



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/0219/25'

January 29, 2025

Hon. Dewitt B. vonBallmoos  
**DIRECTOR-GENERAL**  
National Social Security and Welfare Corporation  
Monrovia, Liberia

Dear Hon. vonBallmoos:

Subj: APPROVAL OF ANNUAL PROCUREMENT PLAN FOR FISCAL YEAR 2025

We present our compliments and wish to acknowledge receipt of your communication dated January 27, 2025, which sought the approval of the Commission for National Social Security and Welfare Corporation (NASSCORP) Annual Core and SBA Procurement Plan for 2025.

Following thorough review, the Commission hereby approves the National Social Security and Welfare Corporation Annual Procurement Plan for fiscal year 2025 in accordance with *Section 40 (3)* of the PPCA, 2010, and informs NASSCORP 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."*

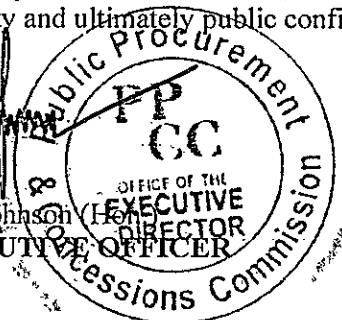
Please note that an approval of a method on the procurement plan is deemed as the Commission's full approval and as such, a Procuring Entity will not be required to again request the use of said approved method.

Furthermore, the Commission requests that the National Social Security and Welfare Corporation kindly submit its Contract Award Information Report for Fiscal Year 2024.

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 (Hon)  
CHIEF EXECUTIVE OFFICER





Republic of Liberia  
National Social Security and Welfare Corporation  
**NASSCORP**



January 27, 2025

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

Dear Hon. Johnson:

**Subject: Approval of Procurement Plan for Fiscal Year 2025**

I wish to extend my sincere compliments and herewith submit the Procurement Plan of the National Social Security & Welfare Corporation (NASSCORP) for the fiscal period January 1 to December 31, 2025 for your approval.

The Plan is a combination of three categories: The Core Budget Plan; the SBA Plan; and the Plan for Consulting Services. It is accompanied by a copy of the Corporation's approved budget for the fiscal period, the Cash Plan, and notes that provide explanations for your ease of reference as to what are contained within the plan.

If you should require additional information or clarification on issues arising from the Plan, please do not hesitate to contact my office.

Best regards,

Dewitt B. vonBallmoos  
Director General

Received  
Theophilus S. B. Kolly  
January 28, 2025  
Time 11:06 AM

*We secure your financial future.*



nasscorp : [www.nasscorp.org.lr](http://www.nasscorp.org.lr)

24th Street and Tubman Blvd., Sinkor,  
P. O. Box 10-2888, 1000 Monrovia, 10 Liberia  
(+231) 77 010 2020 / 88 010 2020

# CORE BUDGET PROCUREMENT PLAN

NASSCORP PROCUREMENT PLAN 2025: GOODS, WORKS AND NON-CONSULTING SERVICES

NATIONAL SOCIAL SECURITY & WELFARE CORPORATION

PROCUREMENT PLAN (NON-SBA)

SOURCE OF FUNDING: NASSCORP Internal Revenue

FISCAL PERIOD JANUARY TO DECEMBER 2025

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19		
BASIC DATA							IMPLEMENTATION DATES												REMARKS	
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	QUANTITY	BUSINESS ACTIVITY CODE	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BDD/DRAWINGS	PREPARATION OF BID DOCUMENTS	PC APPROVAL BID DOCUMENTS /TECH SPECS	BID INVITATION & RELEASE OF BID DOCUMENTS	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. NASSCORP/RB/001/2025	Vehicles Purchase	38	G-4510	1,008,000.00	RB	1/2/2025	1/23/2025	1/30/2025	2/6/2025	3/6/2025	3/13/2025	3/14/2025	3/28/2025	N/A	12/22/2025	12/31/2025		
UPDATE																				
ACTUAL																				
PLANNED	2	IFB NO. NASSCORP/NCB/001/2024	Office Equipment Maintenance	1 Firm	C-3312	28,296.00	NCB	1/2/2025	1/23/2025	1/30/2025	2/6/2025	3/6/2025	3/13/2025	3/14/2025	3/28/2025	N/A	12/22/2025	12/31/2025		
UPDATE																				
ACTUAL																				
PLANNED	3	IFB NO. NASSCORP/SS/001/2024	Vehicle Maintenance	1 Firm	G-4520	196,200.00	SS	1/2/2025	1/23/2025	1/30/2025	2/6/2025	3/6/2025	3/13/2025	3/14/2025	3/28/2025	N/A	12/22/2025	12/31/2025		
UPDATE																				
ACTUAL																				
Sub Total						1,232,496.00														

Prepared by: *[Signature]*  
 Garton C. George  
 Head - Procurement Unit

Approved by: *[Signature]*  
 Deyne B. vonBallmoos  
 Director General

Date: 23/01/25

*[Handwritten Signature]*  
 1/29/25

*[Handwritten Signature]*  
 1/29/25  


NASSCORP PROCUREMENT PLAN 2025: GOODS, WORKS AND NON-CONSULTING SERVICES

NATIONAL SOCIAL SECURITY & WELFARE CORPORATION

PROCUREMENT PLAN (NON-SBA)

SOURCE OF FUNDING: NASSCORP Internal Revenue

FISCAL PERIOD: JANUARY TO DECEMBER 2025

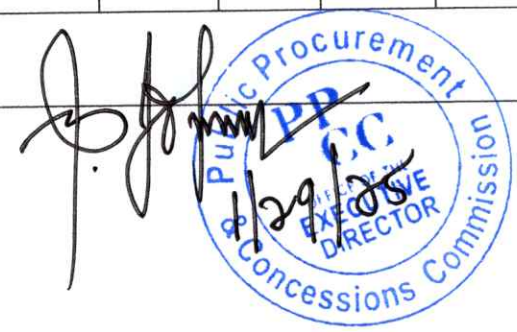
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BASIC DATA							IMPLEMENTATION DATES														
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	QUANTITY	BUSINESS ACTIVITY CODE	ESTIMATED COST [USD]	PROCUREMENT METHOD	TECHNICAL SPECS/BIDDING/DRAWINGS	PREPARATION OF BIDDING DOCUMENTS	PC APPROVAL BIDDING DOCUMENTS / TECH SPECS	BID INVITATION & RELEASE OF BIDDING DOCUMENTS	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	7	IFB NO. NASSCORP/ICB/001/2025	Medical Lab Equip	Assorted	G-4659	1,500,000.00	ICB	11/22/2024	12/30/2024	1/6/2025	1/27/2025	3/10/2025	3/17/2025	3/20/2025	4/10/2025	N/A	12/22/2025	12/31/2025			
UPDATE																					
ACTUAL																					
PLANNED	8	RFP NO. NASSCORP/NCB/004/2025	BOMI PROPERTY EXPANSION (CONSTRUCTION WORKS)	1 FIRM	F-4100	1,400,000.00	NCB	1/6/2025	1/13/2025	1/20/2025	1/27/2025	2/25/2025	3/4/2025	3/11/2025	3/25/2025	N/A	12/22/2025	12/31/2025			
UPDATE																					
ACTUAL																					
PLANNED	9	RFP NO. NASSCORP/NCB/005/2025	JAHMALE EXPANSION	1 Firm	F-4100	3,000,000.00	NCB	1/6/2025	1/13/2025	1/20/2025	1/27/2025	2/25/2025	3/4/2025	3/11/2025	3/25/2025	N/A	12/22/2025	12/31/2025			
UPDATE																					
ACTUAL																					
PLANNED	10	RFP NO. NASSCORP/SS/003/2025	GENERATOR PURCHASE	1 UNIT	G-4659	80,000.00	SS	1/6/2025	1/13/2025	1/20/2025	1/27/2025	2/25/2025	3/4/2025	3/11/2025	3/25/2025	N/A	12/22/2025	12/31/2025			
UPDATE																					
ACTUAL																					
PLANNED	11	RFP NO. NASSCORP/RB/002/2025	AIR TICKET	FIRMS	N-7911	108,144.40	RB	1/6/2025	1/13/2025	1/20/2025	1/27/2025	2/25/2025	3/4/2025	3/11/2025	3/25/2025	N/A	12/22/2025	12/31/2025			
UPDATE																					
ACTUAL																					
PLANNED	12	RFP NO. NASSCORP/RB/003/2025	Computers (Laptops/Desktop)	15pcs	G-4741	20,000.00	RB	1/6/2025	1/13/2025	1/20/2025	1/27/2025	2/25/2025	3/4/2025	3/11/2025	3/25/2025	N/A	12/22/2025	12/31/2025			
UPDATE																					
ACTUAL																					
PLANNED	13	RFP NO. NASSCORP/NCB/006/2025	SOLAR PANEL INSTALLATION	FIRM	F-4100	500,000.00	NCB	1/6/2025	1/13/2025	1/20/2025	1/27/2025	2/25/2025	3/4/2025	3/11/2025	3/25/2025	N/A	12/22/2025	12/31/2025			
UPDATE																					
ACTUAL																					
SUB-TOTAL						6,608,144.40															
GRAND TOTAL																					

