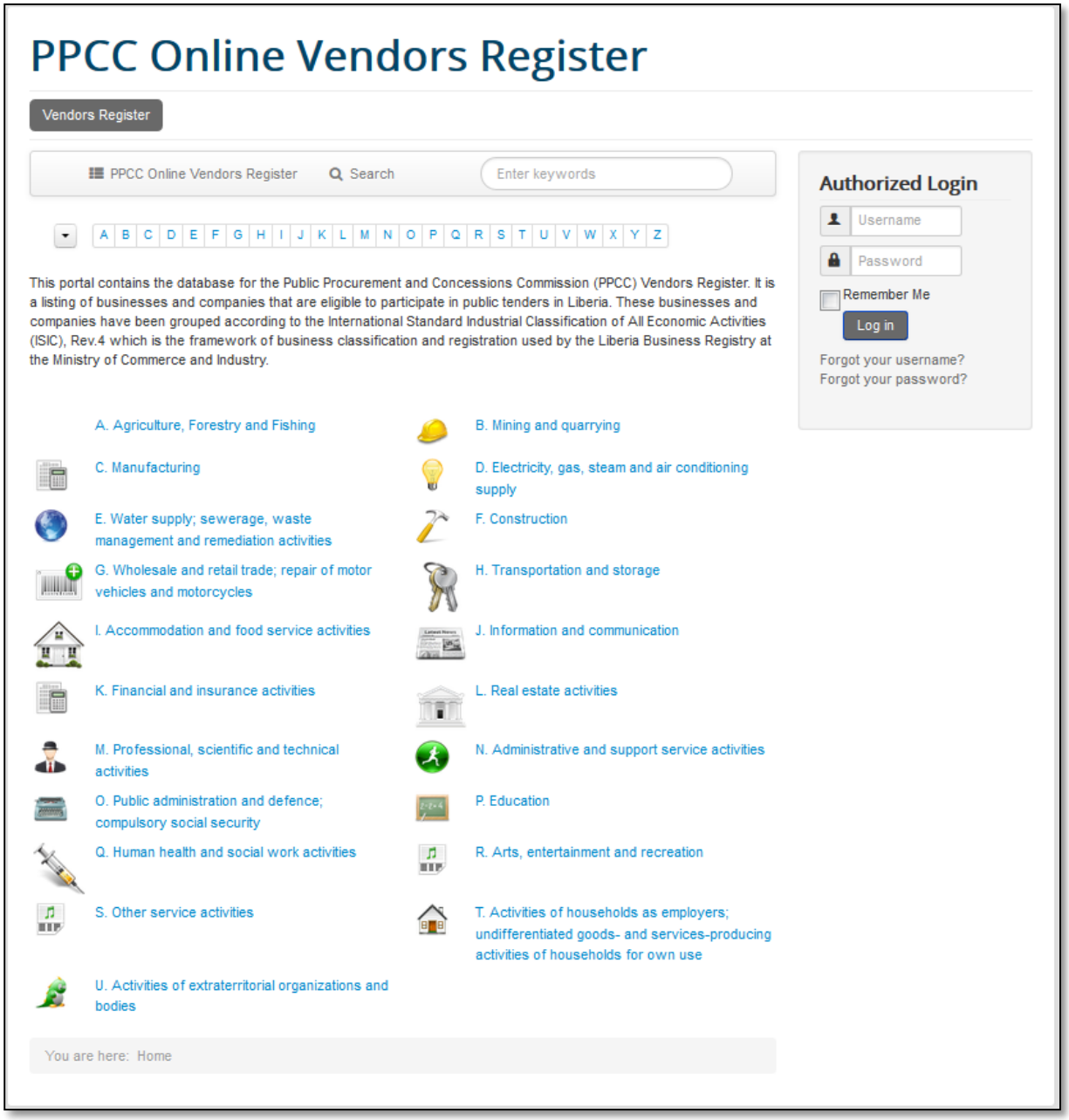
The PPCC Online Vendors Register is a web portal located at www.ppcc.gov.lr/vr containing the database of businesses that have registered with the Commission and that are eligible to participate in public tenders in Liberia. These businesses have been grouped according to the system of business classification 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 allow 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



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

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

Figure 4: Group 453 and Its Single Class

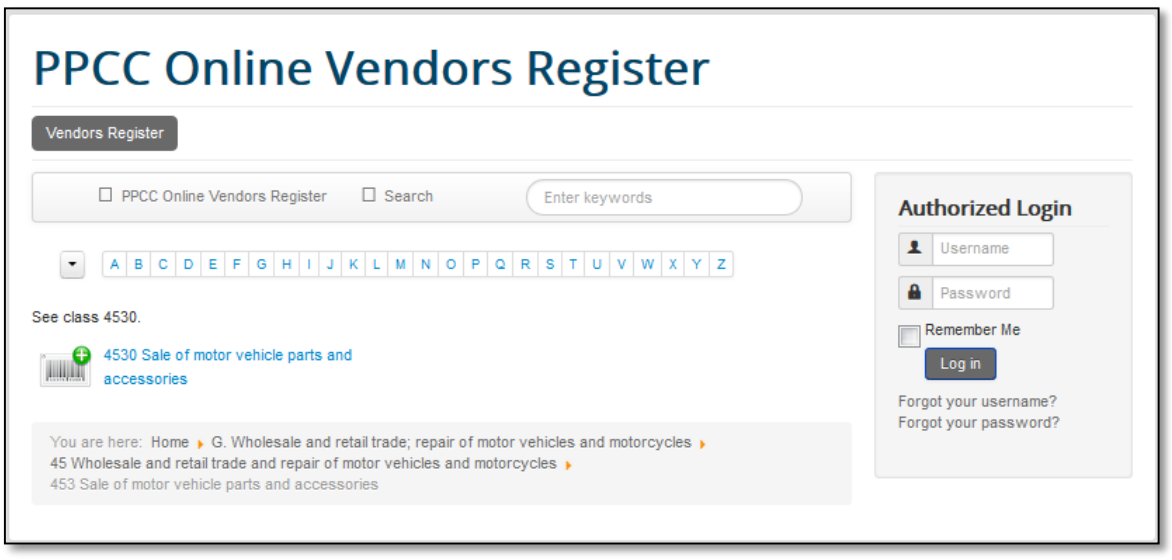
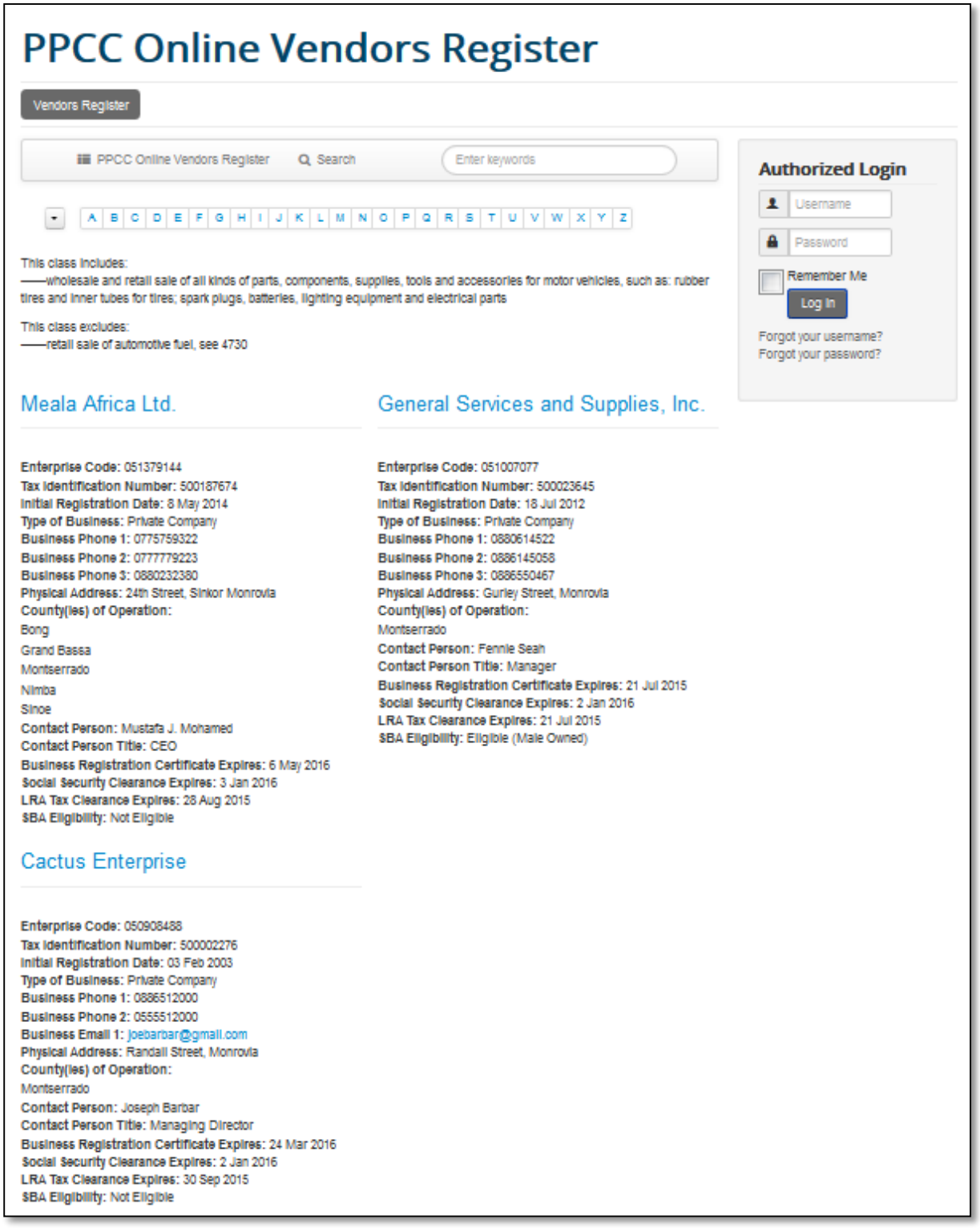


Figure 5: Description and Businesses Registered with Code for Class 4530



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

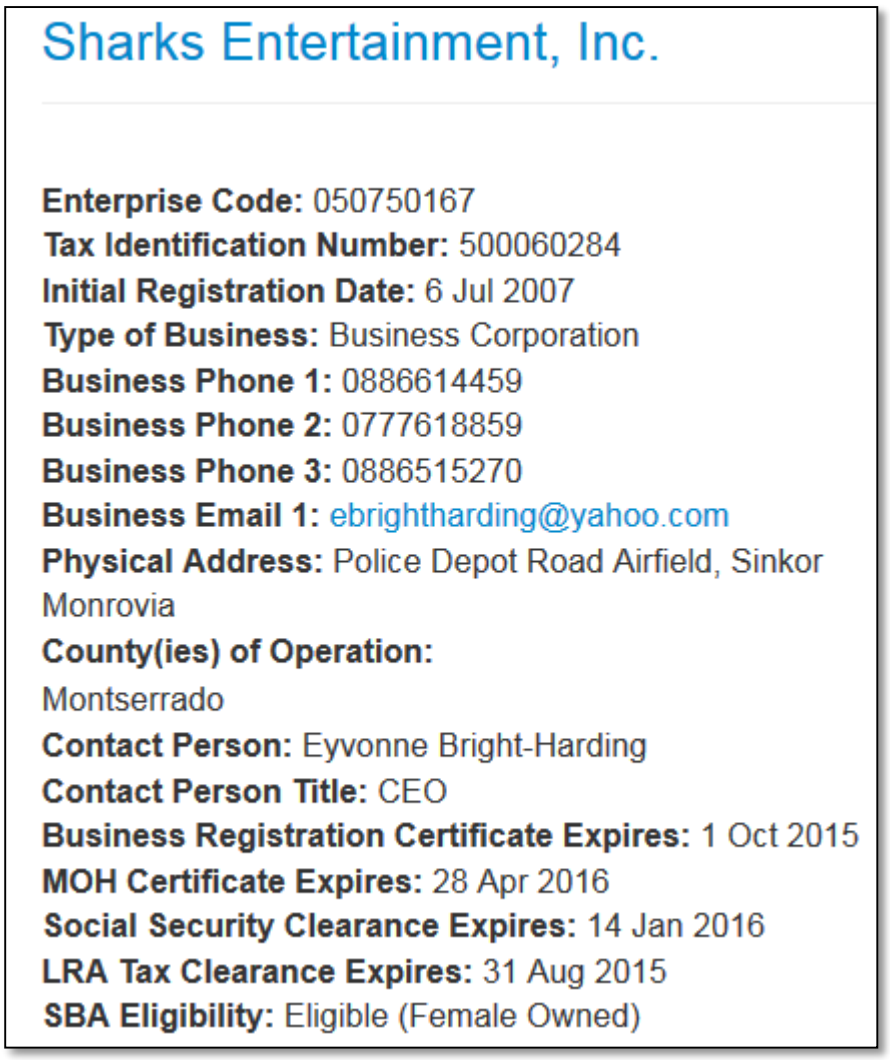
The table below shows the fields that are displayed in the profile of businesses that are registered on the PPCC Online Vendors Register. Only fields that are pertinent to a particular business or class of business are displayed in the profiles.

