



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/0257/25'**

February 6, 2025

Hon. D. Nelson Bearngar
DIRECTOR GENERAL

Center for National Documents and Records Agency
12th Street, Sinkor
Republic of Liberia

Dear Hon. Bearngar:

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

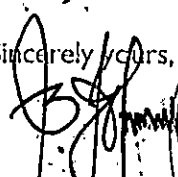
We present our compliments and wish to acknowledge receipt of your communication which sought the approval of the Commission for the Center for National Documents and Records Agency (CNDRA) Annual Procurement Plan. Following a thorough review, the Commission hereby approves the CNDRA annual procurement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

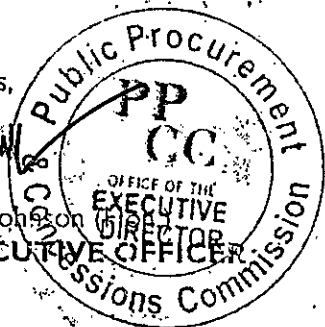
The Commission counsels that you observe **Section 40 (5) of the PPCA, 2010**, which states "*each Procuring Entity, shall, quarterly and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in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


Rodger Scott Johnson
CHIEF EXECUTIVE OFFICER



Regulating Procurement Compliance for National Development

**CENTER FOR NATIONAL DOCUMENTS & RECORDS AGENCY
NATIONAL ARCHIVES BUILDING
12TH STREET SINKOR
MONROVIA, LIBERIA**



Office of the Director General



January 28, 2025

Hon. Bodger Scott Johnson
EXECUTIVE DIRECTOR
Public Procurement and Concessions Commission (PPCC)
Executive Mansion Grounds, Capitol Hill
Republic of Liberia

Dear Hon. Johnson:

On behalf of the National Archives, I present my complements and wish to kindly submit our Annual Procurement Plan for Fiscal Year 2025 for your perusal and subsequent approval as enshrined in section 40 of the Public Procurement and Concessions Act of 2010, which provides for Procuring Entities in accordance to its approved programs, to prepare an annual Procurement Plan for goods, works and services.

Kindly find attached in addition to this plan, our Spending Plan, Explanatory Notes, List of the Procurement Committee Members and Procurement Unit and the attached Budget Spread for your consideration.

Our offices remain open for any further clarity/information where necessary. Meanwhile, we look forward to your support as we together strive to attain transparency and accountability in our procurement processes for the advancement of the ARREST-AGENDA.

Sincerely,


Hon. D. Nelson Bearngar
DIRECTOR GENERAL



Received:
Theophilus S.B. Kollie
Jan. 28, 2025
Time: 12:43pm

CENTER FOR NATIONAL DOCUMENTS AND RECORDS AGENCY/NATIONAL ARCHIVES

ANNUAL PROCUREMENT PLAN (SBA)

Source of Funding: GOL & INTERNAL REVENUE BUDGET

FISCAL YEAR: 2025

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
ITEM NO.	BASIC DATA							IMPLEMENTATION DATES										
	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	VENDOR'S BUSINESS REGISTRATION CODE	QTY	ESTIMATE D COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL BID DOC/TECH SPEC	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBOLIZATION)	DELIVERY INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	
PLANNED	1	IFB NO. CNDRA/NCB/SBA/001/25	Stationery	G4761	ASSORTED	61,408.00	NCB	01/24/25	01/31/25	02/07/25	02/14/25	03/14/25	03/21/25	03/28/25	04/04/25	N/A	12/19/25	12/31/25
UPDATE																		
ACTUAL																		
PLANNED	2	IFB NO. CNDRA/RFQ/SBA/001/25	Cleaning Materials	G4773	ASSORTED	1,200.00	RFQ	01/24/25	01/31/24	02/07/25	02/14/25	02/28/25	03/07/25	03/14/25	03/21/25	N/A	12/19/25	12/31/25
UPDATE																		
ACTUAL																		
PLANNED	3	IFB NO. CNDRA/RFQ/SBA/002/25	Vehicle rental	H4922	1 FIRM	7,500.00	RFQ	01/24/25	01/31/24	02/07/25	02/14/25	02/28/25	03/07/25	03/14/25	03/21/25	N/A	12/19/25	12/31/25
UPDATE																		
ACTUAL																		
PLANNED	4	IFB NO. CNDRA/RFQ/SBA/003/24	Repair Maint. Civil	F4100	1 Firm	9,000.00	RFQ	01/24/25	01/31/25	02/07/25	02/14/25	02/28/25	03/07/25	03/14/25	03/21/25	N/A	12/19/25	12/31/25
UPDATE																		
ACTUAL																		
PLANNED	5	IFB NO. CNDRA/RFQ/SBA/004/25	Refuse Collection	E3811	1 Firm	1,865.00	RFQ	01/24/25	01/31/25	02/07/25	02/14/25	02/28/25	03/07/25	03/14/25	03/21/25	N/A	12/19/25	12/31/25
UPDATE																		
ACTUAL																		
PLANNED	6	IFB NO. CNDRA/RFQ/SBA/005/25	Air Ticket	N7911	1 Firm	9,750.00	RFQ	02/05/25	02/12/25	02/19/25	02/26/25	03/12/25	03/19/25	03/26/25	04/04/25	N/A	12/19/25	12/31/25
UPDATE																		
ACTUAL																		
					SUB-TOTAL	90,723.00												

