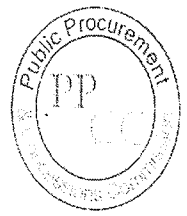




Republic of Liberia  
**Public Procurement & Concessions Commission**

Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Website: [www.ppcc.gov.lr](http://www.ppcc.gov.lr) | Email: [info@ppcc.gov.lr](mailto:info@ppcc.gov.lr) | Phone Short Code: 4357

Ref. **PPCC/RL/OIC/084/'23**

May 12, 2023

Hon. Zeze R. Reed

**ACTG. EXECUTIVE DIRECTOR**

National Identification Registry

Republic of Liberia

Dear Hon. Reed:

Subject: **RECEIPT AND APPROVAL OF THE NATIONAL IDENTIFICATION REGISTRY CONSULTANCY PROCUREMENT PLAN FOR FISCAL YEAR 2023**

We present our compliments and wish to notify you that the Public Procurement and Concessions Commission has received and approved the National Identification Registry (**NIR**) Procurement Plans for Fiscal Year 2023 in accordance with **Section 40 (3)** of the PPCA, 2010. The Commission wishes to inform the National Identification Registry that its Procurement Plans will be forwarded to the Ministry of Finance and Development Planning (MFDP), and that the MFDP will process allotments in keeping with the approved Procurement Plans.

The Commission advises that you observe **Section 40 (5)** of the PPCA, 2010 which states that a Procuring Entity shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plan. The Commission and the Ministry responsible for Finance should be notified in writing of any material changes in the procurement plan and be provided with a copy of the updated procurement plan. 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 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.

Sincerely Yours,

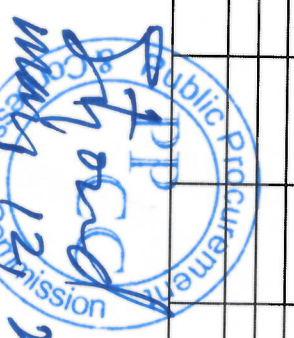
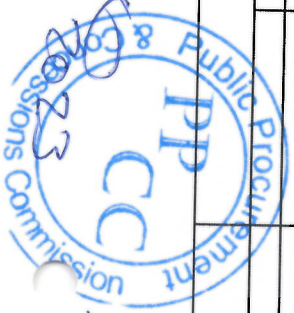
Stevenson S. Yong

**OFFICER IN CHARGE**

NATIONAL IDENTIFICATION REGISTRY  
PROCUREMENT PLAN (SBA BUDGET)  
SOURCE OF FUNDING: GOVERNMENT OF LIBERIA AND INTERNAL REVENUE  
FISCAL YEAR 2023

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	1
Item No	Package Number (CODE)	BASIC DATA	Contract PACKAGE	Business Activity Code	QTY	ESTIMATED COST USD	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/D RAWING	PREP. OF BID DOCUMENT	PC APPROVAL-BID	BID INVITATION& RELEASE	BID SUBMISSION/PUBLIC	SUBMISSION OF BID EVALUATION	PC APPROVAL-BID EVALUATION	CONTRACT AWARD& SIGNING	ADVANCE PAYMENT(OBLIGATION)	DELIVERY, INSPECTION (SUBSTANT)
Planned	1	IFB No.: NIR/SBA/SS/001/23	Internet Connectivity	J-6190	1 firm	\$ 14,400.00	SS	17-Feb-23	22-Feb-23	27-Feb-23	1-Mar-23	3-Apr-23	7-Apr-23	13-Apr-23	5-May-23	N/A	12-Nov-23
Update																	
Actual																	
Planned	2	IFB No.: NIR/SBA/NCB/001/23	Printers films(Cartridge)	C-1812	1 firm	\$ 494,010.00	NCB	17-Feb-23	22-Feb-23	27-Feb-23	1-Mar-23	3-Apr-23	7-Apr-23	13-Apr-23	8-May-23	N/A	13-Nov-23
Update																	
Actual																	
Planned	3	IFB No.: NIR/SBA/RFQ/001/23	Generators Repairs & Maintenance Services	C-3314	1 firm	\$ 9,600.00	RFQ	17-Feb-23	22-Feb-23	27-Feb-23	2-Mar-23	10-Mar-23	16-Mar-23	23-Mar-23	5-May-23	N/A	20-Oct-23
Update																	
Actual																	
Planned	4	IFB No.: NIR/SBA/NCB/002/23	Event Catering	G-4540	1 firm	\$ 12,000.00	NCB	17-Feb-23	22-Feb-23	27-Feb-23	1-Mar-23	3-Apr-23	7-Apr-23	13-Apr-23	10-May-23	N/A	16-Nov-23
Update																	
Actual																	
Planned	5	IFB No.: NIR/SBA/RB/001/23	Petroleum Products	G-4661	14,256.88 @ 5.45	\$ 77,700.00	RB	17-Feb-23	22-Feb-23	27-Feb-23	1-Mar-23	3-Apr-23	7-Apr-23	13-Apr-23	3-May-23	N/A	12-Nov-23
Update																	
Actual																	
Planned	6	IFB No.: NIR/SBA/RB/002/23	Scratch Card(Injection)	G-4651	1 firm	\$ 30,000.00	RB	17-Feb-23	22-Feb-23	27-Feb-23	1-Mar-23	3-Apr-23	7-Apr-23	13-Apr-23	5-May-23	N/A	12-Nov-23
Update																	
Actual																	
Planned	7	IFB No.: NIR/SBA/NCB/003/23	Security Guard Service	N-8010	1 firm	\$ 24,300.00	NCB	17-Feb-23	22-Feb-23	27-Feb-23	1-Mar-23	3-Apr-23	7-Apr-23	13-Apr-23	9-May-23	N/A	12-Nov-23
Update																	
Actual																	
Planned	8	IFB No.: NIR/SBA/NCB/004/23	Printing & Binding Services	C-1812	1 firm	\$ 69,600.00	NCB	17-Feb-23	22-Feb-23	27-Feb-23	1-Mar-23	3-Apr-23	7-Apr-23	13-Apr-23	9-May-23	N/A	12-Nov-23
Update																	
Actual																	
		Sub-Total				\$ 731,610.00											

