



REPUBLIC OF LIBERIA  
**PUBLIC PROCUREMENT & CONCESSIONS COMMISSION**

EXECUTIVE MANSION GROUNDS, CAPITOL HILL, MONROVIA, LIBERIA  
 WEBSITE: www.pccc.gov.lr EMAIL: info@ppcc.gov.lr PHONE SHORT CODE: 4357 Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Ref. PPCC/RL/CEO/0270/25'

February 18, 2025

Hon. David N. Kligbeh  
**PRINCIPAL**  
 Deabo Public School  
 River-Gee, Liberia

Dear Hon. Kligbeh:

Subj: QUERY ON THE SPECIAL PROJECT PROCUREMENT PLAN FOR FISCAL YEAR 2025

We present our compliments and wish to acknowledge receipt of your communication dated January 28, 2025, which sought the approval of the Commission for **Deabo Public School** Special Procurement Plan for Fiscal Year 2025.

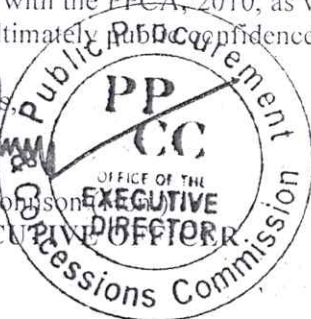
The Commission upon thorough review revealed that the contract package "Road Rehabilitation" is one of the core roles of the County Administration and hence should be on the River Gee Couty Administration Procurement plan for Fiscal Year 2025.

From the above query mentioned, the Commission cannot approve the **Deabo Public School** Special Procurement Plan for Fiscal Year 2025. Therefore, the Commission advises that Deabo Public School **omit** the said contract package from its procurement plan and resubmit for the Commission's approval.

The Public Procurement and Concessions Commission admonishes and deems it a priority that you remain in compliance with the PCCA, 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 Robinson  
 CHIEF EXECUTIVE DIRECTOR



*Emmanuel Kligbeh Jr*

*0770768409*

*Feb. 25, 2025*

*9:55AM*



# DEABO PUBLIC SCHOOL



Deabo Youworken, Webbo School District  
River Gee County, Republic of Liberia

December 16, 2024

Mr. Bodger Scott Johnson  
**EXECUTIVE DIRECTOR**  
Public Procurement and Concessions Commission  
Capitol Hill, Monrovia, Liberia

Dear Mr. Johnson:

**Re: Submission of Special Project Procurement Plan**

I extend my compliments and please to herewith submit a Special Project Procurement Plan FY2025 for your approval in consonance with Section 40, subsection 5 of the PPC Act of 2010.

Additionally, attached is the Bank Statement and other supporting document granting the Deabo Public School funding in the FY2024 National Budget under the Ministry of Education to accommodate the Procurement Activities. Due to late timing of the release of funds from the Ministry of Finance and Development Planning, implementation is scheduled to begin in January 2025.

Thank you for your approval of this request as we strive to improve the education services in our School District while promoting economic growth and ensuring value for money through equality, transparency, fairness and accountability in the national procurement process.

Sincerely yours

David N. Kligbe  
PRINCIPAL



David Kligbeh John Sumo

Dec 17 / 2024

TIME 10:06AM

0776591767



**Deabo Public School**  
**Webbo School District**  
**Special Project Procurement Plan (Non SBA)**  
**Source of Funding: Government of Liberia-National Budget**  
**Fiscal Year: 2025**



BASIC DATA																			IMPLEMENTATION DATES									
Item No.	Package Number (code)	Contract Package	Business 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	Approval- Bid Evaluation Report	Contract Award & Signing	Advance Payment (Mobilization)	Delivery, Inspection (Substantial completion)	Acceptance & Final Payment											
Planned	1	IFB No. DPS/RFQ/001/2025	Road Rehabilitation	F4210	1firm	\$ 30,000.00	RFQ	20/12/2024	23/12/2024	30/12/2024	06/01/2025	13/01/2025	20/01/2025	12/02/2025	19/02/2025	26/02/2025	25/08/2025	30/12/2025										
Update													23/01/2025	30/01/2025	06/02/2025	07/04/2025	21/04/2025											
Act.																												
Planned	1	IFB No. DPS/RFQ/002/2025	School Building Reconstruction	F4100	1firm	\$ 15,000.00	RFQ	02/01/2025	07/01/2025	14/01/2025	21/01/2025	28/01/2025	04/02/2025	12/02/2025	19/02/2025	26/02/2025	25/08/2025	30/12/2025										
Update																												
Act.																												

