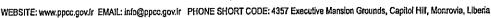
REPUBLIC OF LIBERIA

PUBLIC PROCUREMENT & CONCESSIONS COMMISSION

EXECUTIVE MANSION GROUNDS, CAPITOL HILL, MONROVIA, LIBERIA





Ref. PPCC/RL/CEO/0245/25'

February 4, 2025

Hon. Abraham Billy
DIRECTOR-GENERAL
Agricultural and Industrial Training Bureau
Monrovia, Liberia

Dear Hon. Billy:

Subj: APPROVAL OF ANNUAL PROCUREMENT PLAN FOR FISCAL YEAR 2025

We present our compliments and wish to acknowledge receipt of your communication dated January 29, 2025, which sought the approval of the Commission for Agricultural and Industrial Training Bureau (AITB) Annual Core and SBA Procurement Plan for 2025:

Following thorough review, the Commission hereby approves the Agricultural and Industrial Training Bureau Annual Procurement Plantfel fiscal year 2025 in accordance with Section 40 (3) of the PPCA, 2010, and informs Agricultural and Industrial Training Bureau that the procurement plantwill be duly forwarded to the Ministry of Finance and Development Planting (MFDP), and that the MFDP will process altotments in keeping with the approved procurement plant. 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. However, 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.

Sincerely your

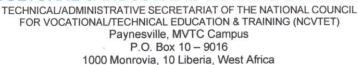
Bodgst Sott Johnson (Hon.)

CHIEF EXECUTIVE OFFICER

A A

REPUBLIC OF LIBERIA

AGRICULTURAL & INDUSTRIAL TRAINING BUREAU (AITB)





January 29, 2025

DIRECTOR
Public Procurement & Concessions Commission
Capitol Hill
Monrovia, Liberia

Dear Sir/Madam:

We present our compliments and write to submit to you, the Agricultural & Industrial Training Bureau's Procurement Plan for the Fiscal Year, January 1 - December 31, 2025.

We are also pleased to attach herewith copies of our Core Budget Cash Plan for FY-2025 as being required by the Public Finance Management (PFM) Act of 2009, Section 17, to facilitate your entity executes its statutory mandate of regulating our procurement related activities.

We are delighted to submit the names and/or members of our Procurement Committee as well as members of the Procurement Unit for your perusal. They are as follows:

	Name	AITB's Position	PPCC's Position
1	Abraham Billy	Director General	Chairman
2	Alphanso P. Korto	Deputy Director Adm.	Member
3	Moses A. Kanneh	Finance Director	Member
4	Wesley D. M. Nyenatoh	Deputy Director Tech.	Member
5	Evelyn T. Flahn	Human Resource	Member
6	Jillue T. klafleh Jalah	Actg. Procurement Director	Secretary
Pro	ocurement Unit		
	Name	AITB's Position	PPCC's Position
1	Jillue T. Klafleh Jallah	Procurement Director	Chairman
2	Godfrey Cooper	Member	Member
4 5 6 Pro	Wesley D. M. Nyenatoh Evelyn T. Flahn Jillue T. klafleh Jalah ocurement Unit Name Jillue T. Klafleh Jallah	Deputy Director Tech. Human Resource Actg. Procurement Director AITB's Position Procurement Director	Member Member Secretary PPCC's Position Chairman

Thanks for the institutional guidance rendered to the Bureau as well as the Local Vendors Policy being engendered by your entity for the up-liftment of our citizenry.

Kind regards,

Abraham Billy

Director General, AITB

abebilly24@gmail.com/+231777930000/886207625/778021429

Theophilms, B. Par Jan. 30,225

Email: agriindutrainbu18@gmail.com

AGRICULTURAL AND INDUSTRIAL TRAINING BUREAU (AITB) PROCUREMENT PLAN: SBA CORE BUDGET SOURCE OF FUNDING: GOL National Budget Fiscal Year:2025