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



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.

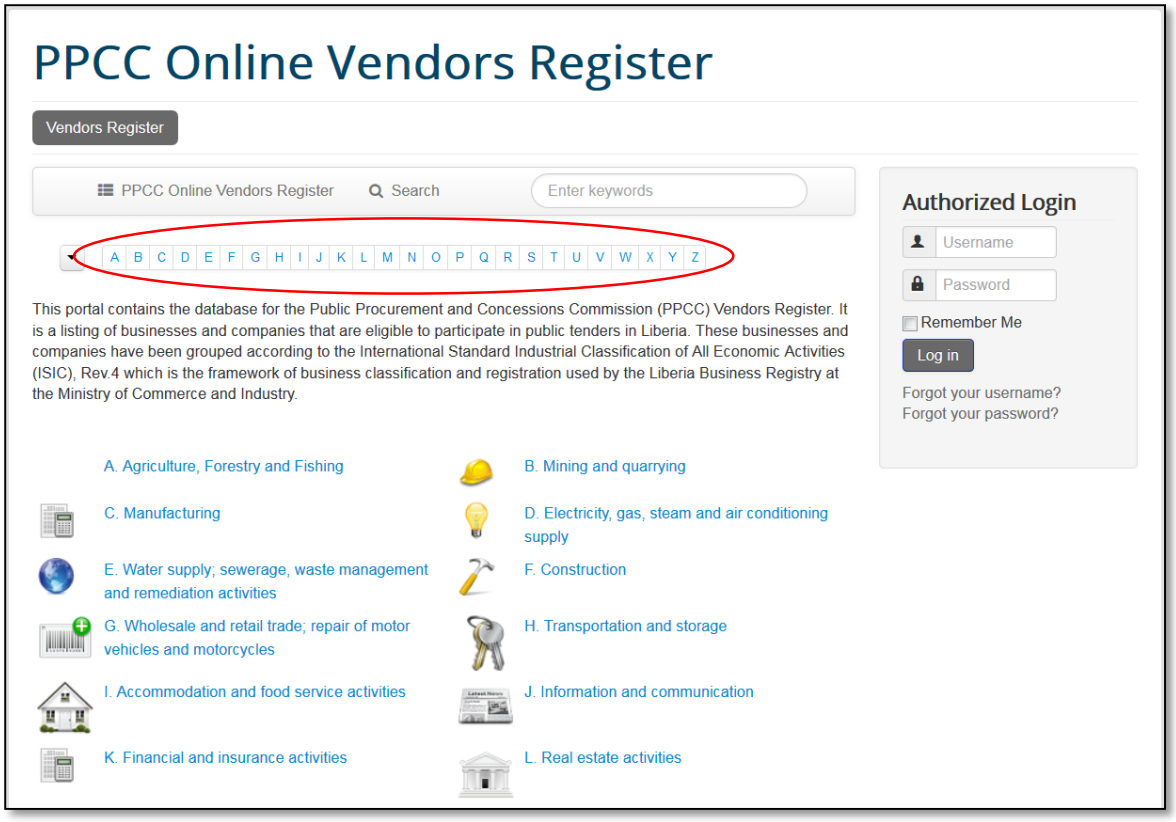
For example, suppose you wanted to verify if Sharks Entertainment, Inc. is registered with PPCC. There is a number of ways to search for this business, two of which are presented below.

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.

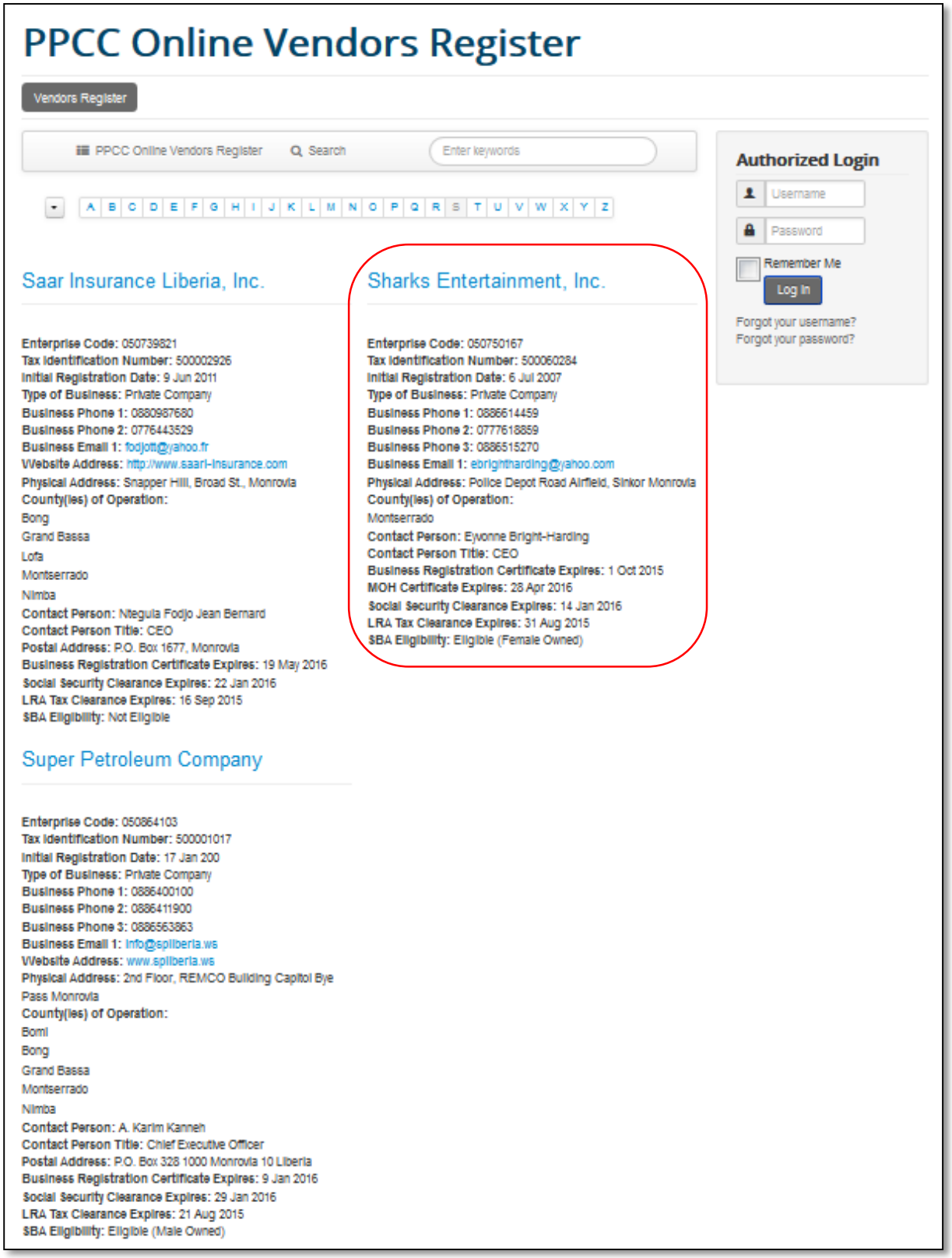
Figure 7: PPCC Online Vendors Register Home Page Showing Alpha Listing



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"

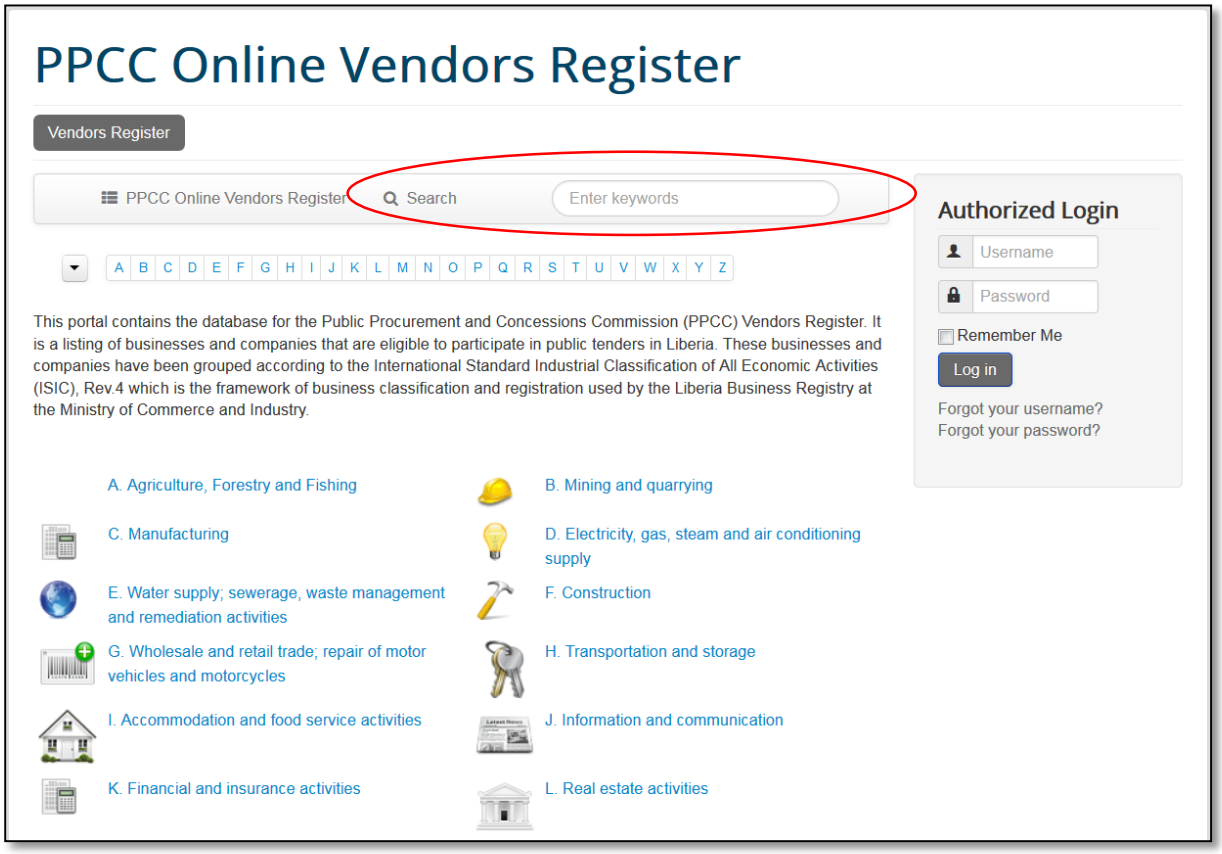


The steps in the second method are presented on the next page:

Step 1: Navigate to the PPCC Online Vendors Register Website

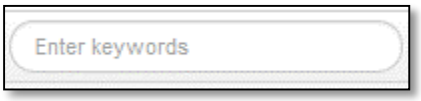
Point your web browser to: www.ppcc.gov.lr/vr to open the home page of the PPCC Online Vendors Register and notice the search field circled in red in Figure 9 below.

