

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/0237/25'**

February 4, 2025

Dr. Joseph Isaac

**PRESIDENT**

Margibi University

Margibi County, Harbel

Republic of Liberia

Dear Dr. Isaac:

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 Margibi University (MU) Annual Procurement Plan. Following a thorough review, the Commission hereby approves the University annual procurement plan for the fiscal year 2025 in accordance with **Section 40 (3)** of the PPCA, 2010. The Commission further informs the University that the procurement plan will be duly forwarded to the Ministry of Finance and Development Planning (MFD) and that the MFD 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."*

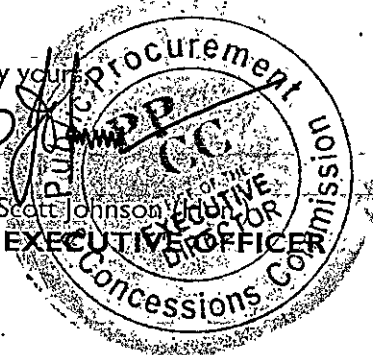
Please note that the Commission's full approval of a method on the procurement plan is deemed to be the approval of the Procuring Entity, and as such, the Procuring Entity will not be required to request the use of said approved method again.

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**





## Office of the President

January 30, 2025

Hon. Bodger Scott Johnson  
Executive  
Director Public Procurement & Concessions Commission  
Executive Mansion Grounds  
Capitol Hill  
Monrovia, Liberia

**RE: Margibi University FY 2025 Procurement Plan**

Dear Hon. Johnson,

We present our compliments and wish to submit for your approval, the Margibi University SBA Procurement plan for Fiscal Year 2025 consistent with Section 40 (1)(2) of the reinstated PPCA 2010.

The University looks forward to your timely response and also appreciates the Commission's continued support of the GOL developmental agenda.

Thank in advance for your usual cooperation.

Sincerely,

Dr. Joseph Isaac  
PRESIDENT

CC: Mr. Janjay Jacobs  
Comptroller

*John Sano*  
*01/31/2025*

*TIME: 10:56AM*

**Margibi University**

formerly Harbel College

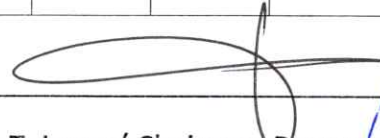
[www.mu.edu.lr](http://www.mu.edu.lr)

**Margibi University**  
**Harbel Firestone, Margibi County Liberia**  
**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 MU/SBA/RFQ/001/2025	Petroleum Product	G4661	1,211.401 Gal @4.21 usd	5,100	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	2	IFB NO MU/SBA/RFQ/002/2025	Repair & Maintenance Vehicle	G4520	Firm	1,500	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	3	IFB NO MU/SBA/RFQ/003/2025	Repair & Maintenance Generator	C3314	Firm	2,250	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>8,850</b>														

Prepared by:   
 Procurement Officer

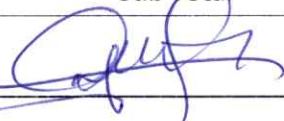
  
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Approved By:   
 Dr. Isaac T. Isaac / Chairman Procurement Committee

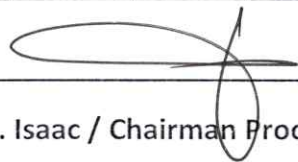


**Margibi University**  
**Harbel Firestone, Margibi County Liberia**  
**Procurement Plan (SBA)**  
**Source of funding: GOL National Budget**  
**Fiscal Year 2025**