Prepared by: [Signature]  
 Carlton C. George  
 Head - Procurement Unit

Approved by: [Signature]  
 Dwight S. vanDellen  
 Director General

Date: 23/01/25

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 1/29/25



NASSCORP PROCUREMENT PLAN 2025: GOODS, WORKS AND NON-CONSULTING SERVICES  
 NATIONAL SOCIAL SECURITY & WELFARE CORPORATION  
 PROCUREMENT PLAN (NON-SBA)

FISCAL PERIOD: JANUARY TO DECEMBER 2025

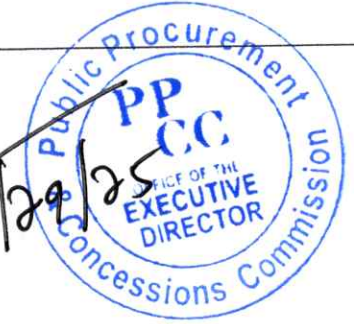
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		BASIC DATA					IMPLEMENTATION DATES														
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	QUANTITY	BUSINESS ACTIVITY CODE	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BDD/DRAWINGS	PREPARATION OF BID DOCUMENTS	PC APPROVAL BID DOCUMENTS /TECH SPECS	BID INVITATION & RELEASE OF BID DOCUMENTS	BID SUBMISSION/PU BLIC 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	4	IFB NO. NASSCORP/NCB/002/2025	Generator Maintenance	1 Firm	C-3314	124,948.64	NCB	1/1/2025	1/22/2025	1/29/2025	2/5/2025	3/5/2025	3/12/2025	3/19/2025	4/2/2025	N/A	12/22/2025	12/31/2025			
UPDATE																					
ACTUAL																					
PLANNED	5	IFB NO. NASSCORP/NCB/003/2025	Server Maintenance	1 Firm	J-6312	96,000.00	NCB	1/1/2025	1/22/2025	1/29/2025	2/5/2025	3/5/2025	3/12/2025	3/19/2025	4/2/2025	N/A	12/22/2025	12/31/2025			
UPDATE																					
ACTUAL																					
PLANNED	6	IFB NO. NASSCORP/SS/002/2025	Internet Subscription Fee	1 Firm	J-6120	45,260.00	SS	1/1/2025	1/22/2025	1/29/2025	2/5/2025	3/5/2025	3/12/2025	3/19/2025	4/2/2025	N/A	12/22/2025	12/31/2025			
UPDATE																					
ACTUAL																					
Sub Total						\$266,209.64															

Prepared by: *[Signature]*  
 Gertrude C. George  
 Head - Procurement Unit

Approved by: *[Signature]*  
 Dr. R. vonBalmann  
 Director General

Date: 23/01/25

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National Social Security & Welfare Corporation						
General Services Department						
Notes to Procurement Plan, FISCAL PERIOD - JANUARY - DECEMBER 2025						
NON-SBA						
No	Contract Package Code	Contract Package	Description of Contract Package	Qty	P. Plan Type	Source
1	IFB NO. NASSCORP/RB/001/2025	Vehicles Purchase	A total of 38 vehicles have been budgeted for the total amount of US\$1,008,000.00 with an average cost of 26,000.00 per vehicle. Vehicles are intended for Management and Coordinators under the "own your own" vehicle ownership scheme and Operations.	38	Item 1 of Core Budget Procurement Plan, US\$1,008,000.00	Page xv of Budget. Item 3 under Fixed Assets and Investment Expenditure
2	IFB NO. NASSCORP/NCB/001/2025	Office Equipment Maintenance	Repair and maintenance of IT equipment such as computers, printers, scanners, UPS, and other computing machinery and peripheral equipment	1 firm	Item 2 of Core Budget Procurement Plan US \$28,296.00	Page 3, item 29 of budget.
3	IFB NO. NASSCORP/SS/001/2025	Vehicle Maintenance	Maintenance services of a total of 110 vehicles at various garages on a sole source basis. The sole source method is used in accordance with Section 55 (b) of the law. The method sole source is necessary for warranty issues and the authenticity of parts. Vendors have manufacturers' authorizations and are expected to have the capacity to respond to warranty issues, ensure the availability of authentic spare parts and provide specialized repair and maintenance services.	110	Item 3 on the Procurement Plan, US\$196,200.00	Page 3 item 30 of budget

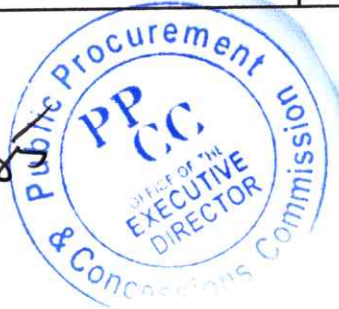
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PPCC  
OFFICE OF THE  
EXECUTIVE  
DIRECTOR  
Public Procurement  
Concessions Commission

4	IFB NO. NASSCORP/NCB/002/202 5	Generator Maintenance	Maintenance of generators supplying electric power to the Central Office and Region 1 in Monrovia, as well as those in the various regional offices in the leeward counties. Generators assigned to executive management employees are included. Advertisement will be done by lots and contracts awarded to suppliers having genuine parts.	1 firm	Item 4 of Core Budget Procurement Plan, US\$124,949.64;	Page 3 item 32 of budget
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1/29/25

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5	IFB NO. NASSCORP/NCB/003/20/ 25	Network & Server Maintenance	Cost for the daily as well as ad hoc maintenance of the Server and entire computer network at NASSCORP Complex, 15th Street, Sinkor. This is an annual maintenance contract fee which involves regular proactive maintenance and updates of our entire network system as well as on demand repairs and support services. A firm was hired to upgrade the servers at NASSCORP to meet the current capacity. Hence, for the security of the system and for the protection of propretary data.	1 firm	Item 5 of Core Budget Procurement Plan, US\$96,000.00;	Page 3, item 35 of budget, labelled as System Maintenance Fees.
6	IFB NO. NASSCORP/SS/002/2025	Internet Subscription	This takes into account Internet Connectivity activities by Fixed Fiber Optic Internet service provided under under contract from LIBTELCO. LIBTELCO is the sole provider of this service; hence, the need for sole source in line with Section (55) (a) of the PPCA.	1 Firm	Item 6 of Core Budget Procurement Plan, US\$45,260.00	Page 3, item 40 of budget.