Figure 9: PPCC Online Vendors Register Showing Search Field



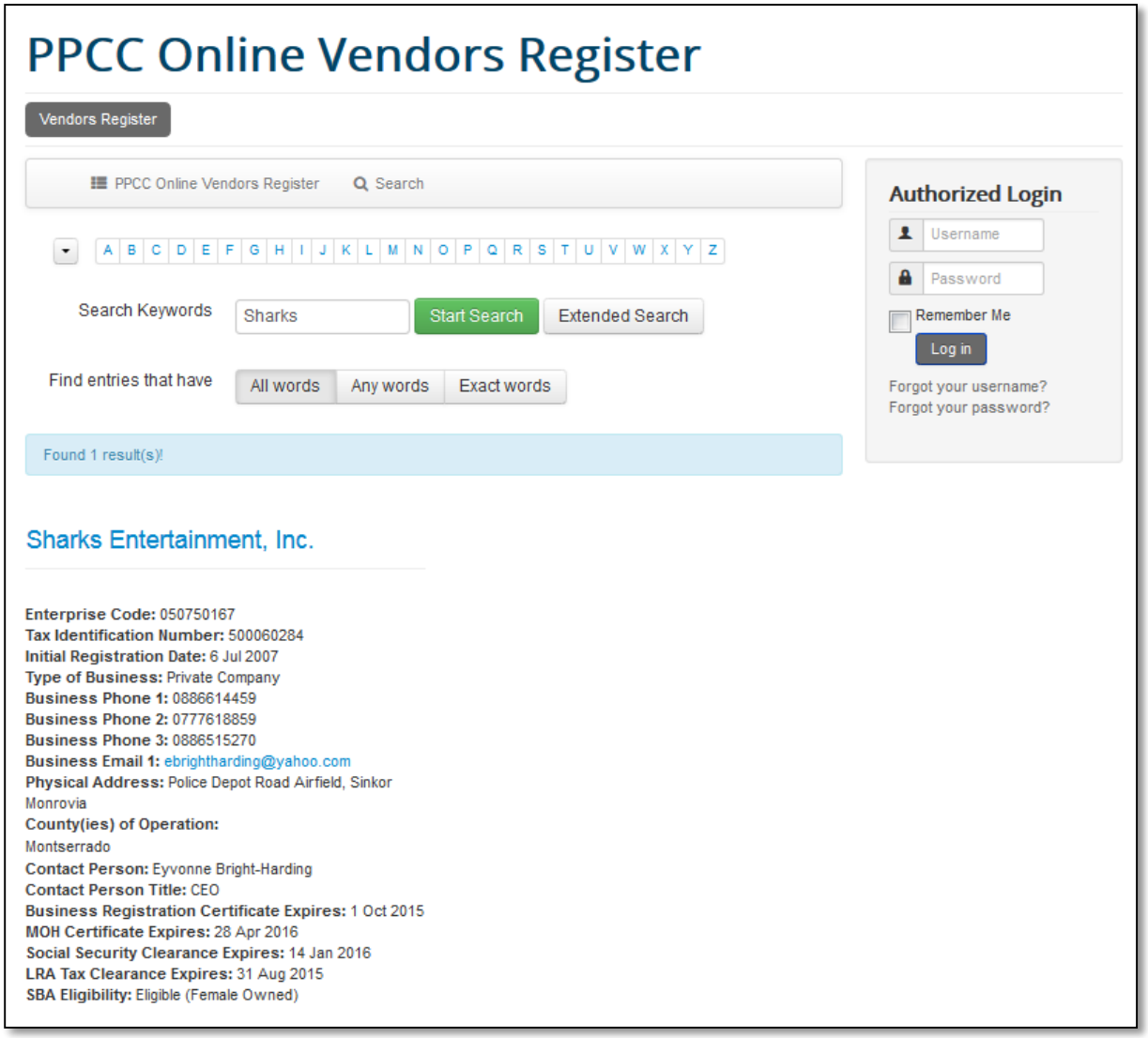
Step 2: Enter Search Keywords

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 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.

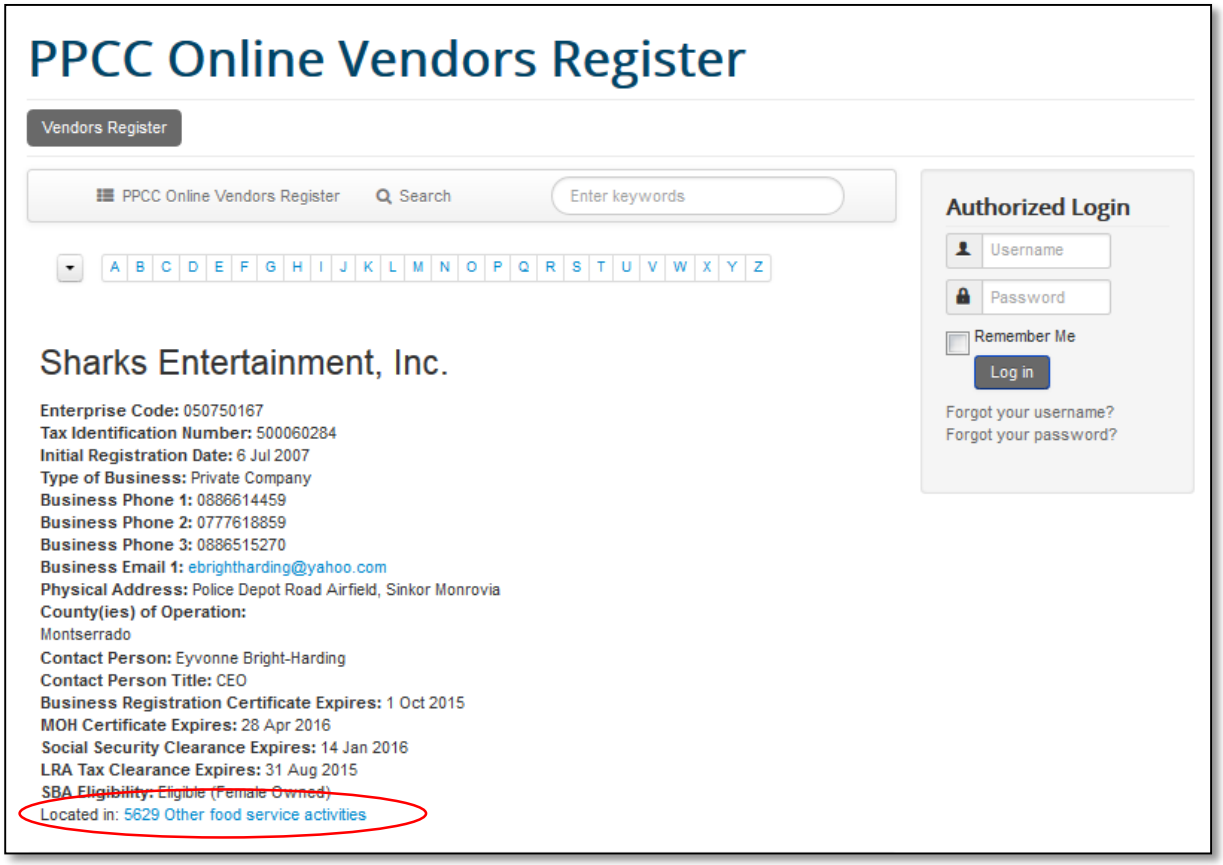
Figure 10: Search Result for the Keyword "Sharks"



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

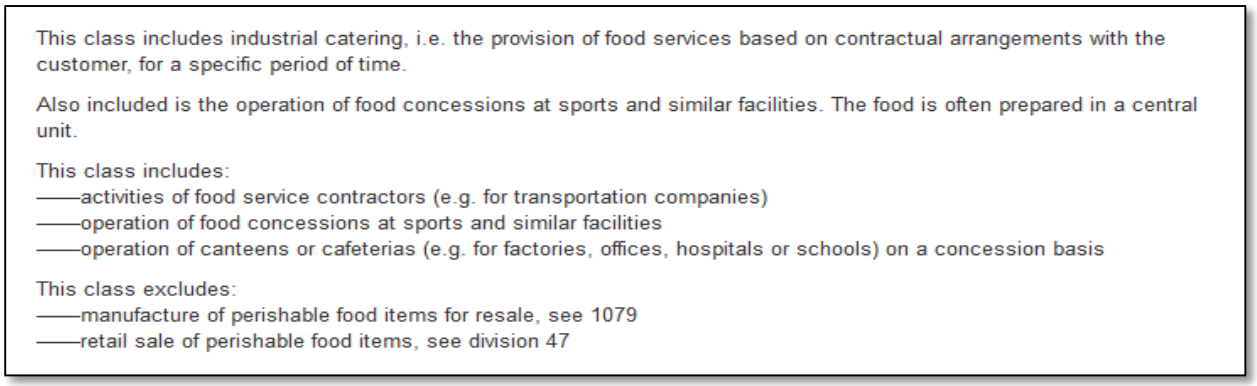
To see the ISIC class(es) or the LBR business activity code(s) this business is registered under, simply click the name of the business on either the page with the listing of businesses starting with “S” as in Figure 8 on Page 13 or as in Figure 10 above. The result is a detailed profile of the business 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



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



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

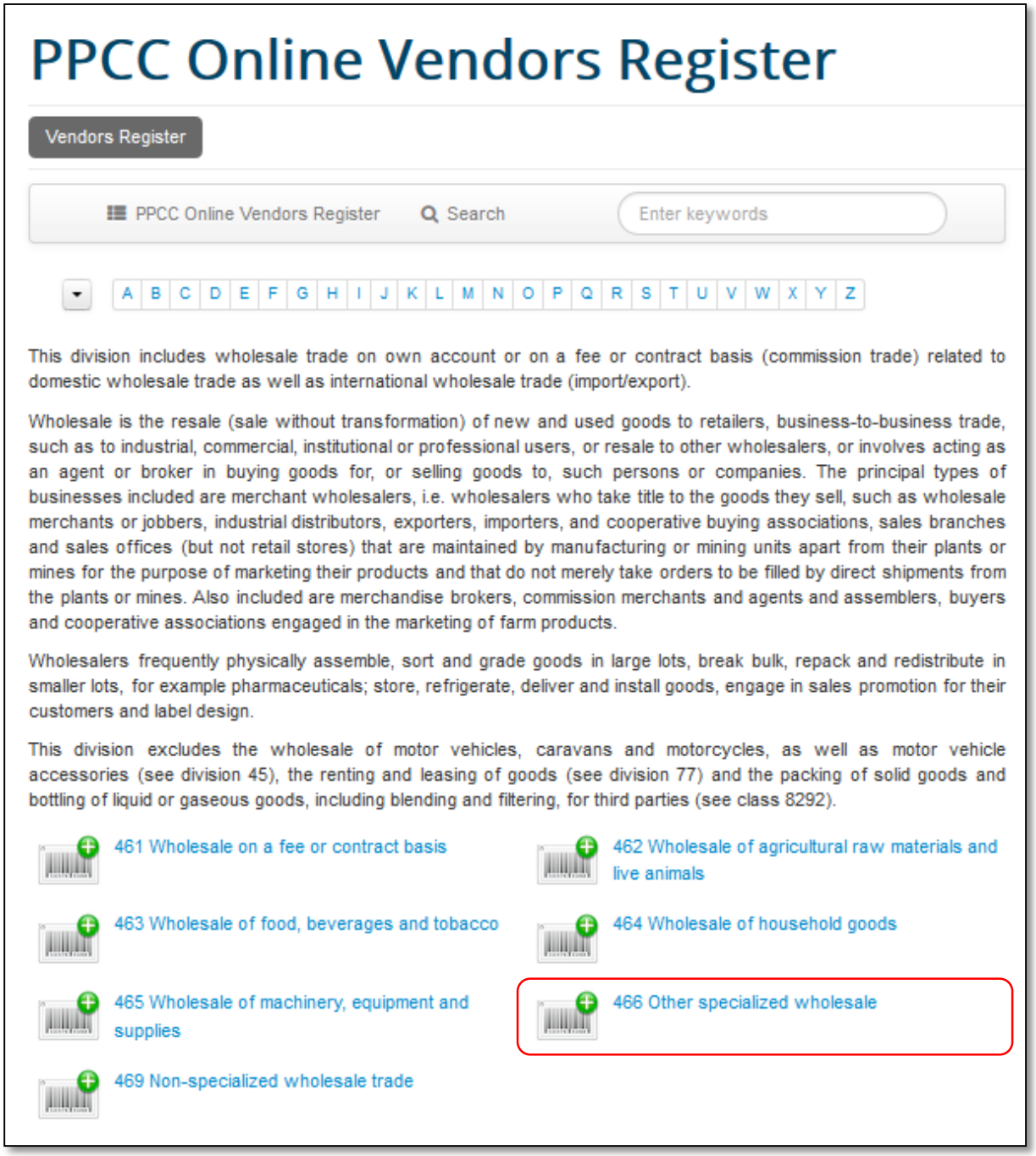
Click the link for *Section G - Wholesale and retail trade; repair of motor vehicles and motorcycles* to open this section's page similar to the one in Figure 14 below. Notice the description provided followed by a listing of the divisions of this section. There are three divisions in this section and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

Figure 14: Page for Section G

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.