4	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
			BASIC DATA								-		IMPLEMENT	ATION DATE	S				
	Item No.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINES S ACTIVIT Y CODE	QTY	ESTIMATED COST (USD)	PROCU REMEN T METHO D	TECHNICAL SPECS/BOQ/ DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL BID DOC/TECH SPECS	BID INVITATIO N & RELEASE OF BID DOC	BID SUBMISSI ON/PUBLI C OPENING	SUBMISSIO N OF BID EVALUATIO N REPORT	RID.	AWARD &		DELIVERY, INSPECTION (SUBSTANTIA L COMPLETION	ACCEPTAN	. REMARKS
PLANNED	1	IFB No: AITB/SBA/RB/001/25	Petroleum Product (Fuel & Gasoline)	G4661	4358.1 gals	17,000.00	RB	16-Jan-25	23-Jan-25	28-Jan-25	4-Feb-25	12-Feb-25	20-Feb-25	27-Feb-25	9-Mar-25	N/A	30-Dec-25	30-Dec-25	
UPDATE																			
ACTUAL																			
PLANNED	2	IFB No: AITB/SBA/RFQ/001/25	Repair & Maintenance Vehicle	G4520	1 Firm	5,500.00	RFQ	16-Jan-25	23-Jan-25	28-Jan-25	4-Feb-25	12-Feb-25	20-Feb-25	27-Feb-25	9-Mar-25	N/A	30-Dec-25	30-Dec-25	
UPDATE												-		-		N/A			_
ACTUAL				-						-	+	-				IN/A		-	
PLANNED	3	IFB No: AITB/SBA/RFQ/002/25	Repair & Maintenance Generator	C3314	ASSORTED	1,800.00	RFQ	16-Jan-25	23-Jan-25	28-Jan-25	4-Feb-25	12-Feb-25	20-Feb-25	27-Feb-25	9-Mar-25	N/A	30-Dec-25	30-Dec-25	
UPDATE																			
ACTUAL										-		-							
PLANNED UPDATE	4	IFB No/ AITB/SBA/RFQ/003/25	Printing & Binding Service	C1812	1 Firm	2,000.00	RFQ	16-Jan-25	23-Jan-25	28-Jan-25	4-Feb-25	12-Feb-25	20-Feb-25	27-Feb-25	9-Mar-25	N/A	30-Dec-25	30-Dec-25	
ACTUAL																			
PLANNED UPDATE	5	IFB No: AITB/SBA/RFQ/004/25	Print Media Service	J5813	2 Firms	5,000.00	RFQ	16-Jan-25	23-Jan-25	28-Jan-25	4-Feb-25	12-Feb-25	20-Feb-25	27-Feb-25	9-Mar-25	N/A	30-Dec-25	30-Dec-25	
ACTUAL			Sub-Total			31,300.00													
			Grant Totral			100,280.00													

PREPARED BY PALLUE TE TOUCH

Jillue T. Klafleh Jallah

PROCUREMENT DIRECTOR

Date: JANUARY, 2025

APROVED BY:

DIRECTOR GENERAL/COMMITTEE CHAIR
Abraham Billy

AGRICULTURAL AND INDUSTRIAL TRAINING BUREAU (AITB) PROCUREMENT PLAN: 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
			BASIC D	DATA									IMPLEMENT	ATION DATE	S				
	Item No.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINES S ACTIVIT Y CODE	QTY	ESTIMATED COST (USD)	PROCU REMEN T METHO D	TECHNICAL SPECS/BOQ/ DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATIO N & RELEASE OF BID DOC	BID SUBMISSI ON/PUBLI C OPENING	EVALUATIO N DEPORT	PC APPROVAL - BID EVALUATIO N REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZAT ION)	(SUBSTANTIA	CE & FINAL	
LANNED	6	IFB No: AITB/SBA/RFQ/005/25	Electronic Media Service	J5813	2 Firms	3,000.00	RFQ	16-Jan-25	23-Jan-25	28-Jan-25	4-Feb-25	12-Feb-25	20-Feb-25	27-Feb-25	9-Mar-25	N/A	30-Dec-25	30-Dec-25	
JPDATE																			
ACTUAL																			
LANNED JPDATE ACTUAL	8	IFB No: AITB/SBA/RFQ/006/25	Hall Rental	L6810	3 Firms	3,000.00	RFQ	16-Jan-25	23-Jan-25	28-Jan-25	4-Feb-25	12-Feb-25	20-Feb-25	27-Feb-25	9-Mar-25	N/A	30-Dec-25	30-Dec-25	
LANNED PDATE	9	IFB No: AITB/SBA/RB/002/25	Event Catering	15621	Firm(s)	16,000.00	RB	16-Jan-25	23-Jan-25	28-Jan-25	4-Feb-25	18-Feb-25	4-Mar-25	11-Mar-25	21-Mar-25	N/A	30-Dec-25	30-Dec-25	
CTUAL			Sub-Total			22,000.00													
			Grand Total			180,000.00													