Grand Total : \$45,000-

Prepared By:

*Emmanuel Kligbeh II*  
Procurement Officer

Approved:

*David Kligbeh*  
Head of Procurement Committee

Date:

*Dec 16, 2024*

*[Signature]*  
2/7/25

*[Signature]*





**DEABO PUBLIC SCHOOL**  
**Deabo Youworken, Webbo School District**  
**River Gee County, Republic of Liberia**



**DEABO PUBLIC SCHOOL RECONSTRUCTION PROJECT**  
**Cost Breakdown**

**Key Project Components**

No.	Descriptions of Activity	Unit of Measure	Estimated Unit Quantity	Estimated Unit Cost	Total Estimated Cost
A.	Road Rehabilitation Works	L/S	1	30,000.00	30,000.00
B.	School Building Construction Works	L/S	1	15,000.00	15,000.00
C.	Administrative Overhead (Operations)	L/S	1	5,000.00	5,000.00
	<b>Grand Total</b>				<b>\$ 50,000.00</b>





DEABO PUBLIC SCHOOL RECONSTRUCTION PROJECT  
DEABO YOUWORKEN, WEBBO SCHOOL DISTRICT  
RIVER GEE COUNTY, REPUBLIC OF LIBERIA



December 16, 2024

Budget Note to Procurement Plan			
Item	Budget Line	Budget Amount	Contract Packages \$ Amount
1	264167 Deabo Public School	\$50,000.00	Road Rehabilitation @\$30,000.00 School Building Reconstruction @\$15,000.00 Overhead (operations) @\$5,000.00





**DEABO PUBLIC SCHOOL**  
Deabo Youworken, Webbo School District  
River Gee County, Republic of Liberia



**DEABO PUBLIC SCHOOL RECONSTRUCTION PROJECT**  
Cost Breakdown

**Notes to the Procurement Plan**

Item	Contract Package	Description
1	Road Rehabilitation	The school will rehabilitate the road leading to the school for easy access to the school by vehicles and machinery
2	School Building Reconstruction	The reconstruction of the school building of 6 Classrooms, 1 Auditorium, 1 Principal Office, 1 Teacher Lunge, 1 Library Room, 1 Science Lab, 1 Health Post, Toilet Facilities, etc. This will include the building construction and construction of a handpump

Prepared by:

*Emmanuel K. Kogbe*  
Procurement Officer



*MSK*  
2/7/25

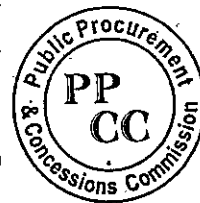


REPUBLIC OF LIBERIA

**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/0269/25'

February 17, 2025

Hon. Joash T. Hodges  
**COMMISSIONERS**  
Independent Information Commission  
Monrovia, Liberia

Dear Hon. Hodges:

Subj: APPROVAL OF ANNUAL PROCUREMENT PLAN FOR FISCAL YEAR 2025

We present our compliments and wish to acknowledge receipt of your communication dated January 28, 2025, which sought the approval of the Commission for Independent Information Commission (IIC) Annual Core and SBA Procurement Plan for 2025.

Following thorough review, the Commission hereby approves the Independent Information Commission Annual Procurement Plan for fiscal year 2025 in accordance with Section 40 (3) of the PPCA, 2010, and informs Independent Information Commission 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, 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 yours,

Bodger Scott Johnson  
CHIEF EXECUTIVE OFFICER



# Republic of Liberia Independent Information Commission



Office of the Commissioner

Hon. Bodger Scott Johnson  
Chief Procurement and Concessions Commission, (PPCC)  
Executive Mansion Grounds  
Capitol Hill, Monrovia, Liberia

January 29, 2025

Dear Hon. Johnson:

Please accept my compliments as I write to submit to your good offices for approval, the Independent Information Commission, (IIC) annual Procurement Plan for the Fiscal Year 2025.

