



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



Ref. PPCC/RL/CEO/00193/26'

February 26, 2026

Hon. D. Nelso Bearngar
DIRECTOR GENERAL
 Center for National Documents and Record Agency
 Monrovia, Liberia

Dear Hon. Bearngar:

Subj: APPROVAL OF CENTER FOR NATIONAL DOCUMENTS AND RECORDS AGENCY ANNUAL CORE AND SBA PROCUREMENT PLANS FOR FISCAL YEAR 2026.

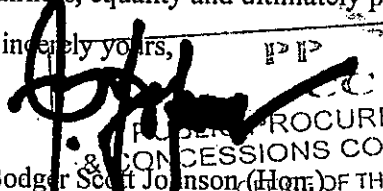
We present our compliments and wish to acknowledge receipt of your communication dated February 16, 2026, which sought the approval of the Commission for the Center for National Documents and Record Agency (CNDRA) Annual Core and SBA) Procurement Plans for Fiscal Year 2026.

Following thorough review, the Commission hereby approves Center for National Documents and Record Agency (CNDRA) Annual Core and SBA Procurement Plans for Fiscal Year 2026 in accordance with *Section 40 (3)* of the PPCA, 2026, and informs Center for National Documents and Record Agency that its Annual Core and SBA Procurement Plans for Fiscal Year 2026 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, 2026, 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.

The Public Procurement and Concessions Commission admonishes and deems it a priority that you remain primarily in compliance with the PPCA, 2026, as we jointly aspire to achieve transparency, accountability, fairness, equality and ultimately public confidence in our procurement and concessions processes.

Sincerely yours,


 PUBLIC PROCUREMENT
 & CONCESSIONS COMMISSION
 Bodger Scott Johnson (Hon.) OF THE
 CHIEF EXECUTIVE OFFICER

CENTER FOR NATIONAL DOCUMENTS & RECORDS AGENCY
NATIONAL ARCHIVES BUILDING
12TH STREET, SINKOR
MONROVIA, LIBERIA



Office of the Director General

RL/CNDRA/DG/DNB/402-'26

February 16, 2026

Hon. Bodger Scott Johnson
EXECUTIVE DIRECTOR
Public Procurement and Concessions Commission (PPCC)
Executive Mansion Grounds
Capitol Hill, Monrovia, Liberia

Dear Hon. Johnson:


On behalf of the National Archives, I present warm compliments and wish to hereby kindly submit our agency's Procurement Plan for FY-2026 for your perusal and anticipated subsequent approval. This submission is in consonance with Section 40 of the Public Procurement and Concessions Act of 2010, which provides for each Procuring Entity in accordance with its approved programs, to prepare an annual procurement plan for goods, works and services, and have same submitted to your office for approval before implementation.

In addition to the above, please also and attached our Spending Plan, Explanatory Notes, List of Procurement Committee Members and Procurement Unit Staffers, as well as our Budget Spread for your kind consideration.

Our offices remain open for any further clarity/information where necessary. Meanwhile, we look forward to your support as we strive together to attain transparency and accountability in our procurement processes for actualization of the ARREST Agenda for Inclusive Development (AAID).

Sincerely,


D. Nelson Bearngar
DIRECTOR GENERAL
AUTHORIZED STAMP/786
CNDRA



Date:	Received:
Time:	Theophilus S. B. Kollie
Entity:	Feb. 18, 2026
Signature:	12:55 PM

CENTER FOR NATIONAL DOCUMENTS AND RECORDS AGENCY/NATIONAL ARCHIVES

ANNUAL PROCUREMENT PLAN (SBA)