Prepared by: _____



James A. Fahnbueh / Procurement Director

Handwritten signature and date:
2/5/25

Approved By: _____



D. Nelson Bearngar / Director General / Chairman Proc. Committee

Date: _____

Jan. 28, 2025



CENTER FOR NATIONAL DOCUMENTS AND RECORDS AGENCY/NATIONAL ARCHIVES

ANNUAL PROCUREMENT PLAN (SBA)

Source of Funding: GOL & INTERNAL REVENUE BUDGET

FISCAL YEAR: 2025

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19		
	ITEM NO.	BASIC DATA						IMPLEMENTATION DATES												
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	VENDOR'S BUSINESS REGISTRATION CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL BID DOC/TECH SPEC	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBOLIZATION)	DELIVERY INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT		
PLANNED	7	IFB NO. CNDRA/RFQ/SBA/006/25	Security Guard Service	N8010	1Firms	8,000.00	RFQ	01/24/25	01/31/25	02/07/25	02/14/25	02/28/25	03/07/25	03/14/25	03/21/25	N/A	12//19/25	12/31/25		
UPDATE																				
ACTUAL																				
PLANNED	8	IFB NO. CNDRA/RFQ/SBA/007/25	Scratch cards	J6190	Assorted	7,250.00	RFQ	01/14/25	01/21/25	01/28/25	02/04/25	02/18/25	02/25/25	03/04/25	03/11/25	N/A	12//19/25	12/31/25		
UPDATE																				
ACTUAL																				
					Sub. Total:	15,250.00														
					Grand TOTAL:	105,973.00														

Prepared by: _____

James A. Fahrhulch / Procurement Director



WSSD
2/5/25

Approved By: _____

D. Nelson Bearngar / Director General / Chairman Proc. Committee



Date: _____

Jan. 28, 2025



CENTER FOR NATIONAL DOCUMENTS AND RECORDS AGENCY CNDRA/NATIONAL ARCHIVES

Explanatory Notes (SBA)

Source of Funding: GOL & INTERNAL REVENUE BUDGET

Fiscal Year: 2025

Item No.	Contract Package Code	Contract Package	Contract Description
1	IFB NO. CNDRA/NCB/SBA/001/25	STATIONERY	This contract package will be applied to procuring assorted (Stationery items & Inks) such as: pens, manila folders, certificate cards, paper glue, A4 paper, legal paper, (INKS) 305A, 05A, 951 & 950, 737, flip charts, note pads, white boards, white board makers, board erasers etc
2	IFB NO. CNDRA/RFQ/SBA/001/25	CLEANING MATERIALS	THIS LINE ITEM IS APPLIED TO THE PURCHASE OF TISSUES SOAP, NAPKIN, STOWELS, GLOVES, DESK POLISH ETC FOR THE AGENCY.
3	IFB NO. CNDRA/RFQ/SBA/002/25	CAR RENT	This contract package will be applied to renting cars for 10 days local travel to rural areas. Contract from the budget line domestic Means of Travel.
4	IFB NO. CNDRA/RFQ/SBA/003/25	REPAIR MAINT. CIVIL	This line item is for small renovation works on the CNDRA 12 th Street Facility and Ashmun Street both of whom are non-residential assets. We intend buying paint, wood, plumbing accessories ect.
5	IFB NO. CNDRA/RFQ/SBA/004/25	REFUSE COLLECTION	Contracting a firm for collecting and controlling waste for two of our facilities.
6	IFB NO. CNDRA/RFQ/SBA/005/25	Air Ticket	This package is intended to acquire air ticket for foreign travel means; at least two (Air Ticket) is funded from budget line FOREIGN MEANS OF TRAVEL.
7	IFB NO. CNDRA/RFQ/SBA/006/25	Security Guard Service	This contract package will be applied to hiring a security guard firm to provide security services for the CNDRA Facilities in Monrovia, Nimba and Maryland Counties.
8	IFB NO. CNDRA/RFQ/SBA/007/25	Scratch cards	This contract package is intended to acquire SCRATCH CARDS with package amount 8,750.00 for operational purposes.
9	IFB NO. CNDRA/SS/SBA/001/25	WATER & SEWAGE	This contract package of US\$ 1,000.00 is applied to getting water and sewage services for the LWSC. This Contract Package is Single Source to LWSC because they are the only service provider.
10	IFB NO. CNDRA/SS/SBA/002/25	Electricity	Applied to getting electric power from LEC @ US\$ 16,000.00. Single source because they are the lone providers.

