



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/0034/25'

January 20, 2025

Hon. Elijah F. Rufus
ACTING COMMISSIONER GENERAL
Liberia Immigration Services
Monrovia, Liberia

Dear Hon. Rufus:

Subj: APPROVAL OF ANNUAL PROCUREMENT PLAN FOR FISCAL YEAR 2025

We present our compliments and wish to acknowledge receipt of your communication dated January 16, 2025, which sought the approval of the Commission for Liberia Immigration Services (LIS) Annual Core and SBA Procurement Plan for 2025.

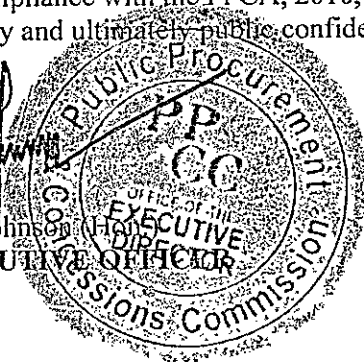
Following thorough review, the Commission hereby approves the Liberia Immigration Services (LIS) Annual Procurement Plan for fiscal year 2025 in accordance with *Section 40 (3)* of the PPCA, 2010, and informs LIS that the procurement plan will be duly forwarded to the Ministry of Finance and Development 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
LIBERIA IMMIGRATION SERVICE (LIS)
 MINISTRY OF JUSTICE
 MONROVIA



OFFICE OF THE DEPUTY COMMISSIONER GENERAL
 / ADMINISTRATION

118/EFR/ACG/LIS/01/16/24/RL

January 16, 2025

Hon. Bodger Scott Johnson
 Executive Director Acting Minister
 Public Procurement & Concession Commission (PPCC)
 Capitol Hill, Monrovia, Liberia

Dear Hon. Johnson:

We present our Compliment and used this medium to submit copy of the Liberia Immigration Service (LIS) Procurement Plan for Goods and Services for the Fiscal year 2025, of the Government of Liberia. This submission is a routine process in line with section (40) of the restated Public Procurement & Concession Act of 2010(PPCA) of the Republic of Liberia.

Attached are copies of the annual Procurement Plan, Budget and Cash Plan and Explanatory Notes.

Below are list of Members of the LIS Procurement Committee and Staff of the Procurement Unit.

Procurement Committee Members

No	Name	Position	Contact no	Email
1	Hon. Elijah F. Rufus	Chairperson	0886579409	elijahfrufus19701@gmail.com
2	Patrick L. Dolo	Co chair	0770529483	dolopatrick@gmail.com
3	Danny B. Sartee	Member	0777910347	dannysartee@gmail.com
4	Ernest S. Freeman	Member	0776068326	Ernestfreeman146@yahoo.com
5	Roberatta George	Member	0770364169	robeerttageorge@gmail.com
6	Jacobs Jallah	Member	0776884089	jallahjacob@gmail.com
7	Samuel Y. Mulbah	Secretary	0770210665	symulbah@gmail.com

