



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/0298/25'**

February 24, 2025

Hon. David A. Kemah (CPA)

**DIRECTOR GENERAL**

Internal Audit Agency

Tubman Boulevard, Oldest Congo Town

Republic of Liberia

Dear Hon. Kemah:

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

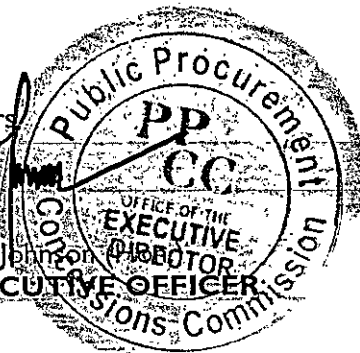
The Commission counsels that you observe **Section 40 (5) of the PPCA, 2010**, which states "each Procuring Entity, shall, quarterly and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in its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

  
Bodger Scott Johnson  
**CHIEF EXECUTIVE OFFICER**



Regulating Procurement Compliance for National Development



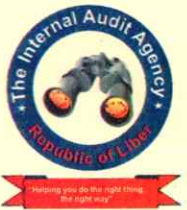
Republic of Liberia

# INTERNAL AUDIT AGENCY

Tubman Boulevard, Oldest Congo Town, Monrovia

[www.iaa.gov.lr](http://www.iaa.gov.lr) Email: [dakemah@iaa.gov.lr](mailto:dakemah@iaa.gov.lr)

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Office of the Director General

Assurance, Insight, Objectivity

February 4, 2025

Hon. Budger Scott-Johnson

**Executive Director**

Public Procurement and Concessions Commission

Monrovia, Liberia

**Dear Hon. Scott-Johnson:**

Subject: **Submission of IAA Draft Procurement Plan for FY2025**

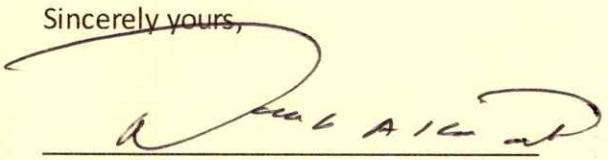
The Internal Audit Agency is pleased to submit its draft procurement plan for fiscal year 2025, to the Public Procurement and Concessions Commission (PPCC) for consideration and approval. We remain committed to ensuring compliance with the PPC Act in the execution of the IAA's mandate.

Kindly find attached:

1. Procurement Plan (Core Budget & SBA)
2. Explanatory Note
3. Cash Plan
4. Procurement Committee Listing

Thanks for your usual cooperation.

Sincerely yours,

  
David A. Kemah, CPA

Director General/Chairman PC

Josephine Gelescia  
Feb. 5. 2005  
10:30 Am

**Internal Audit Agency  
Procurement Plan( Non-SBA)  
Source of Funding: Government of Liberia  
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.		CONTRACT PACKAGE	Bus. Activity Code	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	Remark(s)
PLANNED	1	IFB No: IAA/NCB/001/25	Computer Supplies and Printers	G4741	Assorted	\$30,000.00	NCB	2-Jan-25	8-Jan-25	15-Jan-25	22-Jan-25	19-Feb-25	26-Feb-25	5-Mar-25	17-Mar-25	N/A	17-Dec-25	31-Dec-25	Contract Framework
UPDATE																			
ACTUAL																			
PLANNED	2	IFB No: IAA/RB/001/25	Petroleum Products ( Vehicle & Generator)	G4661	353,640gals@4.21	\$ 84,000.00	RB	2-Jan-25	8-Jan-25	15-Jan-25	22-Jan-25	19-Feb-25	26-Feb-25	5-Mar-25	17-Mar-25	N/A	17-Dec-25	31-Dec-25	Contract Framework
UPDATE																			
ACTUAL																			
PLANNED	3	IFB No: IAA/NCB/002/25	Rep. maint(Generator)	C3314	1 Firm	\$ 25,000.00	NCB	2-Jan-25	8-Jan-25	15-Jan-25	22-Jan-25	19-Feb-25	26-Feb-25	5-Mar-25	17-Mar-25	N/A	17-Dec-25	31-Dec-25	Contract Framework
UPDATE																			
ACTUAL																			
PLANNED	4	IFB No: IAA/NCB/003/25	Stationery	G4761	Assorted	\$ 66,110.00	NCB	2-Jan-25	8-Jan-25	15-Jan-25	22-Jan-25	19-Feb-25	26-Feb-25	5-Mar-24	17-Mar-25	N/A	17-Dec-25	31-Dec-25	Contract Framework
UPDATE																			
ACTUAL																			
UPDATED GRAND TOTAL						\$205,110.00													

