



REPUBLIC OF LIBERIA

PUBLIC PROCUREMENT & CONCESSIONS COMMISSION

EXECUTIVE MANSION GROUNDS, CAPITOL HILL, MONROVIA, LIBERIA

WEBSITE: www.ppcc.gov.lr EMAIL: info@ppcc.gov.lr PHONE SHORT CODE: 4357 Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Ref. **PPCC/RL/CEO/0211/25'**

January 28, 2025

Capt. Moses K. Weefur

COMMISSIONER

Aircraft Accident Investigation Bureau
Republic of Liberia

Dear Capt. Weefur:

Subj: **APPROVAL OF ANNUAL PROCUREMENT PLAN FOR FISCAL YEAR 2025**

We present our compliments and wish to acknowledge receipt of your communication which sought the approval of the Commission for the Aircraft Accident Investigation Bureau (AAIB) Annual Procurement Plan. Following a thorough review, the Commission hereby approves the AAIB annual procurement plan for the fiscal year 2025 in accordance with **Section 40 (3)** of the PPCA, 2010. The Commission further informs the AAIB that the 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 plan.

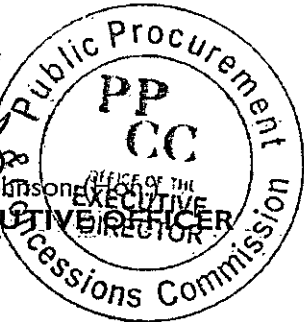
The Commission counsels that you observe **Section 40 (5) of the PPCA, 2010**, which states "each Procuring Entity, shall, quarterly and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in its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

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

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

Sincerely yours,

Bodner Scott Johnson
CHIEF EXECUTIVE DIRECTOR





REPUBLIC OF LIBERIA

Aircraft Accident Investigation Bureau

James Spriggs Payne Airport
Sinkor, Monrovia, Liberia (+231-886-109-813)
Email: weefurmoses@gmail.com / weefurmoses@yahoo.com

REF #: AAIB/CEO/1/22/25/001

January 22, 2025

Hon. Bodger Scott Johnson
EXECUTIVE DIRECTOR
Public Procurement and Concession Commission
Executive Mansion Ground
Monrovia, LIBERIA

Dear Hon. Johnson:

Re: Submission of Fiscal Year 2025 Procurement Plan for approval

I present my compliments and wish to submit the Aircraft Accident Investigation Bureau's (AAIB) Fiscal Year 2025 procurement plan consistent with **Section 40** of the restated Public Procurement and Concession Act of 2010. Additionally, we have also listed below the structure of our Procurement Committee and Unit.

Members of the procurement Committee:

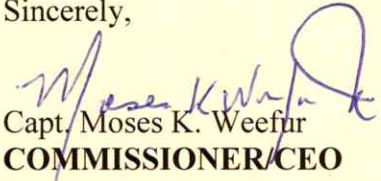
Captain Moser K. Weefur (Commissioner/CEO)	Chairman, Procurement Committee
Hon. Abraham T. Simmons (Executive Director)	Member
Mr. Robert F. Morris (Director for Operations)	Member
Mrs. Miatta M. Jones (Chief Accountant)	Member
Mrs. Onikeh S. Jackson (Director for HR/Administration)	Member
Jestina V. Kollie (Director of Procurement)	Secretary and non-voting member

Members of the Procurement Unit:

Jestina V. Kollie	Procurement Director
Henneson Q. Venn	Procurement Officer

As I look forward to your timely response, please accept the assurances of my highest esteem.

