

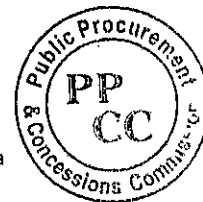


REPUBLIC OF LIBERIA

**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/0291/25'**

February 21, 2025

Hon. Magdalene Ellen Dagoseh

**MINISTER**

Ministry of Commerce and Industry

E.J.S. Ministerial Complex

Congo Town

Republic of Liberia

Dear Hon. Dagoseh:

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 Commerce and Industry (MoCI) Annual Procurement Plan. Following a thorough review, the Commission hereby approves the MoCI procurement plan for the fiscal year 2025 in accordance with **Section 40 (3)** of the PPCA, 2010. The Commission further informs the MoCI 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."

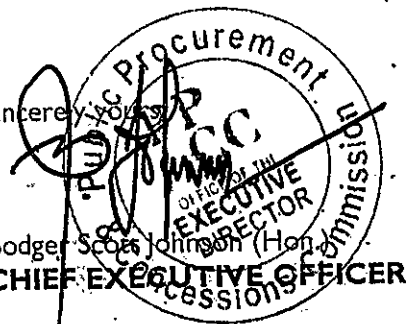
Please note that the Commission's full approval of a method on the procurement plan is deemed to be the approval of the Procuring Entity, and as such, the Procuring Entity will not be required to request the use of said approved method again.

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 (Hon.)

**CHIEF EXECUTIVE OFFICER**



Regulating Procurement Compliance for National Development



Office of the MINISTER

**REPUBLIC OF LIBERIA**  
**MINISTRY OF COMMERCE & INDUSTRY**  
**MONROVIA**



P.O. Box 9041  
1000 Monrovia,  
10 Liberia  
Ph. +231776556298  
+231886518442

Email: [mdagoseh@moci.gov.lr](mailto:mdagoseh@moci.gov.lr)  
Website: [www.moci.gov.lr](http://www.moci.gov.lr)

**Ref: MCI/MED-M/0046/'2025**

February 19, 2025

Hon. Bodger Scott Johnson  
**EXECUTIVE DIRECTOR**  
Public Procurement & Concession Commission  
Executive Mansion Grounds  
Capitol Hill  
Monrovia, Liberia

Dear Hon. Johnson:

**Subject: Approval of Procurement Plan**

Accept my profound compliments. I am delighted to submit to your office in keeping with Section 40(1) and (3) of the PPCA of 2010, the Ministry of Commerce & Industry Annual Procurement Plan for fiscal year 2025 for the Commission approval.

I write to formally request your assistance in expediting the procurement process for essential vehicles for the Liberia Business Registry (LBR) and the Ministry of Commerce & Industry (MOCI). Currently, the lack of adequate transportation resources is hindering the effective operations of our departments. Specifically, we seek your support in reducing the lead time and providing a **"No Objection"** for the purchase of the following vehicles: - One SUV for the Minister of Commerce & Industry (MoCI), one pickup for the Deputy Director for Administration (LBR) and One bus for MoCI Staffs. These vehicles are critical for easing our administrative functions and ensuring that our teams can operate at their full capacity.

We are also pleased to attach the following documents as requested:

- Non- SBA, SBA and Consultancy Procurement Plan
- Detail budget for the Ministry of Commerce and Industry's allocation in the approved National Budget
- Cash Plan
- Copy of Breakdown Revenue Enhancement
- Listing of Procurement Committee Members

Thank you for your timely consideration.