Thanks for your usual cooperation as we strive to ensure an efficient and effective government.

Sincerely Yours,

  
Joash T. Hodges  
Independent Information Commissioner, RL.



John Suro  
0776591767  
01/29/2025  
TIME 2:11pm

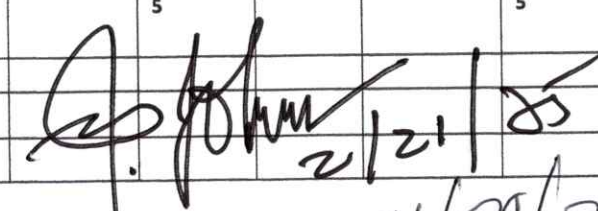





**Independent Information Commission (IIC)**  
**Procurement Plan (SBA)**  
**Source of funding: GOL National Budget**  
**Fiscal Year 2025**



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	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			
PLANNED	1	IFB No. IIC/SBA/RB/001/2025	Petroleum Products (Diesel & Gasoline)	G 4661	7236.2 gallons @ \$5.00	36,181	RB	2/10/2025	2/20/2025	2/27/2025	3/6/2025	4/3/2025	4/10/2025	4/17/2025	4/24/2025	N/A	11/3/2025	12/30/2025		
UPDATE																				
ACTUAL																				
PLANNED	2	IFB No. IIC/SBA/RFQ/001/2025	Event Catering Service	I 5621	1 Firm	9,500	RFQ	1/06/2025	1/15/2025	1/21/2025	2/07/2025	2/14/2025	2/18/2025	2/21/2025	2/26/2025	N/A	3/05/2025	12/31/2025		
UPDATE																				
ACTUAL																				
PLANNED	3	IFB No. IIC/SBA/RFQ/002/2025	Hall Rental	L6810	1 Unit	2,500	RFQ	1/06/2025	1/15/2025	1/21/2025	2/07/2025	2/14/2025	2/18/2025	2/21/2025	2/26/2025	N/A	3/05/2025	12/31/2025		
UPDATE																				
ACTUAL																				
PLANNED	4	IFB No. IIC/SBA/RB/002/2025	Computer and Accessories	G 4741	Assorted	32,500	RB	2/10/2025	2/20/2025	2/27/2025	3/6/2025	4/3/2025	4/10/2025	4/17/2025	4/24/2025	N/A	11/3/2025	12/30/2025		
UPDATE																				
ACTUAL																				
<b>Sub Total</b>						<b>80,681</b>														

  
 Date: 2/21/25  
 Date: 2/29/2025

Prepared by:  01/29/2025  
 Joseph F. Kollie Acting Procurement Director



Approved By:   
 Joash T. Hodges / Chairman Procurement Committee



**Independent Information Commission (IIC)**  
**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	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			
PLANNED	5	IFB No. IIC/SBA/RFQ/003/2025	Vehicle Insurance	K6512	1 Firm	2,575	RFQ	1/06/2025	1/15/2025	1/21/2025	2/07/2025	2/14/2025	2/18/2025	2/21/2025	2/26/2025	N/A	3/05/2025	12/31/2025		
UPDATE																				
ACTUAL																				
PLANNED	6	IFB No. IIC/SBA/RFQ/004/2025	Repairs & Maintenance of Office Machinery and Equipment	C3312	Assorted	1,500	RFQ	1/06/2025	1/15/2025	1/21/2025	2/07/2025	2/14/2025	2/18/2025	2/21/2025	2/26/2025	N/A	3/05/2025	12/31/2025		
UPDATE																				
ACTUAL																				
PLANNED	7	IFB No. IIC/SBA/RFQ/005/2025	Printing & Binding Service	C1812	1 Firm	3,000	RFQ	1/06/2025	1/15/2025	1/21/2025	2/07/2025	2/14/2025	2/18/2025	2/21/2025	2/26/2025	N/A	3/05/2025	12/31/2025		
UPDATE																				
ACTUAL																				
PLANNED	8	IFB No. IIC/SBA/RFQ/007/2025	Electricity	D3510	1 Firm	2,500	RFQ	1/06/2025	1/15/2025	1/21/2025	2/07/2025	2/14/2025	2/18/2025	2/21/2025	2/26/2025	N/A	3/05/2025	12/31/2025		
UPDATE																				
ACTUAL																				
<b>Sub Total</b>						9,575														