Sincerely,


Capt. Moses K. Weefur
COMMISSIONER/CEO

Received
Theophilus S. B. Kollie
January 23, 2025
Time: 2:14 pm

**AIRCRAFT ACCIDENT INVESTIGATION BUREAU
PROCUREMENT PLAN (NON-SBA CORE BUDGET)
Source of funding: GOL NATIONAL BUDGET
Fiscal Year: 2025**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
	ITEM NO.	BASIC DATA						IMPLEMENTATION DATES												REMARKS
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE (S)	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PPC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PPC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT		
PLANNED	1	IFB No: AAIB/RFQ/001/25	Stationery	G4761	Assorted	5,000	RFQ	12/31/24	1/10/24	1/17/25	1/20/25	2/5/25	2/12/25	2/19/25	2/25/25	N/A	3/4/25	12/30/25		
UPDATE																				
ACTUAL																				
PLANNED	2	IFB No: AAIB/RFQ/002/25	Computer Supplies	G4741	Assorted	5,000	RFQ	12/31/24	1/10/24	1/17/25	1/20/25	2/5/25	2/12/25	2/19/25	2/25/25	N/A	3/4/25	12/30/25		
UPDATE																				
ACTUAL																				
PLANNED	3	IFB No: AAIB/RFQ/003/25	Office Materials and Consumables	G4741	Assorted	4,000	RFQ	12/31/24	1/10/24	1/17/25	1/20/25	2/5/25	2/12/25	2/19/25	2/25/25	N/A	3/4/25	12/30/25		
UPDATE																				
ACTUAL																				
Sub Total						14,000														

Prepared by:

J. V. Kollie

**Jestina V. Kollie
Procurement Director**

Moses K. Weefur
1/27/25

Approved by:

Moses K. Weefur

**Capt. Moses K. Weefur
Commissioner/ Chair. Proc. Committee**

Date:

Jan 22, 2025



**AIRCRAFT ACCIDENT INVESTIGATION BUREAU
PROCUREMENT PLAN (NON-SBA CORE BUDGET)
Source of funding: GOL NATIONAL BUDGET
Fiscal Year: 2025**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
	ITEM NO.	BASIC DATA						IMPLEMENTATION DATES												REMARKS
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE (S)	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PPC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION /PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PPC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT		
PLANNED	4	IFB No: AAIB/RB/001/25	Vehicle Purchase	G4510	1 Firm	45,000	RB	12/31/24	1/10/24	1/17/25	2/6/25	2/27/25	3/6/25	3/13/25	3/20/25	N/A	4/17/25	12/30/25		
UPDATE																				
ACTUAL																				
Sub Total						45,000														
Grand Total						59,000														

Prepared by: J. V. Kollie
Jestina V. Kollie
 Procurement Director

Approved by: Moses K. Weefur
Capt. Moses K. Weefur
 Commissioner/ Chair. Proc. Committee

Date: Jan 27, 2025

[Signature]
 1/27/25

[Signature]
 1/28/25

**AIRCRAFT ACCIDENT INVESTIGATION BUREAU
PROCUREMENT PLAN EXPLANATION NOTE (NON-SBA CORE BUDGET)
Fiscal Year: 2025**

No.	Contract Package Code	Contract Package	Content of Contract Package
1	IFB No: AAIB/RFQ/001/25	Stationery	This contract package is intended to purchase A.728—4pieces, B.05A--- 2pieces, C.61/61--- 4pieces, D. Canon T---2pieces, E.1133---1piece, F.A4---20cartoons, G. Legal Paper---5cartoons, H. Manila Folder---5 boxes, I.305A---2pieces, J. Staple Machine---5pieces, K. Staple Pin--- 10boxes, etc. From the Budget Line Stationery
2	IFB No: AAIB/RFQ/002/25	Computer Supplies	This contract package is intended to Purchase assorted computer peripheral items such as memory cards, external hard drive, wireless mouse, blank disc and some other material for direct office use. From the Budget Line Computer Supplies and ICT Services
3	IFB No: AAIB/RFQ/003/25	Office Materials and Consumables	This contract package is intended to Purchase assorted office material such as Office Desks, Office Chairs, Desk Organizers, Mouse Pads Dustbins, Cleaning Spray and some other material for direct office use. From the Budget Line Other Office Mat. and Consumables.
4	IFB No: AAIB/NCB/001/25	Transport Equipment-Vehicle	This contract package is intended to purchase one SUV for the office of the commissioner. From the Budget Line Transport Equipment-Vehicle