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

Moriah N. Gaye  
Procurement Director

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

David A. Kemah CPA  
Director General/Chairman PC

Date: 02/04/25

*W. S. G. O.*  
2/24/25




**Internal Audit Agency  
Procurement Plan (SBA Budget)  
Source of Funding: Government of Liberia  
Fiscal Year: 2025**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
<b>BASIC DATA</b>								<b>IMPLEMENTATION DATES</b>												
	ITEM NO.	CONTRACT PACKAGE	Bus. Activity Code	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	Remark(s)		
PLANNED	1	IFB No: IAA/RB/002/25 Scratch Cards	J6190	5,016 Pcs @ 5.00	\$25,080.00	RB		2-Jan-25	8-Jan-25	15-Jan-25	22-Jan-25	19-Feb-25	26-Feb-25	5-Mar-25	12-Mar-25	N/A	13-May-25	31-Dec-25	Framework Contract	
UPDATE																				
ACTUAL																				
PLANNED	2	IFB No: IAA/NCB/003/25 Cleaning Materials	G-4773	Assorted	\$ 12,000.00	NCB		2-Jan-25	8-Jan-25	15-Jan-25	22-Jan-25	19-Feb-25	26-Feb-25	5-Mar-25	12-Mar-25	N/A	13-May-25	31-Dec-25	Framework Contract	
UPDATE																				
ACTUAL																				
PLANNED	3	IFB No: IAA/RFQ/001/25 Printing & Binding Service	C-1812	1 Firm	\$ 6,000.00	RFQ		2-Jan-25	15-Jan-25	22-Jan-25	29-Jan-25	5-Feb-25	12-Feb-25	19-Feb-25	3-Mar-25	N/A	17-Dec-25	31-Dec-25		
UPDATE																				
ACTUAL																				
PLANNED	4	IFB No: IAA/RFQ/002/25 Publication Service	M7310	2 Firms	\$4,000.00	RFQ		2-Jan-25	15-Jan-25	22-Jan-25	29-Jan-25	5-Feb-25	12-Feb-25	19-Feb-25	3-Mar-25	N/A	17-Dec-25	31-Dec-25		
UPDATE																				
PLANNED																				
PLANNED	5	IFB No: IAA/RFQ/003/25 Employees ID Cards	C1811	1 Firm	\$700.00	RFQ		2-Jan-25	15-Jan-25	22-Jan-25	29-Jan-25	5-Feb-25	12-Feb-25	19-Feb-25	3-Mar-25	N/A	17-Dec-25	31-Dec-25		
UPDATE																				
ACTUAL																				
PLANNED	6	IFB No: IAA/NCB/004/25 Event Catering	I5621	3 Firms	\$ 60, 110.00	NCB		2-Jan-25	8-Jan-25	15-Jan-25	22-Jan-25	19-Feb-25	26-Feb-25	5-Mar-25	17-Mar-25	N/A	17-Dec-25	31-Dec-25	Framework Contract	
UPDATE																				
ACTUAL																				
PLANNED	7	IFB No: IAA/NCB/005/25 Hall Rental	L6810	3 Firms	\$30,000.00	NCB		2-Jan-25	8-Jan-25	15-Jan-25	22-Jan-25	19-Feb-25	26-Feb-25	5-Mar-25	17-Mar-25	N/A	17-Dec-25	31-Dec-25	Framework Contract	
UPDATE																				
ACTUAL																				
<b>GRAND TOTAL</b>					\$ 137, 890.00															