Prepared by: [Signature] 01/29/2025



Approved By: [Signature]

Date: 01/29/2025

Joseph F. Kollie Acting Procurement Director

Joash T. Hodges / Chairman Procurement Committee



**Independent Information Commission (IIC)**  
**Procurement Plan (SBA)**  
**Source of funding: GOL National Budget**  
**Fiscal Year 2025**



1	4	5	6	7	8	9	10	11	12	13	14	15	16	17	1	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)	
PLANNED 9	IFB No. IIC/SBA/RFQ/008/2025	Publication Services	J5813	1 Firm	2,000	RFQ	1/06/2025	1/15/2025	1/21/2025	1/31/2025	2/07/2025	2/14/2025	2/19/2025	2/26/2025	N/A	2/26/2025	12/31/2025
UPDATE																	
ACTUAL																	
PLANNED 10	IFB No. IIC/SBA/RFQ/009/2025	Repair and Maintenance vehicle	G 4520	1 Firm	2,500	RFQ	1/06/2025	1/15/2025	1/21/2025	1/31/2025	2/07/2025	2/14/2025	2/19/2025	2/26/2025	N/A	2/26/2025	12/31/2025
UPDATE																	
ACTUAL																	
PLANNED 11	IFB NO IIC/SBA/RFQ/011/2025	Security Guide services	G4761	Assorted	3,000	RFQ	1/06/2025	1/15/2025	1/21/2025	1/31/2025	2/07/2025	2/14/2025	2/19/2025	2/26/2025	N/A	2/26/2025	12/31/2025
UPDATE																	
ACTUAL																	
PLANNED 12	IFB NO IIC/SBA/RFQ/012/2025	Internet Provider Services	J6120	1 Firm	6,000	RFQ	1/06/2025	1/15/2025	1/21/2025	1/31/2025	2/07/2025	2/14/2025	2/19/2025	2/26/2025	N/A	2/26/2025	12/31/2025
UPDATE																	
ACTUAL																	
<b>Sub Total</b>					<b>13,500</b>												
<b>Grand Total</b>					<b>103,756</b>												

*[Handwritten signature]*  
 Director of the Executive Director & Concessions Commission

Prepared by: *[Signature]* 01/29/2025  
 Joseph F. Kollie Acting Procurement Director



Approved By: *[Signature]*  
 Joash T. Hodges / Chairman Procurement Committee

Date: 01/29/2025



**Independent Information Commission (IIC)  
Procurement Plan (Non-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	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			
PLANNED	1	IFB NO IIC/RFQ/001/2025	Stationery	G 4761	Assorted	8,000	RFQ	1/06/2025	1/15/2025	1/21/2025	2/07/2025	2/14/2025	2/18/2025	2/21/2025	2/26/2025	N/A	3/05/2025	12/31/2025		
UPDATE																				
ACTUAL																				
PLANNED	2	IFB NO IIC/RFQ/002/2025	Scratch Cards	J6190	461pcs @ 5usd	2,305	RFQ	1/06/2025	1/15/2025	1/21/2025	2/07/2025	2/14/2025	2/18/2025	2/21/2025	2/26/2025	N/A	3/05/2025	12/31/2025		
UPDATE																				
ACTUAL																				
PLANNED	3	IFB NO IIC/RFQ/003/2025	Cleaning Materials	G 4773	Assorted	4,000	RFQ	1/06/2025	1/15/2025	1/21/2025	2/07/2025	2/14/2025	2/18/2025	2/21/2025	2/26/2025	N/A	3/05/2025	12/31/2025		
UPDATE																				
ACTUAL																				
PLANNED	4	IFB NO IIC/RFQ/004/2025	Air Condition	G4659	8 PCS	5,000	RFQ	1/06/2025	1/15/2025	1/21/2025	2/07/2025	2/14/2025	2/18/2025	2/21/2025	2/26/2025	N/A	3/05/2025	12/31/2025		
UPDATE																				
ACTUAL																				
<b>Sub Total</b>						<b>19,305</b>														