Sincerely yours,

  
Magdalene Ellen Dagoseh  
**MINISTER**

*Received*  
*Theophilus S. B. Kallie*  
*Feb. 19, 2025*  
*Time: 2:25 PM*

# nMINISTRY OF COMMERCE & INDUSTRY

## PROCUREMENT PLAN (SBA)

Source of Funding: 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												REMARKS
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	QTY	BUSINESS ACTIVITY CODE	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: MOCI/SBA/RB/01/2025	Personnel Life insurance Coverage	1 Firm	K6511	\$40,000.00	RB	02/12/25	02/14/25	02/19/25	02/24/25	03/24/25	03/31/25	04/11/25	04/21/25	N/A	12/16/25	12/31/25		
UPDATE																				
ACTUAL																				
PLANNED	2.	IFB NO: MOCI/SBA/RB/02/2025	Vehicle Insurance Coverage	1 Firm	K6512	\$10,500.00	RB	02/12/25	02/14/25	02/19/25	02/24/25	03/24/25	03/31/25	04/11/25	04/21/25	N/A	12/16/25	12/31/25		
UPDATE																				
ACTUAL																				
PLANNED	3.	IFB NO: MOCI/SBA/RFQ/001/2025	Vehicle Rental & Lease	1 Firm	H4922	\$5,000.00	RFQ	02/12/25	02/14/25	02/19/25	02/24/25	02/25/25	02/26/25	03/12/25	03/17/25	N/A	12/16/25	12/31/25		
UPDATE																				
ACTUAL																				
<b>SUBTOTAL</b>						\$55,500.00														



Prepared by: Roland K. Karphe  
Acting Procurement Director/ Manager

Approved by: Magdalene Ellen Dagoseh  
Head of Entity/Chairperson Proc. Committee

Date: 12/16/25



WES  
12/21/25

# MINISTRY OF COMMERCE & INDUSTRY


## PROCUREMENT PLAN (SBA)

Source of Funding: 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												REMARKS
	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	QTY	BUSINESS ACTIVITY CODE	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	4.	IFB NO: MOCI/SBA/RFQ /002/2025	Security Guard service	1 Firm	N8010	\$10,000.00	RFQ	02/12/25	02/14/25	02/19/25	02/24/25	02/25/25	02/26/25	03/12/25	03/17/25	N/A	12/16/25	12/31/25		
UPDATE																				
ACTUAL																				
PLANNED	5.	IFB NO: MOCI/SBA/RB/0 03/2025	Event Catering Services	1 Firm	I-5621	\$22,000.00	RB	02/12/25	02/14/25	02/19/25	02/24/25	03/24/25	03/31/25	04/11/25	04/21/25	N/A	12/16/25	12/31/25		
UPDATE																				
ACTUAL																				
PLANNED	6.	IFB NO: MOCI/SBA/RB/0 04/2025	Petroleum Products	33,669 gals @4.21usd	G4661	141,750.00	RB	02/12/25	02/14/25	02/19/25	02/24/25	03/24/25	03/31/25	04/11/25	04/21/25	N/A	12/16/25	12/31/25		
UPDATE																				
ACTUAL																				
<b>SUB TOTAL</b>						\$173,750.00														

Prepared by:   
 Roland K. Karphe  
 Acting Procurement Director/ Manager

Approved by:   
 Magdalene Ellen Dagoesch  
 Head of Entity/Chairperson Proc. Committee

  
 2/21/25

  
  
 Date: Feb 21/25


# MINISTRY OF COMMERCE & INDUSTRY

PROCUREMENT PLAN (SBA)

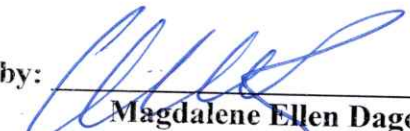
Source of Funding: GOL

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												REMARKS
	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	QTY	BUSINESS ACTIVITY CODE	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	7.	IFB NO: MOCI/SBA/RFQ/003/2024	Advertising & Public Relation	1 Firm	G-4659	\$10,000.00	RFQ	02/12/25	02/14/25	02/19/25	02/24/25	02/25/25	02/26/25	03/12/25	03/17/25	N/A	12/16/25	12/31/25		
ACTUAL																				
UPDATE																				
PLANNED	8.	IFB NO: MOCI/SBA/RB/005/2025	ICT Infrastructure	Assorted	J-6190	\$10,500.00	RB	02/12/25	02/14/25	02/19/25	02/24/25	03/24/25	03/31/25	04/11/25	04/21/25	N/A	12/16/25	12/31/25		
ACTUAL																				
UPDATE																				
PLANNED	9	IFB NO: MOCI/SBA/NCB/001/2025	Printing & Binding	1 Firm	C-1812	\$60,000.00	NCB	02/12/25	02/14/25	02/19/25	02/24/25	03/24/25	03/31/25	04/11/25	04/21/25	N/A	12/16/25	12/31/25		
ACTUAL																				
UPDATE																				
<b>SUB TOTAL</b>						\$80,500.00														