Source of Funding: GOL CORE BUDGET

FISCAL YEAR: 2026

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
	ITEM NO.	BASIC DATA							IMPLEMENTATION DATES									
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	VENDOR'S BUSINESS REGISTRATION CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL BID DOC/TECH SPEC	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 (MOBOLIZATION)	DELIVERY INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT
PLANNED	7.	IFB NO. CNDRA/RB/SBA/004/26	Newspapers & Text books	M7310	ASSORTED	12,500.00	RB	01/28/26	02/04/26	02/10/26	02/18/26	03/18/26	03/25/26	04/01/26	04/15/26	N/A	12/30/26	12/30/26
UPDATE																		
ACTUAL																		
PLANNED	8.	IFB NO. CNDRA/RB/SBA/005/26	Vehicle Repairs maintenance services	G4520	4 units	15,400.00	RB	01/28/26	02/04/26	02/10/26	02/18/26	03/18/26	03/25/26	04/01/26	04/15/26	N/A	12/30/26	12/30/26
UPDATE																		
ACTUAL																		
PLANNED	9.	IFB NO. CNDRA/RFQ/SBA/004/26	Purchase of internet cables, swatches & hardware	J6209	Assorted	7,200.00	RFQ	01/28/26	02/04/26	02/10/26	02/18/26	03/04/26	03/12/26	03/19/26	04/02/26	N/A	11/30/26	11/30/26
UPDATE																		
ACTUAL																		
PLANNED	10.	IFB NO. CNDRA/RB/SBA/006/26	Purchase of Computers and Printers	G4741	Assorted	13,500.00	RB	01/28/26	02/04/26	02/10/26	02/18/26	03/18/26	03/25/26	04/01/26	04/15/26	N/A	06/18/26	06/30/26
UPDATE																		
ACTUAL																		
PLANNED	11.	IFB NO. CNDRA/RFQ/SBA/005/26	Waste Disposal	E3811	1 firm	3,000.00	RFQ	01/28/26	02/04/26	02/10/26	02/18/26	04/01/26	04/08/26	04/13/26	04/21/26	N/A	12/30/26	12/30/26
UPDATE																		
ACTUAL																		
						Sub-Total:		133,400.00										

Prepared by: _____

James A. Fannbulleh, Procurement Director



[Handwritten Signature]
02/25/26

Approved By: _____

D. Nelson Bearngar, Director General/Chairman Proc. Committee



Date: FEB. 16, 2026

CENTER FOR NATIONAL DOCUMENTS AND RECORDS AGENCY/NATIONAL ARCHIVES

ANNUAL PROCUREMENT PLAN (SBA)

Source of Funding: GOL CORE BUDGET

FISCAL YEAR: 2026

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
ITEM NO.	BASIC DATA								IMPLEMENTATION DATES									
	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	VENDOR'S BUSINESS REGISTRATION CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL BID DOC/TECH SPEC	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 (MOBOLIZATION)	DELIVERY INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	
PLANNED	12.	IFB NO. CNDRA/RFQ/SBA/006/26	Repair Maint. Non-residential building	F4100	3 buildings	9,000.00	RFQ	01/28/26	02/04/26	02/10/26	02/18/26	03/04/26	03/10/26	03/24/26	04/07/26	N/A	12/30/26	12/30/26
UPDATE																		
ACTUAL																		
PLANNED	13.	IFB NO. CNDRA/RB/SBA/007/26	Food & catering services	G4520	3 events	10,865.00	RB	01/28/26	02/04/26	02/10/26	02/18/26	03/18/26	03/25/26	04/01/26	04/15/26	N/A	10/01/26	10/30/26
UPDATE																		
ACTUAL																		
PLANNED	14.	IFB NO. CNDRA/RFQ/SBA/007/26	Purchase of Rice & Edible Oil	G4630	215 employees	5,000.00	RFQ	01/28/26	02/04/26	02/10/26	02/18/26	03/04/26	03/10/26	03/24/26	04/07/26	N/A	11/30/26	11/30/26
UPDATE																		
ACTUAL																		
PLANNED	15.	IFB NO. CNDRA/RFQ/SBA/008/26	Printing & binding Services	C1812	L/S	750.00	RFQ	01/28/26	02/04/26	02/10/26	02/18/26	03/04/26	03/10/26	03/24/26	04/07/26	N/A	12/30/26	12/30/26
UPDATE																		
ACTUAL																		
PLANNED	16.	IFB NO. CNDRA/RFQ/SBA/009/26	Purchase Furniture	G4659	assorted	4,500.00	RFQ	01/28/26	02/04/26	02/10/26	02/18/26	03/04/26	03/10/26	03/24/26	04/07/26	N/A	12/30/26	12/30/26
UPDATE																		
ACTUAL																		
					Sub-Total:	163,515.00												