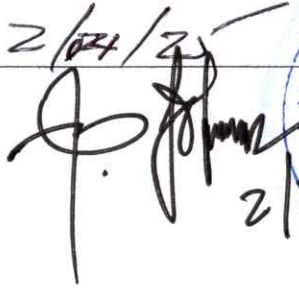
Prepared by: \_\_\_\_\_

  
Moriah N. Gaye  
Procurement Director

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

  
David A. Kemah, CPA  
Director General/Chairman, PC

Date: \_\_\_\_\_

  
2/24/25



  
2/24/25

**Explanatory Notes  
Procurement Plan  
FY/2025**

**(Core Budget – GOL)**

NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
1.	IFB No. IAA/NCB/001/25	Computer Supplies&Printers	This package is intended to procure Computers and Printers to ensure staff are adequately given the needed tools to execute their duties. This contract package is charged to the budget line computer supplies and printers at the total amount of US\$ 30,000.00
2	IFB No. IAA/RB/001/25	Petroleum Products(Vehicle&Generator)	This package is intended to procure Petroleum products for IAA Vehicles and Generator. This contract package is charged to the budget line Fuel&&Lubricant for vehicles and generator at the total amount of US\$ 84,000.00
3	IFB No. IAA/NCB/002/25	Rep.Maint. Mach-Equip, Furniture.	This package is intended for the Repair, Maintenance&Servicing of IAA Vehicles, Bus&Generator. This is charged to the budget line Rep.Maint-Mach Equip, Furniture at the cost of US\$ 25,000.00
4	IFB No. IAA/NCB/003/25	Stationery and Supplies	This contract package is intended to procure assorted stationery and office supplies for the IAA. And is taken from the budget line Stationery and Supplies at the cost US\$36,000.00. An additionally amount of US\$ 30,000.00 is taken from the budget line Symposium/Workshop and Stationery and Supplies. Items include: A4 Sheets Pens Folders Ink Envelopes Box Files Etc.

**SBA Core Budget – GOL**

NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
1	IFB No. IAA/SBA/RB/002/2025	Scratch Cards	This package is intended to procure Scratch Cards(125,4000 Packs@5.00) for senior management. It is charged to the budget line Scratch Cards. The amount is US\$ 25,080.00
2	IFBNo. IAA/SBA/NCB/003/25	Cleaning Materials	This package is intended to procure assorted Cleaning Materials to ensure a clean and conducive office work environment. This is charged to the budget line cleaning materials at the amount of US\$ 12,000.00
3	IFB No.	Printing& Binding Service	This package is intended to procure the service of printing, binding and publication to

*Handwritten signature and date: 2/24/25*




	IAA/SBA/RFQ/001/25		ensure the timely printing, binding and issuance of Audit reports and other related documents. This contract package is charged to the budget line printing, binding&publication at the total amount of US\$ 10,000.00
4	IFB No. IAA/SBA/RFQ/003/25	Production, Employees ID Cards	US\$ 700.00 is the adjusted allotment for IAA to ensure the proper and distinctive identification of the growing staff members of the Agency.
5	IFB No. IAA/NCB/004/25	Event Catering	US \$ 60,110.00 for catering services during quarterly or yearly retreat for senior executives and training of Auditors. It is charged to the budget line Workshops, Conferences, Seminars. Three different catering services for five days each. Lot 1 Monrovia Lot 2 Nimba County/Ganta Lot 3 Bomi
6	IFB No. IAA/SBA/NCB/005/25	Hall Rental	US \$ 30,000.0 for hall rental during training of Auditors for fiscal year 2025. It is charged from the budget line Workshops, Conferences, Seminars. Three different hall will be used during this fiscal year for five days each. Lot 1 Monrovia Lot 2 Nimba County/Ganta Lot 3 Bomi
7	IFB No. IAA/SBA/NCB/005/25	Publication Service	US \$ 4,000.00 for publication of Invitations for Bids, Request for Expression of Interest, News Letters & Jingle Production. It is charged to the budget line Printing, Binding&Publication.

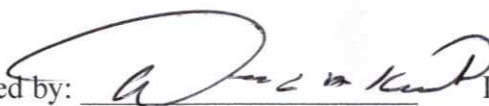
**CORE BUDGET – GOL (Not listed in the Procurement Plan)**


NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
1.	N/A	Audit Fees	US\$ 316,800.00 is the adjusted allotment for the conduct of special audits of entities(MACs) mandated by the Executive into specific areas of concerns. In this situation, the Agency uses its own professional staff to conduct the Audit and prepare reports as appropriate.
2.	N/A	Office Building Rental and Lease	It is intended to underwrite the payment of office building rental and lease. This is charged to the budget line Office Building Rental and Lease at the total amount of US\$ 60,000.00
3.	N/A	Water & Sewage	This is intended for the payment of water and sewage bills to the Liberia Water & Sewage Corporation. This is charged to the budget line Water and Sewage at the total amount of US\$1,200.00
4.	N/A	Electricity	This is intended for the payment of electricity bills to the Liberia Electricity Corporation. This is charged to the budget line Liberia Electricity Corporation at the total amount of US\$24,000.00

*WESKO*  
*2/24/25*



Prepared by:   
Moriah N. Gaye  
Procurement Director

Approved by:  Date: 2/04/25  
David A. Kemah CPA  
Director General, Chairman/PC

  
2/24/25