Prepared by:

  
Gartoun C. George

Head, Procurement Unit

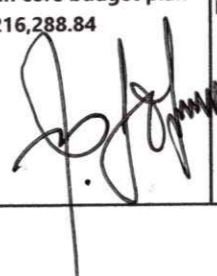
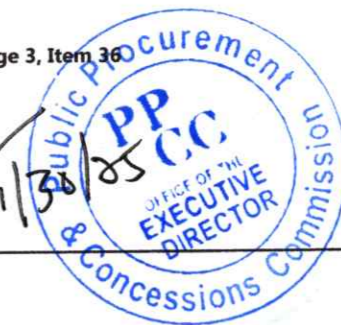
*WJG*  
1/29/25

National Social Security & Welfare Corporation						
General Services Department						
Notes to Procurement Plan, FISCAL PERIOD JANUARY TO DECEMBER 2025						
NON-SBA						
No	Contract Package Code	Contract Package	Description of Contract Package	Qty	Source	
					P. Plan Type	Budget
7	IFB NO. NASSCORP/ICB/001/2025	Medical Lab Equipment	Amount placed in budget for the purchase of diagnostic equipment for JAHMALE DIAGNOSTIC CENTER	Assorted	Item 7 in core budget plan for US\$ 1,500,000.00	Page XV- Allotment for JAHMALE MEDICAL LAB- under Summary of Fixed Assets - Investment Expenditure.
8	IFB NO. NASSCORP/NCB/004/2025	BOMI PROPERTY EXPANSION (constuction works)	Funds allocated for Bomi Property Expansion, Construction Works (Regional office in Tubman, Bomi county).	Assorted	Item 8 in core budget plan for US\$ 1,400,000.00	Page XV under Summary of Fixed Assets - Investment Expenditure.

*WSS*  
1/29/25

*[Signature]*  
11/30/25

9	IFB NO. NASSCORP/NCB/005/2025	Jahmale Expansion	This amount represent the expansion of Jahmale Medical Center in Tubmanburg.	1 firm	Item 9 in core budget plan for 3,000,000.00	page XII under Summary of Fixed Assets - Investment Expenditure
10	IFB NO. NASSCORP/SS/003/2025	Generator Purchase	Funds allocated for the replacement of one of 350 KVA generators. The sole source method of procurement will be employ consistent with Section 55 (b) of the PPCA.	1UNIT	Item 10 in core budget plan for US\$ 80,000.00	Supplementary of Fixed Assets budget.
11	IFB NO. NASSCORP/RB/002/2025	Air Ticket	This amount is drawn from the budget line Foreign Travel (\$216,288.80). \$108,144.40 is intended for the procurement of air tickets, while the remnants of \$ 108,144.40 will be used for Staff DSA.	Firms	Item 11 in core budget plan for US\$216,288.84	Page 3, Item 36

  
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 1/29/25

12	IFB NO. NASSCORP/RB/003/2025	Computers Purchase (Laptops/Desktop)	Funds allocated for the purchase of 15 laptops (US\$20,000) for the used of IT and Insurance Departments.	15UNITS	Item 12 in core budget plan for US\$ 20,000.00	Item 2, Page xv; Fixed Assets budget.
13	IFB NO. NASSCORP/NCB/006/2025	SOLAR PANEL INSTALLATION	Funds allocated for the installation of solar panels for the use of Bomi & Kakata Regional offices in Tubmanburg, Bomi County and Margibi County.	1 FIRM	Item 13 in core budget plan for US\$ 500,000.00	Item 8, Page xv; Fixed Assets budget.

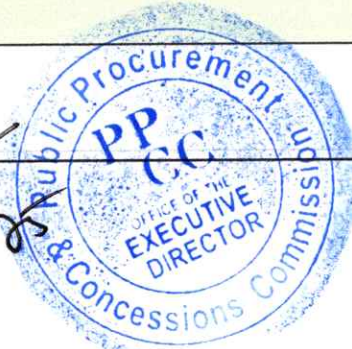
Prepared by:

Gartoun C. George

Head, Procurement Unit

*ASG*  
1/29/25

*[Signature]*  
1/30/25



# CONSULTANCY PLAN

NATIONAL SOCIAL SECURITY & WELFARE CORPORATION (NASSCORP)

PROCUREMENT PLAN (Core budget) CONSULTANCY

Source of Funding: NASSCORP Internal Revenue

FISCAL PERIOD JANUARY TO DECEMBER 2025

IMPLEMENTATION DATES																				
BASIC DATA							REQUEST FOR EXPRESSION OF INTEREST, if applicable					REQUEST FOR PROPOSALS AND APPROVAL OF AWARD								
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	No. of FIRMS/PERSONS	BUSINESS ACTIVITY CODE	ESTIMATED COST (USD)	SELECTION METHOD	PREP. OF TOR/PC APPROVAL	PUBLICATION OF REDI	REDI CLOSING/OPENING	SUBMISSION OF EVALUATION REPORT	PC APPROVAL-EVALUATION REPORT/SHORT LIST	PREPARATION & SUBMISSION OF RFP DOCUMENT	PC APPROVAL-FINAL TOR/RFP DOCUMENT	INVITATION OF PROPOSALS	PROPOSAL SUBMISSION & OPENING	SUBMISSION OF TECHNICAL & FINANCIAL EVALUATION	PC APPROVAL-COMBINED EVALUATION	CONTRACT AWARD & SIGNING	COMPLETION (FINAL REPORT) AND PAYMENT	
PLANNED	1	RFP NO. NASSCORP/QCBS /001/2025	Legal Services	1 Firm	M-6910	\$ 198,662.70	QCBS	1/2/2025	2/3/2025	2/24/2025	3/3/2025	3/10/2025	3/17/2025	3/24/2025	3/27/2025	4/24/2025	4/30/2025	5/1/2025	5/22/2025	12/31/2025
UPDATE																				
ACTUAL																				
PLANNED	2	RFP NO. NASSCORP/QCBS /002/2025	Actuarial Studies	1 Firm	M7020	\$ 170,000.00	QCBS	1/2/2025	2/3/2025	2/24/2025	3/3/2025	3/10/2025	3/17/2025	3/24/2025	3/27/2025	4/24/2025	4/30/2025	5/1/2025	5/22/2025	12/31/2025
UPDATE																				
ACTUAL																				
PLANNED	3	RFP NO. NASSCORP/QCBS /003/2025	Audit Service	1 Firm	M 6920	\$ 130,000.00	QCBS	1/2/2025	2/3/2025	2/24/2025	3/3/2025	3/10/2025	3/17/2025	3/24/2025	3/27/2025	4/24/2025	4/30/2025	5/1/2025	5/22/2025	12/31/2025
UPDATE																				
ACTUAL																				
PLANNED	4	RFP NO. NASSCORP/QCBS /004/2025	H R Data Consultancy	1 Firm	M 7020	\$ 70,006.00	QCBS	1/2/2025	2/3/2025	2/24/2025	3/3/2025	3/10/2025	3/17/2025	3/24/2025	3/27/2025	4/24/2025	4/30/2025	5/1/2025	5/22/2025	12/31/2025
UPDATE																				
ACTUAL																				
PLANNED	5	RFP NO. NASSCORP/QCBS /005/2025	Asset Registry Consultancy	1 Firm	M-7020	\$ 65,000.00	QCBS	1/2/2025	2/3/2025	2/24/2025	3/3/2025	3/10/2025	3/17/2025	3/24/2025	3/27/2025	4/24/2025	4/30/2025	5/1/2025	5/22/2025	12/31/2025
UPDATE																				
ACTUAL																				
PLANNED	6	RFP NO. NASSCORP/QCBS /006/2025	Fire Safety Consultancy	1 Firm	M7020	\$ 85,000.00	QCBS	1/2/2025	2/3/2025	2/24/2025	3/3/2025	3/10/2025	3/17/2025	3/24/2025	3/27/2025	4/24/2025	4/30/2025	5/1/2025	5/22/2025	12/31/2025
UPDATE																				
ACTUAL																				