Prepared by: _____

James A. Fahnbullen, Procurement Director



[Handwritten signature]
02/25/26

Approved By: _____

D. Nelson Baangar, Director General/Chairman Proc. Committee



Date: FEB. 16, 2026



CENTER FOR NATIONAL DOCUMENTS AND RECORDS AGENCY/NATIONAL ARCHIVES

ANNUAL PROCUREMENT PLAN (SBA)

Source of Funding: GOL CORE BUDGET

FISCAL YEAR: 2026

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
	ITEM NO.	BASIC DATA							IMPLEMENTATION DATES									
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	VENDOR'S BUSINESS REGISTRATION CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL BID DOC/TECH SPEC	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	17.	IFB NO. CNDRA/SS/SBA/001/26	Postal Bills	G4791	L/S	500.00	SS	01/28/26	02/04/26	02/10/26	N/A	N/A	N/A	N/A	N/A	N/A	12/30/26	12/30/26
UPDATE																		
ACTUAL																		
PLANNED	18.	IFB NO. CNDRA/RFQ/SBA/010/26	Media Services	J6391	L/S	9,500.00	RFQ	01/28/26	02/04/26	02/10/26	02/18/26	03/04/26	03/10/26	03/24/26	04/07/26	N/A	12/30/26	12/30/26
UPDATE																		
ACTUAL																		
					Grand Total:	173,515.00												



Prepared by: _____

James A. Fahnbullen/ Procurement Director

[Handwritten Signature]
02/25/26



Approved By: _____

D. Nelson Bearngar/Director General/Chairman Proc. Committee

Date: FEB-16-2026



CENTER FOR NATIONAL DOCUMENTS AND RECORDS AGENCY CNDRA/NATIONAL ARCHIVES

Explanatory Notes (SBA)

Source of Funding: GOL & INTERNAL REVENUE BUDGET

Fiscal Year: 2026

Item No.	Contract Package Code	Contract Package	Contract Description
1	IFB NO. CNDRA/RFQ/SBA/001/26	Purchase of toiletries	THIS LINE ITEM IS APPLIED TO THE PURCHASE OF TISSUES, SOAP, NAPKIN, STOWELS, GLOVES, DESK POLISH ETC FOR THE AGENCY FROM THE BUDGET LINE CLEANING MATERIALS.
2	IFB NO. CNDRA/RB/SBA/001/26	Security Guard Service	This contract package will be applied to hiring a security guard firm to provide security services for the CNDRA Facilities in Monrovia, Nimba and Maryland Counties.
3	IFB NO. CNDRA/RFQ/SBA/002/26	Scratch cards	This contract package is intended to acquire SCRATCH CARDS with package amount 8,000.00 for operational purposes.
4.	IFB NO. CNDRA/RFQ/SBA/003/26	ID Cards Machines	This will be applied to the acquisition of ID Card Machines for the production of identification cards for employees of the Agency from the Budget Line Employees ID Card.
5.	IFB NO. CNDRA/RB/SBA/002/26	Air ticketing	This will be applied to four round travel means from the Budget Line; Foreign Travel-Means of Travel
6.	IFB NO. CNDRA/RB/SBA/003/26	Office Rental	We intend renting additional offices for operational purposes in rural areas for the fiscal period 2026 from the Budget Line Office Rental & Lease.
7.	IFB NO. CNDRA/RB/SBA/004/26	Newspapers & Test Books	This package will be used for the purchase of newspapers, news magazines and Text Books for the National Library from the Budget Line Newspapers, Books, Periodicals & Text Books.
8.	IFB NO. CNDRA/RB/SBA/005/26	Vehicles Repair maintenance services	We intend using this package for service and repair works on four of the Agency's vehicles over the Fiscal Period from the Budget Line Repair Maintenance-Vehicle.
9.	IFB NO. CNDRA/RFQ/SBA/004/26	Purchase of internet cables, swatches & hardware	This will be used for replacing damage internet cables, swatches and other network faults from the Budget Line ICT infrastructure, Hardware, Network & facilities.
10.	IFB NO. CNDRA/RB/SBA/006/26	Purchase of computers & Printers	We intend purchasing desktop and laptop computers under this package from the Budget Line; Computer supplies and ICT Services.