Prepared by: J. V. Kollie
Jestina V. Kollie
 Procurement Director

[Signature]
 1/27/25

Approved by: Capt. Moses K. Weefur
Capt. Moses K. Weefur
 Commissioner/ Chair. Proc. Committee

Date: Jan 22, 2025



**AIRCRAFT ACCIDENT INVESTIGATION BUREAU
PROCUREMENT PLAN (SBA)
Source of funding: GOL NATIONAL BUDGET
Fiscal Year: 2025**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
ITEM NO	BASIC DATA							IMPLEMENTATION DATES												REMARKS
	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE (S)	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PPC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION /PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PPC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT			
PLANNED	1	IFB No: AAIB/SBA/RB/001/25	Petroleum Products	G4661	3,000gals @ \$5.00 per gal	15,000	RB	12/31/24	1/10/24	1/17/25	2/6/25	2/27/25	3/6/25	3/13/25	3/20/25	N/A	4/17/25	12/30/25		
UPDATE																				
ACTUAL																				
PLANNED	2	IFB No: AAIB/SBA/RB/Q/001/25	Cleaning Materials	G4773	Assorted	3,000	RFQ	12/31/24	1/10/24	1/17/25	1/20/25	2/5/25	2/12/25	2/19/25	2/25/25	N/A	3/4/25	12/30/25		
UPDATE																				
ACTUAL																				
PLANNED	3	IFB No: AAIB/SBA/RB/Q/002/25	Repair & Maint. Vehicle	G4520	1 Firm	4,000	RFQ	12/31/24	1/10/24	1/17/25	1/20/25	2/5/25	2/12/25	2/19/25	2/25/25	N/A	3/4/25	12/30/25		
UPDATE																				
ACTUAL																				
SUB TOTAL						22,000														

Prepared by: J. V. Kollie
Jestina V. Kollie
 Procurement Director

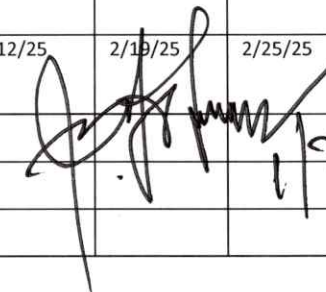

Approved by: Moses K. Weefur
Capt. Moses K. Weefur
 Commissioner/ Chair. Proc. Committee

Date: Jan 27, 2025


Moses K. Weefur
 1/27/25

**AIRCRAFT ACCIDENT INVESTIGATION BUREAU
PROCUREMENT PLAN (SBA)
Source of funding: GOL NATIONAL BUDGET
Fiscal Year: 2025**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
	ITEM NO.	BASIC DATA						IMPLEMENTATION DATES												REMARKS
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE (S)	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PPC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION /PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PPC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT		
PLANNED	4	IFB No: AAIB/SBA/RB/002/25	Repair Maintenance-Non-Resident Building	F4100	1 Firm	50,000	RB	12/31/24	1/10/24	1/17/25	2/6/25	2/27/25	3/6/25	3/13/25	3/20/25	N/A	4/17/25	12/30/25		
UPDATE																				
ACTUAL																				
PLANNED	5	IFB No: AAIB/SBA/RFQ/003/25	Repair Maint. Office Machinery & Equipment	C3312	1 Firm	4,000	RFQ	12/31/24	1/10/24	1/17/25	1/20/25	2/5/25	2/12/25	2/19/25	2/25/25	N/A	3/4/25	12/30/25		
UPDATE																				
ACTUAL																				
PLANNED	6	IFB No: AAIB/SBA/RFQ/004/25	Air Ticket	N7911	1 Firm	10,000	RFQ	12/31/24	1/10/24	1/17/25	1/20/25	2/5/25	2/12/25	2/19/25	2/25/25	N/A	3/4/25	12/30/25		
UPDATE																				
ACTUAL																				
Sub Total						64,000														

Prepared by: J. V. Kollie
Jestina V. Kollie
 Procurement Director

Approved by: Moses K. Weefur
Capt. Moses K. Weefur
 Commissioner/ Chair. Proc. Committee

