



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/0239/25'**

February 4, 2025

Hon. Johnny S. Tarkpah
DEPUTY MINISTER FOR ADMINISTRATION
Ministry of Information, Cultural Affairs & Tourism
Capitol Hill
Republic of Liberia

Dear Hon. Tarkpah:

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 Ministry of Information, Cultural Affairs & Tourism (MICAT) Annual Procurement Plan. Following a thorough review, the Commission hereby approves the MICAT annual procurement plan for the fiscal year 2025 in accordance with **Section 40 (3)** of the PPCA, 2010. The Commission further informs the MICAT 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.

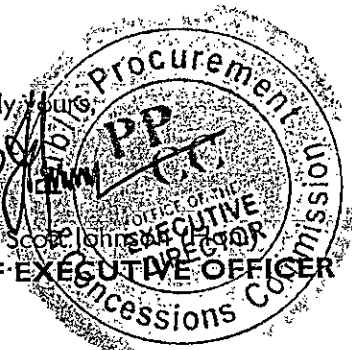
The Commission counsels that you observe **Section 40 (5) of the PPCA, 2010**, which states "each Procuring Entity, shall, quarterly and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in its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



MINISTRY OF INFORMATION, CULTURAL AFFAIRS & TOURISM
 PROCUREMENT PLAN (NON - SBA)
 SOURCE OF FOUNDING: GOL NATIONAL BUDGET
 FOR FISCAL YEAR: 2025 (JANUARY - DECEMBER)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BASIC DATA			IMPLEMENTATION DATES														REMARKS
			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	PC APPROVAL BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT			
PLANNED	1	IFB No. MOI/SS/001/2025	Scratch Cards	J-6190	2,400 pcs	\$12,000.00	SS	10/1/2025	01/16/2025	01/22/2025	N/A	N/A	N/A	N/A	02/10/2025	N/A	1/12/2025	12/30/2025		
UPDATE																				
ACTUAL																				
PLANNED	2	MOI/RFQ/001/2025	Vehicle	G-4520	1 Firm	\$8,000.00	RFQ	01/17/2025	01/23/2025	01/29/2025	4/2/2025	02/24/2025	02/28/2025	6/3/2025	03/13/2025	N/A	1/12/2025	12/30/2025		
UPDATE																				
ACTUAL																				
PLANNED	3	IFB No.: MOI/SS/002/2025	Internet Connectivity	J-6120	1 Firm	\$20,000.00	SS	10/1/2025	01/16/2025	01/22/2025	N/A	N/A	N/A	N/A	12/2/2025	N/A	1/12/2025	12/30/2025		
UPDATE																				
ACTUAL																				
PLANNED	4	MOI/NCB/001/2025	ICT Infrastructure	G-4651	Assorted	\$31,900.00	NCB	01/17/2025	01/23/2025	01/29/2025	4/2/2025	03/17/2025	03/21/2025	03/27/2025	2/4/2025	N/A	1/12/2025	12/30/2025		
UPDATE																				
ACTUAL																				
PLANNED	5	MOI/RFQ/002/2025	Vehicle Insurance	K-6512	1 Firm	\$5,000.00	RFQ	01/17/2025	01/23/2025	01/29/2025	4/2/2025	02/24/2025	02/28/2025	6/3/2025	03/13/2025	N/A	1/12/2025	12/30/2025		
UPDATE																				
ACTUAL																				
PLANNED	6	MOI/NCB/002/2025	Stationery supplies	G-4761	Assorted	\$10,000.00	NCB	01/16/2025	01/22/2025	01/28/2025	02/03/2025	03/14/2025	03/20/2025	03/26/2025	1/4/2025	N/A	1/12/2025	12/30/2025		
UPDATE																				
ACTUAL																				
PLANNED	7	MOI/NCB/003/2025	Maintentance - Civil	F-4100	1 Firm	\$150,000.00	NCB	01/17/2025	01/23/2025	01/29/2025	4/2/2025	03/17/2025	03/21/2025	03/27/2025	2/4/2025	N/A	1/12/2025	12/30/2025		
UPDATE																				
ACTUAL																				
PLANNED	8	MOI/RB/001/2025	Transport Equipment	G-4510	1 Firm	\$160,000.00	RB	01/16/2025	01/22/2025	01/28/2025	02/03/2025	03/14/2025	03/20/2025	03/26/2025	1/4/2025	N/A	1/12/2025	12/30/2025		
UPDATE																				
ACTUAL																				
GRAND TOTAL						\$396,900.00														