John Sambo
 01/17/2025
 Time: 11:59AM


LIBERIA IMMIGRATION SERVICE

Procurement Plan for Goods
Source of Funding: Government of Liberia (GOL)
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											
		Code	Cont. Package	Business Activity Code	Qty	Est. Cost(USD)	Procurement Method	Tech. Specs	Prepare Bid Document /	Entity/PC Appr.	Advertise /LOI /RFQ	Bid/Quot. Sub/Pub. Opening Same Date	Bid Eva. Report	Entity Pc App.11	Cont. Award/ Signature	Advance Payment/LC	Delivery	Acceptance & Final Payment	
Planned	1	IFB No: LIS/SBA/RB/001/25	Petroleum Products	G 4661	58,181.8 gals @ 5.5 USD per gal	320,000.00	RB	15-Jan-25	29-Jan-25	5-Feb-25	11-Feb-25	11-Mar-25	18-Mar-25	25-Mar-25	8-Apr-25	NIL	20-May-25	9-Jan-26	
Update																			
Actual																			
Planned	2	IFB No: LIS/NCB/001/25	Vehicle Spare Parts	G 4530	1 Firm	15,000.00	NCB	16-Jan-25	30-Jan-25	6-Feb-25	12-Feb-25	12-Mar-25	19-Mar-25	26-Mar-25	9-Apr-25	NIL	21-May-25	10-Jan-26	
Update																			
Actual																			
Planned	3	IFB No: LIS/SBA/NCB/002/25	Stationery	G4761	Assorted	20,000.00	NCB	17-Jan-25	31-Jan-25	7-Feb-25	13-Feb-25	13-Mar-25	20-Mar-25	27-Mar-25	10-Apr-25	NIL	22-May-25	9-Jan-26	
Update																			
Actual																			
Planned	4	IFB No: LIS/SBA/RFQ/001/25	Publication Services	J 5813	Assorted	5,000.00	RFQ	20-Jan-25	27-Jan-25	3-Feb-25	5-Feb-25	19-Feb-25	26-Feb-25	5-Mar-25	12-Mar-25	NIL	26-Mar-25	11-Jan-26	
Update																			
Actual																			
Planned	5	IFB No: LIS/SBA/RFQ/002/25	Printing & Binding Services	J 6190	1 Firm	10,000.00	RFQ	20-Jan-25	27-Jan-25	3-Feb-25	5-Feb-25	19-Feb-25	26-Feb-25	5-Mar-25	12-Mar-25	NIL	26-Mar-25	11-Jan-26	
Update																			
Actual																			
Update																			
Actual																			
Sub Total						370,000.00													

Prepared by: 
Head of Procurement



Approved by: 
Acting Commissioner General/LIS

Handwritten note: 1/20/25



Date: 17-01-25



11-01-22

DATE	TIME	LOCATION	ACTIVITY	REMARKS	INITIALS	DATE	TIME	LOCATION	ACTIVITY	REMARKS	INITIALS
11-01-22	08:00	Office	Work								
11-01-22	09:00	Office	Work								
11-01-22	10:00	Office	Work								
11-01-22	11:00	Office	Work								
11-01-22	12:00	Office	Work								
11-01-22	13:00	Office	Work								
11-01-22	14:00	Office	Work								
11-01-22	15:00	Office	Work								
11-01-22	16:00	Office	Work								
11-01-22	17:00	Office	Work								
11-01-22	18:00	Office	Work								
11-01-22	19:00	Office	Work								
11-01-22	20:00	Office	Work								
11-01-22	21:00	Office	Work								
11-01-22	22:00	Office	Work								
11-01-22	23:00	Office	Work								

11-01-22

11-01-22

LIBERIA IMMIGRATION SERVICE
Procurement Plan for Goods
Explanatory Notes
Fiscal Year: 2025

S/N	Package Code	Contract Package	Content	Estimated Cost(USD)
1	IFB No: LIS/SBA/RB/001/25	Petroleum Products	The amount represents 53,333 gallons of which cover both fuel and lubricant generator and vehicle at a unit cost of USD 6.00 due fluctuation in the Petroleum price. This covers the period of One(1) year(Budgetary fiscal period) by contracting an eligible filling for the supply of Petroleum Products through Restricted Bidding. This is from the budget line fuel and lubricant vehicle and generator.	320,000.00
2	IFB No: LIS/NCB/001/25	Vehicle Spare Parts	The indicated estimated cost represents purchase of genuine vehicle spare parts for all LIS operational and official vehicles purchased by Government of Liberia (GoL), for the fiscal period. A suitable and eligible auto store will be hired through a National Competitive Bidding for the supply of genuine vehicle spare parts repair and maintenance services by the Institution's own Mechanic workshop.	15,000.00
3	IFB No: LIS/SBA/NCB/002/25	Stationery	This budget line is drawn from Stationery and it is intended to procure items such as: Box file, INK, A4 Sheet, Legal Sheets, Perforator, etc..	20,000.00
4	IFB No: LIS/SBA/RFQ/001/25	Publication Services	The budget amount will cover all publications IFBs, REOI etc. and public relation services of the institution(LIS) by contracting a media firm or newspaper to render the services. This is drawn from the budget line Printing, Binding, and Publication.	5,000.00
5	IFB No: LIS/SBA/RFQ/002/25	Printing & Binding Services	The budgeted amount for the printing & binding services covers printing of Commissioners' letter heads, visa forms, landing cards, payment slips, call cards and other assorted printing outlets, through a contracted eligible printing firm under the Request for Quotation. This is drawn from the budget line Printing, Binding, and Publication.	10,000.00
6		Supply of Electricity	This budget amount covers electricity supply to the headquarters of Liberia Immigration Service by the Liberia Electricity Corporation(LEC) through a memorandum of understanding by Directing contracting. This is from the Budget line Electricity.	30,000.00
Sub Total				400,000.00