*[Handwritten signature]*

*[Blue circular stamp: Public Procurement Commission, EXECUTIVE DIRECTOR]*

*[Handwritten signature]*  
1/29/25

PLANNED	RFP NO. NASSCORP/QCBS /007/2025	DEVELOPMENT OF ONLINE CONTRIBUTION PORTAL	1 Firm	G-4651	\$ 75,000.00	QCBS	1/2/2025	2/3/2025	2/24/2025	3/3/2025	3/10/2025	3/17/2025	3/24/2025	3/27/2025	4/24/2025	4/30/2025	5/1/2025	5/22/2025	12/31/2025	
UPDATE																				
ACTUAL																				
CONSULTANCY GRAND TOTAL- US					\$ 793,668.70															

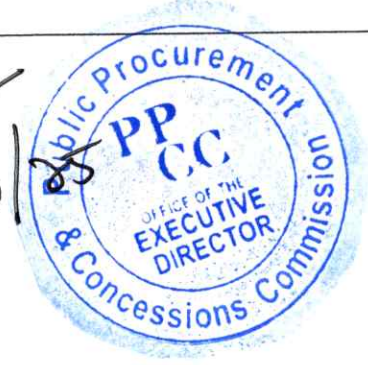
Prepared by: *[Signature]*  
 Gartoun C. George  
 Head - Procurement Unit

Approved by: *[Signature]*  
 Dewitt B. vonBallmoos  
 Director General

Date: 23/01/25

*[Handwritten Signature]*  
 1/29/25

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 1/30/25



National Social Security & Welfare Corporation						
General Services Department						
Notes to Procurement Plan, FISCAL PERIOD JANUARY TO DECEMBER 2025						
Consultancy						
No	Contract Package Code	Contract Package	Description of Contract Package	Qty	Source	
					P. Plan Type	Budget
1	RFP NO. NASSCORP/QCBS/001/2025	Legal Services	This package is intended to provide funding to underwrite the cost for legal case assignment as they arise over the fiscal period. This amount encompass Legal Retainership and Probation.	1	Item 1 of the Consultancy Plan @ US 198,662.70	Amalgam of items 12, 26 and 27, page 3 of the Budget.
2	RFP NO. NASSCORP/QCBS/002/2025	Acturial Study	Funding to secure a firm to conduct a series of studies to ascertain the viability and sustianability of the core functions of the Corporation.	1	Item 2 on the consultancy plan for US\$ 170,000.00	Page xi of the budet item 2 of Extraordinary Expenditure
3	RFP NO. NASSCORP/QCBS/003/2025	Audit Services	Funds provided to conduct annual external Corporation audit.	1	Item 3 of Consultancy Procurement Plan for \$130,000.00	Page 3, item 13 of budget
4	RFP NO. NASSCORP/QCBS/004/2025	HR DATA	Funding to secure HR Constancy firm to complete HR Data software. US\$ 70,006.00 decomposed from the budget line Consultancy (US\$276,006.00)	1	Item 4 on Constlucancy Plan for \$70,006.00	Decomposed from Constlucancy; item 11 of page 3 in the budget
5	RFP NO. NASSCORP/QCBS/005/2025	Asset Registry	Funding to acquire firm to set and commission a new Asset Registry. US\$ 65,000.00 decomposed from the budget line Consultancy (US\$276,006.00)	1 Firm	Item 5 of Consultancy Procurement Plan for \$65,000.00	Decomposed from Constlucancy; item 11 of page 3 in the budget




*Handwritten signature and date:*  
 1/29/25



6	RFP NO. NASSCORP/QCBS/006/2025	Fire Safety Consultancy and Training	Funding to acquire firm to conduct safety training and awareness corporation wide. US\$ 85,000.00 decomposed from the budget line Consultancy (US\$276,006.00)	1 Firm	Item 6 of Consultancy Procurement Plan for \$85,000.00	Decomposed from Constancy; item 11 of page 3 in the budget
7	RFP NO. NASSCORP/QCBS/007/2025	Development of Online Contribution Portal	Funding to acquire firm to develop an online contribution portal, to enable or allow an employer as well as an employee to view its employment record at NASSCORP in real time. The portal will include the listing of all current employees, their	1 Firm	Item 7 of Consultancy Procurement Plan for \$75,000.00	Item 7 of page xv; fixed assests.

Prepared by:

  
 Gartoun C. George  
 Head, Procurement Unit

January 2025

  
 1/29/25

  
 1/30/25



**GOODS AND SERVICES TOTAL**

No.	NON-SBA Budget	SBA	Consultancy
Sheet 1	\$1,232,496.00	\$ 1,648,815.88	\$ 793,668.70
Sheet 2	\$266,209.64	\$ 857,159.84	\$ 56,000.00
Sheet 3	\$6,608,144.00	\$ 453,835.68	
Sheet 4	\$108,144.40	\$ 2,524,026.00	
Sheet 5		\$ 525,000.00	
Sheet 6		\$ 943,000.04	
<b>Sub-Total</b>	\$8,214,994.04	\$ 6,951,837.44	\$ 849,668.70
	<b>Grand-Total</b>		<b>\$16,016,500.18</b>

# **SBA PROCUREMENT PLAN**

NATIONAL SOCIAL SECURITY & WELFARE CORPORATION  
 DRAFT PROCUREMENT PLAN (SBA)  
 SOURCE OF FUNDING: NASSCORP Internal Revenue  
 FISCAL PERIOD JANUARY TO DECEMBER 2025

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19		
BASIC DATA							IMPLEMENTATION DATES													
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	QUANTITY	BUSINESS ACTIVITY CODE	ESTIMATED COST [USD]	PROCUREMENT METHOD	TECHNICAL SPECS/BDD/D RAWINGS	PREPARATION OF BID DOCUMENTS	PC APPROVAL BID DOCUMENTS /TECH SPECS	BID INVITATION & RELEASE OF BID DOCUMENTS	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	1	IFB NO. NASSCORP/SBA/NCB/01/2025	Security Guard Services	1 Firm	N-8010	431,365.00	NCB	1/8/2025	1/15/2025	1/22/2025	1/29/2025	2/26/2025	3/5/2025	3/12/2025	3/28/2025	N/A	12/23/2025	12/31/2025		
UPDATE ACTUAL																				
PLANNED	2	IFB NO. NASSCORP/SBA/NCB/02/2025	Janitorial Services	1 Firm	N-8110	135,000.00	NCB	1/8/2025	1/15/2025	1/22/2025	1/29/2025	2/26/2025	3/5/2025	3/12/2025	3/28/2025	N/A	12/23/2025	12/31/2025		
UPDATE ACTUAL																				
PLANNED	3	IFB NO. NASSCORP/SBA/RB/001/2025	Fumigation Services	1 Firm	N-8121	39,499.96	RB	1/8/2025	1/15/2025	1/22/2025	1/29/2025	2/27/2025	3/5/2025	3/12/2025	3/28/2025	N/A	12/23/2025	12/31/2025		
UPDATE ACTUAL																				
PLANNED	4	IFB NO. NASSCORP/SBA/NCB/03/2025	Media and Publication Services	Firms	M-7310	915,003.92	NCB	1/8/2025	1/15/2025	1/22/2025	1/29/2025	2/26/2025	3/5/2025	3/12/2025	3/28/2025	N/A	12/23/2025	12/31/2025		
UPDATE ACTUAL																				
PLANNED	5	IFB NO. NASSCORP/SBA/NCB/04/2025	Stationery & Supplies	Assorted	G-4761	127,947.00	NCB	1/8/2025	1/15/2025	1/22/2025	1/29/2025	2/27/2025	3/5/2025	3/12/2025	3/28/2025	N/A	12/23/2025	12/31/2025		
UPDATE ACTUAL																				
SUB TOTAL: US						1,648,815.88														