PREPARED BY Jelle T. K. Jallah
Jillue T. Klafleh Jallah
PROCUREMENT DIRECTOR

Date: JANUARY, 2025

APROVED BY:
DIRECTOR GENERAL COMMITTEE CHAIR
Abraham Billy

SBA CORE BUDGET PROCUREMENT PLAN EXPLANATION NOTE

For Fiscal Year: JANUARY 2025

Item No	Contract Package Code	Contract Package	Explanation Note
1	IFB No: AITB/SBA/RB/001/25	Petroleum Product (Fuel & Gasoline)	This contract package is drawn from the budget lines Fuel and Lubricant Generators and Vehicles, which shall be used to procure fuel and gasoline for the entity's vehicles and generators. Petroleum products will be procured through coupons.
2	IFB No: AITB/SBA/RFQ/001/25	Repair and Maintenance Vehicle	AITB will procure repairs and maintenance services including replacement vehicle spare and servicing parts for AITB assigned vehicles in Monrovia and other parts of Liberia.
3	IFB No: AITB/SBA/RFQ/002/25	Repair and Maintenance Generator	This contract package is drawn from the budget line Repair & Maintenance Generator and it is intended to hire a service provider to repair and maintain the Bureau's generators.
4	IFB No: AITB/SBA/RFQ/003/25	Printing and Binding services	The contract package is drawn from the budget line Printing, Binding and Publication Services and it is intended to hire a service provider to print and bind reports, policies, etc for the Bureau.
5	IFB No: AITB/SBA/RFQ/004/25	Print Media Services	The contract package is drawn from the budget line Printing, Binding and Publication Services and it is intended to hire a service provider to publish IFB, REOI, IPQ, etc.
6	IFB No: AITB/SBA/RFQ/005/25	Electronic Media Service	This contract package is intended to be use for Jingle, media articles, website developer, talkshow host etc. The budget is drown from the Budget Line Printing, Binding and Publication.
7	IFB No: AITB/SBA/RFQ/006/25	Hall Rental	The contract package is intended for hall rental in various counties as we carry on the training, This Budget is drawn from the Budget Line Workshop, Conferences, Symposia and Seminars.
8	IFB No: AITB/SBA/RB/002/25	Event Catering	The contract package is intended for catering for participants and supervisors within various events. This Budget is drawn from the Budget Line Workshop, Conferences, Symposia and Seminers.

PREPARED BY: Tillue T- C Jallah

Jillue T. Klafleh Jallah

PROCUREMENT DIRECTOR

Date: JANUARY, 2025

APROVED BY:

DIRECTOR GENERAL/COMMITTEE CHAIR

Abraham Billy

AGRICULTURAL AND INDUSTRIAL TRAINING BUREAU (AITB) PROCUREMENT PLAN: NON-SBA CORE BUDGET SOURCE OF FUNDING: GOL National Budget Fiscal Year: 2025

4	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	-		BASIC DATA	A					4		•		IMPLEMEN	TATION DATE	S				
	Item No.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINES S ACTIVIT Y CODE	QTY	ESTIMATED COST (USD)	PROCU REMEN T METHO D		DOCUMENT	PC APPROVAL BID DOC/TECH SPECS	RELEASE OF BID DOC	BID SUBMISSI ON/PUBLI C OPENING	EVALUATIO N REPORT	BID EVALUATIO N REPORT	SIGNING	(MOBILIZAT	DELIVERY, INSPECTION (SUBSTANTIA L COMPLETION	CE & FINAL PAYMENT	REMARK
LANNED	1	IFB No: AITB/RFQ/001/25	INTERNET CONNECTIVITY	J6120	1 Firm	2,000.00	RFQ	16-Jan-25	23-Jan-25	28-Jan-25	4-Feb-25	12-Feb-25	20-Feb-25	27-Feb-25	9-Mar-25	N/A	30-Dec-25	30-Dec-25	
IPDATE																-			
CTUAL											L					1			-
									Tag 1 as	100 1 05	14 5 4 05	10 5 - 1 05	00 5-1-05	107 Fab 05	10 Mar 05	I N/A	30-Dec-25	30-Dec-25	+
LANNED	2	IFB No: AITB/RFQ/002/25	Cleaning Materials	G4773	ASSORTED	6,000.00	RFQ	16-Jan-25	23-Jan-25	28-Jan-25	4-Feb-25	12-Feb-25	20-Feb-25	27-Feb-25	9-Mar-25	N/A	30-Dec-25	30-Dec-23	+
JPDATE				-											-	N/A	-		+
CTUAL			L													I N/A		-	
LANNED	3	IFB No: AITB/RFQ/003/25	Stationery	G4761	ASSORTED	6,000.00	RFQ	16-Jan-25	23-Jan-25	28-Jan-25	4-Feb-25	12-Feb-25	20-Feb-25	27-Feb-25	9-Mar-25	N/A	30-Dec-25	30-Dec-25	
JPDATE				-			-		-	-	-			-	-	-		-	
CTUAL				-							-				-	1			1
LANNED	4	IFB No: AITB/RFQ/004/25	Scratch Cards	J6190	996 pcs	4,980.00	RFQ	16-Jan-25	23-Jan-25	28-Jan-25	4-Feb-25	12-Feb-25	20-Feb-25	27-Feb-25	9-Mar-25	N/A	30-Dec-25	30-Dec-25	
JPDATE							-				-	-		-			 	-	
CTUAL				-			-		-	-	-			-		1	 		_
PLANNED	5	IFB No: AITB/NCB/001/25	Repairs & Maintenance - Non Residential Building	F4100	1 Firm	50,000.00	NCB	6-Jan-25	14-Jan-25	20-Jan-25	24-Jan-25	21-Feb-25	28-Feb-25	5-Mar-25	14-Mar-25	N/A	30-Dec-25	30-Dec-25	
JPDATE									-	-	-			+	-	_	-	-	+
ACTUAL	-		Sub-Total	+		68,980.00													

