#### 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/0218/25'

January 29, 2025

Hon. Jeffery N. Yates
HEAD OF SECRETARIAT
Liberia Extractive Industries Transparency Initiatives
Monrovia, Liberia

Dear Hon. Yates:

Subj: APPROVAL OF ANNUAL PROCUREMENT PLAN FOR FISCAL YEAR 2025

We present our compliments and wish to acknowledge receipt of your communication dated January 21, 2025, which sought the approval of the Commission for Liberia Extractive Industries Transparency Initiatives (LEITI) Annual Core and SBA Procurement Plan for 2025.

Following thorough review, the Commission hereby approves the Liberia Extractive Industries Transparency Initiatives Annual Procurement Plan for fiscal year 2025 in accordance with Section 40 (3) of the PPCA, 2010, and informs LEITI 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.

Sincerel yours,

Polimina

Bodger Scott Johnson
CHIEF EXECUTY

Regulating Procurement Compliance for National Development



## LIBERIA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE

#### "OFFICE OF THE SECRETARIAT"

January 27, 2025

Hon. Bodger Scott Johnson

Executive Director

Public Procurement & Concessions Commission

Executive Mansion Grounds

Capitol Hill

Monrovia, Liberia

### RE: SUBMISSION OF 2025 PROCUREMENT PLAN FOR APPROVAL

#### Dear Hon. Johnson:

In keeping with Section 40 submissions (1)(2) and (3) respectively of the Public Procurement and Concessions Commission Act of 2010, the Procurement Committee of the *Liberia Extractive Industries Transparency Initiatives(LEITI)* herewith submits to the commission through your office its annual procurement plan for fiscal year 2025 for approval.

Please see attached copies of the entity's cash plan, procurement unit and procurement committee listings respectively.

Kind Regards.

Sincerely yours,

Francis S/Kettor, II

**Procurement Committee Secretary** 

RECEIVED Approved:
Theophilm-S.B. Hollip
Dan. 27, 225
Time; 2:35pm

Jeffrey N. Yates

Head of Secretariat



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NNED	1	IFB.NO./LEITI/ SBA/RB/ 001/2025	Fuel and Lubricants- Vehicles & Generator (Fuel and Gasoline)	G-4661	16,390 gals @ 4.21	\$69,000.00	RB	3-Jan-25	6-Jan-25	8-Jan-25	9-Jan-25	23-Jan-25	24-Jan-24	27-Jan-25	28-Jan-25	N/A	30-Dec-25	31-Dec-25	
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PDATE		8 IFB.NO:LEITI/SBA/RFQ/006/2025	Repairs & Maintenance -Generator	G-4520	I Firm	\$6,000.00	RFQ	3-Jan-25	6-Jan-25	8-Jan-25	13-Jan-25	20-Jan-25	24-Jan-24	27-Jan-25	28-Jan-25	N/A	30-Dec-25	31-Dec-25	
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ACTUAL			Printing, Binding & Publication	B-1811	I Firm	\$50,000.00	IRB	3-Jan-25	6-Jan-25	8-Jan-25	9-Jan-25	23-Jan-25	24-Jan-24	27-Jan-25	28-Jan-25	N/A	30-Dec-25	31-Dec-25	
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# Liberia Extractive Industries Transparency Initiative (LEITI) PROCUREMENT PLAN EXPLANATORY NOTE (SBA Core budget)

Source of Funding: GOL National Budget

Fiscal Year: 2025

ITEM NO.	PACKAGES NUMBER (CODE)	PROCUREMENT CONTRACT PACKAGE CONTENT	PROCUREMENT CONTRACT PACKAGE CONTENT
1.	IFB.NO./LEITI/ SBA/RB/ 001/2025	Fuel & Lubricants- (Fuel & Gasoline –Vehicle & Generator)	This contract Package is intended to purchase 16,390.00 gallons of fuel and lubricants for Vehicles for LEITI Vehicles.
2	IFB.NO./LEITI/SBA/RB/ 002/2025  ALECA 11297 2	Stationery  Stationery  Stationery	This contract Package is intended for the procurement of assorted stationeries A4 Paper Legal Sheets Manila Folders (A4 size) Manila Folder (Large size) Box File Ledgers Pen Permanent Marker (Assorted), Brown Envelopes (A4 size), Brown Envelopes (A3 size), Brown Envelopes (A5 size), Regular Plain White Envelopes (Peal & Seal) White Board Marker (Assorted) Wall Clocks (Large) Paper Fasteners Cartridges (Canon Printer MF 3010) Paper Clips (Small) Paper Clips (Large)



			Staple Machine (Large) Staple Pins Canon 2204N Toner Flip Charts
3	IFB.NO./LEITI/ SBA/RFQ/ 001/2025	Scratch Card	This contract Package is intended to purchase 154 pks of Scratch for communication
4	IFB.NO:LEITI/SBA/RFQ/002/2025	Security Guard Service	This contract Package is intended to hire a reputable firm for the provision of security service (\$7,200.00) 24 hours a day, Seven days a week.
5	IFB.NO:LEITI/SBA//RFQ/003/2025	Transport Equipment ( Motor Bike	This contract Package is intended for the purchase of one(1) unit of Motor Bike
6	IFB.NO:LEITI/SBA/RFQ/004/2025	Cleaning Materials & Services	This contract Package is intended for the purchase of cleaning materials and services
7	IFB.NO:LEITI/SBA/RFQ/005/2025	Repair and Maintenance Services - Vehicle	This contract Package is intended for the Repair and Maintenance of two vehicles Toyota 4WD High-top – LEITI 3 and Land Cruiser PRADO LB-6600
8	IFB.NO:LEITI/SBA/RFQ/006/2025	Repair and Maintenance Services - Generator	This contract Package is intended for the Repair and Maintenance of LEITI Stand-bye 100 KVA Generator
9	IFB.NO:LEITI/SBA/RFQ/007/2025	Repair and Maintenance Services - Equipment	This contract Package is intended for the Repair and Maintenance of LEITI Electronic Equipment such Computers and Printers
10	IFB.NO:LEITI/SBA/RFQ/008/2025	Internet Service	This contract Package is intended for the Procurement of Three Routers & Interner Data Package Service Subscription
	hit is	125	3 Concessions

11	IFB.NO./LEITI/SBA/RB/ 003/2025	Printing ,Binding & Publication	This contract Package is intended for the Procurement of Printing Services and Publication of LEITI Reports
13	IFB.NO./LEITI/SBA/NCB/ 001/2025	Newspapers, Books & Periodicals	This contract Package is intended for the Procurement of Newspapers, Books and Periodicals from Select Newspaper vendors
14	IFB.NO./LEITI/SBA/NCB/ 002/2025	Furniture & Fixtures	This contract Package is intended for the Procurement of Tables, Chairs and other fixed objects
15	IFB.NO./LEITI/SBA/RB/ 003/2025	Computer Supplies & ICT Services	This contract Package is intended for the Procurement of Seven(7) Units of Computers & ICT Services

Prepared by: Francis S. Kettor, II / Procurement Officer

Approved by:

Jeffery N. Yates

HEAD OF SECRETARIAT CHAIRMAN PROCUREMENT COMMITTEE

Date: 1/27/2025

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