Date: Jan 22, 2025

Handwritten notes:
 VSC
 1/22/25

**AIRCRAFT ACCIDENT INVESTIGATION BUREAU
PROCUREMENT PLAN (SBA)**

Source of funding: GOL NATIONAL BUDGET

Fiscal Year: 2025


1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
ITEM NO.	BASIC DATA							IMPLEMENTATION DATES												REMARKS
	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE (S)	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PPC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION /PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PPC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT			
PLANNED	7	IFB No: AAIB/SBA/RFQ/005/25	Vehicle Rental	H4922	1 Firm	2,500	RFQ	12/15/24	12/20/24	12/25/22	1/20/25	2/3/25	2/10/25	2/17/25	2/24/25	N/A	3/24/25	12/30/25		
UPDATE																				
ACTUAL																				
PLANNED	8	IFB No: AAIB/SBA/SS/001/25	Internet Connectivity	J6120	1 Firm	3,500	SS	12/15/24	12/20/24	12/25/22	N/A	N/A	N/A	2/17/25	2/24/25	N/A	3/24/25	12/30/25		
UPDATE																				
ACTUAL																				
Sub Total						6,000														
GRAND TOTAL						92,000														

Prepared by: J. V. Kollie
Jestina V. Kollie
 Procurement Director

Approved by: Moses K. Weefur
Capt. Moses K. Weefur
 Commissioner/ Chair. Proc. Committee

Date: Jan 23, 2025

[Handwritten signature]
 1/27/25

[Handwritten signature]


**AIRCRAFT ACCIDENT INVESTIGATION BUREAU
SBA PROCUREMENT PLAN EXPLANATION NOTE
Fiscal Year: 2025**

No.	Contract Package Code	Contract Package	Content of Contract Package
1	IFB No: AAIB/SBA/RB/001/25	Petroleum Product	This package is intended to Purchase 3,000gals Fuel through the Restricted Bid Method. From the Budget Lines Fuel and Lubricants Vehicles and Generator.
2	IFB No: AAIB/SBA/RFQ/001/25	Cleaning Materials	This contract package is intended for Procuring Detergents---100cartoons, Toilet Tissue---5sacs, C. Towels---5dozens, Brooms---10 pieces, Brushes---5pieces, Heavy Duty Gloves---100pieces, Chlora---10cartoons, Tide soap---10cartoon, etc. From the Budget Line Cleaning Materials and Services
3	IFB No: AAIB/SBA/RFQ/002/25	Vehicle Repair and Maintenance	This Contract Package is intended for servicing and Provision of Spare parts for our vehicles. From the Budget Line Repair and Maintenance-Vehicle
4	IFB No: AAIB/SBA/RB/001/25	Repair & Maintenance-Non-Residential Building	This contract package is intended to carry out renovation of AAIB main office building. From the Budget Line Repairs Maintenance Civil
5	IFB No: AAIB/SBA/RFQ/003/25	Repair Maintenance Office Machinery & Equipment	This contract package is intended for servicing and provision of spare parts for our Air conditioners, Printers and other Equipment. From the Budget Line Repair Maintenance Machinery and Equipment
6	IFB No: AAIB/SBA/RFQ/004/25	Air Ticket	This contract package is intended to procure the services of airline through ticketing for foreign travels. From the Budget Line Foreign Travel-Means of travel
7	IFB No: AAIB/SBA/RFQ/005/25	Vehicle Rental	This contract package is intended to procure the services of vehicle rental for domestic travels. The rental of 2 vehicles for 20days. From the Budget Line Domestic Travel-Means of travel
8	IFB No: AAIB/SBA/SS/001/25	Internet Connectivity	This contract package is drawn from the budget line Internet provider services. It is intended to paid internet bill to LIBTECO
9		Water & Sewer	The amount UD\$2,500 payment is made directly to single provide Liberia Water Sewer Corporation.

Prepared by:

J. V. Kollie
Jestina V. Kollie
 Procurement Director

Approved by:

Moses K. Weefur
Capt. Moses K. Weefur
 Commissioner/ Chair. Proc. Committee

Date:

Jan 27 2025


Approved
1/27/25