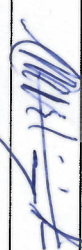

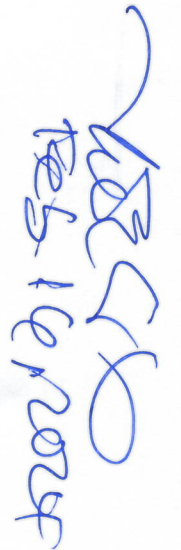


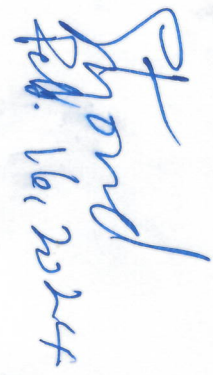
**NATIONAL IDENTIFICATION REGISTRY  
PROJECT PROCUREMENT PLAN (SBA/CORE BUDGET)  
SOURCE OF FUNDING: INTERNAL REVENUE  
FISCAL YEAR 2024**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
BASIC DATA			IMPLEMENTATION DATES			CONTRACT			ADVANCE			DELIVERY			ACCEPTANCE			
Item No	Package Number (CODE)	Contract PACKA	Business Activity Code	QTY	ESTIMATED COST USD	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ /DRAWING	PREP. OF BID DOCUMENT	PC APPROVAL-BID	BID INVITATION & RELEASE	BID SUBMISSION /PUBLIC	SUBMISSIO N OF BID EVALUATIO	PC APPROVAL-BID	CONTRACT AWARD& SIGNING	ADVANCE PAYMENT(M OBLIZATIO	DELIVERY, INSPECTION (SUBSTANT)	ACCEPTANCE & FINAL PAYMENT	
Planned	1	IFB No.:NIR/SBA/SS/001/24	Pre-Printed Cards	1 firm	\$110,000.00	SS	19-Feb-24	26-Feb-24	11-Mar-24	25-Mar-24	22-Apr-24	13-May-24	27-May-24	17-Jun-24	N/A	24-Nov-24	22-Dec-24	
Update																		
Actual																		
Planned	2	IFB No.:NIR/SBA/SS/002/24	Printers films/ Cartri dees)	1 firm	\$115,000.00	SS	19-Feb-24	26-Feb-24	11-Mar-24	25-Mar-24	22-Apr-24	13-May-24	27-May-24	17-Jun-24	N/A	22-Nov-24	20-Dec-24	
Update																		
Actual																		
Planned	3	IFB No.:NIR/SBA/RB/001/24	Petroleum Products	5,263.1 @ 4.75	\$ 25,000.00	RB	20-Feb-24	27-Feb-24	12-Mar-24	26-Mar-24	23-Apr-24	14-May-24	28-May-24	18-Jun-24	N/A	5-Nov-24	3-Dec-24	
Update																		
Actual																		
Planned	4	IFB No.:NIR/SBA/RB/002/24	Scratch Card/Injecti on)	1 firm	\$ 12,000.00	RB	21-Feb-24	28-Feb-24	13-Mar-24	27-Mar-24	24-Apr-24	15-May-24	29-May-24	19-Jun-24	N/A	6-Nov-24	4-Dec-24	
Update																		
Actual																		
Planned	5	IFB No.:NIR/SBA/NCB/001/24	Security Guard Service	1 firm	\$ 18,000.00	NCB	19-Feb-24	26-Feb-24	11-Mar-24	25-Mar-24	22-Apr-24	13-May-24	27-May-24	17-Jun-24	N/A	4-Nov-24	30-Dec-24	
Update																		
Actual																		
Planned	6	IFB No.:NIR/SBA/NCB/002/24	Printing & Binding Services	1 firm	\$ 25,000.00	NCB	21-Feb-24	28-Feb-24	13-Mar-24	27-Mar-24	24-Apr-24	15-May-24	29-May-24	19-Jun-24	N/A	14-Aug-24	4-Dec-24	
Update																		
Actual																		
<b>Total</b>						\$305,000.00												

Signed:  Date: 02-13-2024 Approved By:  Date: 2-13-2024

Mr. Momolu V. Sirlleaf/Procurement Director Hon. Andrew Peters/Executive Director