Prepared by:

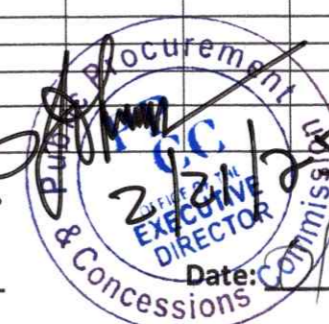
*[Signature]* 01/29/2025

Joseph F. Kollie Acting Procurement Director

Approved By:



*[Signature]*  
Joash T. Hodges / Chairman Procurement Committee



Date: 01/29/2025

*[Signature]*  
01/29/2025



**Independent Information Commission (IIC)  
Procurement Plan (Non-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	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			
PLANNED	5	IFB NO IIC/RB/001/2025	Vehicle Purchase	G4510	1 Unit	29,000	RB	2/10/2025	2/20/2025	2/27/2025	3/6/2025	4/3/2025	4/10/2025	4/17/2025	4/24/2025	N/A	11/3/2025	12/30/2025		
UPDATE																				
ACTUAL																				
PLANNED	6	IFB NO IIC/RFQ/005/2025	Office furniture and fixture	G4759	Assorted	6,000	RFQ	1/06/2025	1/15/2025	1/21/2025	2/07/2025	2/14/2025	2/18/2025	2/21/2025	2/26/2025	N/A	3/05/2025	12/31/2025		
UPDATE																				
ACTUAL																				
PLANNED	7	IFB NO IIC/RFQ/006/2025	Repair & Maintenance Civil	F4100	1 firm	10,000	RFQ	1/06/2025	1/15/2025	1/21/2025	2/07/2025	2/14/2025	2/18/2025	2/21/2025	2/26/2025	N/A	3/05/2025	12/31/2025		
UPDATE																				
ACTUAL																				
PLANNED																				
UPDATE																				
ACTUAL																				
<b>Sub Total</b>						<b>45,000</b>														
<b>Grand Total</b>						<b>63,305</b>														

Prepared by: *[Signature]* 04/29/2025

Joseph F. Kollie Acting Procurement Director



Approved BY: *[Signature]*

Joash T. Hodges / Chairman Procurement Committee



Date: 04/29/2025

*[Handwritten signature]*  
2/20/25



# Republic of Liberia INDEPENDENT INFORMATION COMMISSION

## NON-SBA PROCUREMENT PLAN EXPLANATION NOTES

Item NO.	Contract Package Code	Contract Package	Detail Description
1	IFB NO IIC/RFQ/001/2025	Stationery	This contract package is drawn from the budget line Other Office Materials : Consumable and will be used to procure assorted stationeries which include sheet, legal sheet, flip charts pad, pens, markers, notepad, folders, desk t poster sheet, executive bond sheet and etc...
2	IFB NO IIC/RFQ/002/2025	Scratch Cards	This contract package is intended to procure both Lonestar and Ora recharge cards. It is from the budget line Scratch cards.
3	IFB NO IIC/RFQ/003/2025	Cleaning Materials	This contract package is drawn from the budget line Cleaning Materials : Services and will be used to procure assorted cleaning materials which inclu Tissues, Chlorax, Rinse, Delta, Hand soap, Sanitizer, Mob, Trash can (large : medium) etc.,
4	IFB NO IIC/RFQ/004/2025	Air Condition	This contract package is drawn from the budget line Machinery and Equipm and will used to procure 8 pieces of Air Condition for ICC.
5	IFB NO IIC/RB/001/2025	Vehicle Purchase	This contract package is intended to procure one vehicle for IIC. It is fro from the budget line Transport Equipment.

*WES*  
*2/20/25*

*[Signature]*  
*01/29/2025*



*[Signature]* *01/29/2025*




6	IFB NO IIC/RFQ/005/2025	Office furniture and fixture	Refer to the cost of procuring furniture for the use by the IIC. These items include Executive Chairs, Simi- Executive Chairs, Visitor Chairs, Desk and etc. It is from the budget line Furniture and Fixture
7	IFB NO IIC/RFQ/006/2025	Repair & Maintenance Civil	This contract package will be used to renovate the Office Building of IIC. It is from the budget line Repair & Maintenance Civil.