Prepared by:

Henrietta P. Wleh

Henrietta P. Wleh
 Procurement Director/MICAT

Wleh
 2/3/25

Approved by:

Johnny S. Tarkpah

Hon. Johnny S. Tarkpah
 Minister/CO-Chairman Procurement Committee/MICAT

Date:

JAN 28 2025

[Signature]
 2/10/25



MINISTRY OF INFORMATION, CULTURAL AFFAIRS & TOURISM
 PROCUREMENT PLAN (SBA)
 SOURCE OF FOUNDING: GOL NATIONAL BUDGET
 FOR FISCAL YEAR: 2025 (JANUARY - DECEMBER)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BASIC DATA				IMPLEMENTATION DATES												REMARKS
				Business Activity Code	QTY	ESTIMATE D COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH	BID INVITATION & RELEASE	BID SUBMISSION/PUBLIC OPENING	SUBMISSION OF BID EVALUATION	PC APPROVAL BID EVALUATION	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL)	ACCEPTANCE & FINAL PAYMENT		
PLANNED	1	MOI/SBA/NCB/001/20	Travel (Air Ticket)	N-7911	1 Firm	\$25,000.00	NCB	01/15/2025	01/21/2025	01/27/2025	01/31/2025	03/13/2025	03/19/2025	03/25/2025	03/31/2025	N/A	1/12/2025	12/30/2025		
UPDATE																				
ACTUAL																				
PLANNED	2	MOI/SBA/RFQ/001/20	& Consumables	G-4761	Assorted	\$8,000.00	RFQ	01/15/2025	01/21/2025	01/27/2025	01/31/2025	02/20/2025	02/26/2025	4/3/2025	10/3/2025	N/A	1/12/2025	12/30/2025		
UPDATE																				
ACTUAL																				
PLANNED	3	MOI/SBA/RFQ/002/20	Cleaning materials	G-4773	Assorted	\$10,000.00	RFQ	01/15/2025	01/21/2025	01/27/2025	01/31/2025	02/20/2025	02/26/2025	4/3/2025	10/3/2025	N/A	1/12/2025	12/30/2025		
UPDATE																				
ACTUAL																				
PLANNED	4	MOI/SBA/NCB/002/20	Food Stuff	G-4711	Assorted	\$36,000.00	NCB	01/17/2025	01/23/2025	01/29/2025	4/2/2025	03/17/2025	03/21/2025	03/27/2025	2/4/2025	N/A	1/12/2025	12/30/2025		
UPDATE																				
ACTUAL																				
PLANNED	5	MOI/SBA/RB/001/202	(Fuel & Gasoline)	G-4661	7,608 Gal	\$35,000.00	RB	01/15/2025	01/21/2025	01/27/2025	01/31/2025	03/13/2025	03/19/2025	03/25/2025	03/31/2025	N/A	1/12/2025	12/30/2025		
UPDATE																				
ACTUAL																				
PLANNED	6	MOI/SBA/RFQ/003/20	Portable Water	E-3600	1 Firm	\$6,000.00	RFQ	01/15/2025	01/21/2025	01/27/2025	01/31/2025	02/20/2025	02/26/2025	4/3/2025	10/3/2025	N/A	1/12/2025	12/30/2025		
UPDATE																				
ACTUAL																				
GRAND TOTAL						\$120,000.00														