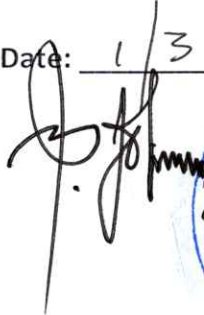
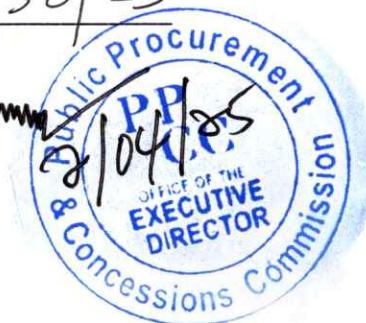
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PLANNED	4	IFB NO MU/SBA/RFQ/004/2025	Cleaning Materials	G4773	Assorted	489.90	RFQ	1/06/2025	1/15/2025	1/21/2025	1/31/2025	2/07/2025	2/14/2025	2/19/2025	2/26/2025	N/A	2/26/2025	12/31/2025		
UPDATE																				
ACTUAL																				
PLANNED	5	IFB NO MU/SBA/RFQ/005/2025	Stationery	G4761	Assorted	2,424.96	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 MU/SBA/RFQ/006/2025	Building Materials	G4663	Assorted	1,200	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>4,114.86</b>														

Prepared by:   
 Procurement Officer

  
 2/3/25

Approved By:   
 Dr. Isaac T. Isaac / Chairman Procurement Committee



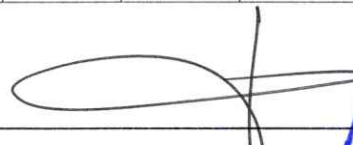
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**Margibi University**  
**Harbel Firestone, Margibi County Liberia**  
**Procurement Plan (SBA)**  
**Source of funding: GOL National Budget**  
**Fiscal Year 2025**


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PLANNED	7	IFB NO MU/SBA/RFQ/007/2025	Vehicle Rental	H4922	Firm	1,125	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 MU/SBA/RFQ/008/2025	Employee ID	C1811	Firm	375	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	9	IFB NO MU/SBA/RFQ/009/2025	Education Materials	G4761	Assorted	3,800.01	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>5,300</b>														

Prepared by:   
 Procurement Officer

*WSSD*  
 2/3/25

Approved By:   
 Dr. Isaac T. Isaac / Chairman Procurement Committee



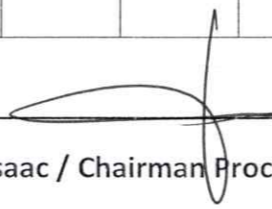
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 Office of the Executive Director  
 Public Procurement Concessions Commission

**Margibi University**  
**Harbel Firestone, Margibi County Liberia**  
**Procurement Plan (SBA)**  
**Source of funding: GOL National Budget**  
**Fiscal Year 2025**

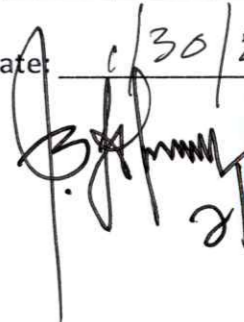
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PLANNED	10	IFB NO MU/SBA/RFQ/010/2025	Text Books	G4761	Assorted	2,398.56	RFQ	1/06/2025	1/15/2025	1/21/2025	1/31/2025	2/07/2025	2/14/2025	2/19/2025	2/26/2025	N/A	2/26/2025	12/31/2025		
UPDATE																				
ACTUAL																				
PLANNED	11	IFB NO MU/SBA/RFQ/011/2025	Printing and Bidding	C1812	Firm	399.96	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	12	IFB NO MU/SBA/RFQ/012/2025	Computer and Accessories	G4741	Assorted	1,800	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>4,598.52</b>														

Prepared by:   
 Procurement Officer

*20260*  
*2/3/25*

Approved By:   
 Dr. Isaac T. Isaac / Chairman Procurement Committee




Date: *2/30/25*  
  
 Office of the Executive Director  
 Public Procurement & Concessions Commission




**Margibi University**  
**Harbel Firestone, Margibi County Liberia**  
**Procurement Plan (SBA)**  
**Source of funding: GOL National Budget**  
**Fiscal Year 2025**



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PLANNED	13	IFB NO MU/SBA/RFO/013/2025	Scratch Cards	J6190	300pcs @ 5usd	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																				
UPDATE																				
ACTUAL																				
<b>Sub Total</b>						<b>1,500</b>														
<b>Grand Total</b>						<b>24,363.39</b>														