PREPARED BY: Pillue T. C. Tallah
Jillue T. Klafleh Jallah
PROCUREMENT DIRECTOR

Date: JANUARY, 2025

APROVED BY:
Abraham Billy
DIRECTOR GENERAL/COMMITTEE CHAIR

AGRICULTURAL AND INDUSTRIAL TRAINING BUREAU (AITB) PROCUREMENT PLAN: NON-SBA CORE BUDGET SOURCE OF FUNDING: GOL National Budget Fiscal Year: 2025

	2	2	A	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	2	3	BASIC DAT	A	-							97	IMPLEMENT	ATION DATE	S				
	Item No.	PACKAGE NUMBER (CODE)		BUSINES S ACTIVIT Y CODE	QTY	ESTIMATED COST (USD)	PROCU REMEN T METHO D	TECHNICAL SPECS/BOQ/ DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL BID DOC/TECH SPECS	BID INVITATIO N & RELEASE OF BID DOC	ON/PLIBLE	SUBMISSIO N OF BID EVALUATIO N REPORT	RID.	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZAT ION)	(SUBSTANTIA L COMPLETION	PAYMENT	REMARKS
LANNED	6	IFB No: AITB/RFQ/005/25	Office Furniture	G4659	ASSORTED	15,000.00	RFQ	16-Jan-25	23-Jan-25	28-Jan-25	4-Feb-25	12-Feb-25	20-Feb-25	27-Feb-25	9-Mar-25	N/A	30-Dec-25	30-Dec-25	
PDATE		II D No. AI DINI Grootize														1	-	-	
CTUAL											-								
LANNED PDATE	7	IFB No: AITB/RFQ/006/25	Educational Materials and Supplie	G4761	ASSORTED	12,024.00	RFQ	16-Jan-25	23-Jan-25	28-Jan-25	4-Feb-25	12-Feb-25	20-Feb-25	27-Feb-25	9-Mar-25	N/A	30-Dec-25	30-Dec-25	
CTUAL												-							
LANNED	8	IFB No: AITB/RB/002/25	Vehicle Purchase	G4510	3 units	80,000.00	RB	16-Jan-25	23-Jan-25	28-Jan-25	4-Feb-25	18-Feb-25	4-Mar-25	11-Mar-25	21-Mar-25	N/A	30-Dec-25	30-Dec-25	
CTUAL																			
			Sub-Total			107,024.00										-			
			Grand Total			287,024.00													