Prepared by: *Henrietta P. Wleh*
 Henrietta P. Wleh
 Procurement Director/MICAT



Approved by: *[Signature]*
 Hon. Johnny S. Tarkpah
 Minister/ CO-Chairman Procurement Committee/MICAT

Date: JAN 28, 2025

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 2/3/25




MINISTRY OF INFORMATION, CULTURAL AFFAIRS & TOURISM
PROCUREMENT PLAN (NON - SBA)
SOURCE OF FOUNDING: GOL NATIONAL BUDGET
FOR FISCAL YEAR: 2025 (JANUARY - DECEMBER)

Item	Contract Package Code	Contract Package	Content of Contract Package																
1.	IFB No.: MOI/SBA/SS/001/2025	Electricity	This contract package is from the budget line Electricity and is intended to procure electricity for the Ministry at an estimated cost of US\$24,000.00 as indicated in Ministry's approved Budget FY 2025.																
2.	IFB No.: MOI/SBA/NCB/001/2025	Air Ticket (Travel)	The cost of US\$15,000.00 is drawn from the budget line-item Foreign Means of Travel as indicated in Ministry's approved Budget FY 2025. This contract package is intended to cover the cost of foreign travels at MICAT.																
3.	IFB No.: MOI/SBA/RFQ/001/2025	Other Office Materials and Consumable	The cost of US\$8,000.00 is drawn from the budget line-item Other Office Materials and Consumables as indicated in Ministry's approved Budget FY 2025. This contract package is intended to cover the cost of assorted provisions.																
4.	IFB No.: MOI/SBA/RFQ/002/2025	Cleaning Materials	<p>The cost of US\$10,000.00 is drawn from the budget line-item Cleaning Materials as indicated in Ministry's approved Budget FY 2025. This contract package is intended to cover cost of procuring janitorial materials for cleaning MICAT's facility. These materials will include but not limited to the following:</p> <table style="width: 100%; border: none;"> <tr> <td>Liquid Soap</td> <td>Air-freshener</td> </tr> <tr> <td>Dettol</td> <td>Floor Mop</td> </tr> <tr> <td>Tide Soap</td> <td>Hand Sanitizer</td> </tr> <tr> <td>Chlorine</td> <td>Glass Cleaner</td> </tr> <tr> <td>Tissue</td> <td>Soft Broom</td> </tr> <tr> <td>Tower</td> <td>Hand Gloves</td> </tr> <tr> <td>Napkins</td> <td>Dustpan</td> </tr> <tr> <td>Furniture spray, etc.</td> <td></td> </tr> </table> <p style="text-align: right; margin-top: 20px;">   </p>	Liquid Soap	Air-freshener	Dettol	Floor Mop	Tide Soap	Hand Sanitizer	Chlorine	Glass Cleaner	Tissue	Soft Broom	Tower	Hand Gloves	Napkins	Dustpan	Furniture spray, etc.	
Liquid Soap	Air-freshener																		
Dettol	Floor Mop																		
Tide Soap	Hand Sanitizer																		
Chlorine	Glass Cleaner																		
Tissue	Soft Broom																		
Tower	Hand Gloves																		
Napkins	Dustpan																		
Furniture spray, etc.																			
5.	IFB No.: MOI/SBA/NCB/002/2025	Food Stuff	The cost of US\$19,000.00 is drawn from the budget line-item Employee Awards as indicated in Ministry's approved Budget FY 2025. This contract package is intended to cover the cost of food items (rice and vegetable oil).																
6.	IFB No.: MOI/SBA/RB/001/2025	Petroleum Products (Diesel & Gasoline)	The cost of US\$35,000.00 is drawn from the budget line-item Diesel and Gasoline for Vehicles and Generator as indicated in Ministry's approved Budget FY 2025. This contract package is intended to cover the cost of 7,608 gallons of diesels and gasoline at \$4.60 for the Ministry's use.																