Prepared by:   
 Procurement Officer

  
 2/3/25

Approved By:   
 Dr. Isaac T. Isaac / Chairman Procurement Committee



Date: 1/30/25  
  


**Margibi University**  
**Harbel Firestone, Margibi County Liberia**  
**Explanatory Notes (SBA)**

Item No.	Contract Package Code	Contract Package	Contract Description
1	IFB NO MU/SBA/RFQ/001/2025	Petroleum Product	From the budget line fuel and lubricant vehicle & generator this contract package is intended to procure Petroleum product for the operations of Margibi University.
2	IFB NO/MU/SBA/RFQ/002/2025	Repair & Maintenance Vehicle	From the budget line Repair & Maintenance Vehicle this contract package is intended to service the vehicles of Margibi University.
3	IFB NO/MU/SBA/RFQ/003/2025	Repair & Maintenance Generator	From the budget line Repair & Maintenance Generator, this contract package is intended to regularly service the generators of Margibi University.
4	IFB NO MU/SBA/RFQ/004/2025	Cleaning Materials	This contract package is intended to procure assorted cleaning materials including: Soap, Clorax, dettol, air freshener, tissue, etc... it is from the budget line Cleaning Materials.
5	IFB NO MU/SBA/RFQ/005/2025	Stationery	This contract package is intended to procure assorted stationeries including: Pen, A4 Sheet, Legal Sheet, Ink Pad, Ink, Envelop, etc... it is drawn from the budget line Stationery.
6	IFB NO MU/SBA/RFQ/006/2025	Building Materials	From the budget line Repair & Maintenance Civil, this contract package is intended to procure assorted Building Materials including: Nails, Zinc, Cumming Sheets, etc... for the repair of the University Buildings.
7	IFB NO MU/SBA/RFQ/007/2025	Vehicle Rental	From the budget line Domestic travel means, this contract package is intended to rent vehicles to enhance the operations of Margibi University.
8	IFB NO MU/SBA/RFQ/008/2025	Employee ID	This contract package is intended to produce identification cards for the employees of the University. It is drawn from the budget line Employee ID.
9	IFB NO MU/SBA/RFQ/009/2025	Education Materials	From the budget line Educational Materials, this contract package is intended to procure educational materials including:
10	IFB NO MU/SBA/RFQ/010/2025	Text Books	From the budget line Text Book, this contract package is intended to procure text books for the Library at the University.

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

Procurement Officer

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

Dr. Isaac T. Isaac / Chairman Procurement Committee

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

1/30/25



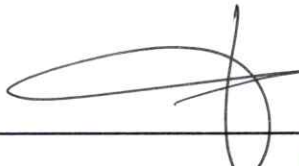
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**Margibi University**  
**Harbel Firestone, Margibi County Liberia**  
**Explanatory Notes (SBA)**

Item No.	Contract Package Code	Contract Package	Contract Description
11	IFB NO MU/SBA/RFQ/011/2025	Printing and Bidding	From the budget line printing, Binding and Publication Service, this contract package is intended to print letter head, envelop, etc... for the University.
12	IFB NO MU/SBA/RFQ/012/2025	Computer purchase	This contract package is intended to purchase computers for the University. It is drawn from the budget line Computer and Accessories and ICT Services
13	IFB NO MU/SBA/RFQ/013/2025	Scratch Cards	From the budget line Telecommunication, Internet, Postage and Courier; This contract package is intended to procure 300 pieces of scratch cards (Both Lonestar and Orange)
14		Office Building lease	From the budget line Office Buildings Rental and Lease, this contract package is use to settle the lease obligation of the University.

