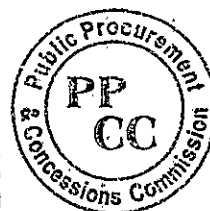


REPUBLIC OF LIBERIA

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/0310/25'

March 3, 2025

Atty. Michael B. Wah, Jr.
DEPUTY DIRECTOR-GENERAL FOR ADMINISTRATION
Liberia Institute of Public Administration
Monrovia, Liberia

Dear. Atty. Wah:

Subj: APPROVAL OF ANNUAL PROCUREMENT PLAN FOR FISCAL YEAR 2025

We present our compliments and wish to acknowledge receipt of your communication dated February 12, 2025, which sought the approval of the Liberia Institution of Public Administration (LIPA) Annual Core and SBA Procurement Plan for 2025.

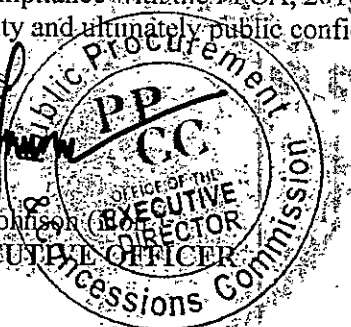
Following thorough review, the Commission hereby approves the Liberia Institution of Public Administration (LIPA) Annual Core and SBA Procurement Plan for fiscal year 2025 in accordance with *Section 40 (3)* of the PCCA, 2010, and informs Liberia Institution of Public Administration that the Core and SBA 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 PCCA, 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.

The Public Procurement and Concessions Commission admonishes and deems it a priority that you remain primarily in compliance with the PCCA, 2010, as we jointly aspire to achieve transparency, accountability, fairness, equality and ultimately public confidence in our procurement and concessions processes.

Sincerely yours,

Bodger Scott Johnson
CHIEF EXECUTIVE OFFICER



Regulating Procurement Compliance for National Development



LIBERIA INSTITUTE OF PUBLIC ADMINISTRATION (LIPA)

DOEMAH'S TOWN, PALM WINE STATION, RIA HIGHWAY, LOWER MARGIBI COUNTY

UPDATED PROCUREMENT PLAN SBA (Core- Budget)

Source of Funding: GOL National Budget Fiscal Year 2025



| Basic Data | | | | | | | | Implementation Date | | | | | | | | | | |
|------------------|----------|----------------------------|---------------------------|------------------------|------------------------|----------------------|--------------------|-------------------------------|-----------------------|----------------------------------|--------------------------------------|-------------------------------|-------------------------------------|-------------------------------------|--------------------------|---|----------------------------|---------|
| No | Item No. | Package Number (code) | Contract Package | Business Activity Code | QTY | Estimated cost (USD) | Procurement method | Technical Specs/B OQ/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 | Delivery, Inspection (Substantial Completion) | Acceptance & Final Payment | Remarks |
| Panned | 1 | IFBNo. LIPA/SBA/RB/001/25 | Security Guard Services | N-8010 | 19 Guards | 23,436 | RB | 01/6/'25 | 01/20/25 | 01/23/'25 | 01/30/25 | 02/20/'25 | 02/27/'25 | 03/5/'25 | 03/14/'25 | 12/8/'25 | 12/9/'25 | |
| Update | | | | | | | | | | | | | | | | | | |
| Actual | | | | | | | | | | | | | | | | | | |
| Planned | 2 | IFBNo. LIPA/SBA/RB/002/25 | Petroleum Products | G-4661 | 12.079 @4.21= 2,869.12 | 12,079 | RB | 01/14/'25 | 01/28/'25 | 01/31/'25 | 02/7/'25 | 03/7/'25 | 03/14/'25 | 03/18/'25 | 03/21/'25 | 12/10/'25 | 12/11/'25 | |
| Update | | | | | | | | | | | | | | | | | | |
| Actual | | | | | | | | | | | | | | | | | | |
| Planned | 3 | IFBNo. LIPA/SBA/RFQ/001/25 | Repairs & Maint. Vehicles | G-4520 | Assorted Spare Parts | 8,822.38 | RFQ | 01/6/'25 | 01/13/'25 | 01/16/'25 | 01/23/'25 | 01/30/'25 | 02/6/'25 | 02/10/'25 | 02/17/'25 | 12/17/'25 | 12/18/'25 | |
| Update | | | | | | | | | | | | | | | | | | |
| Actual | | | | | | | | | | | | | | | | | | |
| Sub-Total | | | | | | 44,337.38 | | | | | | | | | | | | |

