



REPUBLIC OF LIBERIA
PUBLIC PROCUREMENT & CONCESSIONS COMMISSION
EXECUTIVE MANSION GROUNDS, CAPITOL HILL, MONROVIA, LIBERIA
WEBSITE: www.pccc.gov.lr PHONE SHORT CODE: 4357 Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Ref. PPCC/RL/CEO/002/'26

January 16, 2026

Hon. Garmin Kobie
DIRECTOR GENERAL
Liberia Intellectual Property Office
Republic of Liberia

Dear Hon. Kobie:

Subject: PROVISIONAL APPROVAL OF DRAFT PROCUREMENT PLAN FOR FISCAL YEAR 2026

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Liberia Intellectual Property Office (LIPO) SBA Core Budget Procurement Plans for FY 2026 in accordance with Section 40 (3) of the PPC Act. The Commission however wishes to inform you that your plan has been **Provisionally Approved** pending the passage of the national budget.

Please be advised that your Entity can carry out procurement activities based on this provisionally approved Draft Procurement Plan culminating in **framework agreements** for recurrent procurement items. Similarly, you are also advised to carry out procurement activities for non-recurrent procurement items in advance of the passage of the National Budget, but contracts for these packages **MUST** not be signed until the budget is approved by the President and you ascertain the availability of funding. Please ensure to include notifications of this information in the tender documents for both framework agreements and advance procurement. For your guidance, the Commission has produced a short note explaining the processes for framework agreements and advance procurement which you can download at <http://ppcc.gov.lr/vr/index.php/documents>

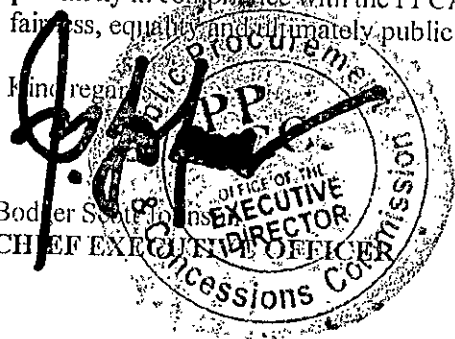
Upon passage of the Fiscal Year 2026 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for LIPO's allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for Fiscal Year 2026 and staff of your Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the just ended 2025 Fiscal Year, for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for Fiscal Year 2026.

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.

Kind regards,

Bodner Scott
CHIEF EXECUTIVE OFFICER





REPUBLIC OF LIBERIA
LIBERIA INTELLECTUAL PROPERTY OFFICE
Old Labor Ministry Compound



UN Drive, Monrovia, Liberia

Office of the Director General
+231-775567637
Email Address: garmaikoboi@gmail.com

LIPO/DG/GK/RL/2026/009

January 14, 2026

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

Dear Hon. Johnson,

Compliments and hope this letter finds you well.

We acknowledge receipt of your communication requesting a Board Resolution as a prerequisite for the approval of the Liberia Intellectual Property Office (LIPO) draft Procurement Plan.

We respectfully wish to inform you that while the LIPO Board of Directors has been appointed, the Board is yet to become functional, as it has not convened its inaugural meeting and has therefore not commenced formal operations. Consequently, no Board Resolution can be issued at this time.

In order to ensure continuity of institutional operations and compliance with the Public Procurement and Concessions Act, LIPO Management prepared and submitted the draft Procurement Plan based on:

- The approved national budget,
- Applicable public procurement and financial management regulations, and
- Established administrative practice for public institutions pending full activation of their Boards.

We therefore respectfully request PPCC's consideration and guidance to proceed with the approval of our draft Procurement Plan for FY 2026.

LIPO remains committed to transparency, accountability, and full compliance with PPCC requirements.

