



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/0223/25'**

January 30, 2025

Hon: James M. Kolleh

CHAIRMAN, RULES, ORDER & ADMINISTRATION

The Honorable House of Representatives

Capitol Hill

Republic of Liberia

Dear Hon. Kolleh:

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 Honorable House of Representatives (HoR) Annual Procurement Plan. Following a thorough review, the Commission hereby approves the HoR annual procurement plan for the fiscal year 2025 in accordance with **Section 40 (3)** of the PPCA, 2010. The Commission further informs the HoR 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.

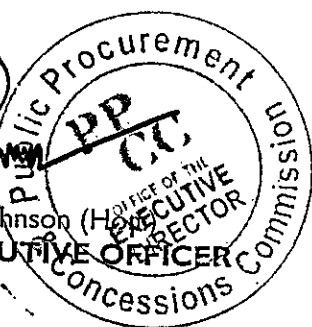
The Commission counsels that you observe **Section 40 (5) of the PPCA, 2010**, which states *“each Procuring Entity, shall, quarterly and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in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

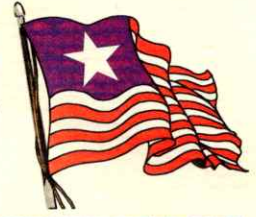
Bodger Scott Johnson (Hon)
CHIEF EXECUTIVE OFFICER





THE HONORABLE HOUSE OF REPRESENTATIVES

Capitol Building
P.O. Box 9005
Monrovia, Liberia
Website: www.legislature.gov.lr



January 23, 2025

Hon. Bodger Scott Johnson
Chief Executive Officer
Public Procurement & Concession Commission
Executive Mansion Grounds
Capitol Hill, Monrovia, Liberia

Dear Hon. Johnson:

Subject: **Submission of Procurement Plan for FY 2025**

I present you compliments and would like to forward herewith an update Procurement Plan of the Honorable House of Representatives for fiscal year 2025 National Budget for your perusal and approval.

Please find the following enclosed:

1. Procurement Plan and Explanatory Notes
2. Copies of an Approved National Budget
3. Cash Plan

Please accept our compliments and an assurance of our cooperation as we strive to promote transparency, accountability and value for money in the public procurement landscape of the Republic of Liberia.

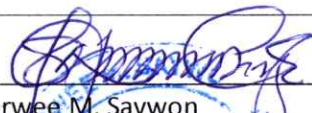
Sincerely yours,


Hon. James M. Kolleh
Head of Procurement Committee

Received
Theophilus S. B. Kelleh
Jan. 24, 2025
Time: 3:08 PM

House of Representatives
Procurement Plan (SBA National Budget)
Source of Funding: Government of Liberia 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 | PC APPROVAL - BID DOC/TECH SPECS | 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 | | | |
| PLAN | 4 | IFB No.GoL.HOR/SBA/RB/004/2025 | Food Stuff | G-4711 | Assorted | 20,000 | RB | 04/01/2025 | 04/08/2025 | 04/15/2025 | 04/22/2025 | 05/28/2025 | 06/02/2025 | 06/09/2025 | 06/23/2025 | N/A | N/A | 12/31/2025 | | | |
| UPDATE | | | | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | | | | |
| PLAN | 5 | IFB No.GoL.HOR/SBA/RB/005/2025 | Insurance | K-651 | 1 Firm | 142,000 | RB | 11/01/2024 | 11/11/2024 | 11/18/2024 | 01/08/2025 | 02/12/2025 | 02/19/2025 | 02/26/2025 | 03/07/2025 | N/A | N/A | 12/31/2025 | | | |
| UPDATE | | | | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | | | | |
| PLAN | 6 | IFB No. GoL.HOR/SBA/RB/006/2025 | Repair, maintenance-Civil | F-400 | 1 Firm | 500,000 | RB | 11/01/2024 | 11/11/2024 | 11/18/2024 | 01/08/2025 | 02/12/2025 | 02/19/2025 | 02/26/2025 | 03/07/2025 | N/A | N/A | 12/31/2025 | | | |
| UPDATE | | | | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | | | | |
| Sub total | | | | | | 662,000 | | | | | | | | | | | | | | | |
| GRAND TOTAL | | | | | | 4,718,716 | | | | | | | | | | | | | | | |