Prepared by: _____

Christian T. G. Tabla
Director of Procurement

Approved: _____

Hon. Atty. Michael B. Wah, Jr.
Deputy Director-General for Administration
Chairman, Procurement Committee

Date: _____



Handwritten signature and date: 2/28/25



LIBERIA INSTITUTE OF PUBLIC ADMINISTRATION (LIPA)

DOEMAH'S TOWN, PALM WINE STATION, RIA HIGHWAY, LOWER MARGIBI COUNTY

UPDATED PROCUREMENT PLAN SBA (Core- Budget)

Source of Funding: GOL National Budget Fiscal Year 2025



| Basic Data | | | | | | | | Implementation Date | | | | | | | | | | |
|------------------|----------|-----------------------------|------------------------------|--------------------------|-----------|----------------------|-----------------------|--------------------------------|------------------------|----------------------------------|--------------------------------------|--------------------------------|---------------------------------------|--------------------------------------|--------------------------|--|-----------------------------|----------|
| No | Item No. | Package Number (Code) | Contract Package e | Busine ss Activit y Code | QT Y | Estimated Cost (USD) | Proc urem ent Meth od | Technical Specs/BO Q/Drawin gs | Prep. of Bid Docu ment | PC Approval – Bid Doc/Tech Specs | BID Invitation & Release of Bid Doc. | BID Submissi on/Public Opening | Submissi on Of Bid Evaluatio n Report | PC Approval – Bid Evaluatio n Report | Contract Award & Signing | Delivery, Inspection (Substantia l Completion) | Accepta nce & Final Payment | Remark s |
| Panned | 4 | IFBNo. LIPA/SBA/ RFQ/002/25 | Cleaning Material & Services | G-4773 | Asso rted | 6,782 | RFQ | 02/3/'25 | 02/10/'25 | 02/12/'25 | 02/19/'25 | 02/26/'25 | 03/5/'25 ✓ | 03/6/'25 ✓ | 03/13/'25 ✓ | 12/19/'25 ✓ | 12/20/'25 ✓ | |
| Update | | | | | | | | | | | | | | | | | | |
| Actual | | | | | | | | | | | | | | | | | | |
| Planned | 5 | IFBNo. LIPA/SBA/ RB/003/25 | Stationery | G-4761 | Asso rted | 12,862 | RB | 01/20/'25 | 02/3/'25 | 02/6/'25 | 02/13/'25 | 03/13/'25 ✓ | 03/20/'25 ✓ | 03/24/'25 ✓ | 03/31/'25 ✓ | 12/18/'25 ✓ | 12/19/'25 ✓ | |
| Update | | | | | | | | | | | | | | | | | | |
| Actual | | | | | | | | | | | | | | | | | | |
| Planned | 6 | IFBNo. LIPA/SBA/ RFQ/003/25 | Repairs & Maint-Civil | | 1 Firm | 2,017.62 | RFQ | 01/13/'25 | 01/20/'25 | 01/23/'25 | 01/30/'24 | 02/6/'25 | 02/13/'25 | 02/17/'25 | 02/24/'25 | 12/15/'25 ✓ | 12/16/'25 ✓ | |
| Update | | | | | | | | | | | | | | | | | | |
| Actual | | | | | | | | | | | | | | | | | | |
| Sub-Total | | | | | | 21,661.62 | | | | | | | | | | | | |

Prepared by: Christian T. G. Tabla
 Director of Procurement

Approved: Hon. Atty. Michael B. Wah, Jr.
 Deputy Director-General for Administration
 Chairman, Procurement Committee

Date: 02/10/2025



Handwritten signature and date: 2/28/25



LIBERIA INSTITUTE OF PUBLIC ADMINISTRATION (LIPA)

DOEMAH'S TOWN, PALM WINE STATION, RIA HIGHWAY, LOWER MARGIBI COUNTY

UPDATED PROCUREMENT PLAN SBA (Core- Budget)