Prepared by:

Head of Procurement



Approved by:

Acting Commissioner General/LIS

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1/20/25



Date:

17-01-25

Form No. 10/1



1102955

Approved by:

[Signature]

Acting Commissioner General, LIS

2014



15-01-52

LIBERIA
(15-01-52)

LIBERIA IMMIGRATION SERVICE

Procurement Plan for Goods

Source of Funding: Government of Liberia (GOL)

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												
		Code	Cont. Package	Business Activity Code	Qty	Est. Cost(USD)	Procurement Method	Tech. Specs	Prepare Bid Document/	Entity/PC Appr.	Advertise/L OI /RFQ	Bid/Quot. Sub/Pub. Opening Same Date	Bid Eva. Report	Entity Pc App.11	Cont. Award/ Signature	Advance Payment /LC	Delivery	Acceptanc e & Fina Payment	Remarks	
Planned	6	IFB No: LIS/RFQ/003/25	Cleaning Materials	G4773	Assorted	10,000.00	RFQ	27-Jan-25	3-Feb-25	10-Feb-25	12-Feb-25	26-Feb-25	5-Mar-25	12-Mar-25	19-Mar-25	NIL	2-Apr-25	17-Jan-26		
Update																				
Actual																				
Planned	7	IFB No: LIS/RFQ/004/25	Food Stuff	G 4711	1 Firm	5,548.00	RFQ	27-Jan-25	3-Feb-25	10-Feb-25	12-Feb-25	26-Feb-25	5-Mar-25	12-Mar-25	19-Mar-25	NIL	2-Apr-25	17-Jan-26		
Update																				
Actual																				
Sub Total						15,548.00														
Grand Total						385,548.00														

Prepared by:



Chief of Procurement

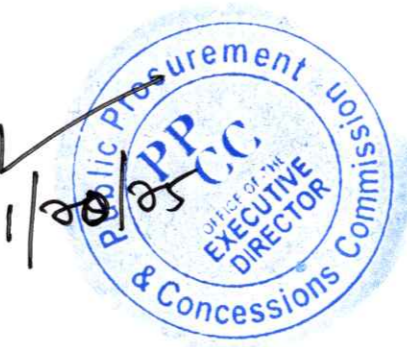
Approved by:

Commissioner General/LIS

Date:

17-01-25

Handwritten signature and date: 1/20/25



STATE OF CALIFORNIA
 DEPARTMENT OF WATER RESOURCES
 DIVISION OF WATER CONSERVATION

No.	Name of Property	Acres	Water Right	Priority	Beneficial Use	Water Right		Priority	Beneficial Use	Remarks
						Quantity	Quality			
1
2
3
4
5
6
7
8
9
10



15-01-52



15-01-52

LIBERIA IMMIGRATION SERVICE
Procurement Plan for Goods
Explanatory Notes
Fiscal Year: 2025