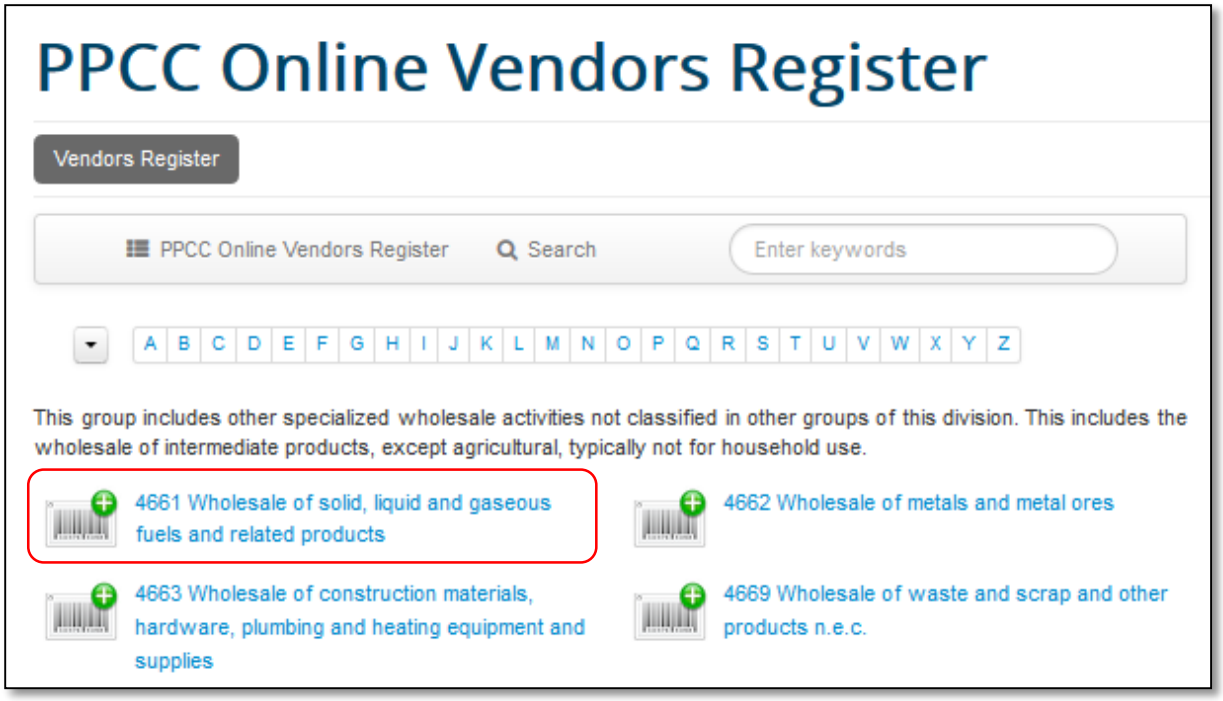
Figure 15: Page for Division 46



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.

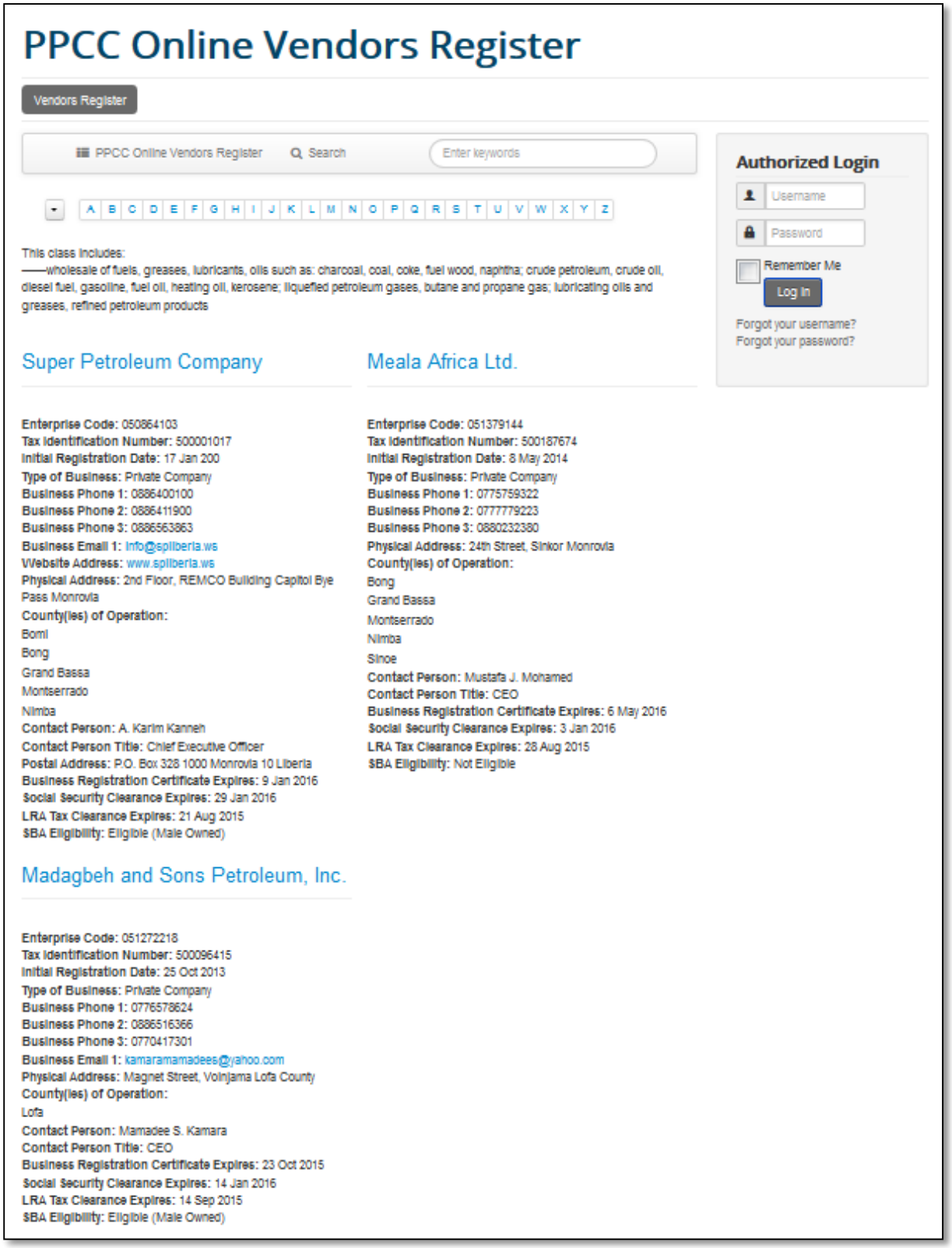
Figure 16: Page for Group 466



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



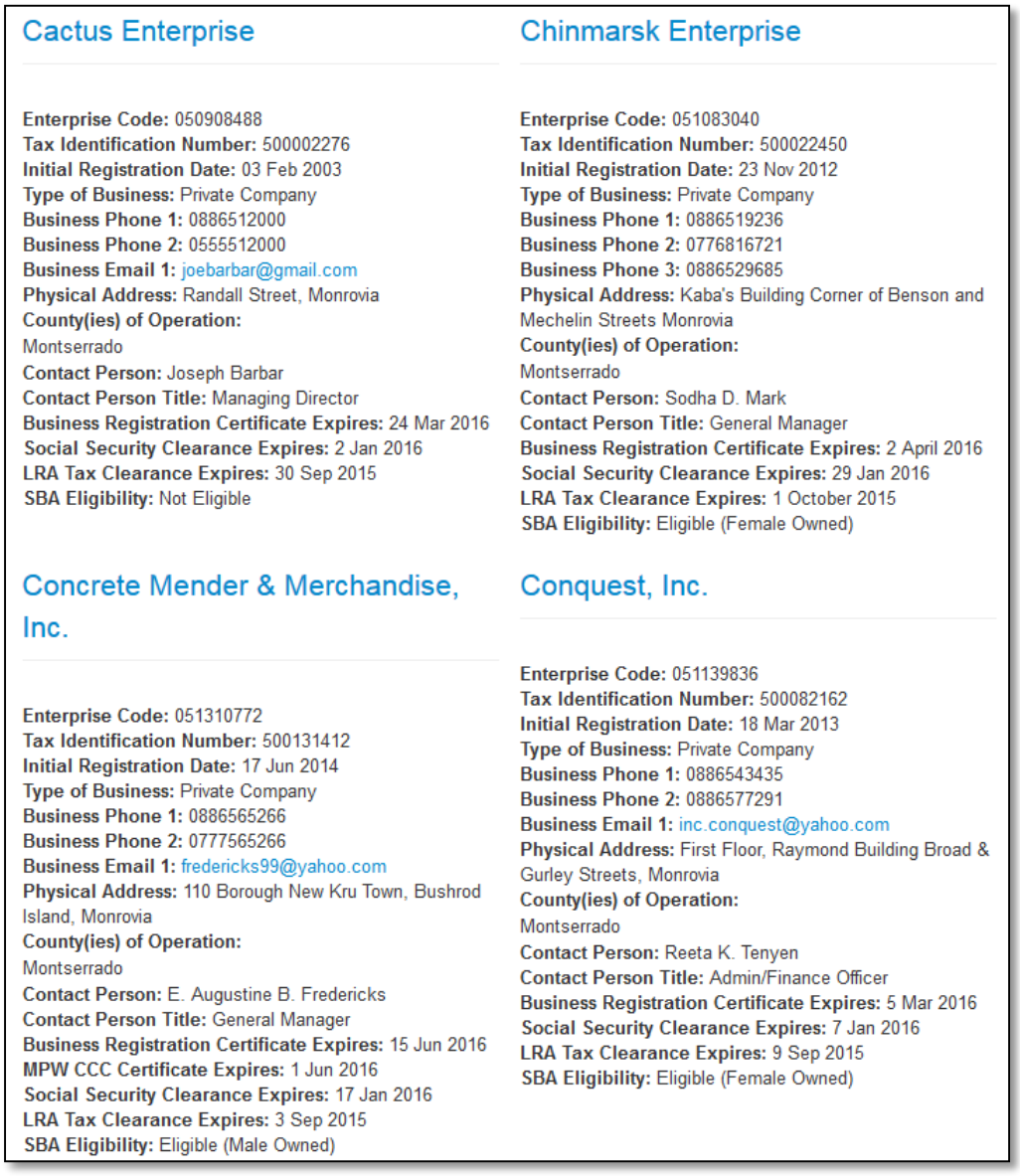
2.4 How to Determine if a Business is Eligible for SBA