Prepared by:   
**Roland K. Karphe**  
 Acting Procurement Director/ Manager



Approved by:   
**Magdalene Ellen Dagoseh**  
 Head of Entity/Chairperson Proc. Committee



  
 2/21/25

# MINISTRY OF COMMERCE & INDUSTRY

PROCUREMENT PLAN (SBA)

Source of Funding: 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												REMARKS
	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	QTY	BUSINESS ACTIVITY CODE	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	10	IFB NO: MOCI/SBA/RFQ /064/2025	Repair Maintenance Office Building	1 Firm	F-4100	\$8,000.00	RFQ	02/12/25	02/14/25	02/19/25	02/24/25	02/25/25	02/26/25	03/12/25	03/17/25	N/A	12/16/25	12/31/25		
ACTUAL																				
UPDATE																				
PLANNED	11	IFB NO: MOCI/SBA/RFQ /005/2025	Machinery & Equipment	Assorted	G-4659	\$4,500.00	RFQ	02/12/25	02/14/25	02/19/25	02/24/25	02/25/25	02/26/25	03/12/25	03/17/25	N/A	12/16/25	12/31/25		
ACTUAL																				
UPDATE																				
PLANNED	12	IFB NO: MOCI/SBA/RFQ /006/2025	Newspaper, Books Periodical	Assorted	G-4761	\$5,000.00	RFQ	02/12/25	02/14/25	02/19/25	02/24/25	02/25/25	02/26/25	03/12/25	03/17/25	N/A	12/16/25	12/31/25		
ACTUAL																				
UPDATE																				
<b>SUB TOTAL</b>						\$17,500.00														
<b>GRAND TOTAL</b>						\$327,250.00														

  
  
 EXECUTIVE DIRECTOR

Prepared by:

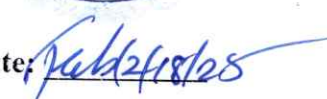
  
**Roland K. Karpah**  
 Acting Procurement Director/ Manager

Approved by:

  
 2/21/25

**Magdalene Ellen Dagoch**  
 Head of Entity/Chairperson Proc. Committee

Date:

  
 2/21/25



**MINISTRY OF COMMERCE & INDUSTRY**  
**SBA PROCUREMENT PLAN EXPLANATORY NOTES**  
**FISCAL YEAR- 2025**

ITEM NO.	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	PACKAGE DESCRIPTION
1	IFB NO: MOCI/SBA/RB/001/25	Personnel Life insurance Coverage	This contract package is intended to provide all employees with life insurance policy.  Please note that initially we have (\$50,000USD) from the Approval GOL National Budget and Ten Thousand United States Dollars (\$10,000USD) was deducted from Insurance Coverage and was subsequently transfer to Foreign Travel – means of travel and Foreign DSA (Five Thousand United States Dollars for each Line)
2.	IFB NO: MOCI/SBA/RB/002/25	Vehicle Insurance Coverage	This contract package is intended to ensure all the Ministry's Vehicles through third-party policy or Comprehensive.
3	IFB NO: MOCI/SBA/RFQ/001/2025	Vehicle Rental & Lease	This contract package is intended to hire a firm to provide Vehicle rental services to the Ministry be used for trips to various Counties on assessment to enhance the Ministry activities and core mandate
4	IFB NO: MOCI/SBA/RFQ/002/2025	Security Guard service	This contract package is intended to hire a security firm that would provide Security guard protection for the Ministry and the Liberia Business Registry.
5	IFB NO: MOCI/SBA/RB/003/2025	Event Catering Services	This contract package is intended to caring out catering service during Workshop and other programs for the Ministry.  Please note that initially we have (\$15,000USD) from the Approval GOL National Budget But additional funding from Workshop, Conference and Symposium in the amount of Seven hundred United States Dollars (\$7,000USD) were transfer to Food and Catering Services,