FISCAL YEAR: 2025

Prepared by:   
 Date: 01/29/2025

Joseph F. Kollie Acting Procurement Director



Approved By:   
 Joash T. Hodges / Chairman Procurement Committee

  
 2/20/25


Prepared by: [Signature]  
Date: 01/29/2025

Joseph F. Kollie Acting Procurement Director



Approved By: \_\_\_\_\_

[Signature] 01/29/2025

Joash T. Hodges / Chairman Procurement Committee

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2/20/25







# Republic of Liberia INDEPENDENT INFORMATION COMMISSION



## SBA PROCUREMENT PLAN EXPLANATION NOTES FISCAL YEAR: 2025

Item No.	Contract Package Code	Contract Package	Content of Contract Package
1	IFB No. IIC/SBA/RB/001/2025	Petroleum Product (Diesel & Gasoline)	Refer to the cost of procuring petroleum product for the entire fiscal period 2025. The IIC intends on using the highest available product price i.e. either Gasoline or Diesel in conducting this procurement. The IIC intends on procuring approximately 7,236.2 gallons at the estimated rate of US\$ 5 per gallon. The budget line items Fuel and Lubricants Vehicle and Generator US\$ 36,110 (Gasoline/Fuel and Lubricants –Vehicles, Generators &Staff) is expected to be utilized in implementing this procurement.
2	IFB No. IIC/SBA/RFQ/001/2025	Event Catering Service	Refer to the cost of procuring catering services during workshop, and civic education and international right to know day. This package is financed from the budget line food and catering services (US\$3,000) and Workshop, Conference Symposia and Seminars (US\$6,500).
3	IFB No. IIC/SBA/RFQ/002/2025	Hall Rental	This contract package is drawn from the budget line workshop, conference symposia and seminars (US\$2,500). It is intended to rent self-contained Hall for use by IIC.
4	IFB No. IIC/SBA/RB/002/2025	Computer and Accessories	This contract package is intended to procure computers and computer accessories for use by IIC. It is drawn from the budget line Computer Supplies and ICT Services.
5	IFB No.	Vehicle	Refer to the total cost of insuring all IIC Vehicle for the period of one year. The

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	IIC/SBA/RFQ/003/2025	Insurance	procurement will come from the budget Line Vehicle Insurance.
6	IFB No IIC/SBA/RFQ/004/2025	Repair & Maintenance, Machine, Equipment, Furniture	Refers to the cost of repairing damaged office equipment including: Air-condition, printer, Computer, etc... it is drawn from the budget line-item Repair & Maintenance, Machine, Equipment, furniture.
7	IFB No IIC/SBA/RFQ/005/2025	Printing and Binding Service	This contract package refers to the total cost of hiring a firm to print the following items: Letter head, Printing of IIC Act, Annual Report – 500 Copies, Stickers, Banners, and posters, T-Shirt Cap and Others. It is from the budget line printing, binding & publication services (US\$3,000).
8	IFB No. IIC/SBA/RFQ/007/2025	Electricity	The ICC will pay for electricity token from the Liberia Electricity corporation (LEC) at the estimated cost of US\$ 2,500.00 from the budget line Electricity.
9	IFB No. IIC/SBA/RFQ/008/2025	Publication Services	This package is intended to procure electronic media services drawn from the budget line printing, binding and publication @ US\$ 2,000.00 for media talk show, advertisement and jungles.
10	IFB No. IIC/SBA/RFQ/009/2025	Repair and Maintenance vehicle	This contract package is intended to repair IIC vehicles; it is drawn from the budget line Repair and Maintenance vehicle.
11	IFB NO IIC/SBA/RFQ/011/2025	Security Guide services	A security guide firm will be hire to provide protective service for IIC Office. It is drawn from the budget line security guide services.
12	IFB NO IIC/SBA/RFQ/012/2025	Internet Provider Services	This contract package is intended to procure internet service and accessories for IIC.
13	<i>[Handwritten signature]</i> 2/20/25	Staff Training Local	This package is intended to train IIC FOI Hub Monitors in the various counties. This package is drawn from the budget line Staff Training Local. The estimated cost of <b>US\$2,500</b> will be used for this contract package.

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