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

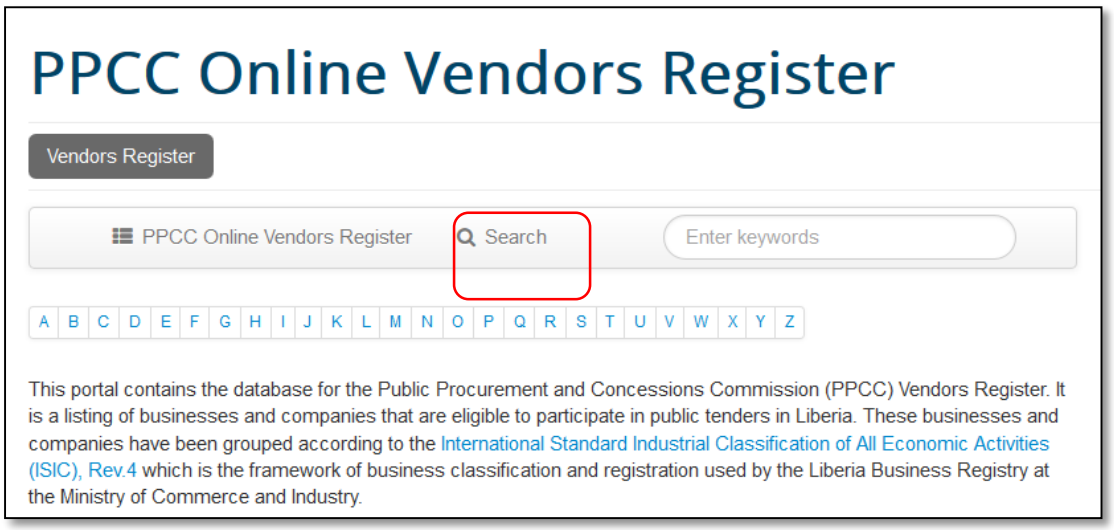
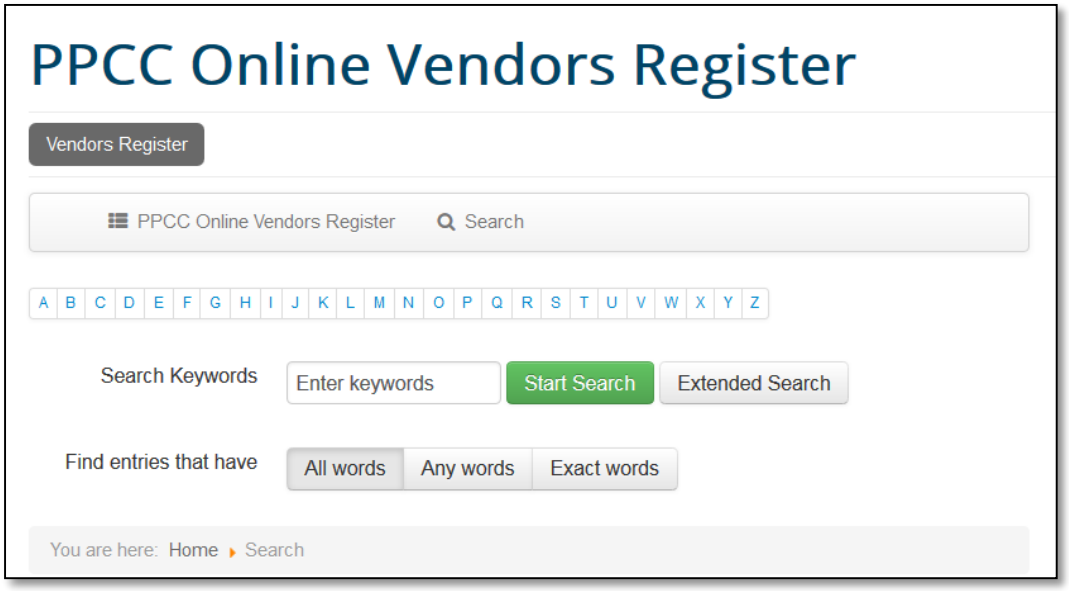


Figure 20: Search Page



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.

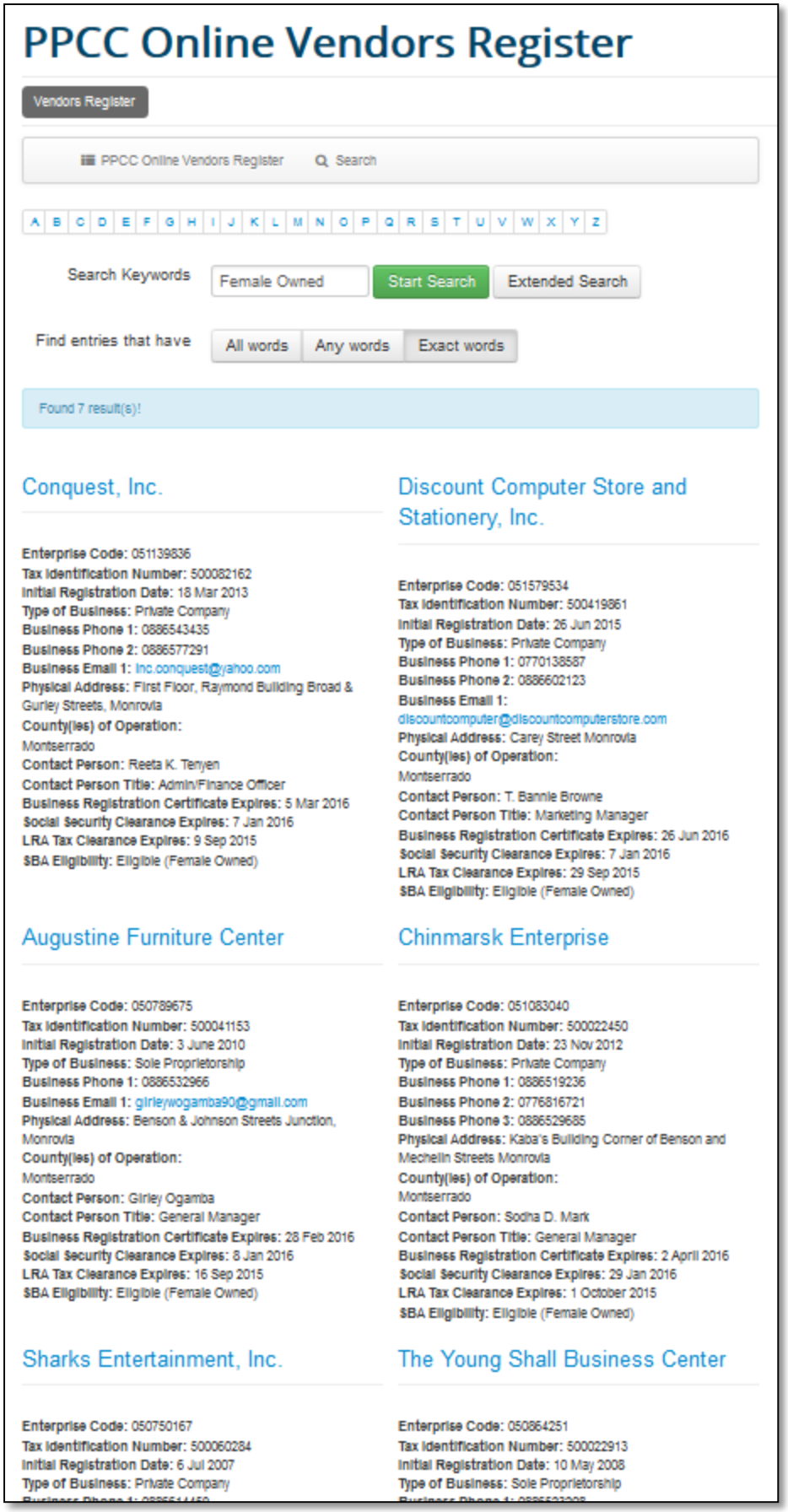
As at the time of this writing, there were seven Liberian female-owned businesses that had registered on the PPCC Vendors Register. More application were under consideration, so this number is expected to increase.

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



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

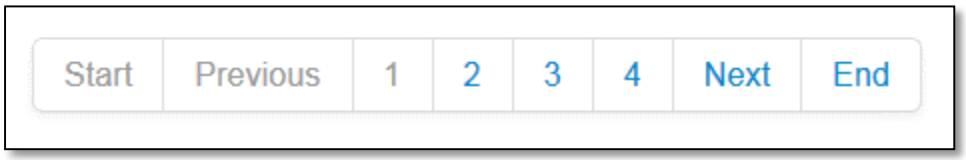
Repeat Step 1 in ***Section 2.5 How to View All SBA-Eligible Female Owned Businesses*** on Page 23.

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.

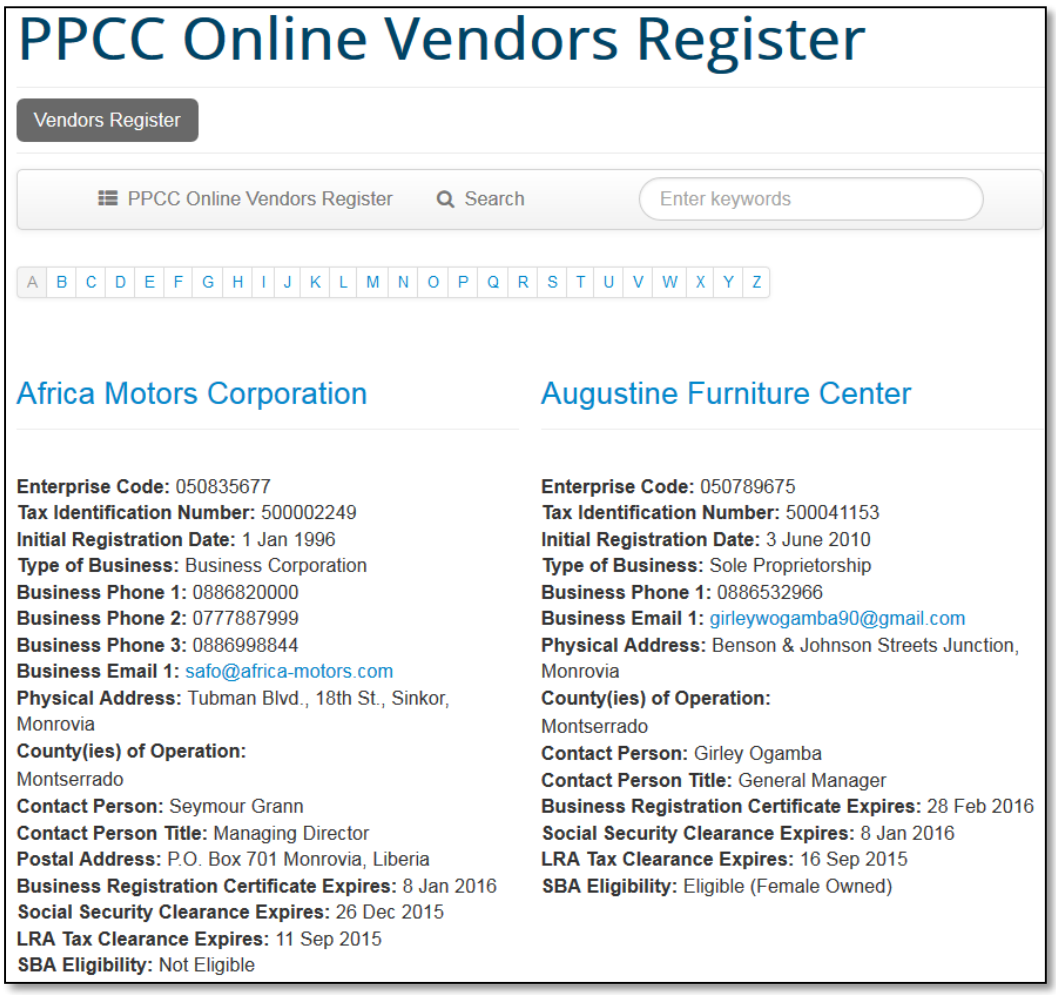
3.2 How to Check Your Business Profile on the Vendors Register

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"



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.

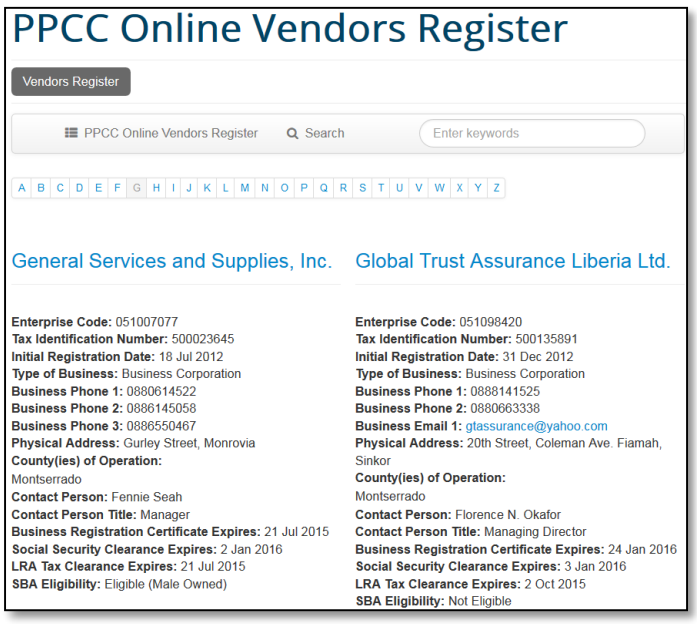
The steps to ascertain that a business is registered with the appropriate business activity code are outlined below. Businesses which profiles have been published on the PPCC Online Vendors Register can verify their business activity code either online as explained in the first method below or use the 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.