*Handwritten signature and date: May 2023*



*Handwritten date: May 12, 2023*



NATIONAL IDENTIFICATION REGISTRY  
PROCUREMENT PLAN (SBA BUDGET)  
SOURCE OF FUNDING: GOVERNMENT OF LIBERIA AND INTERNAL REVENUE  
FISCAL YEAR 2023

Planned	9	IFB No.:NIR/SBA/NCB/005/23	Vehicle Rental Service	N-7710	1 firm	\$ 90,000.00	NCB	16-Jan-23	23-Jan-23	6-Feb-23	20-Feb-23	20-Mar-23	10-Apr-23	24-Apr-23	15-May-23	N/A	4-Sep-23										
Update																											
Actual																											
Planned	10	IFB No.:NIR/SBA/NCB/006/23	Vehicle Repair & Maintenance Services	G-4620	1 firm	\$ 38,400.00	NCB	10-Jan-23	17-Jan-23	31-Jan-23	14-Feb-23	14-Mar-23	4-Apr-23	18-Apr-23	9-May-23	N/A	29-Aug-23										
Update																											
Actual																											
Planned	11	IFB No.:NIR/SBA/NCB/007/23	Cleaning Materials	G-4773	Assorted	\$ 50,400.00	NCB	9-Jan-23	16-Jan-23	30-Jan-23	13-Feb-23	13-Mar-23	3-Apr-23	17-Apr-23	8-May-23	N/A	28-Aug-23										
Update																											
Actual																											
Planned	12	IFB No.: NIR/SBA/NCB/008/23	Repair & Maintenance of Non-Residential Building	F-4330	1 Firm	\$ 27,000.00	NCB	12-Jan-23	19-Jan-23	2-Feb-23	16-Feb-23	16-Mar-23	6-Apr-23	20-Apr-23	11-May-23	N/A	31-Aug-23										
Update																											
Actual																											
Planned	13	IFB No.: NIR/SBA/RFQ/002/23	Repair & Maintenance of Office Machinery and Equipment	C-3319	1 Firm	\$ 8,400.00	RFQ	20-Jan-23	10-Feb-23	24-Feb-23	3-Mar-23	31-Mar-23	7-Apr-23	14-Apr-23	9-May-23	N/A	26-Sep-23										
Update																											
Actual																											
Planned	14	IFB No.: NIR/SBA/NCB/009/23	Publication of General Announcement	J-5819	6 Firms	\$ 43,120.00	NCB	19-Jan-23	26-Jan-23	9-Feb-23	23-Feb-23	23-Mar-23	13-Apr-23	27-Apr-23	18-May-23	N/A	5-Oct-23										
Update																											
Actual																											
Planned	15	IFB No.:NIR/SBA/RFQ/003/23	Motorbike Repair & Maintenance Services	G-4620	1 firm	\$ 9,600.00	RFQ	13-Jan-23	3-Feb-23	17-Feb-23	24-Feb-23	24-Mar-23	31-Mar-23	7-Apr-23	14-Apr-23	N/A	4-Aug-23										
Update																											
Actual																											
Sub Total																\$ 266,920.00											
Grand Total																\$ 998,530.00											

Signed: 

Momolu V. Sirleaf/Procurement Director

Date: 04/27/23

Approved By: 

Hon. Zeze R. Reed/Acting Executive Director

Date: 4/28/23

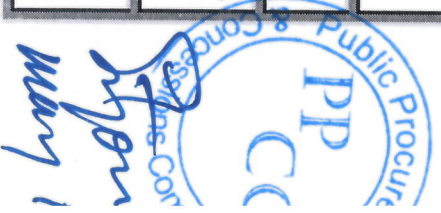


  
4/28/23



**National Identification Registry**  
**Procurement Plan Explanatory Notes (SBA Budget)**  
**Source of Funding: Government of Liberia and Internal Revenue**  
**Fiscal Year 2023**