Prepared by: _____



James A. Fahnbulleh / Procurement Director

[Handwritten Signature]
02/25/26

Approved By: _____



D. Nelson Bearngar / Director General/Chairman Proc. Committee



Date: _____

[Handwritten Signature]
FEB 16 2026

CENTER FOR NATIONAL DOCUMENTS AND RECORDS AGENCY CNDRA/NATIONAL ARCHIVES
Explanatory Notes (SBA)

Source of Funding: GOL & INTERNAL REVENUE BUDGET /Fiscal Year: 2026

Item No.	Contract Package Code	Contract Package	Contract Description
11.	IFB NO. CNDRA/RFQ/SBA/005/26	Waste Disposal	We intend hiring a firm to do collection of garbage from our facilities over the fiscal period from the Budget Line Refuge Collection.
12.	IFB NO. CNDRA/RFQ/SBA/006/26	Repair maintenance Non-residential Building	This will be applied to maintenance works on the agency buildings (painting, roof repairs, changing of door locks, and electrical wirings) from the Budget Line; Repair Maintenance Civil.
13.	IFB NO. CNDRA/RB/SBA/007/26	Food & catering services	Under this package, we intend hiring a firm to cater to workshops and working sections of the Agency from the budget line Food and Catering.
14.	IFB NO. CNDRA/RFQ/SBA/007/26	Purchase of Rice & Cooking Oil	We intend acquiring yearend bonuses for staffers of the Agency in the form of Rice and Cooking Oil from the Budget Line; Entertainment, Presentation and Gifts.
15.	IFB NO. CNDRA/RFQ/SBA/008/26	Printing & binding services	This will be applied to printing of reports, receipts and bill books from the Budget Line; Printing, Binding & Publication.
16.	IFB NO. CNDRA/RFQ/SBA/009/26	Purchase Furniture	This contract package is intended to acquire office chairs, desk, cabinets, and standing shelves for the CNDRA's main Office on 12 th Street and the National Library on Ashmun Street from the Budget Line furniture and Fixture.
17.	IFB NO. CNDRA/SS/SBA/001/26	Postal Bills	This will be applied to settling posted letters bills from the Budget Line; Telecommunication, internet postage & Courier.
18.	IFB NO. CNDRA/RFQ/SBA/010/26	Media Services	This is applied to Radio and newspapers coverage (announcements, newsletters, and interviews) from the budget line Media relations & Promotions
19.	IFB NO. CNDRA/SS/SBA/002/26	WATER & SEWAGE	This contract package of US\$ 4,800.68 is applied to getting water and sewage services from the LWSC. This Contract Package is Single Source to LWSC because they are the only service provider.
20.	IFB NO. CNDRA/SS/SBA/003/26	Electricity	Applied to getting electric power from LEC @ US\$ 10,699.32 and its Single source because they are the lone providers. This amount covers electric power cost for fiscal period (2026).

Prepared by: _____

James A. Fahnbulleh/ Procurement Director



[Handwritten signature]
02/25/26

Approved By: _____

D. Nelson Bearngar/ Director General/Chairman Proc. Committee



Date: _____

FEB 16, 2026



CENTER FOR NATIONAL DOCUMENTS AND RECORDS AGENCY/NATIONAL ARCHIVES

ANNUAL PROCUREMENT PLAN (Non-SBA)