Prepared by:   
 Procurement Officer

Approved By:   
 Dr. Isaac T. Isaac / Chairman Procurement Committee

Date: 1/30/25

  
 2/3/25



**Margibi University**  
**Harbel Firestone, Margibi County Liberia**  
**Procurement Plan (SBA)**  
**Source of funding: GOL National Budget**  
**Fiscal Year 2025**

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PLANNED	1	IFB NO MU/SBA/RFQ/001/2025	Petroleum Product	G4661	1,211.401 Gal @4.21 usd	5,100	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	2	IFB NO MU/SBA/RFQ/002/2025	Repair & Maintenance Vehicle	G4520	Firm	1,500	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	3	IFB NO MU/SBA/RFQ/003/2025	Repair & Maintenance Generator	C3314	Firm	2,250	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>8,850</b>														

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

Procurement Officer

*WESKO*  
2/3/25

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

Dr. Isaac T. Isaac / Chairman Procurement Committee

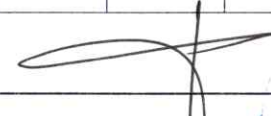




Date: 1/30/25  
*[Signature]*  
 Office of the Executive Director  
 Procurement & Concessions Committee

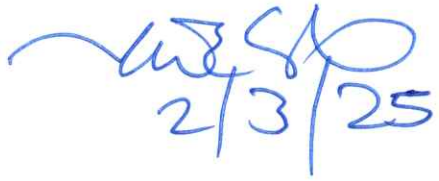
**Margibi University**  
**Harbel Firestone, Margibi County Liberia**  
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**Fiscal Year 2025**

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PLANNED	4	IFB NO MU/SBA/RFQ/004/2025	Cleaning Materials	G4773	Assorted	489.90	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	5	IFB NO MU/SBA/RFQ/005/2025	Stationery	G4761	Assorted	2,424.96	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 MU/SBA/RFQ/006/2025	Building Materials	G4663	Assorted	1,200	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>4,114.86</b>														

Prepared by:   
Procurement Officer

Approved By:   
Dr. Isaac T. Isaac / Chairman Procurement Committee

Date: 1/30/25  
  


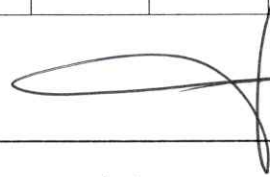
  
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**Margibi University**  
**Harbel Firestone, Margibi County Liberia**  
**Procurement Plan (SBA)**  
**Source of funding: GOL National Budget**  
**Fiscal Year 2025**

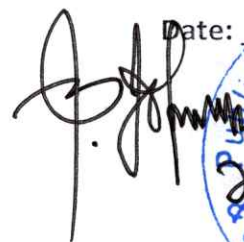

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
	ITEM NO.	BASIC DATA						IMPLEMENTATION DATES												REMARKS
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE (S)	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BO Q/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH 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 MU/SBA/RFQ/007/2025	Vehicle Rental	H4922	Firm	1,125	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 MU/SBA/RFQ/008/2025	Employee ID	C1811	Firm	375	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	9	IFB NO MU/SBA/RFQ/009/2025	Education Materials	G4761	Assorted	3,800.01	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>5,300</b>														

Prepared by:   
 Procurement Officer

  
 2/3/25

Approved By:   
 Dr. Isaac T. Isaac / Chairman Procurement Committee




Date: 2/30/25  
  



**Margibi University**  
**Harbel Firestone, Margibi County Liberia**  
**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	10	IFB NO MU/SBA/RFQ/010/2025	Text Books	G4761	Assorted	2,398.56	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 MU/SBA/RFQ/011/2025	Printing and Bidding	C1812	Firm	399.96	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	12	IFB NO MU/SBA/RFQ/012/2025	Computer and Accessories	G4741	Assorted	1,800	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>4,598.52</b>														

Prepared by:   
 Procurement Officer

Approved By:   
 Dr. Isaac T. Isaac / Chairman Procurement Committee

Date: 1/30/25  
  


  
 2/3/25



**Margibi University**  
**Harbel Firestone, Margibi County Liberia**  
**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	13	IFB NO MU/SBA/RFQ/013/2025	Scratch Cards	J6190	300pcs @ 5usd	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																				
UPDATE																				
ACTUAL																				
<b>Sub Total</b>						1,500														
<b>Grand Total</b>						24,363.39														