PUBLIC PROCUREMENT COMMISSION  
 EXECUTIVE DIRECTOR  
 2/21/25

MINISTRY OF COMMERCE & INDUSTRY  
 REPUBLIC OF LIBERIA  
 Date: *Jan 21*

*W39/A*  
*2/21/25*

6	<b>IFB NO:</b> <b>MOCI/SBA/RB/004/2025</b>	<b>Petroleum products</b>    	<p>This contract package is intended to procure assorted petroleum products for the Ministry as follows:</p> <ul style="list-style-type: none"> <li>• Gasoline _____ 16,834.5 gallons</li> <li>• Fuel _____ 16,834.5 gallons</li> </ul> <p>Please note that initially we have (\$135,000USD) from the Approval GOL Budget and also received additional funding from Revenue Enhancement for the Ministry of Commerce and Liberia Business Registry and Six Thousand Seven Hundred Fifty United States Dollars (\$6,750US) Transfer to Petroleum Product Line. Moreover, from the Revenue Enhancement Liberia Business Registry Transfer \$1,750USD to Petroleum Product, while \$5,000USD was also Transfer to Petroleum Products Line on the Procurement Plan from Central Administration.</p>
7	<b>IFB NO:</b> <b>MOCI/SBA/RFQ/003/2025</b>	<b>Advertising and Public relations</b>	<p>This contract package is intended to be used for the following</p> <ol style="list-style-type: none"> <li>Advertising of Public Notices</li> <li>Press Releases on commodity Prices</li> <li>Jingles on Consumers Right Etc.</li> </ol>
8	<b>IFB NO:</b> <b>MOCISBA//RB/005/2025</b>	<b>ICT Infrastructure</b>	<p>This contract package is intended to purchase Hardware &amp; Software material to be use by the Ministry of Commerce and Industry.</p>
9	<b>IFB NO:</b> <b>MOCI/SBA/NCB/001/2025</b>	<b>Printing &amp; Binding</b>	<p>This contract package is funded from the budget line Printing, Binding and Publication Services which is intended to hire a firm to print letter head, T. Shirt, Call Cards, Inspector Form, Business Registration Certificate etc.</p>
10	<b>IFB NO:</b> <b>MOCI/SBA/RFQ/004/2025</b>	<b>Repair and Maintenance office building</b>	<p>This contract package is intended to hire a firm to carry out regular repair and maintenance services on the Ministry facilities</p> <p>Please note that initially we have (\$5,000USD) from the Approval GOL National Budget and Three Thousand United States Dollars was transfer From Entertainment Representation and Gifts Line to Repair &amp; Maintenance Civil Line</p>






11	IFB NO: MOCI/SBA/RFQ/005/2025	Machinery and equipment	This contract package is intended to procure assorted office machines and equipment  Please note that initially we have (\$2,500USD) from the Approval GOL Budget and Two Thousand United States Dollars was Transfer from Entertainment Representation and Gifts Budget line to Machinery & Equipment Budget Line.
12	IFB NO: MOCI/SBA/RFQ/006/2025	Newspaper books and periodical	This contract package is intended to procure Newspapers for the Ministry, Monthly and Yearly journal on major commodities

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

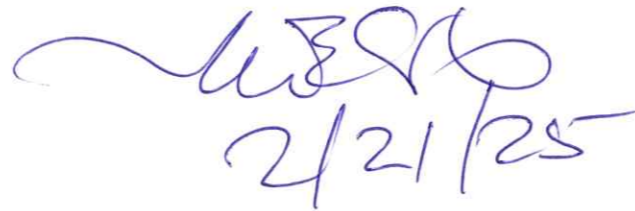
  
Roland K. Karpah  
Acting Procurement Director/ Manager

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

  
Magdalene Ellen Dagoseh  
Head of Entity/Chairman Proc. Committee

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



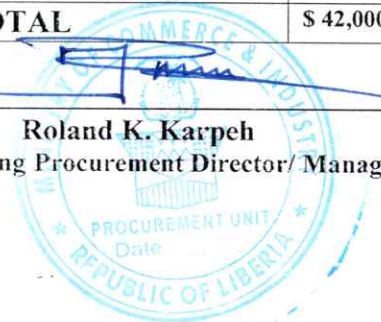
  
2/21/25

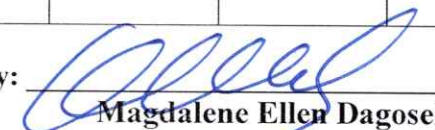
**MINISTRY OF COMMERCE & INDUSTRY**  
**CONSULTANCY PROCUREMENT PLAN (NON-SBA)**