Source of Funding: GOL CORE BUDGET FISCAL YEAR: 2026

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19		
	ITEM NO.	BASIC DATA							IMPLEMENTATION DATES										DELIVERY INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	VENDOR'S BUSINESS REGISTRATION CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL BID DOC/TECH SPEC	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)				
PLANNED	1.	IFB NO. CNDRA/RB/001/26	Petroleum Products (Gasoline & diesel)	G4661	7,606.24 gals GALLONS @ 4.33 per gal.	32,935.00	RB	02/02/26	02/09/26	02/16/26	02/23/26	3/23/26	03/30/26	04/06/26	04/20/26	N/A	12/18/26	12/31/26		
UPDATE																				
ACTUAL																				
PLANNED	2.	IFB NO. CNDRA/NCB/001/26	Stationery purchase	G4761	ASSORTED	188,500.00	NCB	02/02/26	02/09/26	02/16/26	02/23/26	3/23/26	03/30/26	04/06/26	04/20/26	N/A	12/18/26	12/31/26		
UPDATE																				
ACTUAL																				
PLANNED	3.	IFB NO. CNDRA/SS/001/26	Internet Connectivity	J6120	1 Firm	21,058.00	SS	01/06/26	01/13/26	01/20/26	N/A	N/A	N/A	N/A	02/03/26	N/A	09/08/26	12/30/26		
UPDATE																				
ACTUAL																				
PLANNED	4.	IFB NO. CNDRA/NCB/002/26	Vehicles purchase	J4510	1 unit	62,000.00	NCB	02/02/26	02/09/26	02/16/26	02/23/26	3/23/26	03/30/26	04/06/26	04/20/26	N/A	05/22/26	05/29/26		
UPDATE																				
ACTUAL																				
PLANNED	5.	IFB NO. CNDRA/NCB/003/26	Moto Circles purchase	G4540	16 pcs	15,200.00	NCB	02/02/26	02/09/26	02/16/26	02/23/26	3/23/26	03/30/26	04/06/26	04/20/26	N/A	05/22/26	05/29/26		
UPDATE																				
ACTUAL																				
PLANNED	6.	IFB NO. CNDRA/RFQ/001/26	Purchase of Computer supplies, parts & cablings	C3314	Assorted	4,500.00	RFQ	01/06/26	01/13/26	01/20/26	01/27/26	02/10/26	02/17/26	02/24/26	03/10/26	N/A	06/08/26	06/30/26		
UPDATE																				
ACTUAL																				
PLANNED	7.	IFB NO. CNDRA/RB/002/26	Insurance services	K6512	4 vehicles/ 215 employees	20,000.00	RB	02/02/26	02/09/26	02/16/26	02/23/26	3/23/26	03/30/26	04/06/26	04/20/26	N/A	12/18/26	12/31/26		
UPDATE																				
ACTUAL																				
					Grand Total:	344,193.00														

Prepared by: _____

James A. Farnbullen/Procurement Director



Handwritten signature
02/25/26



Approved by: _____

D. Nelson Bearngar/Director General/Chairman Proc. Committee



Date: _____

Handwritten date: FEB. 16, 2026

CENTER FOR NATIONAL DOCUMENTS AND RECORDS AGENCY CNDRA

Explanatory Notes (Non-SBA)

Source of Funding: GOL CORE BUDGET

Fiscal Year: 2026

Item No.	Contract Package Code	Contract Package	Contract Description
1	IFB NO. CNDRA/RB/001/26	Petroleum Products	This Package will be used to acquire Gasoline and fuel for CNDRA's vehicles and Generators at an estimated cost of US\$ 4.33 per gallon. Said contract is from the Budget Line Fuel and Lubricant Vehicle and Generator.
2	IFB NO. CNDRA/NCB/001/26	Stationery purchase	This contract package will be applied to acquiring assorted stationery daily used items for the Agency such as Certificate Cards, A4 papers, Specialized ink items etc from the budget line Stationery.
3	IFB NO. CNDRA/SS/001/26	Internet Connectivity	We will be hiring the services of LIBTELCO and we wish to apply this package to again procure Internet Services with LIBTELCO from the Budget line Internet Provider Services.
4.	IFB NO. CNDRA/NCB/002/26	Vehicles purchase	This package is intended to acquire a Costal Bus to transport employees for the Agency from the budget line Transport Equipment-Vehicle.
5.	IFB NO. CNDRA/NCB/003/26	Moto Circles purchase	We intend purchasing 16pcs of Motor cycles for County Coordinators in the rural areas from the budget line Transport Equipment-others
6.	IFB NO. CNDRA/RFQ/001/26	Purchase of Computer Devices Parts & Cabling	This package is to acquire parts for IT equipment and repairs from the Contract package; Computer Supplies parts & Cabling. (Internet Swatches, UPS, computers, printers, broken cables ect) from the budget line Computer Supplies, Parts and Cabling.
7.	IFB NO. CNDRA/RB/002/26	Insurance services	This package will be applied to handling insurance coverage for the CNDRA's Employees medical and CNDRA's GOL vehicles from the budget line Insurance.