Prepared by:   
 Procurement Officer

Approved By:   
 Dr. Isaac T. Isaac / Chairman Procurement Committee

Date: 1/30/25

  
 2/3/25

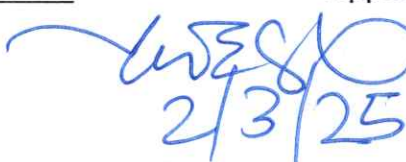
  
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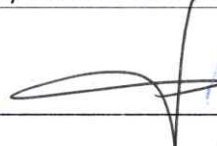


**Margibi University**  
**Harbel Firestone, Margibi County Liberia**  
**Explanatory Notes (SBA)**


Item No.	Contract Package Code	Contract Package	Contract Description
1	IFB NO MU/SBA/RFQ/001/2025	Petroleum Product	From the budget line fuel and lubricant vehicle & generator this contract package is intended to procure Petroleum product for the operations of Margibi University.
2	IFB NO/MU/SBA/RFQ/002/2025	Repair & Maintenance Vehicle	From the budget line Repair & Maintenance Vehicle this contract package is intended to service the vehicles of Margibi University.
3	IFB NO/MU/SBA/RFQ/003/2025	Repair & Maintenance Generator	From the budget line Repair & Maintenance Generator, this contract package is intended to regularly service the generators of Margibi University.
4	IFB NO MU/SBA/RFQ/004/2025	Cleaning Materials	This contract package is intended to procure assorted cleaning materials including: Soap, Clorax, dettol, air freshener, tissue, etc... it is from the budget line Cleaning Materials.
5	IFB NO MU/SBA/RFQ/005/2025	Stationery	This contract package is intended to procure assorted stationeries including: Pen, A4 Sheet, Legal Sheet, Ink Pad, Ink, Envalop, etc... it is drawn from the budget line Stationery.
6	IFB NO MU/SBA/RFQ/006/2025	Building Materials	From the budget line Repair & Maintenance Civil, this contract package is intended to procure assorted Building Materials including: Nails, Zinc, Cumming Sheets, etc... for the repair of the University Buildings.
7	IFB NO MU/SBA/RFQ/007/2025	Vehicle Rental	From the budget line Domestic travel means, this contract package is intended to rent vehicles to enhance the operations of Margibi University.
8	IFB NO MU/SBA/RFQ/008/2025	Employee ID	This contract package is intended to produce identification cards for the employees of the University. It is drawn from the budget line Employee ID.
9	IFB NO MU/SBA/RFQ/009/2025	Education Materials	From the budget line Educational Materials, this contract package is intended to procure educational materials including:
10	IFB NO MU/SBA/RFQ/010/2025	Text Books	From the budget line Text Book, this contract package is intended to procure text books for the Library at the University.

Prepared by:   
 Procurement Officer

  
 2/3/25

Approved By:   
 Dr. Isaac T. Isaac / Chairman Procurement Committee



Date: 6/30/25  
  
 Public Procurement & Concessions Commission  
 EXECUTIVE DIRECTOR

**Margibi University**  
**Harbel Firestone, Margibi County Liberia**  
**Explanatory Notes (SBA)**

Item No.	Contract Package Code	Contract Package	Contract Description
11	IFB NO MU/SBA/RFQ/011/2025	Printing and Bidding	From the budget line printing, Binding and Publication Service, this contract package is intended to print letter head, envelop, etc... for the University.
12	IFB NO MU/SBA/RFQ/012/2025	Computer purchase	This contract package is intended to purchase computers for the University. It is drawn from the budget line Computer and Accessories and ICT Services
13	IFB NO MU/SBA/RFQ/013/2025	Scratch Cards	From the budget line Telecommunication, Internet, Postage and Courier; This contract package is intended to procure 300 pieces of scratch cards (Both Lonestar and Orange)
14		Office Building lease	From the budget line Office Buildings Rental and Lease, this contract package is use to settle the lease obligation of the University.

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



Procurement Officer

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



Dr. Isaac T. Isaac / Chairman Procurement Committee

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

1/30/25

WESIO  
2/3/25