Source of Funding: 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												
	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	No. of FIRMS/PERSONS	ESTIMATED COST (USD)	SELECTION METHOD	REQUEST FOR EXPRESSION OF INTEREST, if applicable					REQUEST FOR PROPOSALS AND APPROVAL OF AWARD								
						PREP. OF TOR & PC APPROVAL	PUBLICATION OF REOI	REOI CLOSING/ OPENING	SUBMISSION OF EVALUATION REPORT	PC APPROVAL-EVALUATION REPORT/SHORTLIST	PREPARATION & SUBMISSION OF RFP DOCUMENT	PC APPROVAL - FINAL TOR/RFP DOCUMENT	INVITATION OF PROPOSALS	PROPOSAL SUBMISSION & OPENING	SUBMISSION OF TECHNICAL & FINANCIAL EVALUATION REPORT	PC APPROVAL - COMBINED EVALUATION REPORT	CONTRACT AWARD & SIGNING	COMPLETION (FINAL REPORT) AND PAYMENT	
PLANNED	1	RFP NO: MOCI/LCS/001/2025	Training Services	1 Firm	\$ 42,000.00	LCS	02/12/25	02/14/25	02/19/25	02/24/25	02/25/25	02/26/25	03/12/25	03/17/25	N/A	17/04/25	28/04/25	12/16/25	12/31/25
UPDATE																			
ACTUAL																			
<b>SUB TOTAL</b>					\$ 42,000.00														
<b>GRAND TOTAL</b>					\$ 42,000.00														

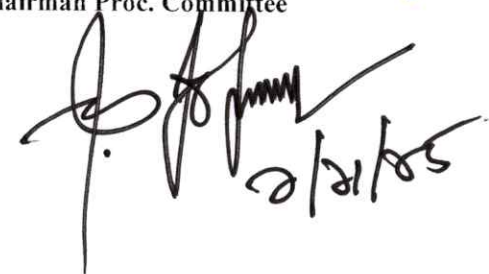
Prepared by:   
 Roland K. Karpah  
 Acting Procurement Director/ Manager



Approved by:   
 Magdalene Ellen Dagoesh  
 Head of Entity/Chairman Proc. Committee

Date: Feb 18/25

  
 2/21/25

  
 2/21/25

**MINISTRY OF COMMERCE & INDUSTRY**  
**NON- SBA PROCUREMENT PLAN EXPLANATORY NOTES**  
**FISCAL YEAR- 2025**


ITEM NO.	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	PACKAGE DESCRIPTION
1	RFP NO: MOCI/LCS/001/2025	Training Services	This contract package is intended to hire a consultant to provide training services for the Ministry Staff.

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

  
**Roland K. Karphe**  
 Acting Procurement Director/ Manager




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

  
**Magdalene Ellen Dagoseh**  
 Head of Entity/Chairperson Proc. Committee

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



  
 2/21/25



# MINISTRY OF COMMERCE & INDUSTRY

## PROCUREMENT PLAN (NON-SBA)

Source of Funding: 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												REMARKS
	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	QTY	BUSINESS ACTIVITY CODE	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: MOCI/RB/001/2025	Air Ticket	1 firm	N-7911	\$ 26,000	RB	02/12/25	02/14/25	02/19/25	02/24/25	03/24/25	03/31/25	04/11/25	04/21/25	N/A	12/16/25	12/31/25		
UPDATE																				
ACTUAL																				
PLANNED	2	IFB No: MOCI/SS/001/2025	Internet Connectivity	1 Firm	J-6120	\$25,000	SS	02/12/25	02/14/25	02/19/25	N/A	N/A	N/A	N/A	04/21/25	N/A	12/16/25	12/31/25		
UPDATE																				
ACTUAL																				
PLANNED	3	IFB NO: MOCI/RFQ/001/2025	Employee's ID Cards	1 Firm	C-1811	\$2,000.00	RFQ	02/12/25	02/14/25	02/19/25	02/24/25	02/25/25	02/26/25	03/12/25	03/17/25	N/A	12/16/25	12/31/25		
UPDATE																				
ACTUAL																				
<b>SUB TOTAL</b>						\$53,000.00														

*[Handwritten Signature]*  
2/24/25

Prepared by: *[Handwritten Signature]*  
**Roland K. Karpoh**  
 Acting Procurement Director/ Manager

Approved by: *[Handwritten Signature]*  
**Magdalene Ellen Dagoseh**  
 Head of Entity/Chairperson Proc. Committee