Prepared by: Gartoun C. George, - Head- Procurement Unit

Approved by:

Dewitt B. vonBallmoos  
Director General

Date: 23/01/25



1/29/25

NASSCORP PROCUREMENT PLAN 2025: GOODS, WORKS AND NON-CONSULTING SERVICES

NATIONAL SOCIAL SECURITY & WELFARE CORPORATION

PROCUREMENT PLAN (SBA)

SOURCE OF FUNDING: NASSCORP Internal Revenue

FISCAL PERIOD JANUARY TO DECEMBER 2025

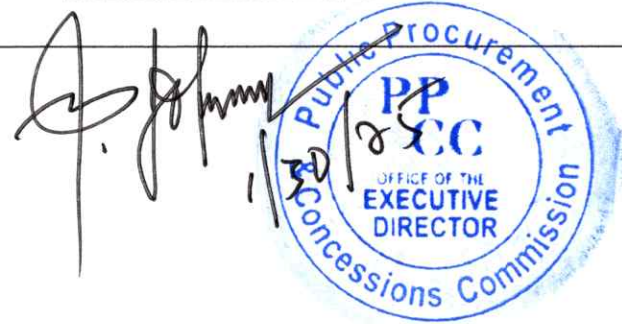
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BASIC DATA							IMPLEMENTATION DATES													
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	QUANTITY	BUSINESS ACTIVITY CODE	ESTIMATED COST [USD]	PROCUREMENT METHOD	TECHNICAL SPECS/BDD/DR AWINGS	PREPARATION OF BID DOCUMENTS	PC APPROVAL BID DOCUMENTS /TECH SPECS	BID INVITATION & RELEASE OF BID DOCUMENTS	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	6	IFB NO. NASSCORP/SBA/NCB/005/2024	Vehicle Rental & Lease	1 Firm	N-7710	170,000.08	NCB	1/9/2025	1/16/2025	1/23/2025	1/30/2025	2/27/2025	3/6/2025	3/13/2025	4/3/2025	N/A	12/23/2025	12/31/2025		
UPDATE ACTUAL																				
PLANNED	7	IFB NO. NASSCORP/SBA/NCB/006/2025	Printing & Binding Services	1 Firm	C-1811	431,500.00	NCB	1/9/2025	1/16/2025	1/23/2025	1/30/2025	2/27/2025	3/6/2025	3/13/2025	4/3/2025	N/A	12/23/2025	12/31/2025		
UPDATE ACTUAL																				
PLANNED	8	IFB NO. NASSCORP/SBA/NCB/007/2025	Scratch Cards	42,131 pcs	J-6190	210,659.76	NCB	1/9/2025	1/16/2025	1/23/2025	1/30/2025	2/27/2025	3/6/2025	3/13/2025	4/3/2025	N/A	12/23/2025	12/31/2025		
UPDATE ACTUAL																				
PLANNED	9	IFB NO. NASSCORP/SBA/NCB/008/2025	Uniforms	Assorted	G-4771	45,000.00	NCB	1/9/2025	1/16/2025	1/23/2025	1/30/2025	2/27/2025	3/6/2025	3/13/2025	4/3/2025	N/A	12/23/2025	12/31/2025		
UPDATE ACTUAL																				
SUB TOTAL: US						\$857,159.84														

Prepared by: *[Signature]*  
 Gartoun C. George  
 Head - Procurement Unit

Approved by: *[Signature]*  
 Dewitt B. vonBallmoos  
 Director General


Date: 23/01/25

*[Handwritten Signature]*  
 1/29/25

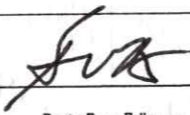


NATIONAL SOCIAL SECURITY & WELFARE CORPORATION  
 PROCUREMENT PLAN (SBA)  
 SOURCE OF FUNDING: NASSCORP Internal Revenue  
 FISCAL PERIOD JANUARY TO DECEMBER 2025


1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
BASIC DATA							IMPLEMENTATION DATES												
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	QUANTITY	BUSINESS ACTIVITY CODE	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DR AWINGS	PREPARATION OF BID DOCUMENTS	PC APPROVAL BID DOCUMENTS /TECH SPECS	BID INVITATION & RELEASE OF BID DOCUMENTS	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	10	IFB NO. NASSCORP/SBA/NCB/009/2025	Repair & Maintenance [Non Residential Buildings]	Firms	F-4100	133,744.88	NCB	1/10/2025	1/17/2025	1/24/2025	1/31/2025	2/28/2025	3/7/2025	3/11/2025	4/1/2025	N/A	12/23/2025	12/31/2025	
UPDATE																			
ACTUAL																			
PLANNED	11	IFB NO. NASSCORP/SBA/NCB/010/2025	Catering	1 Firm	I-5621	135,010.00	NCB	1/10/2025	1/17/2025	1/24/2025	1/31/2025	2/28/2025	3/7/2025	3/11/2025	4/1/2025	N/A	12/23/2025	12/31/2025	
UPDATE																			
ACTUAL																			
PLANNED	12	IFB NO. NASSCORP/SBA/RB/002/2025	Office Furniture & Fixtures Maintenance	1 Firm	S-9524	15,000.00	RB	1/10/2025	1/17/2025	1/24/2025	1/31/2025	2/28/2025	3/7/2025	3/11/2025	4/1/2025	N/A	12/23/2025	12/31/2025	
UPDATE																			
ACTUAL																			
PLANNED	13	IFB NO. NASSCORP/SBA/RB/003/2025	ID Card Machine and Accessories	Assorted	G-4741	170,080.80	RB	1/10/2025	1/17/2025	1/24/2025	1/31/2025	2/28/2025	3/7/2025	3/11/2025	4/1/2025	N/A	12/23/2025	12/31/2025	
UPDATE																			
ACTUAL																			
SUB-TOTAL: US					453,835.68														

  
 Gartoun C. George  
 Head - Procurement Unit

23/01/25

  
 Dewitt B. vonBallmoos  
 Director General



  
 1/29/25

NASSCORP PROCUREMENT PLAN 2025 GOODS, WORKS AND NON-CONSULTING SERVICES

NATIONAL SOCIAL SECURITY & WELFARE CORPORATION

PROCUREMENT PLAN (SBA)