S/N	Package Code	Contract Package	Content	Estimated Cost(USD)
7		Sewage Services	The amount represents the provision of sewage services to the Liberia Immigration Service by going into a Memorandum of Understanding with the Liberia Water Sewer Corporation(LWSC) by Directing contracting. Portion of this amount will be negotiated with the Liberia Water and Sewer Corporation for the supply of Non portable services. This is from the Budget line Sewage Services.	25,000.00
8	IFB No: LIS/RFQ/003/25	Cleaning Materials	A qualified Vendor will be hired through a Request for Quotation process and be contracted by LIS Management to supply assorted cleaning materials in order to the keep the LIS facility clean and safe. This contract package is drawn from the budget line Other Office Mat. And Consum.	10,000.00
9	IFB No: LIS/RFQ/004/25	Food Stuff	The budget amount will cover the purchase assorted food items and beverages for the LIS Senior Staffs by contracting a suitable supermarket through a Request for Quotation for the supply of said food items.	5,548.00
Sub Total				40,548.00
Grand Total				440,548.00

Prepared by:

Head of Procurement



Approved by:

Acting Commissioner General/LIS

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Date:

17-001-25

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11/20/25

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11/20/25



Expenditure
(continued)

Expenditure
(continued)

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Director

Director

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11/29/57

LIBERIA IMMIGRATION SERVICE

MINISTRY OF JUSTICE


BUDGET CEILING FISCAL YEAR 2025

CASH PLAN ADJUSTED

Total
Spending

2020200	LIBERIA IMMIGRATION SERVICE	APPRO.	Plan	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	2020200/1/01/001/000000/040800/0310/0000/211103 : Basic Salary - Paramilt.Servic	6,548,268	6,548,268	545,689	545,689	545,689	545,689	545,689	545,689	545,689	545,689	545,689	545,689	545,689	545,689
	2020200/1/01/001/000000/040800/0310/0000/221303 : Office Build. Rental and Lease	85,000	85,000			85,000									
	2020200/1/01/001/000000/040800/0310/0000/221401 : Fuel and Lubricants - Vehicles	260,000	260,000			30,000		50,000	30,000	50,000	25,000	25,000		50,000	
	2020200/1/01/001/000000/040800/0310/0000/221402 : Fuel and Lubricants – Gener.	60,000	60,000		10,000	20,000	30,000								
	2020200/1/01/001/000000/040800/0310/0000/221502 : Repairs and Maintenance - Veh.	15,000	15,000					15,000							
	2020200/1/01/001/000000/040800/0310/0000/221602 : Stationery	20,000	20,000			10,000					10,000				
	2020200/1/01/001/000000/040800/0310/0000/221603 : Printing, Binding,Publication	15,000	15,000				15,000								
	2020200/1/01/001/000000/040800/0310/0000/221804 : Uniforms and Specialized Cloth		0												
	2020200/1/01/001/000000/040800/0310/0000/221808 : Intelligence Services	768,042	768,042	100,000	200,000	68,042	100,000		100,000	100,000		50,000		50,000	
	2020200/1/01/001/000000/040800/0310/0000/221812 : Special Operations Services	300,000	300,000		50,000		50,000	50,000	50,000		50,000	50,000			
	2020200/1/01/001/000000/040800/0310/0000/221201 : Electricity	30,000	30,000			9,000			9,000				6,000		6,000
	2020200/1/01/001/000000/040800/0310/0000/221202 : Water and Sewage	25,000	25,000		5,000			5,000		5,000		5,000			5,000
	2020200/1/01/001/000000/040800/0310/0000/221606 : Other Office Mat. and Consum.	15,548	15,548				10,000						5,548		
	2020200/1/01/001/000000/040800/0310/0000/222123 : Other Compensation	800,000	800,000	66,666	66,666	66,666	66,666	66,666	66,666	66,666	66,666	66,666	66,666	66,666	66,666
	Grant														
	2020200/1/01/001/000000/040800/0310/0000/263125 : Revenue Ehnv	450,000	450,000			150,000		100,000	50,000		100,000			50,000	

Signed


Jallah M. Jacobs
Chief of Finance

Approved


Hon. Elijah F. Rufus
Acting Commissioner General