Source of Funding: GOL National Budget Fiscal Year 2025



| Basic Data | | | | | | | | Implementation Date | | | | | | | | | | |
|--------------------|----------|----------------------------|------------------------------------|------------------------|----------|----------------------|--------------------|------------------------------|-----------------------|----------------------------------|--------------------------------------|-------------------------------|-------------------------------------|-------------------------------------|--------------------------|---|----------------------------|---------|
| No | 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 | Delivery, Inspection (Substantial Completion) | Acceptance & Final Payment | Remarks |
| Panned | 7 | IFBNo. LIPA/SBA/RFQ/004/25 | Repairs & Maint. Generator | G-3314 | Assorted | 4,145 | RFQ | 01/14/'25 | 01/21/'25 | 01/24/'25 | 01/31/'25 | 02/7/'25 | 02/14/'25 | 02/17/'25 | 02/24/'25 | 12/18/'25 | 12/19/'25 | |
| Update | | | | | | | | | | | | | | | | | | |
| Actual | | | | | | | | | | | | | | | | | | |
| Planned | 8 | IFBNo. LIPA/SBA/RFQ/005/25 | Computer. Supplies. Parts & Cables | G-4741 | Assorted | 2,500 | RFQ | 03/4/'25 | 03/11/'25 | 03/14/'25 | 03/21/'25 | 03/28/'25 | 04/4/'25 | 04/7/'25 | 04/14/'25 | 12/16/'25 | 12/17/'25 | |
| Update | | | | | | | | | | | | | | | | | | |
| Actual | | | | | | | | | | | | | | | | | | |
| Planned | 9 | IFBNo. LIPA/SBA/RFQ/006/25 | Media Relations Intelligence | M-7310 | Assorted | 1,500 | RFQ | 03/10/'25 | 03/17/'25 | 03/20/'25 | 03/27/'25 | 04/3/'25 | 04/10/'25 | 04/14/'25 | 04/21/'25 | 12/17/'25 | 12/18/'25 | |
| Update | | | | | | | | | | | | | | | | | | |
| Actual | | | | | | | | | | | | | | | | | | |
| Sub-Total | | | | | | 8,145 | | | | | | | | | | | | |
| Grand-Total | | | | | | | | | | | | | | | | | | |

Prepared by: _____

Christian T. G. Tabla
Director of Procurement

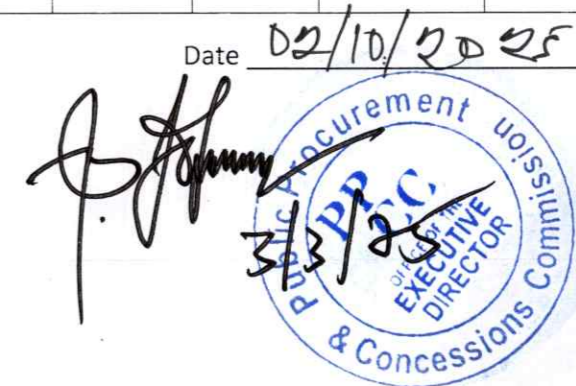
Approved: _____

Hon. Atty. Michael B. Wah, Jr.
Deputy Director-General for Administration
Chairman, Procurement Committee

Date: _____

02/10/2025

Handwritten signature and date:
2/28/25





LIBERIA INSTITUTE OF PUBLIC ADMINISTRATION (LIPA)

DOEMAH'S TOWN, PALM WINE STATION, RIA HIGHWAY, LOWER MARGIBI COUNTY

UPDATED PROCUREMENT PLAN SBA (Core- Budget)

Source of Funding: GOL National Budget Fiscal Year 2025



| Basic Data | | | | | | | | Implementation Date | | | | | | | | | | |
|--------------------|----------|----------------------------|-------------------|------------------------|------------|----------------------|--------------------|------------------------------|-----------------------|----------------------------------|--------------------------------------|-------------------------------|-------------------------------------|-------------------------------------|--------------------------|---|----------------------------|---------|
| No | 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 | Delivery, Inspection (Substantial Completion) | Acceptance & Final Payment | Remarks |
| Planned | 10 | IFBNo. LIPA/SBA/RFQ/007/25 | Vehicle Insurance | G-4510 | 1 Firm | 5,855 | RFQ | 01/15/25 | 01/22/25 | 01/24/25 | 01/31/25 | 02/7/25 | 02/14/25 | 02/17/25 | 02/24/25 | 12/11/25 | 12/12/25 | |
| Update | | | | | | | | | | | | | | | | | | |
| Actual | | | | | | | | | | | | | | | | | | |
| Planned | 11 | IFBNo. LIPA/SBA/RFQ/008/25 | Scratch Card | J-6190 | 1,1441 pcs | 7,208 | RFQ | 01/20/25 | 01/27/25 | 01/30/25 | 02/6/25 | 02/13/25 | 02/20/25 | 02/24/25 | 03/3/25 | 12/17/25 | 12/18/25 | |
| Update | | | | | | | | | | | | | | | | | | |
| Actual | | | | | | | | | | | | | | | | | | |
| Sub-Total | | | | | | 13,063 | | | | | | | | | | | | |
| Grand Total | | | | | | | | | | | | | | | | | | |