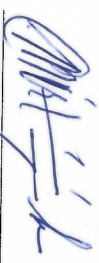
  
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Feb 16, 2024

  
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Feb. 16, 2024

**National Identification Registry  
Project Procurement Plan Explanatory Notes (SBA/Core Budget)  
Source of Funding: Internal Revenue  
Fiscal Year 2024**

Item No.	Contract package Code	Contract Package	Content of Contract Package
1.	IFB No.: NIR/SBA/SS/001/24	Pre-Printed Cards	This package is intended to procure around 200,000 specialized Pre-Printed Cards to be used for the next six(6) months. This amount will be taken from Other Specialized Materials and Services-Pre-Printed cards budget line of Internal Revenue.
2.	IFB No.: NIR/SBA/SS/002/24	Printers Ribbons/Films/Cartridge	This package is intended to procure around 1,000 Printer Ribbons/Films/Cartridge for use for the next six(6) months. This amount will be taken from Other Specialized Materials and Services-Cartridges budget line of Internal Revenue.
3.	IFB No.: NIR/SBA/RB/001/24	Petroleum Products	This package is intended to procure 5,263.1 gallons of fuel for the National Identification Registry vehicles, and generators at the rate of USD 4.75. This will be taken from both Vehicle and generator fuel & Lubricant's budget line of Internal Revenue.
4.	IFB No.: NIR/SBA/RB/002/24	Scratch Card(Injection)	This package is intended to hire a business entity to supply scratch cards/data bundles for the NIR to export customers' data to the Head Office and for the Registry operation. This amount will be taken from the Scratch Cards Budget line of Internal Revenue.
5.	IFB No.: NIR/SBA/NCB/001/24	Security Guard Service	This package is intended to hire a private security guard service for the NIR head office. This will be taken from the Security Guard Service budget line of Internal Revenue.
6.	IFB No.: NIR/SBA/NCB/002/24	Printing & Binding Services	This package is intended to hire a printing press to print and supply us with 20,000 application forms(new enrollment & renewal), and 4,000 receipt books. This will be taken from the budget line of Printing Binding and Publication Services of Internal Revenue.

Signed by:



Mr. Momolu V. Sirleaf  
Procurement Director

Date:

02/13/2024

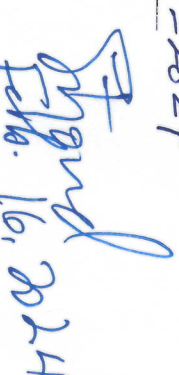
Approved by:



Hon. Andrew Peters  
Executive Director

Date

2-13-2024

## National Identification Registry (NIR)

Allison Street, Congo Town

Monrovia, Liberia

**Projected Internal Budget FY 2024**

Budget Code	Budget line	NIR	Total Spending Plan	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	De
221209	Scratch Cards(Injection) - field enrollment	12,000	12,000	2,000	2,000	2,000	2,000	2,000	2,000						
221401	Fuel and Lubricants - Vehicle	\$ 15,000	15,000	2,500	2,500	2,500	2,500	2,500	2,500						
221402	Fuel and Lubricants - Generators	\$ 10,000	10,000	1,666.67	1,666.67	1,666.67	1,666.67	1,666.67	1,666.67						
221603	Printing, Binding and Publication Services	25,000	25,000	-	-	10,000	-	-	5,000			5,000		5,000	
221811	Other Specialized Materials and Services- Pre Printed Cards	110,000	110,000	-	50,000	-	-	60,000	-						
221811	Other Specialized Materials and Services- Cartridges	115,000	115,000	-	50,000	-	50,000	-	15,000						
222113	Security Guard	18,000	18,000	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	
	<b>Total</b>	<b>305,000</b>	<b>305,000</b>	<b>7,667</b>	<b>107,667</b>	<b>17,667</b>	<b>57,667</b>	<b>67,667</b>	<b>27,667</b>	<b>1,500</b>	<b>1,500</b>	<b>6,500</b>	<b>1,500</b>	<b>6,500</b>	<b>1</b>