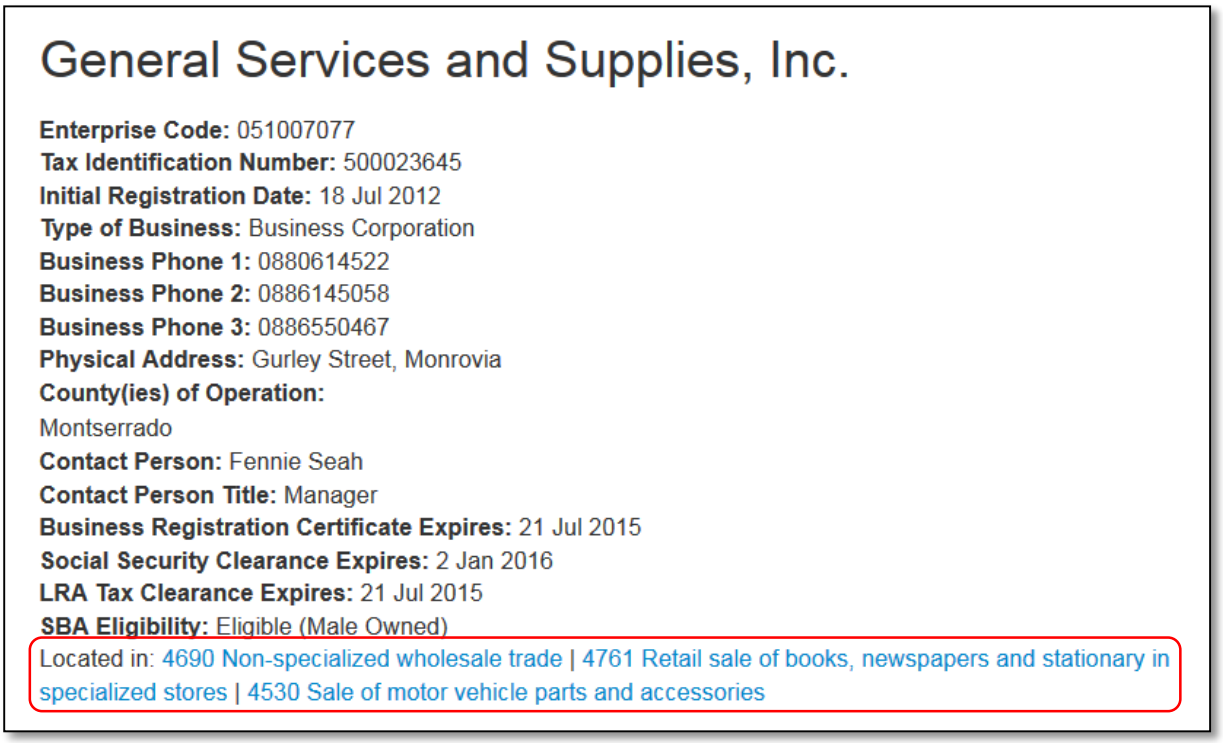
Figure 24: Search Results for Business Starting with "G"



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



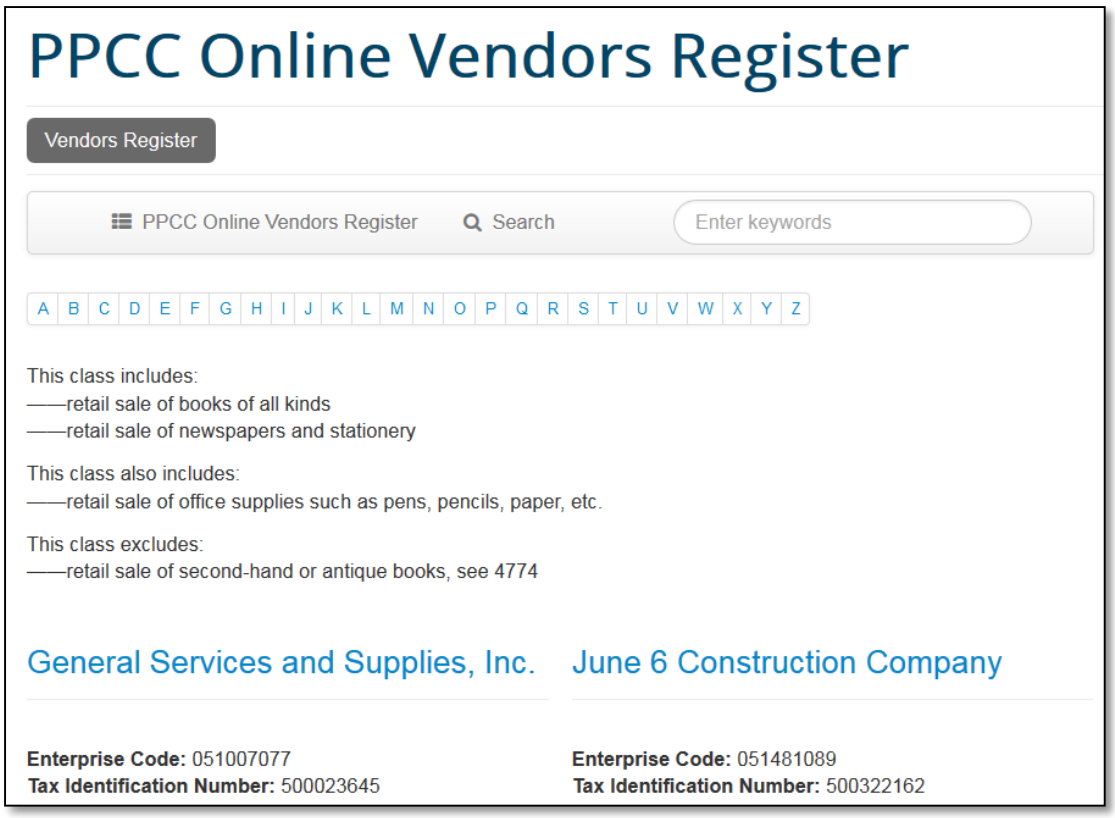
Step 3: Review the Description of the Business Activity Code

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 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

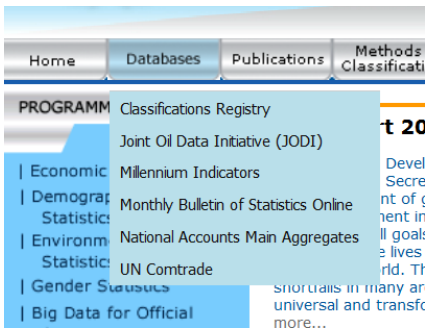
Point your web browser to: http://unstats.un.org to open the home page of the United Nations Statistics Division. A page similar to the one in Figure 27 below opens up.

Figure 27: Home Page of the UN Statistics Division

Step 2: Go to the *Classification Registry* Page

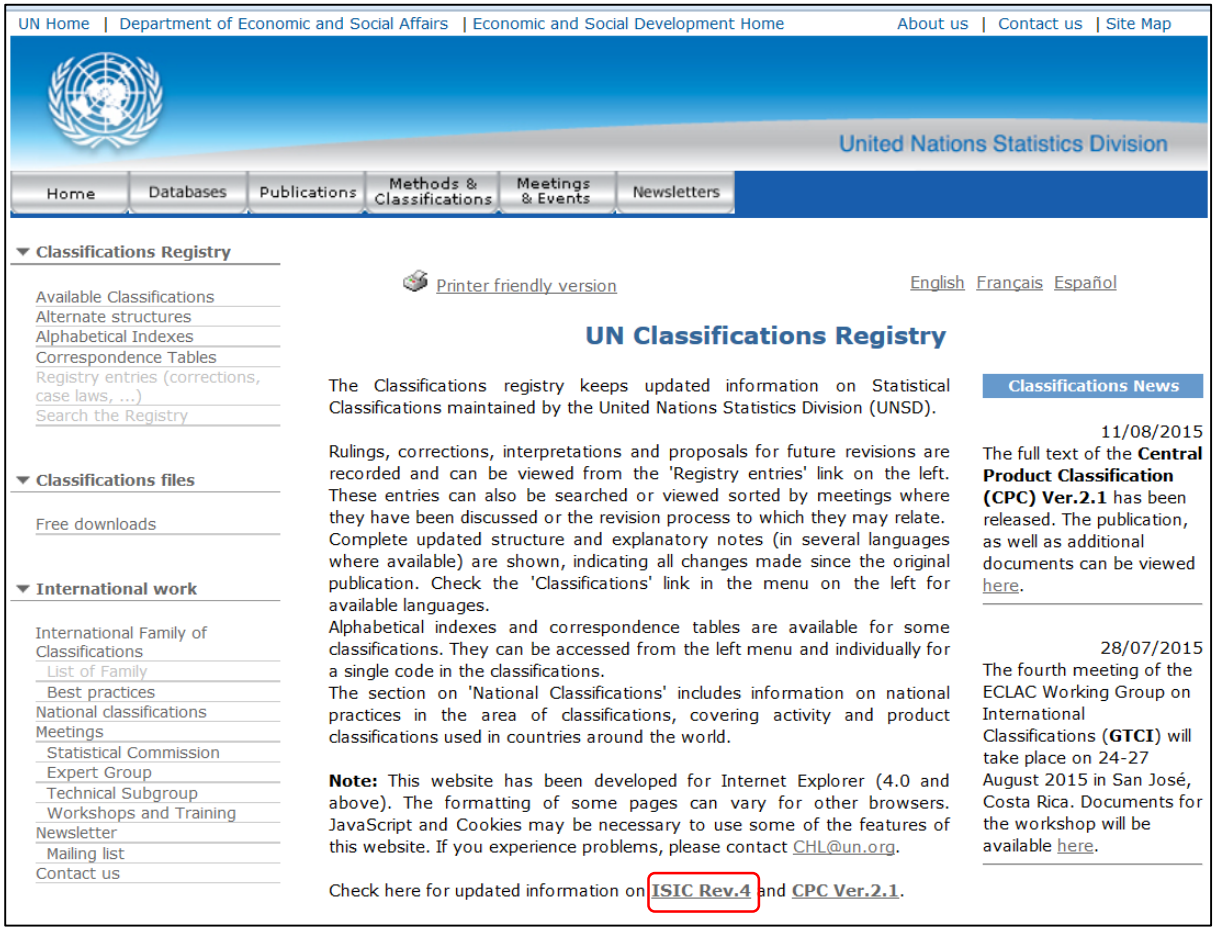
Hover[2] your mouse over the ***Database*** menu item highlighted with a red box in Figure 27 above to show the context specific pull-down menu shown in Figure 28 below. Then select the ***Classification Registry*** option on the pull-down menu (the first items in the listing) to open the Classification 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