Date: Feb 24/25

*[Handwritten Signature]*  
2/21/25



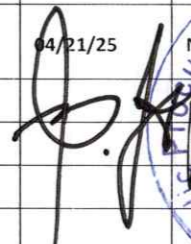

# MINISTRY OF COMMERCE & INDUSTRY

## PROCUREMENT PLAN (Non- SBA)

Source of Funding: GO

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	QTY	BUSINESS ACTIVITY CODE	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	4.	IFB NO: MOCI/RB/002/2025	Computer Supplies & ICT Service	Assorted	G-4741	\$40,877.00	RB	02/12/25	02/14/25	02/19/25	02/24/25	03/24/25	03/31/25	04/11/25	04/21/25	N/A	12/16/25	12/31/25		
UPDATE																				
ACTUAL																				
PLANNED	5.	IFB NO: MOCI/RB/003/2025	Repair & maintenance Vehicle	1 Firm	G-4520	\$32,500	RB	02/12/25	02/14/25	02/19/25	02/24/25	03/24/25	03/31/25	04/11/25	04/21/25	N/A	12/16/25	12/31/25		
UPDATE																				
ACTUAL																				
PLANNED	6.	IFB No: MOCI/RFQ/OO 2/2025	Food Stuff	Assorted	G-4611	10,000	RFQ	02/12/25	02/14/25	02/19/25	02/24/25	03/24/25	03/31/25	04/11/25	04/21/25	N/A	12/16/25	12/31/25		
UPDATE																				
ACTUAL																				
<b>SUB TOTAL</b>						\$83,377.00														

Prepared by:

  
**Roland K. Karphe**  
 Acting Procurement Director/ Manager

Approved by:

  
**Magdalene Ehen Dagoseh**  
 Head of Entity/Chairperson Proc. Committee

Date:

Feb 6/2025

  
 2/21/25

# MINISTRY OF COMMERCE & INDUSTRY

PROCUREMENT PLAN (Non- SBA)

Source of Funding: 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												REMARKS
	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	QTY	BUSINESS ACTIVITY CODE	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	7.	IFB NO: MOCI/RB/004/2025	Office Furniture & Fixture	Assorted	G-4659	\$25,000	RB	02/12/25	02/14/25	02/19/25	02/24/25	03/24/25	03/31/25	04/11/25	04/21/25	N/A	12/16/25	12/31/25		
UPDATE																				
ACTUAL																				
PLANNED	8.	IFB NO: MOCI/RB/005/2024	Vehicles Purchase	3 Units	G-4510	\$169,500	RB	06/06/24	10/06/24	17/06/24	24/06/24	22/07/24	29/07/24	31/07/24	14/08/24	N/A	12/16/25	12/31/25		
UPDATE																				
ACTUAL																				
PLANNED	9.	IFB NO: MOCI/RB/006/2025	Cleaning Materials	Assorted	G-4773	\$20,000	RB	02/12/25	02/14/25	02/19/25	02/24/25	03/24/25	03/31/25	04/11/25	04/21/25	N/A	12/16/25	12/31/25		
UPDATE																				
ACTUAL																				
PLANNED	10.	IFB NO: MOCI/RB/007/2025	Stationery	Assorted	G-4761	\$35,000	RB	02/12/25	02/14/25	02/19/25	02/24/25	03/24/25	03/31/25	04/11/25	04/21/25	N/A	12/16/25	12/31/25		
UPDATE																				
ACTUAL																				
<b>SUBTOTAL</b>						\$249,500														


Prepared by:

  
**Roland K. Karpah**  
 Acting Procurement Director/ Manager



Approved by:

  
**Magdalene Ellen Dagoseh**  
 Head of Entity/Chairperson Proc. Committee

  
 21/21/25



# MINISTRY OF COMMERCE & INDUSTRY

PROCUREMENT PLAN (Non-SBA)