Prepared by: Christian T. G. Tabla
 Director of Procurement

Approved: Hon. Atty. Michael B. Wah, Jr.
 Deputy Director-General for Administration
 Chairman, Procurement Committee

Date: 02/10/2025

Handwritten signature and date: 2/28/25





LIBERIA INSTITUTE OF PUBLIC ADMINISTRATION (LIPA)

DOEMAH'S TOWN, PALM WINE STATION, RIA HIGHWAY, LOWER MARGIBI COUNTY

UPDATED PROCUREMENT PLAN SBA (Core- Budget)

Source of Funding: GOL National Budget Fiscal Year 2025



| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
|--------------------|----------|----------------------------|---------------------------------|------------------------|------------|----------------------|--------------------|------------------------------|-----------------------|----------------------------------|--------------------------------------|-------------------------------|-------------------------------------|-------------------------------------|--------------------------|---|----------------------------|---------|
| Basic Data | | | | | | | | Implementation Date | | | | | | | | | | |
| No | 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 | Delivery, Inspection (Substantial Completion) | Acceptance & Final Payment | Remarks |
| Planned | 12 | IFBNo. LIPA/SBA/RFQ/009/25 | Printing, Binding, Publication | G-4510 | Assorted | 4,552 | RFQ | 01/20/'25 | 01/27/'25 | 01/30/'25 | 02/6/'25 | 02/13/'25 | 02/20/'25 | 02/24/'25 | 03/3/'25 | 12/15/'25 | 12/16/'25 | |
| Update | | | | | | | | | | | | | | | | | | |
| Actual | | | | | | | | | | | | | | | | | | |
| Planned | 13 | IFBNo. LIPA/SBA/RFQ/010/25 | Other Office Mat. & Consumables | Assorted | 1,1441 pcs | 7,589 | RFQ | 01/17/'25 | 01/24/'25 | 01/27/'25 | 02/3/'25 | 02/10/'25 | 02/17/'25 | 02/20/'25 | 02/27/'25 | 12/9/'25 | 12/10/'25 | |
| Update | | | | | | | | | | | | | | | | | | |
| Actual | | | | | | | | | | | | | | | | | | |
| Sub-Total | | | | | | 12,141 | | | | | | | | | | | | |
| Grand Total | | | | | | 99,348 | | | | | | | | | | | | |

Prepared by:
 Christian T. G. Tabla
 Director of Procurement

Approved:
 Hon. Atty. Michael B. Wah, Jr.
 Deputy Director-General for Administration
 Chairman, Procurement Committee

Date: 02/10/2025



5 | Page
2/28/25



LIBERIA INSTITUTE OF PUBLIC ADMINISTRATION (LIPA)

DOEMAH'S TOWN, PALM WINE STATION, RIA HIGHWAY, LOWER MARGIBI COUNTY

UPDATED PROCUREMENT PLAN SBA (Core- Budget)

Source of Funding: GOL National Budget Fiscal Year 2025



| Basic Data | | | | | | | | Implementation Date | | | | | | | | | | | |
|--------------------|----------|-----------------------|--------------------|------------------------|-----|----------------------|--------------------|------------------------------|-----------------------|----------------------------------|--------------------------------------|-------------------------------|-------------------------------------|-------------------------------------|--------------------------|---|----------------------------|---------|--|
| No | Item No. | Package Number (Code) | Contract Package E | 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 | Delivery, Inspection (Substantial Completion) | Acceptance & Final Payment | Remarks | |
| Planned | 12 | | | | | | | | | | | | | | | | | | |
| Update | | | | | | | | | | | | | | | | | | | |
| Actual | | | | | | | | | | | | | | | | | | | |
| Planned | 13 | | | | | | | | | | | | | | | | | | |
| Update | | | | | | | | | | | | | | | | | | | |
| Actual | | | | | | | | | | | | | | | | | | | |
| Sub Total | | | | | | | | | | | | | | | | | | | |
| Grand Total | | | | | | | | | | | | | | | | | | | |

Prepared by: _____

Christian T. G. Tabla
Director of Procurement

Approved: _____

Hon. Atty. Michael B. Wah, Jr.
Deputy Director-General for Administration
Chairman, Procurement Committee

Date: 02/10/2025