SOURCE OF FUNDING: NASSCORP Internal Revenue

FISCAL PERIOD: JANUARY TO DECEMBER 2025

1		2		3		4		5		6		7		8		9		10		11		12		13		14		15		16		17		18		19	
BASIC DATA																			IMPLEMENTATION DATES																		
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	QUANTITY	BUSINESS ACTIVITY CODE	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREPARATION OF BID DOCUMENTS	PC APPROVAL BID DOCUMENTS /TECH SPECS	BID INVITATION & RELEASE OF BID DOCUMENTS	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. NASSCORP/SBA/NCB/011/2025	Network Connectivity Project	1 Firm	J 6202	195,000.00	NCB	1/8/2025	1/15/2025	1/22/2025	1/28/2025	2/26/2025	3/6/2025	3/12/2025	3/28/2025	N/A	12/23/2025	12/31/2025																			
UPDATE ACTUAL																																					
PLANNED	15	IFB NO. NASSCORP/SBA/RB/004/2025	Petroleum Products [Diesel & Gasoline]	AGD - 204,925.7 4 Gallons PMS - 240,025.7 4 Gallons	G-4661	1,779,805.92	RB	1/8/2025	1/15/2025	1/22/2025	1/28/2025	2/26/2025	3/6/2025	3/12/2025	3/28/2025	N/A	12/23/2025	12/31/2025																			
UPDATE ACTUAL																																					
PLANNED	16	IFB NO. NASSCORP/SBA/RB/005/2025	Vehicle Insurance Coverage	1 Firm	K-6512	250,000.08	RB	1/8/2025	1/15/2025	1/22/2025	1/28/2025	2/26/2025	3/6/2025	3/12/2025	3/28/2025	N/A	12/23/2025	12/31/2025																			
UPDATE ACTUAL																																					
PLANNED	17	IFB NO. NASSCORP/SBA/RB/006/2025	Building Insurance	1 Firm	K-6512	280,020.00	RB	1/8/2025	1/15/2025	1/22/2025	1/28/2025	2/26/2025	3/6/2025	3/12/2025	3/28/2025	N/A	12/23/2025	12/31/2025																			
UPDATE ACTUAL																																					
PLANNED	18	IFB NO. NASSCORP/SBA/RB/007/2025	Safe Drinking Water	16140 GALLONS	E-3600	15,000.00	RB	1/8/2025	1/15/2025	1/22/2025	1/28/2025	2/26/2025	3/6/2025	3/12/2025	3/28/2025	N/A	12/23/2025	12/31/2025																			
UPDATE ACTUAL																																					
PLANNED	19	IFB NO. NASSCORP/SBA/RFD/001/2025	Newspaper Supplies	Assorted	J-5813	4,200.00	RFQ	1/8/2025	1/15/2025	1/22/2025	1/28/2025	2/26/2025	3/6/2025	3/12/2025	3/28/2025	N/A	12/23/2025	12/31/2025																			
UPDATE ACTUAL																																					
SUB-TOTALS						2,524,026.00																															

Prepared by:

*[Signature]*  
Gartoun C. George  
Head - Procurement Unit

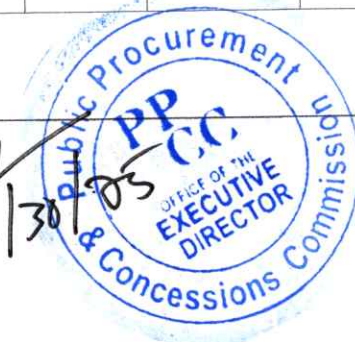
Approved by:

*[Signature]*  
Dewitt B. vanBallmoos  
Director General

Date:

23/01/25

*[Signature]*  
11/30/25



*[Handwritten signature]*  
1/29/25

PROCUREMENT PLAN (SBA)

SOURCE OF FUNDING: NASSCORP Internal Revenue

FISCAL PERIOD: JANUARY TO DECEMBER 2025

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
BASIC DATA			IMPLEMENTATION DATES																
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	QUANTITY	BUSINESS ACTIVITY CODE	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BDD/DRAWINGS	PREPARATION OF BID DOCUMENTS	PC APPROVAL BID DOCUMENTS /TECH SPECS	BID INVITATION & RELEASE OF BID DOCUMENTS	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	
ANNED	20	IFB NO. NASSCORP/SBA/RB/008/2025	Hygiene and Safety Products	Assorted	G-4773	60,000.00	RB	1/13/2025	1/20/2025	1/27/2025	1/31/2025	3/3/2025	3/10/2025	3/14/2025	4/3/2025	N/A	12/19/2025	12/31/2025	
UPDATE ACTUAL																			
ANNED	21	IFB NO. NASSCORP/SBA/RB/009/2025	Office Furniture & Fixtures Replacement	Assorted	G-4759	50,000.00	RB	1/2/2024	1/20/2025	1/27/2025	1/31/2025	3/3/2025	3/10/2025	3/14/2025	4/3/2025	N/A	12/19/2025	12/31/2025	
UPDATE ACTUAL																			
ANNED	22	IFB NO. NASSCORP/SBA/NCB/012/2025	Signs and Bill Boards	1 Firm	C-1811	305,000.00	NCB	1/2/2024	1/20/2025	1/27/2025	1/31/2025	3/3/2025	3/10/2025	3/14/2025	4/3/2025	N/A	12/19/2025	12/31/2025	
UPDATE ACTUAL																			
ANNED	23	IFB NO. NASSCORP/SBA/RB/010/2025	Beneficiary ID Card Replacement	1 Firm	C-1811	45,000.00	RB	1/2/2024	1/20/2025	1/27/2025	1/31/2025	3/3/2025	3/10/2025	3/14/2025	4/3/2025	N/A	12/19/2025	12/31/2025	
UPDATE ACTUAL																			
ANNED	24	IFB NO. NASSCORP/SBA/NCB/013/2025	Hall Rental	Firms	L-6810	65,000.00	NCB	1/2/2024	1/20/2025	1/27/2025	1/31/2025	3/3/2025	3/10/2025	3/14/2025	4/3/2025	N/A	12/19/2025	12/31/2025	
UPDATE ACTUAL																			
		Sub Total: US				\$525,000.00													

Prepared by: *George*  
 Garton C. George  
 Head - Procurement Unit

Approved by: *Jons*  
 Dewitt B. vonBallmoos  
 Director General

Date: 23/01/25

*USCCO*  
 1/29/25

*[Signature]*  
 1/30/25  




**NATIONAL SOCIAL SECURITY & WELFARE CORPORATION  
PROCUREMENT PLAN (SBA)  
SOURCE OF FUNDING: NASSCORP Internal Revenue  
FISCAL PERIOD JANUARY TO DECEMBER 2025**