Respectfully,

G. Koboi
Hon. Garmai Koboi

DIRECTOR GENERAL-LIPO

John Sambo
01/14/2026

DEVELOPING AND PROTECTING CREATIONS, INVENTIONS AND INNOVATIONS

TIME 1:29 PM

LIBERIA INTELLECTUAL PROPERTY OFFICE (LIPO)
PROCUREMENT PLAN (SBA Core budget)
Source of Funding: GOL/Internal Generated Revenue
Fiscal YEAR: 2026

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
BASIC DATA								IMPLEMENTATION DATES												
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS Activity code	Qty	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS		
Planned	1	IFB No. LIPO/SBA/RFQ/001/26	Stationery	G-4761	Assorted	10,000.00	RFQ	1/5/26	1/8/26	1/13/26	1/16/26	1/21/26	1/28/26	2/4/26	2/9/26	N/A	2/12/26	2/17/26		
UPDATE																				
ACTUAL																				
Planned	2	IFB No. LIPO/SBA/RB/001/26	Petroleum product	G-4661	4.21 @ 61,514 258, 937 Gallons	61,514.00	RB	1/5/26	1/8/26	1/13/26	1/16/26	1/21/26	1/28/26	2/4/26	2/9/26	N/A	2/12/26	2/17/26		
UPDATE																				
ACTUAL																				
SUB TOTAL						\$ 71,514 USD														

Prepared by: Norun
PROCUREMENT DIRECTOR/MANAGER

[Signature]
01/15/26

Approved by: G. Kaloi Date: 12/18/25
DIRECTOR GENERAL (LIPO)



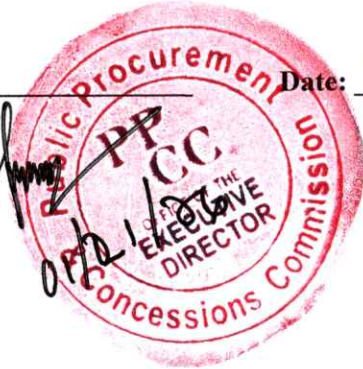
LIBERIA INTELLECTUAL PROPERTY OFFICE
DRAFT PROCUREMENT PLAN (SBA Core budget)
Source of Funding: GOL/Internal Generated Revenue
Fiscal Year: 2026

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	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	3	IFB No. LIPO/SBA/ NCB/001/26	Cleaning material& services	G-4793	Assorted	22,656	NCB	1/5/26	1/14/26	1/19/26	1/22/26	2/22/26	2/25/26	3/2/26	3/5/26	N/A	3/17/26	12/7/26		
UPDATE																				
ACTUAL																				
planned	4	IFB No. LIPO/SBA/ RFQ/002/26	Internet service Provider	J-6120	1Firm	6,752.00	RFQ	1/5/26	1/8/26	1/13/26	1/16/26	1/21/26	1/28/26	2/4/26	2/9/26	N/A	2/12/26	12/7/26		
UPDATE																				
ACTUAL																				

Prepared by: Norberto
PROCUREMENT DIRECTOR/ MANAGER

Approved by: [Signature] Date: Jan 5, 2026
DIRECTOR GENERAL LIPO

[Signature]
 01/13/26



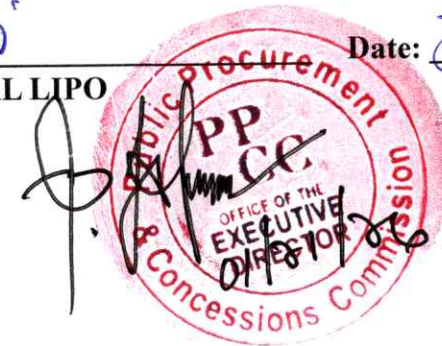
LIBERIA INTELLECTUAL PROPERTY OFFICE
DRAFT PROCUREMENT PLAN (SBA Core budget)
Source of Funding: GOL/Internal Generated Revenue
Fiscal Year: 2026