Source of Funding: 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												REMARKS
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	QTY	BUSINESS ACTIVITY CODE	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	11.	IFB NO: MOCI/RFQ/003/2025	Equipment & Household Materials	Assorted	G-4759	\$1,500	RFQ	02/12/25	02/14/25	02/19/25	02/24/25	02/25/25	02/26/25	03/12/25	03/17/25	N/A	12/16/25	12/31/25		
UPDATE																				
ACTUAL																				
PLANNED	12	IFB NO: MOCI/RB/008/2025	Purchase of Motorbikes	14 Units	G-4540	\$23,750.00	RB	02/12/25	02/14/25	02/19/25	02/24/25	02/25/25	02/26/25	03/12/25	03/17/25	N/A	12/16/25	12/31/25		
UPDATE																				
ACTUAL																				
	13	IFB NO: MOCI/RFQ/004/2025	Hall Rental	Assorted	L6810	\$10,000.00	RFQ	02/12/25	02/14/25	02/19/25	02/24/25	02/25/25	02/26/25	03/12/25	03/17/25	N/A	12/16/25	12/31/25		
<b>SUBTOTAL</b>						\$35,250.00														

Prepared by:

*[Signature]*  
**Roland K. Karpoh**  
 Acting Procurement Director/ Manager



Approved by:

*[Signature]*  
**Magdalene Ellen Dagoseh**  
 Head of Entity/Chairperson Proc. Committee



*[Handwritten Signature]*  
 2/21/25

# MINISTRY OF COMMERCE & INDUSTRY

## PROCUREMENT PLAN (NON-SBA)

Source of Funding: GOL

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.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	QTY	BUSINESS ACTIVITY CODE	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	REMARKS		
PLANNED	14	IFB NO: MOCI/RB/009/2025	Scratch Cards	4,200 pcs @5.00 us	J6190	\$21,900.00	RB	02/12/25	02/14/25	02/19/25	02/24/25	02/25/25	02/26/25	03/12/25	03/17/25	N/A	12/16/25	12/31/25		
ACTUAL																				
UPDATE																				
PLANNED	15	IFB NO: MOCI/RFQ/005/2025	Website Hosting	1 Firm	J6311	3,100.00	RFQ	02/12/25	02/14/25	02/19/25	02/24/25	02/25/25	02/26/25	03/12/25	03/17/25	N/A	12/16/25	12/31/25		
ACTUAL																				
UPDATE																				
PLANNED	16	IFB NO: MOCI/RFQ/006/2025	Internet Connectivity	1 Firm	J6120	19,000.00	RFQ	02/12/25	02/14/25	02/19/25	02/24/25	02/25/25	02/26/25	03/12/25	03/17/25	N/A	12/16/25	12/31/25		
UPDATE																				
ACTUAL																				
<b>SUB TOTAL</b>						\$35,000.00														
<b>Grand Total</b>						\$456,127.00														

  
 Signature: *[Handwritten Signature]*  
 Date: Feb 6/18/25

Prepared by: *[Signature]*  
**Roland K. Karpoh**  
 Acting Procurement Director/ Manager

*[Handwritten Signature]*  
 2/21/25

Approved by: *[Signature]*  
**Magdalene Ellen Dagoseh**  
 Head of Entity/Chairperson Proc. Committee

Date: Feb 6/18/25



**MINISTRY OF COMMERCE & INDUSTRY**  
**NON-SBA PROCUREMENT PLAN EXPLANATORY NOTES**  
**FISCAL YEAR- 2025**

ITEM NO.	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	PACKAGE DESCRIPTION
1.	IFB No: MOCI/RB/001/2024	Air Ticket	<p>This contract package is funded from the budget line foreign travel- mean of travel which is intended to purchase assorted air tickets for used by the entity.</p> <p>Please note that initially we have (\$21,000USD) from the Approval GOL Budget and also received additional funding from Revenue Enhancement for the Ministry of Commerce and Liberia Business Registry and Five Thousand United States Dollars was Transfer to Foreign Travel – Means of Travel total it amount to Twenty Six Thousand United States Dollars(\$26,000USD)</p>
2.	IFB No: MOCI/SS/001/2024	Internet Connectivity	<p>This contract package is funded from the budget line internet service provider and is intended to single source the Liberia Telecommunication Corporation and is intended to provide high speed internet to the Liberia Business Registrar etc.</p>
3.	IFB NO: MOCI/RFQ/001/2025	Employee's ID Cards	<p>This contract package is intended to Provide ID Cards to All Employee's at the Ministry of Commerce and Liberia Business Registry Etc.</p> <p>Please note that initially we have (\$1,000USD) from the Approval GOL Budget and One Thousand United States Dollars was Transfer from Equipment &amp; Household Materials to Employee's ID Cards total it amount to Two Thousand United States Dollars(\$2 ,000USD)</p>
4	IFB NO: MOCI/RB/002/2025	Computer Supplies & ICT Service	<p>This contract package is intended for the procurement of computers and ICT accessories</p>