Step 3: Go to the *ISIC Rev.4* Page

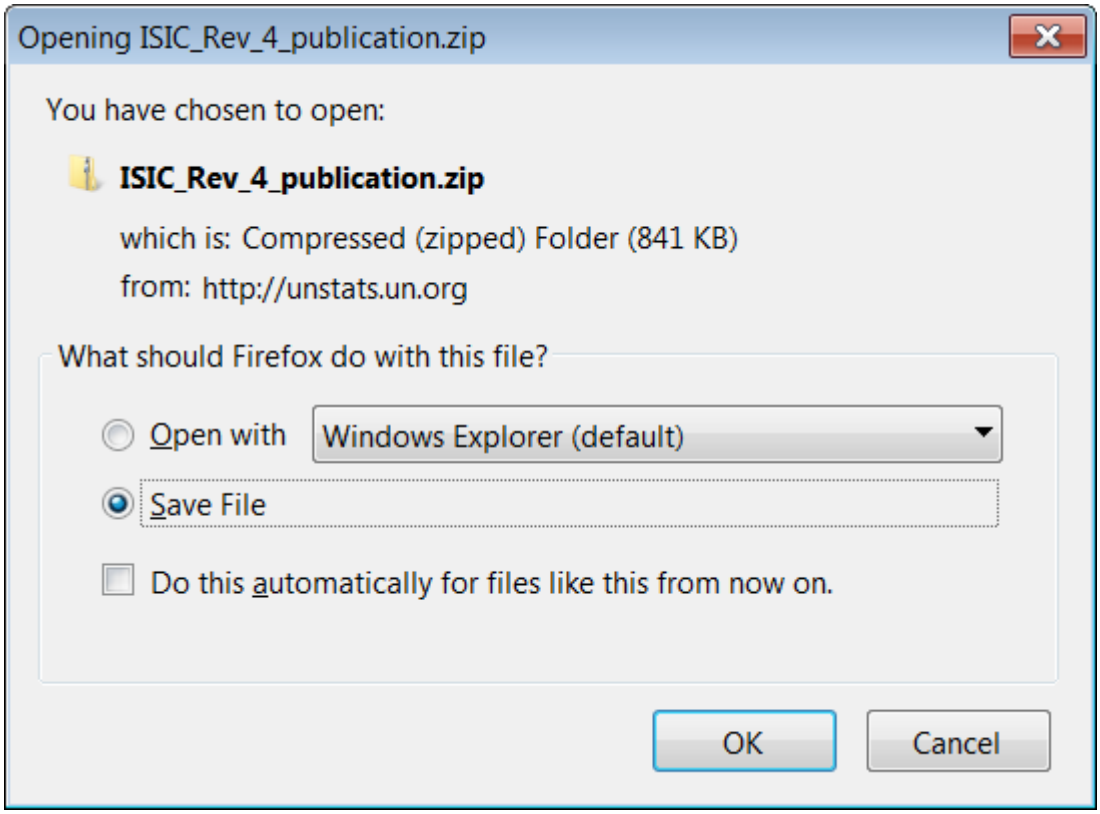
Click on the ***ISIC Rev.4*** link at the bottom of the page highlighted in a red box in Figure 29 above to open the ISIC Rev.4 page similar to the one shown in Figure 30 below. This page contains several resources for the ISIC Rev.4 and its predecessor versions including a section containing downloadable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

Figure 30: ISIC Rev.4 Page

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

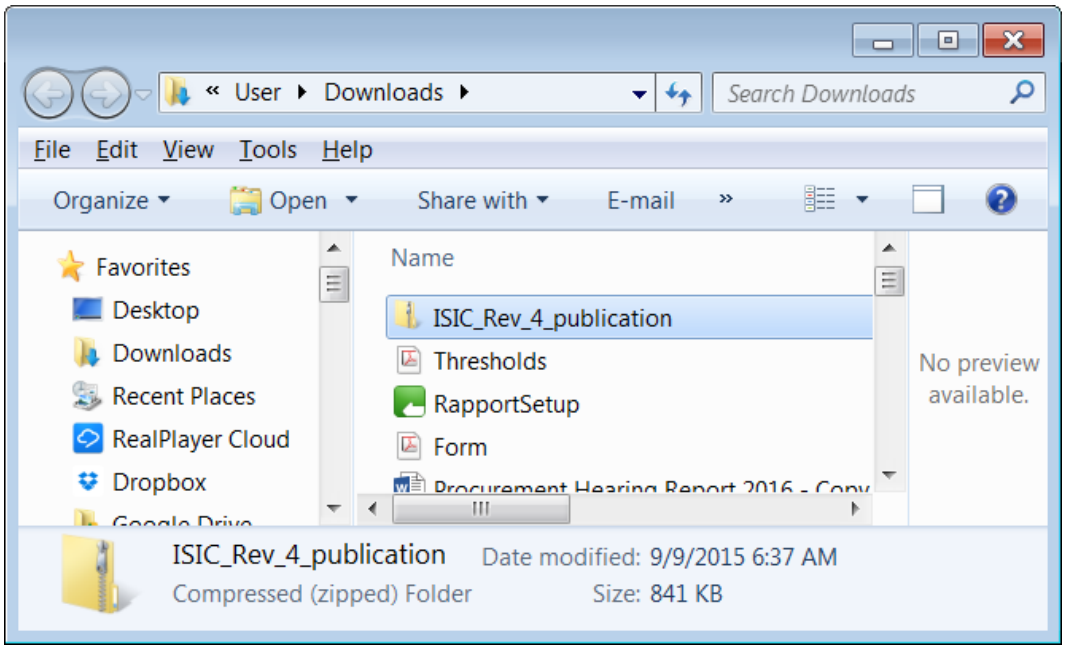
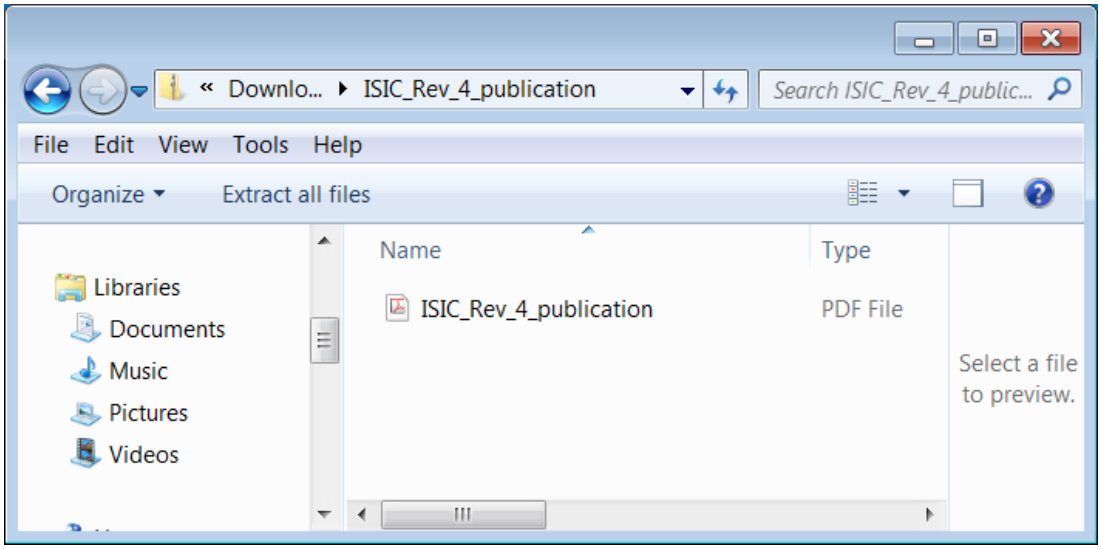


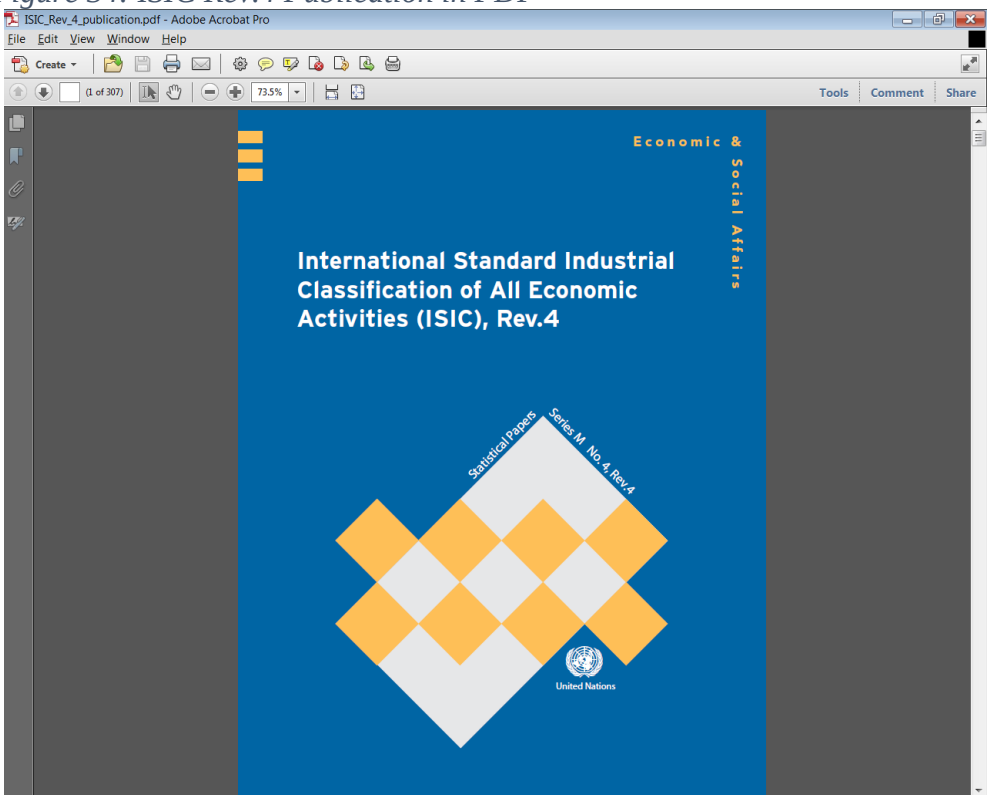
Figure 33: Content of Downloaded Zip Folder



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.abobe.com.

Figure 34: ISIC Rev.4 Publication in PDF



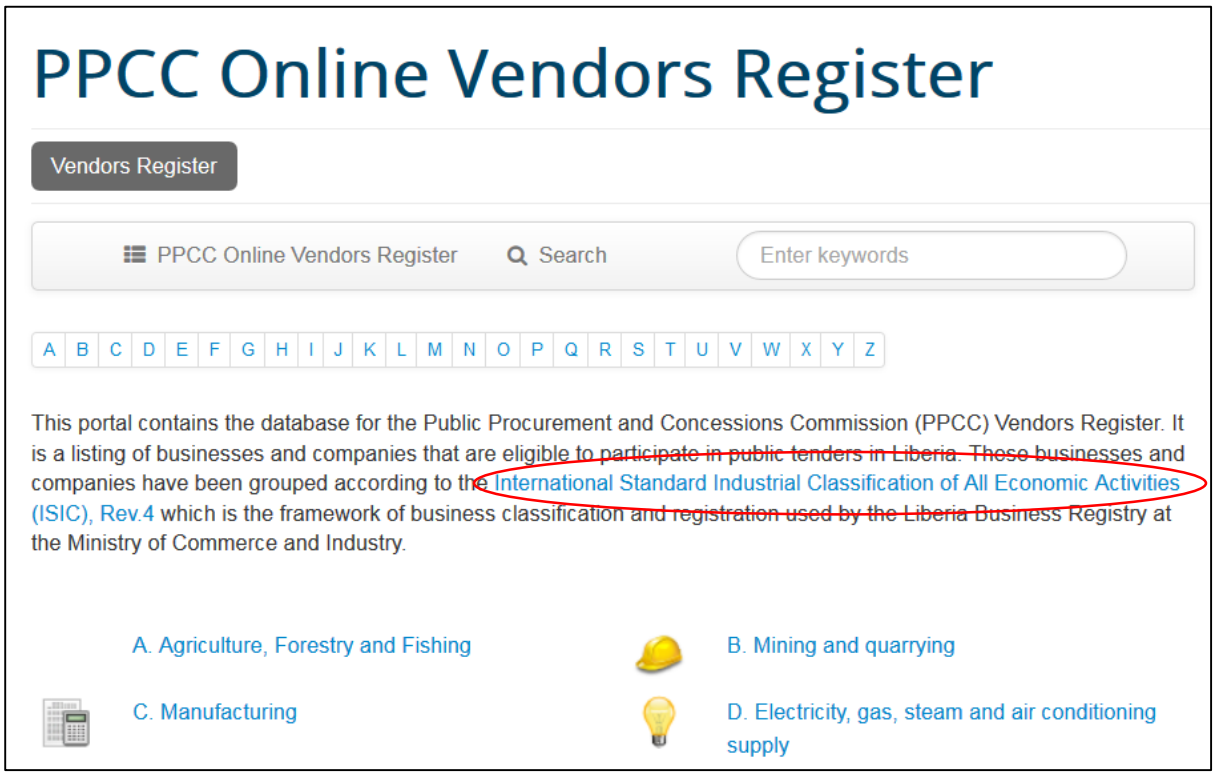
This is a 307-page book, so it is a bit too large to print. It is advisable to review it on your computer and have the electronic copy handy as you engage in public tender activities.