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	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	5	IFB No. LIPO/SBA/RFQ/003/26	Repair & maintenance of non-residential Building	F-4100	1Building	4,660.94.00	RFQ	1/5/26	1/8/26	1/13/26	1/16/26	1/21/26	1/28/26	2/4/26	2/9/26	N/A	2/12/26	2/17/26		
UPDATE																				
ACTUAL																				
planned	6	IFB No. LIPO/SBA/RFQ/004/26	Event Catering	I-5621	1FIRM	5,000.00	RFQ	1/5/26	1/8/26	1/13/26	1/16/26	1/21/26	1/28/26	2/4/26	2/9/26	N/A	2/12/26	2/17/26		
UPDATE																				
ACTUAL																				

Prepared by: *Norah*
PROCUREMENT DIRECTOR/ MANAGER

Approved by: *A. Kabor* Date: Jan 5, 2026
DIRECTOR GENERAL LIPO

Bill
01/15/26



LIBERIA INTELLECTUAL PROPERTY OFFICE
DRAFT PROCUREMENT PLAN (SBA CORE BUDGET)
Source of Funding: GOL/Internal Generated Revenue
Fiscal Year: 2026

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	QTY	ESTIMATED COST (USD)	PROCU REMEN T METHO D	TECHNICAL SPECS/BOQ/ DRAWINGS	PREP. OF BID Document	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/P UBLIC 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. LLIPO/SBA/ RFQ/005/26	Printing and Binding	C1812	1FIRM	3,000	RFQ	1/5/26	1/8/26	1/13/26	1/16/26	1/21/26	1/28/26	2/4/26	2/9/26	N/A	2/12/26	12/7/26		
UPDATE																				
ACTUAL PLANNED	8.	IFB No. LLIPO/SBA/ RFQ/006/26	Repairs & Maintenance Vehicle	C3314	1VEHICLE	4,660.94	RFQ	1/5/26	1/8/26	1/13/26	1/16/26	1/21/26	1/28/26	2/4/26	2/9/26	N/A	2/12/26	2/17/26		
		GRAND TOTAL		118,243.88																

Prepared by: *Norbert*
PROCUREMENT DIRECTOR/ MANAGER

Approved by: *P. Kasi*
DIRECTOR GENERAL LIPO

Date: *Jan 5, 2026*

[Signature]
01/15/26



LIBERIA INTELLECTUAL PROPERTY OFFICE (LIPO)
PROCUREMENT PLAN (SBA Core budget)
Source of Funding: GOL/Internal Generated Revenue
EXPLANATORY NOTES
Fiscal YEAR: 2026

2	IFB No. LIPO/SBA/RB/001/26	FUEL & LUBRICANT	<p>This Contract Package is from the GOL budget line-item FUEL & LUBRICANT</p> <p>and is intended to procure FUEL</p> <p>4.21@258,937 GALLONS</p> <p>TOTAL = \$61,514 USD</p>
3	IFB No. LIPO/SBA/ NCB/002/26	Cleaning Material Services	<p>This contract package is from the GOL budget line-item Cleaning Material Services</p> <p>and is intended to procure the following items:</p> <ul style="list-style-type: none"> • Hand Sanitizers m/s50ctns • Clorox50ctns • Air Freshener30dozen • Tissue50sacks • Dettol20ctns

[Handwritten Signature]
01/15/26

LIBERIA INTELLECTUAL PROPERTY OFFICE (LIPO)
PROCUREMENT PLAN (SBA Core budget)
Source of Funding: GOL/Internal Generated Revenue
EXPLANATORY NOTES
Fiscal YEAR: 2026

4	IFB No. LIPO/SBA/RFQ/002/26	INTERNET CONNECTIVITY	This Contract Package is from the GOL budget line-item Internet Service and is intended to procure Internet for LIPO TOTAL = \$6, 752.00 USD
5	IFB No. LIPO/SBA/RFQ/003/26	REPAIR AND MAINTENACE Civil	This contract package is from Internally generated revenue budget line-item REPAIR AND MAINTENACE civil and is intended to provide repair and maintenance service minor renovations for LIPO office building, bathrooms, doors, painting, plumbing etc. Total = 4,660.94 USD