Prepared by: \_\_\_\_\_

Rolando K. Wohel  
**Comptroller**

Approved by: \_\_\_\_\_

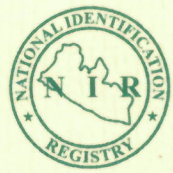
Andrew Peters  
**Executive Director**



Republic of Liberia

# NATIONAL IDENTIFICATION REGISTRY

ALLISON STREET, CONGO TOWN, BEHIND YWCA COMPOUND



Office Of The Executive Director

NIR/RL/ED/164/317/24

February 13, 2024

Hon. Bodge Scott Johnson  
**Chief Executive Officer**  
Public Procurement & Concessions Commission  
Executive Mansion Ground, Capitol Hill  
Monrovia, Liberia

Dear Hon. Johnson,

I present our sincere compliments and kindly request your approval for the attached Project Procurement Plan of the National Identification Registry (NIR) for the fiscal year 2024.

We also request approval for sole Source procurement methods enshrined in the PPCC restated Act of 2010 for this procurement process for Pre-printed cards and film/ribbons for the printing of National Identification Cards. The following are the reasons for our request:

1. For additional deliveries of goods by the original supplier as the extension of existing goods where a supplier change would compel the entity to procure goods not meeting the requirements of already existing goods.
2. The supplier already has the approved design including all security features associated with the National ID Cards. We want to maintain the unique and secure nature while avoiding duplication/compromise.
3. To avoid the risk of violence from customers whose data has been collected and processed but are yet to receive their ID cards due to a shortage of cards and ribbons.

Thank you for your kind consideration, and please accept sentiments of my highest esteem!

Sincerely yours,

Hon. Andrew Peters  
Executive Director



Received  
Theophilus S.B. Kollie  
Feb. 15, 2024  
Time: 1:11 PM



REPUBLIC OF LIBERIA

**PUBLIC PROCUREMENT & CONCESSIONS COMMISSION**

EXECUTIVE MANSION GROUNDS, CAPITOL HILL, MONROVIA, LIBERIA

WEBSITE: [www.ppcc.gov.lr](http://www.ppcc.gov.lr) EMAIL: [info@ppcc.gov.lr](mailto:info@ppcc.gov.lr) PHONE SHORT CODE: 4357 Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Ref. PPCC/RL/CEO/030/'23

February 22, 2024

Hon. Andrew Peters  
**EXECUTIVE DIRECTOR**  
National Identification Registry  
Republic of Liberia

Dear Hon. Peters:

Subject RECEIPT AND APPROVAL OF THE NATIONAL IDENTIFICATION REGISTRY SPECIAL PROJECT PROCUREMENT plan (SBA/CORE BUDGET) AND THE USE OF SOLE SOURCE METHOD FOR EXTENSION OF CONTRACT – FISCAL 2024

We present compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the National Identification Registry submission of its Special Project Procurement Plan (SBA/Core Budget) and the use of the Sole Source method of procurement. The Commission has received and approves the NIR Special Project Procurement Plan for Fiscal Year 2024 in accordance with **Section 40** (2 & 3) of the PPCA, 2010, and informs the NIR that this Procurement Plan will be duly forwarded to the Ministry of Finance and Development Planning (MFDP), and that the MFDP will process allotments in keeping with the approved Procurement Plans. Additionally, the Commission grants a "**No Objection**" for the NIR to use the sole source method to extend a contract for the supply of the 'goods' as indicated by the NIR.

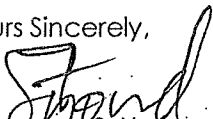
The Commission counsels that you observe Section 40(5) of the PPCA, 2010 which states "each Procuring Entity, shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in its plan. An updated procurement plan shall accompany said notice to the Commission."

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

The Public Procurement and Concessions Commission admonishes and deems it a priority that you remain **primarily** in compliance with the PPCA, 2010, as we jointly aspire to achieve transparency, accountability, fairness, equality and ultimately public confidence in our procurement and concessions processes.

Best regards.

Yours Sincerely,

  
Stevenson S. Yond  
**OFFICER IN CHARGE**

Regulating Procurement Compliance for National Development