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.

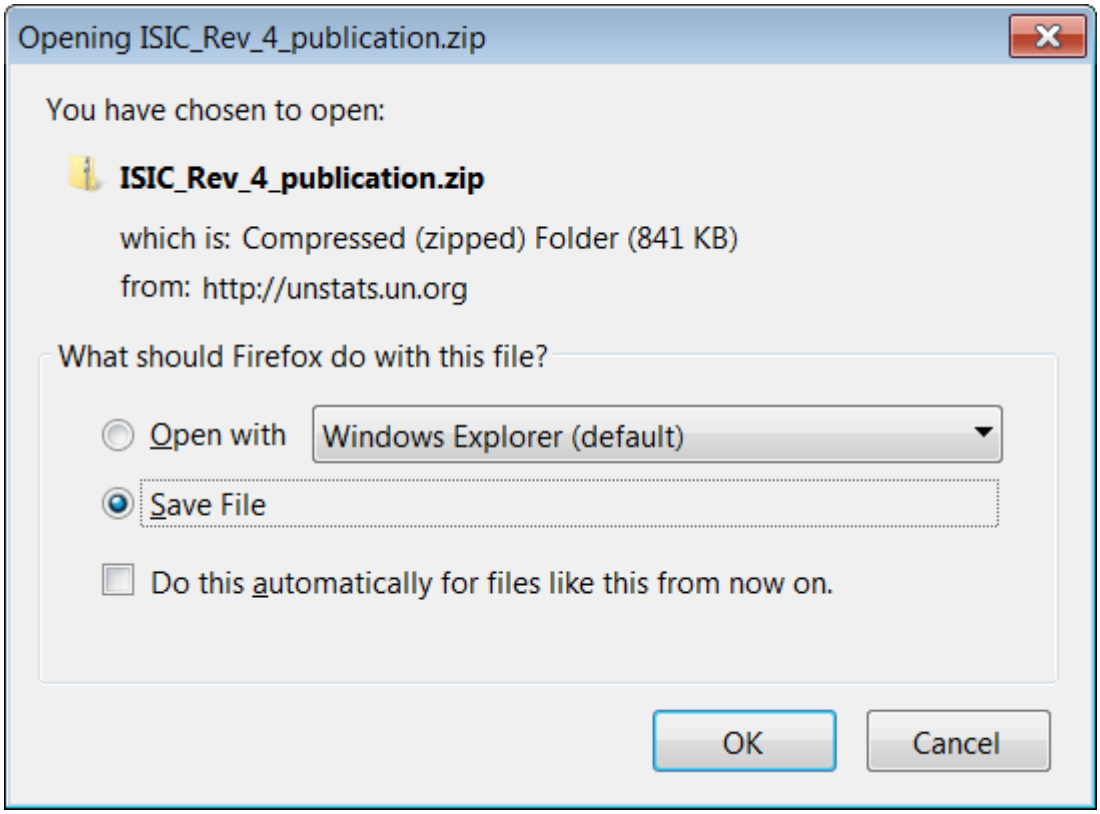
Figure 35: PPCC Online Vendors Register Home Page Showing Ling for ISIC Publication



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

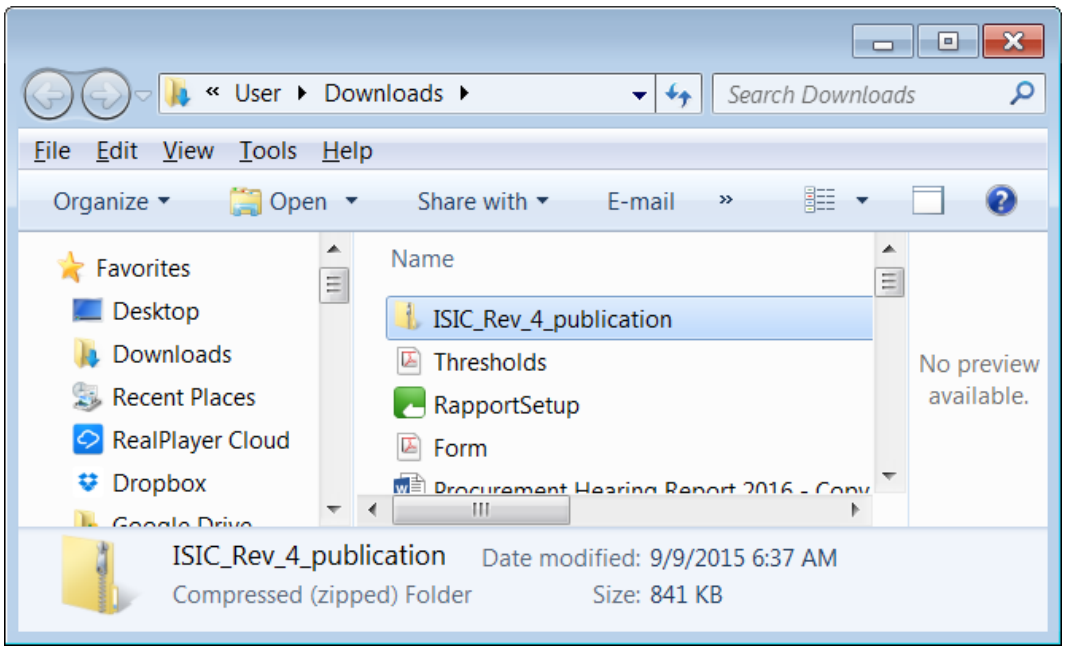
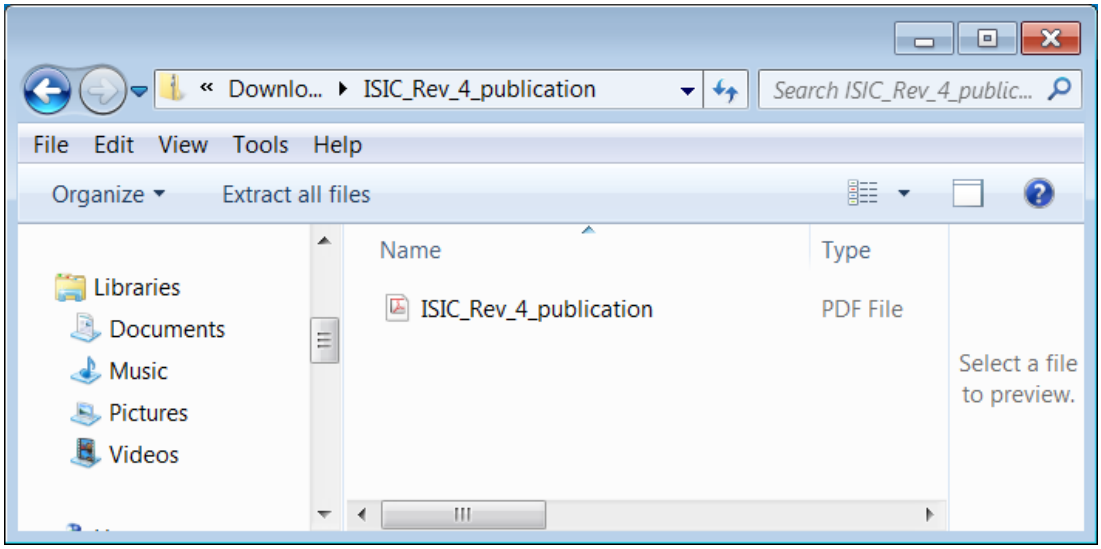


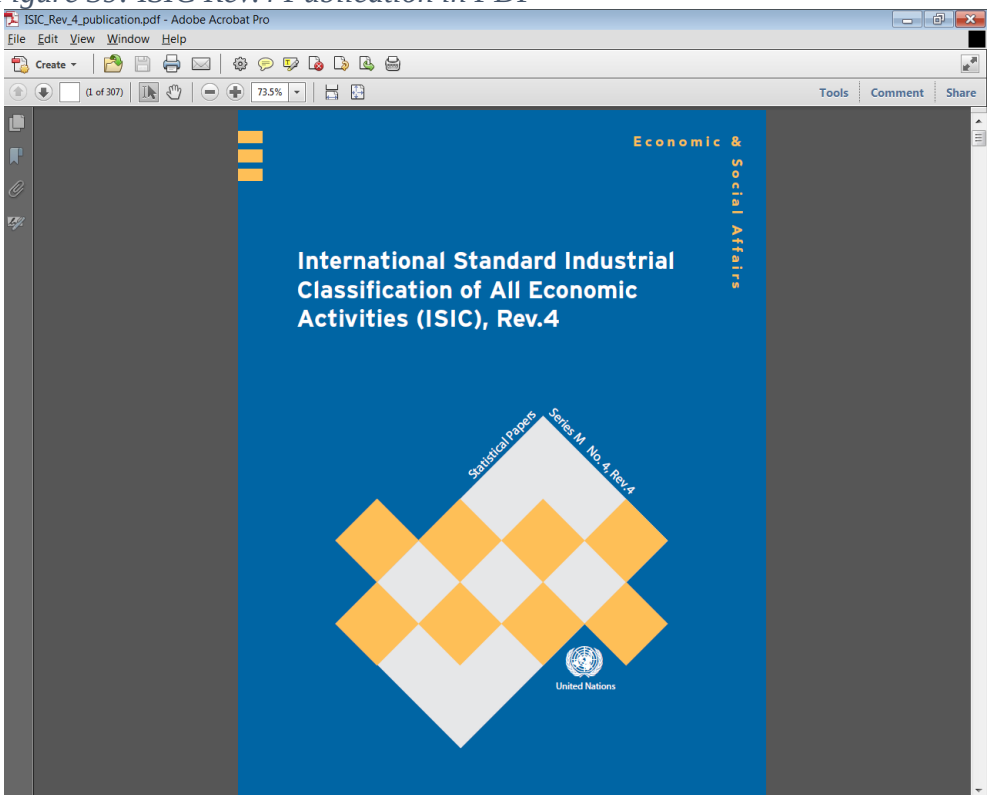
Figure 38: Content of Downloaded Zip Folder



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.abobe.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)	☒	☒	☒	☒
Business Registration Certificate	☒	☒	☒	☒
Central Bank of Liberia Clearance (insurance companies & brokers, only)	☐	☐	☒	☒
Copies of Professional Certification (consulting services, only)	☐	☐	☒	☐
Liberia Business Association (LIBA) Membership Certificate (Liberian-owned businesses, only)	☒	☒	☒	☒
LMDC Certificate (hospitals & clinics, only)	☐	☐	☒	☒
LMHPRA Certificate (drug stores & pharmacies, only)	☒	☐	☐	☐
Manufacturer's Authorization (auto & specialized equipment dealers, only)	☒	☐	☐	☐
Ministry of Justice Certificate (security firms, only)	☐	☐	☒	☒
MOH Certificate (restaurants & health NGOs, only)	☐	☐	☒	☒
MPW Construction Contractor Certificate (construction, supervision, & architecture firms, only)	☐	☒	☒	☐
Proof of Bank Account Signatory Authority in the form of a signed letter from the business' banker (Liberian-owned businesses, only)	☒	☒	☒	☒
Proof of Membership in a Professional Organization	☒	☒	☒	☒
Proof of Owner's Citizenship (Must be a government-issued identification that shows date of birth and citizenship. eg. Passport)	☒	☒	☒	☒
Recent Financial Statement (for the last year of operation)	☒	☒	☒	☒
Signed Company Representative Authorization by the Board /Members /Owners /Partners. (See last page of registration form.)	☒	☒	☒	☒
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.	☒	☒	☒	☒
Social Security Clearance	☒	☒	☒	☒
LRA Tax Clearance	☒	☒	☒	☒
Vehicle Registration & Insurance Certificates (car rental companies, only)	☐	☐	☐	☒
Warranty/After Sales (auto & specialized equipment dealers, only)	☒	☐	☐	☐

www.ppcc.gov.lr/vr

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