Item No.	Contract package Code	Contract Package	Content of Contract Package
1.	IFB No.: NIR/SBA/SS/001/23	Internet Connectivity	This package is intended to procure internet bundles and connectivity device for the National Identification Registry Head Office. This will be taken from the internet Connectivity budget line of GoL.
2.	IFB NO.: NIR/SBA/NCB/001/23	Pre-Printed Card, and Printers films(Ribbon)	This package is intended to procure specialize printers and films/Ribbons and Pre-Printed Cards for printing of National Identification Cards for both citizen and foreign residents. This amount will be taken from Cartridges budget line of Internal Revenue.
3.	RFQ NO.: NIR/SBA/RFQ/001/23	Generators Repair & Maintenance Services	This package is intended to hire a company to do maintenance and repair on the Registry's two (50kva and 20kva) generators. This will be taken from Repair and Maintenance Generator both (GoL) and Internal Revenue budget lines.
4.	IFB NO.: NIR/SBA/NCB/002/23	Event Catering	This package is intended to hire a business entity to conduct catering services for workshop, conferences, and symposium. This will be taken from the food and Catering Service budget line of Internal Revenue.
5.	IFB NO.: NIR/SBA/RB/001/23	Petroleum Products	This package is intended to procure 14,256.88 gallons of fuel for the National Identification Registry vehicles, and generators at the rate of USD 5.45. This will be taken from both Vehicle and generator fuel & Lubricants budget line of GoL and Internal Revenue.
6.	IFB NO.: NIR/SBA/RB/002/23	Scratch Card(Injection)	This package is intended to hire a business entity to supply scratch cards for the NIR alarm to customers that their ID card are ready and for the Registry operation. This amount will be taken from the Scratch Cards Budget line in GoL and Telecommunications, Internet, Postage and Courier Budget line in Internal Revenue.
7.	IFB NO.: NIR/SBA/NCB/003/23	Security Guard Service	This package is intended to hire a private security guard service for the NIR head office. This will be taken from the Security Guard Service budget line, both GoL.
8.	IFB No.: NIR/SBA/NCB/004/23	Printing & Binding Services	This package is intended to hire a printing press that will print and supply us forms, flyers, call cards, letter heads, calendars, etc. This will be taken from the budget line of Printing Binding and Publication Services of the GoL and Internal Revenue.
9.	IFB No.: NIR/SBA/NCB/005/23	Vehicle Rental Service	This package is intended to hire company to provide vehicle rental service to enhance the operation of the Registry. It will be taken from the budget line Domestic Mean of Travel of Internal Revenue.





**National Identification Registry  
Procurement Plan Explanatory Notes (SBA Budget)  
Source of Funding: Government of Liberia and Internal Revenue  
Fiscal Year 2023**

10.	IFB NO.: NIR/SBA/NCB/006/23	Vehicle Repair & Maintenance Services	This package is intended to hire company for the purpose of repairing and maintaining NIR Vehicles and Motor Cycles. And this will be taken from the budget line of Vehicle Repair and maintenance both GoL and Internal Revenue.
11.	IFB No.: NIR/SBA/NCB/007/23	Cleaning Material	This package is intended to procure assorted materials namely: barrels, floor mop, and broom, dust pan, yard trash can, rubber buckets, hand sanitizer, etc. This will be taken from the budget line Cleaning Materials and Services of Internal Revenue.
12.	IFB No.: NIR/SBA/NCB/008/23	Repair & Maintenance of Non-Residential Building	This package is intended to hire a construction company to repair any damage caused on the National Identification Registry head office building. This amount will be taken from Repairs and Maintenance-Civil budget line of Internal Revenue.
13.	RFQ No.: NIR/SBA/RFQ/002/23	Repair & Maintenance of Office Machinery and Equipment	This package is intended to hire a company for the repair and maintenance of air conditions for the National Identification Registry head office building. This amount will be taken from Repair and Maintenance-Machinery (Internal Revenue) budget line.
14.	IFB No.: NIR/SBA/NCB/009/23	Publication of General Announcement	This package is intended to carry out publicity by placing advertisement in the Newspapers, radio announcements, promotes both in the print and electronic mediums, radio talk shows, etc. This will be taken from the Internal Revenue budget line of Advertising and Public Relations.
15.	RFQ No.: NIR/SBA/RFQ/003/23	Motorbike Repair & Maintenance Services	This package is intended to hire company for the purpose of repairing and maintaining NIR motorbikes. This amount will be taken from the budget line of Motor cycles Repair and Maintenance Internal Revenue.
16.	IFB NO.:	Office Building Rental/ Lease	This Package is intended to pay the yearly rent for the National Identification Registry Sub-offices in the various countries. This will be taken from the budget line of Office Building Rental and Lease both GoL and Internal Revenue.

Prepared by: Momolu V. Sifleaf  
Procurement Director

Date: 04/27/23

Approved by: Hon. Zeze R. Reed  
Acting Executive Director

Date: 4/28/23