1	2	3	4	5				6	7	8	9	10	11	12				13	14	15	16	17	18	19
				BASIC DATA				IMPLEMENTATION DATES																
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	QUANTITY	BUSINESS ACTIVITY CODE	ESTIMATED COST [USD]	PROCUREMENT METHOD	TECHNICAL SPECS/BDD/DRAWINGS	PREPARATION OF BID DOCUMENTS	PC APPROVAL BID DOCUMENTS /TECH SPECS	BID INVITATION & RELEASE OF BID DOCUMENTS	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	25	IFB NO. NASSCORP/SBA/NCB/014/2025	Elevator Maintenance	1 Firm	F-4329	48,000.00	NCB	1/3/2025	1/23/2025	1/30/2025	2/6/2025	3/6/2025	3/13/2025	3/14/2025	3/28/2025	N/A	12/22/2025	12/31/2025						
UPDATE ACTUAL																								
PLANNED	26	IFB NO. NASSCORP/SBA/NCB/015/2025	EDUCATIONAL/PROMOTIONAL ITEMS	1 Firm	C-1811	50,000.04	NCB	1/8/2025	1/23/2025	1/30/2025	2/6/2025	3/6/2025	3/13/2025	3/14/2025	3/28/2025	N/A	12/22/2025	12/31/2025						
UPDATE ACTUAL																								
PLANNED	27	IFB NO. NASSCORP/SBA/NCB/016/2025	SOLAR SYSTEM MAINTENANCE	1 Firm	C-3312	150,000.00	NCB	1/1/2025	1/23/2025	1/30/2025	2/6/2025	3/6/2025	3/13/2025	3/14/2025	3/28/2025	N/A	12/22/2025	12/31/2025						
UPDATE ACTUAL																								
PLANNED	28	IFB NO. NASSCORP/SBA/NCB/017/2025	Grand Bassa Property Renovation	1 Firm	F-4100	500,000.00	NCB	1/1/2025	1/23/2025	1/30/2025	2/6/2025	3/6/2025	3/13/2025	3/14/2025	3/28/2025	N/A	12/22/2025	12/31/2025						
UPDATE ACTUAL																								
PLANNED	29	IFB NO. NASSCORP/SBA/SS/001/2025	Repairs and Maintenance Air Condition	1 Firm	F-4100	175,000.00	SS	1/1/2025	1/23/2025	1/30/2025	2/6/2025	3/6/2025	3/13/2025	3/14/2025	3/28/2025	N/A	12/22/2025	12/31/2025						
UPDATE ACTUAL																								
PLANNED	30	IFB NO. NASSCORP/SBA/RB/011/2025	Horticulture	1 Firm	F-4100	20,000.00	RB	1/1/2025	1/23/2025	1/30/2025	2/6/2025	3/6/2025	3/13/2025	3/14/2025	3/28/2025	N/A	12/22/2025	12/31/2025						
UPDATE ACTUAL																								
SUB-TOTAL						943,000.04																		

GRAND TOTAL SBA: US\$ 6,951,837.44

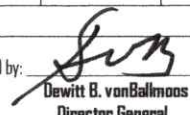
Prepared by:

Gartoun C. George  
Head - Procurement Unit



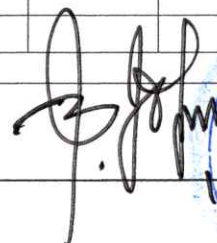
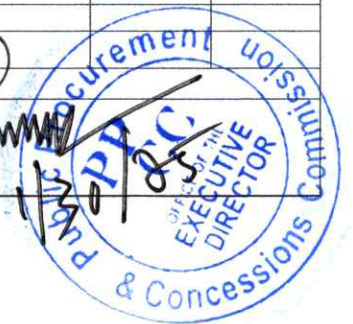
Approved by:

Dewitt B. vonBallmoos  
Director General



Date:

23/01/25

*Handwritten:* NASSCORP  
1/29/25

National Social Security & Welfare Corporation						
General Services Department						
Notes to SBA Procurement Plan, FISCAL PERIOD JANUARY TO DECEMBER 2025						
No	Contract Package Code	Contract Package	Description of Contract Package	Qty	P. Plan Type	Source
1	IFB NO. NASSCORP/SBA/NCB/001/2025	Security Guard Services	To hire a firm for the provision of Security Guard Services for NASSCORP Offices in Monrovia, Regional Offices and Top Management residences.	1 Firm	Item 1 of SBA Procurement Plan for US\$431,365.00	Page 3 of Budget. Item 5
2	IFB NO. NASSCORP/SBA/NCB/002/2025	Janitorial Services	Cleaning services for all NASSCORP's offices in Monrovia for one year. Deaggregate unit of Contractual & Related Services (227,499.96). US\$135,000 for janitorial services of the new HQ on 24th Street and the Monrovia Regional office on 15th St. The balance of this budget line is allocated to Drinkin H2O (15,000), Fumigation (39,499.96), and Elevator Maintenance (38,000).	1 Firm	Item 2 of SBA Procurement Plan, decomposed from Contractual and related services.	Decomposed from Contractual Services in the budget. Item 6, Page 3 of Budget.
3	IFB NO. NASSCORP/SBA/RB/001/2025	Fumigation Services	To hire a firm for the provision of Fumigation Services (39,499.96) on NASSCORP premises and residents of Top Management. Deaggregate unit of Contractual & Other Services (227,499.96). The balance of this budget line is allocated to Drinkin H2O (15,000), Janitorial Service (135,000), and Elevator Maintenance (38,000).	1 Firm	Item 3 of Procurement Plan; Item 6 of decomposed from Contractual and related services in the budget.	Decomposed from Contractual Services in the budget. Page 3 of budget.
4	IFB NO. NASSCORP/SBA/NCB/003/2025	Media & Publication Services	Publication of newspaper supplements, Advertisement and Publicity, In-house NASSCORP Newsletter, sending congratulatory messages. This amount also includes \$155,000.00 decomposed from Reform Expenditure for Media service, 20,001.96 from Quarterly Press Conf., \$720,000 from Ad/publicity, and \$20,001.96 from congratulatory Message budget lines.	Firms	SBA Procurement Plan, Item 4. @ US\$915,003,92	A combination of Advertisement & Publicity (720,000), Congratulatory messages (20,001), Quarterly press conference (20,001.96), and \$155,000.00 decomposed from Reform Expenditure for Media services.
5	IFB NO. NASSCORP/SBA/NCB/004/2025	Stationery & Supplies	Supply of Stationery & Ink Supplies for 12 months.	Assorted	Item 5 of Procurement Plan; Item 10 of Cash Plan; US \$127,947.00	Page 3, item 10 of budget.
6	IFB NO. NASSCORP/SBA/NCB/005/2025	Vehicle Rental & Lease	The rental of vehicles (US\$170,000.08) for travel to Regional offices, ad hoc "in town" travels and other incidental vehicle needs to conduct corporation business.	Assorted	Item 6 of SBA Procurement Plan. US\$65,000.00.04 vehicle Rental; US\$105,000.04 decomposed from Reform Expenditure.	Page 3, item 19 of budget, labelled as vehicle rental.
7	IFB NO. NASSCORP/SBA/NCB/006/2025	Printing & Binding Services	Printing corporate documents, including brochures, pamphlets, booklets, calendars, greetings/christmas cards, Strategic Plans. It's drawn from the budget line printing. Inclusive is budget binding and printing of Annual report (9,000). This also includes a decomposed amount of \$130,000.00 from Reform Expenditure and UD\$ 3,500 from binding budget line.	Assorted	Item 7 of SBA Procurement Plan, US\$431,500.00. An amalgam of Regular printing (289,000), budget binding (3,500), annual report (9,000), and a decomposed amount of US\$130,000.00 from Reform Expenditure representing amounts for binding, annual report and reform expenditure printing.	Item 21 of SBA Procurement Plan.
8	IFB NO. NASSCORP/SBA/NCB/007/2025	Scratch Cards	Provision of scratch cards to facilitate communications between Staff members and to conduct corporate business	37333 pcs	Item 8 of SBA Procurement Plan, US\$210,639	Page 3, item 23 of budget.
9	IFB NO. NASSCORP/SBA/NCB/008/2025	Uniforms	Uniforms for drivers and personnel of the Inspections Division.	Assorted	Item 9 of SBA Procurement Plan, US\$45,000.00	Page 3, item 57 of budget.