PREPARED BY Pillue T.C. Jallah
Jillue T. Klaffeh Jallah
PROCUREMENT DIRECTOR

Date: JANUARY, 2025

APROVED BY:
Abraham Billy
DIRECTOR GENERAL/COMMITTEE CHAIR



NON- SBA CORE BUDGET PROCUREMENT PLAN EXPLANATION NOTE

For Fiscal Year: JANUARY TO MARCH 2025

Item No	Contract Package Code	Contract Package	Explanation Note
. 1	IFB No: AITB/RFQ/001/25	Internet Connectivity	This contract package is intended to procure internet connectivity services for AITB during the FY 2025 and it is drawn from the budget line Internet provider Services.
2	IFB NO. AITB/SS/002/2025	Cleaning Materials	The AITB will procure Soap, Clorox, Dettol, Soft brooms, Towels, Dirt Tray, Tissue, Air Freshener, Floor Mops, etc against this Budget Line Clearninin Materials and Services.
3	IFB No: AITB/RFQ/003/25	STATIONERY SUPPLIES	This contract package is intended to procure office supplies for the Bureau from the Budget lines, Stationery, Workshops, Coferences and Supplies. !000 United States Dollars (USD) was added to procure more stationaries from the Budget Line Workshops, Conferences and Supplies.
4	IFB No: AITB/NCB/004/25	Scratch Cards	This contract package is intended to be used to procure 996 pcs @ 5USD of Scratch Cards for smooth communication with the Director General and his Deputies, Directors for various Departments, and their assistants.
5	IFB No: AITB/RFQ/005/25	Repair & Maintenance - Non Residential Building	This contract package is intended to renovate the entire building of the AITB and it is drawn from the Budget line Repair and Maintenance - Civil.
6	IFB No: AITB/RFQ/005/25	Office Furniture	This Budget amount shall be applied to procure office furnitures, it includes Executive Chairs, Desks, Carbinate ETC., it is draw from the budget line furniture & Fixture
7	IFB No: AITB/RFQ/006/25	Educational Materials and Supplies	This contract package is intended to procure Computers and Accessories for the smooth operation of the Bureau, from the Budget line Educational Materials and Supplies.
8	IFB No: AITB/RB/002/25	Vehicle Purchase`	The contract package is intended to purchase three vehicles for the Director General and his two deputies for the smooth operation of the AITB. The Budget is drawn from the Budget Line transportation Equipment.
	PREPARED BY: Juliue 7- K. J. Jillue T. Klafleh Jallah PROCUREMENT DIRECTOR Date: JANUARY, 2025	allah 488/2 214/2	Abraham Billy DIRECTOR GENERAL/COMMITTEE CHAIR DIRECTOR DIRECTOR

Agricultural and Industrial Training Bureau (AITB) CONSULTANCY PROCUREMENT PLAN (SBA CORE BUDGET) SOURCE OF FUNDING: GOL

FOR FISCAL YEAR 2025

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	ITEM NO.			BASIC	DATA						II	MPLEME	ENTATIO	ON DAT	ES				
										EXPRESSI(REQU	JEST FOR	PROPOS	ALS AND	APPROV	AL OF AV	VARD	
		PACKAGE	CONSULTAN	CNO. OF	EST. COST USD	SELECTION METHOD	PREP. OF TOR			SUBMISSION		PREPARATIO	PC	INVITATION	PROPOSAL	SUBMISSION	PC	CONTRACT	COMPLETION
		NUMBER	Y SERVICE	FIRMS/PER			& PC		CLOSING/OP		APPROVAL-	1	APPROVAL-	ON OF	SUBMISSION		APPROVAL	AWARD &	(FINAL
		(CODE)		SONS			APPROVAL				REPORT/SHO		FINAL TOR/RFP	PROPOSALS	& OPENING	TECHNICAL & FINANCIAL	EVALUATION	SIGNING	REPORT) AND PAYMENT
										STATE STATE	RTLIST	DOCUMENT	DOCUMENT			EVALUATION REPORT	REPORT		
		RFP NO. AITB/SBA/ RFP/001/2	Feacibility																
PLANNED	1	025	Studies	1 Firm	158,000	LCS	2-Dec-24	9-Dec-24	30-Dec-24	9-Jan-25	19-Jan-25	3-Feb-25	13-Feb-25	23-Feb-25	15-Mar-25	4-Apr-25	14-Apr-25	24-Apr-25	30-Dec-23
UPDATE																			
ACTUAL																			
Grand	Total				158,000.00														

PREPARED BY: Jillue T. K. Jallah
Jillue T. K. Jallah

PROCUREMENT DIRECTOR

Date: JANUARY, 2025

APROVED BY: Abraham Billy

DIRECTOR GENERAL/COMMITTEE CHAIR



REPUBLIC OF LIBERIA



Agricultural and Industrial Training Bureau (AITB) CONSULTANCY PROCUREMENT PLAN (SBA CORE BUDGET) SOURCE OF FUNDING: GOL FOR FISCAL YEAR 2025

Item No	Contract Package Code	Contract Package	Explanation Note
1	RFP NO. AITB/SBA/RFP/001/2025		This contract package is intended to hire consultancy services to conduct TVET related studies for AITB during the FY 2025 and it is drawn from the budget line Feasibility Studies/Surveys.

PREPARED BY: Silve T. C. Jallah

Jillue T. Klafleh Jallah

PROCUREMENT DIRECTOR

Date: JANUARY, 2025

APPROVED:

Abraham Billy

DIRECTOR-GENERAL/AITB

Date: JANUARY, 2025



Procurement Department