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7.	IFB No.: MOI/SBA/RFQ/003/2025	Supply of Non-Portable Water	The cost of US\$6,000.00 is drawn from the budget line-time Water and Sewer as indicated in Ministry's approved Budget FY 2025. This contract package is intended to cover the cost of water supply from private entity.
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Prepared by: 
Henrietta P. Wleh
Procurement Director


Date: Jan 24, 2025


2/3/25


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MINISTRY OF INFORMATION, CULTURAL AFFAIRS & TOURISM
PROCUREMENT PLAN (NON - SBA)
SOURCE OF FOUNDING: GOL NATIONAL BUDGET
FOR FISCAL YEAR: 2025 (JANUARY - DECEMBER)

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Item	Contract Package Code	Contract Package	Content of Contract Package
1.	IFB No.: MOI/SS/001/2025	Scratch Cards	The cost of US\$12,000.00 is drawn from the budget line-item Scratch Cards as indicated in the approved Budget FY 2025. This contract package is intended to cover the cost of communications for the smooth operations of Ministry (MICAT). The scratch cards/recharge vouchers will be procured from the only two producers of scratch cards (Lonestar MTN Communications Inc. and Orange Liberia).
2.	IFB No.: MOI/RFQ/001/2025	Repairs & Maintenance Vehicle	The cost of US\$6,000.00 is drawn from the budget line-item Repairs and Maintenance-Vehicle as indicated in Ministry's approved Budget FY 2025. The procurement of the contract package is intended to cover cost of vehicle servicing by outside parties of the Agency's fleet of vehicles.
3.	IFB No.: MOI/SS/002/2025	Internet Connectivity	The cost of US\$20,000.00 is derived from the budget line-item Internet Connectivity as indicated in the Ministry's approved Budget FY 2025. The procurement of this contract package is intended to cover the cost of internet connectivity or coverage for the Ministry.
4.	IFB No.: MOI/NCB/001/2025	ICT Infrastructure	The cost of US\$31,900.00 is drawn from the budget line-item ICT Infrastructure, Hardware, Software, and Networks as indicated in Ministry's approved Budget FY 2025. The procurement of the contract package is intended to cover cost of payment for the Ministry's Website.
5.	IFB No.: MOI/RFQ/002/2025	Vehicle Insurance	The cost of US\$5,000.00 is drawn from the budget line-item Vehicle Insurance as indicated in Ministry's approved Budget FY 2025. The procurement of the contract package is intended to cover cost of vehicle Insurance coverage by outside parties of the Agency's fleet of vehicles.
6.	IFB No.: MOI/NCB/002/2025	Stationery Supplies	The cost of US\$15,000.00 is drawn from the budget line-item Stationery as indicated in the Ministry's approved Budget FY 2025. The procurement of this contract package is intended to purchase assorted stationeries and cartridges to be used by the Ministry.
7.	IFB No.: MOI/NCB/003/2025	Repairs & Maintenance – Civil	The cost of US\$150,000.00 is drawn from the budget line-item Renovation & Rehabilitation -PSIP as indicated in Ministry's approved Budget FY 2025. This contract package is intended to cover the cost for the renovation work on the Ministry's Building. This amount is for additional work for the changing of the roofing of the Ministry's building.
8.	IFB No.: MOI/NCB/004/2025	Purchase of Vehicles	The cost of US\$203,000.00 is drawn from the budget line-item Transport Equipment as indicated in the Ministry's approved Budget FY 2025. This contract package is intended to procure two (2) Staff buses and four (4) jeeps.

The cost of **US\$203,000.00** is drawn from the budget line-item **Transport Equipment** as indicated in the Ministry's approved Budget FY 2025. This contract package is intended to procure two (2) Staff buses and four (4) jeeps.

Prepared by: 
Henrietta P. Wleh
Procurement Director

Date: Jan 24, 2025


2/3/25