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EXECUTIVE DIRECTOR  
Concessions Commission

10	IFB NO. NASSCORP/SBA/NCB/009/2025	Repairs & Maintenance _ Office Buildings	Repair of physical plant facilities at NASSCORP Complex, Region 1, Annex in Monrovia and seven regional offices.	9 bldgs.	Item 10 of SBA Procurement Plan, US\$ 133,744.88; \$60,000.00 was decomposed from the original amount of US\$398,744.88 towards hygiene and cleaning supplies. And, \$30,000.00 towards Horticulture (\$20,000.00) and Elevator (\$10,000.00) Services, and US\$ 175,000.00 towards Repairs and Maintenance Air Condition.	Labelled as Office Maintenance, Page 3, item 34 of budget.
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11	IFB NO. NASSCORP/SBA/NCB/010/2025	Catering	Funds allocated for entertainment during celebrations and meetings. This is in relations to the line item "Entertainment" in the budget. Package is intended to select reputable caterer to provide catering services.	Assorted	Item 11 of SBA Procurement Plan, US\$135,010.00. \$55,000.00 was decomposed from Reform Expenditure in addition to the original US\$80,010.00.	Page 3, item 28 of budget labelled as Entertainment.
12	IFB NO. NASSCORP/SBA/RB/002/2025	Office Furniture & Fixtures Maintenance	Maintenance/repair/refurbishing of existing office furniture and fixtures to ensure continued functionality.	Assorted	Item 12 of SBA Procurement Plan, US\$15,000.00	Items 31, Page 3 of budget.
13	IFB NO. NASSCORP/SBA/RB/003/2024	I.D. Card Machines & Accessories	This package is intended to procure two (2) ID Card Machines and accessories including 250 pieces of printer ribbons, 200 pieces of printer films, 50 pieces of printer heads, 100 boxes of PVC cards to produce ID Cards for employees, employers and beneficiaries. There is an	2 pcs	Item 13 of SBA Procurement Plan, US\$170,080.80. 50,000 from the original budget line and 120,080.80 decomposed from reform expenditure.	Located on Page xv of budget, item 1 Summary of Fixed Assets and Investment Expenditure.
14	IFB NO. NASSCORP/SBA/NCB/011/2025	Network Connectivity Project (Information Technology)	Package intended to fund the process of connecting all the Regional offices with the HQ. An amount of US\$130,000.00 was appropriated in the last year budget but was not utilize. An amount of US\$65,000.00 has been added making the total of US\$ 195,000.00.	1 Firm	Item 14 of SBA Procurement Plan, US\$195,000.00	Located on Page xv of budget, under the caption Fixed Assets and Investment Expenditure.
15	IFB NO. NASSCORP/SBA/RB/004/2025	Petroleum Products	Diesel and gasoline allotments to support operations, top management residential generators and benefit allotment to eligible employees. Updated to conform with single source request.	1 Firm	Item 15 of SBA Procurement Plan for US\$1,779,805.92.	Items 8 & 9 combined on Page 3 of budget. Labelled as Fuel & Lubricants and Residential Fuel, respectively.
16	IFB NO. NASSCORP/SBA/RB/005/2025	Vehicle Insurance Coverage	Comprehensive Insurance coverage of 110 Corporate vehicles.	1 Firm	Item 16 of SBA Procurement Plan, US\$ 250,000.08	Item 22, page 3 of Budget
17	IFB NO. NASSCORP/SBA/RB/006/2025	Building Insurance	Insurance premium for NASSCORP Investment properties: NASSCORP House at the ELWA Junction in Monrovia and two non-residential buildings in Buchanan, Grand Bassa County. A total of three buildings.	1 Firm	Item 17 of SBA Procurement Plan; US\$280,020.00.	Page 3, item 53 of budget.
18	IFB NO. NASSCORP/SBA/RB/007/2025	Safe Drinking Water	Drinking water for staff at 15th and 24th St offices.	Assorted	Item 18 of Procurement Plan, US\$,15,000.00	Decomposed from Contractual services, item 6 of the budget.
19	IFB NO. NASSCORP/SBA/RFQ/001/2025	Newspapers & Journals	Purchase of daily newspapers and subscription for journals and periodicals from the International Social Security Association (ISSA) on an annual basis.	Assorted	SBA Procurement Plan, Item 19 for US\$ 4,200.00.	Page 3, item 18 of budget, labelled as Newspaper Supplies/Local & Foreign.
20	IFB NO. NASSCORP/SBA/RB/008/2025	Hygeine and Safety Products	Decomposed from Office maintenance on page 3, item 33 of the budget earmarked the purchase of hygeine supplies in the wake of the COVID pandemic.	1 Firm	Item 20: \$60,000.00 decomposed from item 34 (Office Maintenance) in the budget	Page 3, item 34 of the budget
21	IFB NO. NASSCORP/SBA/RB/009/2025	Replacement of Office Furniture	This package is intended to procure assorted quantities of locally made furnitures to replace damaged, irreparable furnitures and fixtures. Furniture will comprise of office desk chairs, visitors chairs, office desks, computer desks, etc.	Assorted	Item 21 of SBA Procurement Plan, US\$50,000.00	Located on page xv, item 5 under Summary of Rixed Aseta and Investment Expenditure
22	IFB. NO.NASSCORP/SBA/NCB/012/2025	Signs and Billboards	Directional signs and billboards for offices in and around the country	1 Firm	SBA Procurement Plan, item 22 @ \$305,000.00	Item 14, Page 3 of the budget for \$305,000.00
23	IFB NO NASSCORP/SBA/RB/010/2025	REPLACEMENT OF BENEFICIARY ID CARDS	Package intended for the replacement of beneficiary identification cards.	1 Firm	SBA Procurement Plan item 23 @ US\$ 45,000.00	Item 52, Page 3 of budget.

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24	IFB NO NASSCORP/SBA/NCB 013/2025	Hall/Space Rental	Decomposed from Reform Expenditure for the pupose conducting awareness fora for the reform socialization project around the country.	1 Firm	SBA Procurement Plan @ US\$ 65,000 item 24	Item 59, Page 4 (Reform Expenditue)
25	IFB NO NASSCORP/SBA/NCB/014/2025	ELEVATOR MAINTENANCE	Package for the provision of maintenance of the elevator at the 24th Street HQ. \$US38,000 decomposed from contractrature and other services and 10,000 from Repairs and Maint.	1 Firm	SBA Procurement Plan item 25 @ US\$ 48,000.00	Decomposed from item 6 & 34, page 3 of the budget.
26	NCBIFB NO NASSCORP/SBA/NCB/015/2025	Educational and Promotional Items	Corporation Rebranding. Taken from the budget line Stickers.	1 Firm	SBA Procurement Plan item 26 @ US\$ 50,000.04	Item 56, Page 3 of budget
27	IFB NO. NASSCORP/SBA/NCB/016/2025	SOLAR SYSTEM MAINTENANCE	Intended for the maintenance of solar systems. From the bu	1 FIRM	SBA Procurement Plan item 27 @150,000.00	Item 33, Page 3 of budget
28	IFB NO. NASSCORP/SBA/NCB/017/2025	GRAND BASSA COUNTY PROPERTY RENOVATION	Intended for renovation of the regional Head office in Buchanan, Grand Bassa County. From the budget line Grand Bassa County Property Renovation	1 FIRM	SBA Procurement Plan item 28 @500,000.00	Item 10, Page XV; Summary of Fixed Assets & Investment Expenditure
29	IFB NO. NASSCORP/SBA/SS/001/2025	Repairs and Maintenance Air Condition	Intended for Repairs and Maintence of Head office Air Condition unit . The sole source method of procurement will be employ to meet interchangeility requirements with existing parts in line with Section 55 (1) (b) of the PPCA, 2010.	1 FIRM	SBA Procurement Plan item 29 @175,000.00	Labelled as Office Maintenance, Page 3, item 34 of budget.
30	IFB NO. NASSCORP/SBA/RB/011/2025	Horticulture	Intended for horticulture activties at the Head office .	1 FIRM	SBA Procurement Plan item 30 @20,000.00	Labelled as Office Maintenance, Page 3, item 34 of budget.

Prepared by:

Gartoun C. George  
Head, Procurement Unit

January 2025

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1/29/25

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