Prepared by: _____

James A. Fahnbulleh/ Procurement Director



WJS
2/5/25

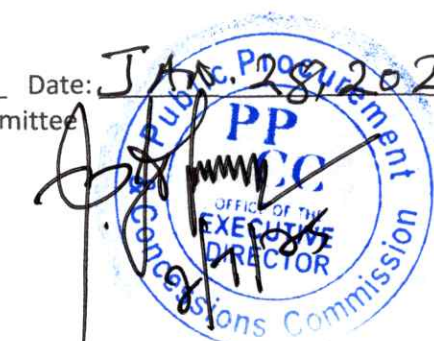
Approved By: _____

D. Nelson Bearngar/ Director General/Chairman Proc. Committee



Date: _____

JAN. 28, 2025



**CENTER FOR NATIONAL DOCUMENTS AND RECORDS AGENCY/NATIONAL ARCHIVES
ANNUAL PROCUREMENT PLAN (Non-SBA)**

Source of Funding: GOL & INTERNAL REVENUE BUDGET FISCAL YEAR: 2025

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
ITEM NO.	BASIC DATA								IMPLEMENTATION DATES									
	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	VENDOR'S BUSINESS REGISTRATION CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL BID DOC/TECH SPEC	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	
PLANNED	1	IFB NO. CNDRA/RB/001/25	Petroleum Products (Gasoline & diesel)	G4661	4,497.62 GALLONS @ 4.21 per gal.	18,935.00	RB	01/22/25	01/29/25	02/05/25	02/12/25	03/12/25	03/19/25	03/26/25	04/09/25	N/A	12/19/25	12/31/25
UPDATE																		
ACTUAL																		
PLANNED	2	IFB NO. CNDRA/NCB/001/25	IT Equipment & Accessories	G4741	ASSORTED	15,00.00	NCB	01/24/25	01/31/25	02/07/25	02/14/25	03/14/25	03/21/25	03/28/25	04/04/25	N/A	12/19/25	12/31/25
UPDATE																		
ACTUAL																		
PLANNED	3	IFB NO. CNDRA/RFQ/001/25	Vehicle spare parts	G4530	1 firm	2,500.00	RFQ	01/17/25	01/24/25	01/27/25	01/31/25	02/14/25	02/21/25	02/24/25	02/26/25	N/A	12/19/25	12/31/25
UPDATE																		
ACTUAL																		
PLANNED	4	IFB NO. CNDRA/SS/001/25	Internet Connectivity	J6120	1 Firm	5,000.00	SS	01/21/25	01/28/25	02/07/25	N/A	N/A	N/A	N/A	03/28/25	N/A	12/19/25	12/31/25
UPDATE																		
ACTUAL																		
PLANNED	5	IFB NO. CNDRA/RB/002/25	ICT services	J6202	1 Firm	30,700.00	RB	01/22/25	01/29/25	02/05/25	02/12/25	03/12/25	03/19/25	03/26/25	04/09/25	N/A	12/19/25	12/31/25
UPDATE																		
ACTUAL																		
PLANNED	6	IFB NO. CNDRA/RFQ/002/25	Office EQUIP.	G4759	Assorted	4,500.00	RFQ	01/24/25	01/31/25	02/07/25	02/14/25	02/28/25	03/07/25	03/14/25	03/21/25	N/A	12/19/25	12/31/25
UPDATE																		
ACTUAL																		
PLANNED	7	IFB NO. CNDRA/RFQ/003/25	REP/maint. Mech & equip, furniture	C3312	Assorted	4,500.00	RB	01/22/25	01/29/25	02/05/25	02/12/25	03/12/25	03/19/25	03/26/25	04/09/25	N/A	12/19/25	12/31/25
UPDATE																		
ACTUAL																		
PLANNED	8	IFB NO. CNDRA/NCB/002/25	Machinery and Equipment	G4659	10 units	150,000.00	NCB	01/24/25	01/31/25	02/07/25	02/14/25	03/14/25	03/21/25	03/28/25	04/04/25	N/A	12/19/25	12/31/25
UPDATE																		
ACTUAL																		
		Grand TOTAL:				231,135.00												