5	IFB NO: MOCI/RB/003/2025	Repair & maintenance Vehicle	This contract package is intended to repair the Ministry of Commerce and Industry Vehicles as well servicing
6	IFB No: MOCI/RFQ/002/2025	Food Stuff	This contract package is funded from the budget line entertainment and is intended to procure assorted of food items including sugars, coffee, drinks, oval tea.  Please note that initially we have (\$15,000USD) from the Approval GOL National Budget but Five Thousand United States Dollars was Transfer from Entertainment to Repair Maintenance Machinery(\$3,000USD) & Repair & Maintenance Civil (\$2,000USD).
7	IFB NO: MOCI/RB/004/2025	Office Furniture & Fixture	This contract package is funded from the budget line Furniture & Fixture and is intended to purchase office furniture (Executive Desk, Standard Desk, Executive Chairs, Standard Chairs) and other related items for used by the entity
8	IFB NO: MOCI/RB/005/2024	Vehicles Purchase	This contract package is funded from the budget line transport equipment and intended to procure assorted vehicles for the Ministry
9	IFB NO: MOCI/RB/006/2024	Cleaning Materials	This contract package is intended to purchase Assorted cleaning material for used by the entity.
10	IFB NO: MOCI/RB/007/2024	Stationery	This contract package is funded from the budget line stationery which is intended to purchase the following stationery items: Pen, Ink Pad, A-4 Sheet, Legal Sheet, folders, manila folders, Pencil, ruler, note pad. Etc.
11	IFB NO: MOCI/RFQ/003/2025	Equipment & Household Materials	This contract package is intended to procure Electrical Appliances, Tools Household Utensils Etc.  Please note that initially we have (2,5000USD) from the Approval GOL National Budget and One Thousand United States Dollars was Transfer Employee's ID Cards on the Budget Line



*Handwritten signature and date: 2/21/25*

12	IFB NO: MOCI/RB/008/2025	Purchase of Motorbikes	<p>This contract package is intended to procure Motorbikes for the Liberia Business Registry &amp; the Ministry of Commerce and Industry</p> <p>Please note that the total amount is (\$23,750USD) from Revenue Enhancement line within the National Budget, out of this amount the Liberia Business Registry have \$8,750 for four units of Motorbikes, While Ministry of Commerce and Industry Central Administration have \$15,000USD for Ten Units of Motorbikes.</p>
13	IFB NO: MOCI/RFQ/004/2025	Hall Rental	This contract package is intended to rent hall for training, please note that ten thousand United States (\$10,000USD) was subtracted from workshop, Conferences and Symposium and Transfer to Hall Rental
14	IFB NO: MOCI/RB/009/2025	Scratch Cards	<p>This contract package is funded from the budget line telecommunication and internet and is intended to procure the following scratch cards as follows:</p> <ul style="list-style-type: none"> <li>• Lone Star _____ 2,100 cards</li> <li>• Orange _____ 2,100 cards</li> </ul>
15	IFB NO: MOCI//RFQ/005/2025	Website Hosting	<p>This contract package is funded from the budget line telecommunication and internet and is intended to hire a firm for the Ministry Website hosting</p>
16	IFB NO: MOCI//RFQ/006/2025	Internet Connectivity	<p>This contract package is funded from the budget line telecommunication and internet and is intended to hire a firm to provide internet services for the Ministry of Commerce Central Office.</p>

*[Handwritten signature]*  
 2/21/25  
 EXECUTIVE DIRECTOR  
 PROCUREMENT COMMITTEE

*[Handwritten signature]*  
 Date  
 PROCUREMENT UNIT  
 MINISTRY OF COMMERCE AND INDUSTRY

Prepared by: Roland K. Karpoh  
 Acting Procurement Director/ Manager

Approved by: Magdalene Ellen Dagoseh  
 Head of Entity/Chairman Proc. Committee

Date: Feb 21/25

*[Handwritten signature]*  
 2/21/25