Prepared By: _____

James A. Gannbuleh/Procurement Director



[Handwritten Signature]
02/25/26

Approved by: _____

D. Nelson Bearngar/Director General/Chairman Proc. Committee



date: _____

FEB-16-2026

CENTER FOR NATIONAL DOCUMENTS AND RECORDS AGENCY CNDRA

Explanatory Notes (Non-SBA)

Source of Funding: GOL CORE BUDGET

Fiscal Year: 2026

Item No.	Contract Package Code	Contract Package	Contract Description
1	IFB NO. CNDRA/RB/001/26	Petroleum Products	This Package will be used to acquire Gasoline and fuel for CNDRA's vehicles and Generators at an estimated cost of US\$ 4.33 per gallon. Said contract is from the Budget Line Fuel and Lubricant Vehicle and Generator.
2	IFB NO. CNDRA/NCB/001/26	Stationery purchase	This contract package will be applied to acquiring assorted stationery daily used items for the Agency such as Certificate Cards, A4 papers, Specialized ink items etc from the budget line Stationery.
3	IFB NO. CNDRA/SS/001/26	Internet Connectivity	We will be hiring the services of LIBTELCO and we wish to apply this package to again procure Internet Services with LIBTELCO from the Budget line Internet Provider Services.
4.	IFB NO. CNDRA/NCB/002/26	Vehicles purchase	This package is intended to acquire a Costal Bus to transport employees for the Agency from the budget line Transport Equipment-Vehicle.
5.	IFB NO. CNDRA/NCB/003/26	Moto Circles purchase	We intend purchasing 16pcs of Motor cycles for County Coordinators in the rural areas from the budget line Transport Equipment-others
6.	IFB NO. CNDRA/RFQ/001/26	Purchase of Computer Devices Parts & Cabling	This package is to acquire parts for IT equipment and repairs from the Contract package; Computer Supplies parts & Cabling. (Internet Swatches, UPS, computers, printers, broken cables ect) from the budget line Computer Supplies, Parts and Cabling.
7.	IFB NO. CNDRA/RB/002/26	Insurance services	This package will be applied to handling insurance coverage for the CNDRA's Employees medical and CNDRA's GOL Vehicles from the budget line Insurance.
8.		Workshops, Conferences, symposia & seminars	We intend hiring individual facilitators for capacity building workshops, retreats, conferences and working sections under this Budget Line at an estimated amount of US\$ 8,500.00
9.		Legal retainer Fees	This Budget Line will be directed to hiring a Lawyer who has been rendering legal defense services for the Agency at an estimated amount of US\$ 5,000.00
10.		Staff Training Foreign	We intend hiring a firm in Ghana to train four of our staffs in Archival Science at Us\$ 5,000.00
11.		Staff training-Local	With an estimated amount of US\$ 10,000.00, we intend hiring local firms or individuals to provide quick impact trainings to staffs of the entity.

[Handwritten Signature]
02/25/26

[Red Stamp: Public Procurement Commission, EXECUTIVE DIRECTOR, 3/2/26]

CENTER FOR NATIONAL DOCUMENTS AND RECORDS AGENCY CNDRA

Explanatory Notes (Non-SBA)

Source of Funding: GOL CORE BUDGET

Fiscal Year: 2026



Prepared By: _____

James A. Fahrbulleh/Procurement Director



Approved by: _____

D. Nelson Bearngar/Director General/Chairman Proc. Committee

date: _____

FEB. 16, 2026

[Handwritten signature]
02/25/25