Prepared by: *Norween*
PROCUREMENT DIRECTOR/ MANAGER

Approved by: *A. Kolos*
DIRECTOR GENERAL LIPO

Date: *12/8/25*

#Bill
01/03/26


LIBERIA INTELLECTUAL PROPERTY OFFICE (LIPO)
PROCUREMENT PLAN (SBA Core budget)
Source of Funding: GOL/Internal Generated Revenue
EXPLANATORY NOTES
Fiscal YEAR: 2026

6	IFB No. LIPO/SBA/RFQ/004/26	EVENT CATERING	This contract package is from the internally generated revenue budget line-item event catering, and is intended to provide catering service for LIPO. TOTAL =\$5,000.00 USD
7	IFB No. LIPO/SBA/RFQ/005/26	PRINTING AND BINDING SERVICE	This contract package is from internally generated revenue budget line-item Printing & Binding Service , which is intended for printing, binding, and publication services for use by LIPO. Total = \$3,000.00 USD

Prepared by: 
PROCUREMENT DIRECTOR/ MANAGER

Approved by: 
DIRECTOR GENERAL LIPO

Date: 12/8/25


01/15/26

LIBERIA INTELLECTUAL PROPERTY OFFICE (LIPO)
PROCUREMENT PLAN (SBA Core budget)
Source of Funding: GOL/Internal Generated Revenue
EXPLANATORY NOTES
Fiscal YEAR: 2026

8	IFB No. LIPO/SBA/RFQ/006/26	REPAIRS & MAINTENANCE VEHICLE	This Contract Package is from internally generated revenue budget line-item Repairs & Maintenance vehicle and is intended to provide Repairs & Maintenance on the staff bus. TOTAL =\$4,660.94 USD
9		ELECTRICITY SERVICE (LEC)	This contract package is from the GOL budget line-item Electricity Services and is intended to procure Electricity from LEC for LIPO. This package will be provided by the LEC who is the sole distributor of Electricity in the Country. Total = 45, 078 USD

Prepared by: *Nonuwa*
PROCUREMENT DIRECTOR/ MANAGER

Approved by: *A. Kalo*
DIRECTOR GENERAL

Date: *12/8/25*

Bill
01/15/26

LIBERIA INTELLECTUAL PROPERTY OFFICE (LIPO)
PROCUREMENT PLAN (SBA Core budget)
Source of Funding: GOL/Internal Generated Revenue
EXPLANATORY NOTES
Fiscal YEAR: 2026

Item No	Contract Package Code	Contract Package	Content of Contract Package
1	IFB No. LIPO/SBA/NCB/001/26	Stationery Materials	<p>This contract package from the GOL budget line item and is intended to procure the following items:</p> <p>A. A4 Sheet30 CTN</p> <p>B. A4 Manila Folder7 PKS</p> <p>C. A4 Envelope12 CTN</p> <p>D. Legal Sheet15 CTN</p> <p>F. Note Pad6 DOZ</p> <p>G. Ball Pen2 CTN</p> <p>H. Toner7 CTN</p> <p>I. Stick on Pad12 PKS</p> <p>J. Marker2CTN</p> <p>L. Box File15 CTN</p>

[Handwritten Signature]
6/15/26

- M. Cartridge 30515 CTN
- N. Cartridge HP 63.....20 sets
- O. 123 Cartridges.....10 sets
- P. LaserJet Pro MFP M277dw.....10pcs
- Q. CERTIFICATE SHEETS17CTN
- R. Flash drive 8GB.....24pcs
- S. Staple pin (S&L).....12pks
- T. Staple Machine Large.....12pcs
- U. Paper Clip (S & L).....24pks
- V. Hanging Folder.....10ctn
- W. Correction Fluid Pen.....10pk
- X. Extension Cord.....24pcs
- Y. Ledger Book (Hard Back).....24pcs

TOTAL= \$10,000.00USD

[Handwritten Signature]
01/13/26

Prepared by: *Moswee*
PROCUREMENT DIRECTOR/ MANAGER

Approved by: *A. Kator*
DIRECTOR GENERAL LIPO

Date: 12/8/25