Signed: 
Jarwee M. Saywon
Head of Procurement Unit




1/29/25

Approved: 
Hon. James M. Kolleh
Chairman
Procurement Committee



House of Representatives
Procurement Plan Explanatory Notes (SBA National Budget)
Fiscal year: 2025

| Item No. | Contract package code | Contract package | Content of contract package |
|----------|--------------------------------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | IFB No.GoL.HOR/SBA/RB/001/2025 | Petroleum Products | <p>This object of procurement package is intended to procure the following quantities of petroleum products for the Honorable Members, Office of the Speaker and Deputy Speaker of the House of Representatives:</p> <p>a. Gasoline (PMS) -----\$3,702,723@3.91-----946,987.979gals a. Diesel (Ago)-----70,773@4.21-----16,810.688gals b. LBO (Gasoline)-----\$217,800@3.91-----55,703.324gals c. Total -----\$ 3,990,496 -----1,019,501.991 gals d. Note: Legislative Budget Office has a Transfer of US\$1,196,571 for operation, out of that amount, USD \$217,800 for Fuel and Gasoline for Fiscal year 2025</p> |
| 2 | IFB No.GoL.HOR/SBA/RB/002/2025 | Printing Services | <p>This object of Procurement package is from the budget line of Printing, Binding and Publication and intended to procure the following assorted items for the Office of the Deputy Speaker:</p> <p>a. Letter Heads -----20 BXS Cord Cards for the of the Deputy Speaker-----20 PCS</p> |
| 3 | IFB No.GoL.HOR/SBA/RB/003/2025 | Vehicles Rental | <p>This object of Procurement package is from budget line Domestic- Means and intended to hire vehicles services for the Offices of the Speaker and Deputy Speaker for local travel.</p> <p>a. Total unit of Vehicles for Speaker-----10 Unit b. Total unit of vehicle D/ Speaker-----6 Unit c. Total-----16 Unit</p> |



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| | | | |
|---|---------------------------------|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4 | No.GoL.HOR/SBA/RB/004/2025 | Food Stuff | <p>This object of procurement package is from the budget line Entertainment, Representation and Gifts and is intended to procure the following:</p> <p>a. Bottle of Water (small) Office of the Speaker-----60 sack</p> <p>b. Bottle of Water (small) Office of the Deputy Speaker-----60 sack</p> <p>c. Biscuits mix (office of the Speaker) -----6 CTN</p> <p>d. Biscuits mix (office of the Deputy Speaker)-----6 CTN</p> <p>Other Mix snack for both Offices -----40 PCS</p> |
| 5 | IFB No.GoL.HOR/SBA/RB/005/2025 | Personnel Insurance | <p>This object of Procurement is intended to procure Insurance services for Central Administration Staff</p> <p>a. Employee @ each premium of \$12 USD</p> <p>b. Total employees-----950</p> |
| 6 | IFB No. GoL.HOR/SBA/RB/006/2025 | Repair & Maintenance | <p>This object of Procurement package is from the budget line and intended to procure or hire reputable Firm to renovate portion of the Capitol Building especially the dome.</p> <p>Scopes of Work (SOW):</p> <p>a. Repair and renovation of the Old Chamber</p> |

Signed: _____

Jarwee M. Saywon
Director of Procurement



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1/29/25

Approved: _____

Hon. James M. Koleh
Chairman
Procurement Committee

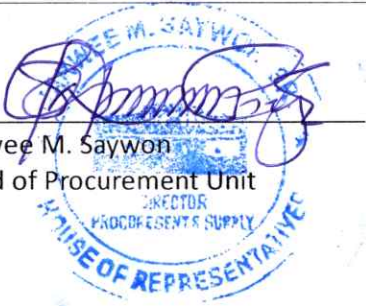


House of Representatives
 Procurement Plan (None- SBA National Budget)
 Source of Funding: Government of Liberia National Budget
 Fiscal Year: 2025

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
|------------|------------------------------|------------------|----------------------------|----------|----------------------|--------------------|-------------------------------|-----------------------|----------------------------------|-------------------------------------|-------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------------|-----------------------------------------------|----------------------------|---------|----|
| BASIC DATA | | | | | | | | IMPLEMENTATION DATES | | | | | | | | | | | |
| ITEM NO. | PACKAGE NUMBER (CODE) | CONTRACT PACKAGE | Business Activity code (s) | QTY | ESTIMATED COST (USD) | PROCUREMENT METHOD | TECHNICAL SPECS/BO Q/DRAWINGS | PREP. OF BID DOCUMENT | PC APPROVAL - BID DOC/TECH SPECS | 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 | REMARKS | |
| PLAN 1 | IFB No. GoL.HOR/NCB/001/2025 | Stationery | G-4761 | Assorted | 28,877 | NCB | 11/01/2024 | 11/11/2024 | 11/18/2024 | 01/08/2025 | 02/12/2025 | 02/19/2025 | 02/26/2025 | 03/07/2025 | N/A | N/A | 12/31/2025 | | |
| UPDATE | | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | | |
| PLAN 2 | IFB No. GoL.HOR/NCB/002/2025 | ICT infrast. | J-6202 | 1Firm | 200,000 | NCB | 11/01/2024 | 11/11/2024 | 11/18/2024 | 01/08/2025 | 02/12/2025 | 02/19/2025 | 02/26/2025 | 03/07/2025 | N/A | N/A | 12/31/2025 | | |
| UPDATE | | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | | |
| PLAN 3 | IFB No. GoL.HOR/NCB/001/2025 | vehicles | G-4510 | 2 units | 180,000 | RB | 02/02/2025 | 02/09/2025 | 02/16/2025 | 02/23/2025 | 03/23/2025 | 03/30/2025 | 04/01/2025 | 04/15/2025 | N/A | N/A | 12/31/2025 | | |
| UPDATE | | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | | |
| | | | | | Sub Total | 408,877 | | | | | | | | | | | | | |
| | | | | | Grand total | 408,877 | | | | | | | | | | | | | |