Prepared by: _____

James A. Fahnbullen/Procurement Director



WES
2/5/25

Approved By: _____

D Nelson Bearngar, Director General/Chairman Proc. Committee



Date: _____

Jan 28 2025



CENTER FOR NATIONAL DOCUMENTS AND RECORDS AGENCY CNDRA

Explanatory Notes (Non-SBA)

Source of Funding: GOL & INTERNAL REVENUE BUDGET

Fiscal Year: 2025

Item No.	Contract Package Code	Contract Package	Contract Description
1	IFB NO. CNDRA/RB/001/25	Petroleum Products	This Package will be used to acquire fuel for CNDRA's vehicles and Generators at an estimated cost of US\$ 4.21 per gallon. Said contract is from the contract package Fuel and Lubricant Vehicle and Generator.
2	IFB NO. CNDRA/NCB/001/25	IT Equipment & Accessories	The Agency intends to purchase switches, parts for server, internet cables and cabling services. From the contract package Computer Supplies parts and cabling.
3	IFB NO. CNDRA/RFQ/001/25	Vehicle spare parts	This package is applied to vehicle repair, services & SPARE PARTS (4pieces) Repair/Maint. vehicles
4	IFB NO. CNDRA/SS/001/25	Internet Connectivity	We will be hiring the services of LIBTELCO and we wish to apply this package to again procure Internet Services with LIBTELCO.
5	IFB NO. CNDRA/RB/002/25	ICT Services	This contract package will be applied to building, maintaining and upgrading CNDRA Customer Service Software Systems
6	IFB NO. CNDRA/RFQ/002/25	Office Equipment	We intend acquiring assorted office equipment such as A/Cs, ICE Boxes, Power shock Protectors ect.
7	IFB NO. CNDRA/RFQ/003/25	Rep/Maint./Mech. & Equip, Furniture	We intend carrying out major repairs on our standby generators, computers and furniture like desks, chairs, cabinets and sorting tables.
8	IFB NO. CNDRA/NCB/002/25	Machinery and Equipment	This contract package will be used to acquire power source generators for 10 of the Agency's Outstation Offices around the country.



Prepared By: _____

James A. Fahnbulleh/Procurement Director

Handwritten signature and date:
2/5/25

Approved by: _____

D. Nelson Bearngar/ Director General/Chairman Proc. Committee



date: _____

JAN 28, 2025



CENTER FOR NATIONAL DOCUMENTS AND RECORDS AGENCY/NATIONAL ARCHIVES

ANNUAL PROCUREMENT PLAN: Consultancy (Non-SBA)

Source of Funding: GOL /INTERNAL REVENUE 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							REQUEST FOR EXPRESSION OF INTEREST, IF APPLICABLE					REQUEST FOR PROPOSALS AND APPROVAL OF AWARD							
	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Vender Business registration code	NO. OF FRIMS/PERSONS	Estimated cost (USD)	Selection method	Prep. Of TOR & PC approval	Publication of REOI	REOI CLOSING/OPENING	Submission of evaluation	PC approval evaluation report/shortlist	Preparation & submission of REF document	PC approval Final TOR/RFP document	Invitation of proposal	Proposal submission and opening	Submission of Technical and Financial Evaluation Report	PC approval combined Evaluation report	Contract award & signing	Completion Final Report & Payment	
	PLANNED	1.	REP NO. CNDRA/LCS/001/25	TRAINING Service	P8549	1 PERSON	4,500.00	LCS	03/03/25	03/10/25	03/17/25	04/07/25	04/14/25	04/21/25	04/28/25	5/05/25	05/26/25	06/09/25	06/16/25	06/23/25
UPDATE																				
ACTUAL																				
GRAND TOTAL:						4,500.00														



Prepared by: _____

James A. Fahnbullen/Procurement Director

WSE 2/5/25



Approved By: _____

D. Nelson Bearngar/Director General/Chairman Proc. Committee

Date: JAN. 28, 2025



CENTER FOR NATIONAL DOCUMENTS AND RECORDS AGENCY/NATIONAL ARCHIVES

Explanatory Notes (Non-SBA) Consultancy

Source of Funding: GOL /INTERNAL REVENUE BUDGET

FISCAL YEAR: 2025

ITEM NO.	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	CONTRACT DESCRIPTION
1.	IFB NO.CNDRA/LCS/001/25	Training Service	This Contract Package is intended to be applied to sourcing and providing training means to deserving Staff members of the CNDRA in the spirit of capacity building @ US\$ 4,500.00.

Prepared by:



James A. Fahnbullen/Procurement Director

James A. Fahnbullen
2/5/25

Approved By:



D. Nelson Bearngar/Director General/Chairman Proc. Committee

Date:

JAN. 28, 2025