Signed:

Jarwee M. Saywon
 Head of Procurement Unit



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 1/29/25

Approved:

Hon. James M. Kolleh
 Chairman
 Procurement Committee



House of Representatives
Procurement Plan Explanatory Notes (None- SBA Budget)
Fiscal year: 2025

| Item No. | Contract package code | Contract package | Content of contract package |
|----------|------------------------------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | IFB No. GoL.HOR/NCB/001/2025 | Stationery | This object of procurement package is intended to procure the following assorted stationery for the Offices of the Speaker, and Deputy Speaker of the House of Representatives: A. A4 Sheet-----30BX B. Legal Sheet (A5)-----25 Box C. Note Pad-----20 PKS D. Ball Pens-----40 PKS E. Computer Inks-----30 PCS F. A4 Manila Folder-----40PCS G. Manila Fold (Long)-----30PCS |
| 2 | IFB No.GoL.HOR/NCB/002/2025 | ICT Infrastructure | This object of Procurement package is intended to procure the following ICT Infrastructure equipment for the use of the House of Representatives; a. CCTV in-door and Out-door-----66PCS b. Electronic doors for the chambers and Speaker's Conference room-----3 doors c. Bio-coded ID Cars for Members-----73 PCS d. Biometric Figure print for staff/ HR office-----3PCS |
| 3 | IFB No. GoL.HOR/NCB/001/2025 | Vehicles | This object of procurement package is intended to procure and supplies of Buses to commute staff of the House of Representatives: 1. 30 seated Buses-----2 Units |

Signed: _____

Jarwee M. Saywon
Director of Procurement



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1/29/25

Approved: _____

Hon. James M. Kelleh
Chairman
Procurement Committee



House of Representatives
Procurement Plan (SBA National Budget)
Source of Funding: Government of Liberia 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/BO Q/DRAWINGS | PREP. OF BID DOCUMENT | PC APPROVAL - BID DOC/TECH SPECS | 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 | | |
| PLAN | 1 | IFB No. GoL.HOR/SBA/RB/001/2025 | Petroleum Products (Diesel & Gasoline) | G-4661 | 1,019,501.991gals | 3,990,496 | RB | 11/01/2024 | 11/11/2024 | 11/18/2024 | 01/08/2025 | 02/12/2025 | 02/19/2025 | 02/26/2025 | 03/07/2025 | N/A | N/A | 12/31/2025 | | |
| UPDATE | | | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | | | |
| PLAN | 2 | IFB No.GoL.HOR/SBA/RB/002/2025 | Printing services | C-1812 | 1 Firm | 10,490 | RB | 11/01/2024 | 11/11/2024 | 11/18/2024 | 01/08/2025 | 02/12/2025 | 02/19/2025 | 02/26/2025 | 03/07/2025 | N/A | N/A | 12/31/2025 | | |
| UPDATE | | | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | | | |
| PLAN | 3 | IFB No.GoL.HOR/SBA/RB/003/2025 | Vehicles Rental | N-7710 | 1Firm | 55,730 | RB | 02/02/2025 | 02/09/2025 | 02/16/2025 | 02/23/2025 | 03/23/2025 | 03/30/2025 | 04/01/2025 | 04/15/2025 | N/A | N/A | 12/31/2025 | | |
| UPDATE | | | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | | | |
| Sub total | | | | | | 4,056,716 | | | | | | | | | | | | | | |

Signed:

Jarwee M. Saywon
Head of Procurement Unit



Handwritten signature and date:
2/3/25

Approved:

Hon. James M. Kolleh
Chairman
Procurement Committee

