



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/0314/25'

March 5, 2025

Hon. Andrew Peters  
**EXECUTIVE DIRECTOR**  
National Identification Registry  
Monrovia, Liberia

Dear Hon. Peter:

Subj: APPROVAL OF ANNUAL PROCUREMENT PLAN FOR FISCAL YEAR 2025

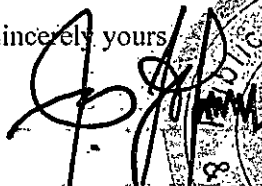
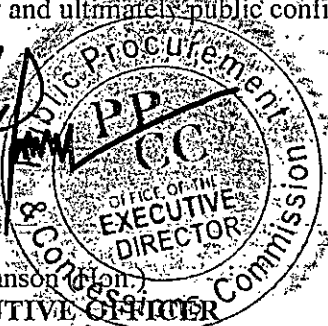
We present our compliments and wish to acknowledge receipt of your communication dated February 17, 2025, which sought the approval of the National Identification Registry (NIR) Annual Core and SBA Procurement Plan for 2025.

Following thorough review, the Commission hereby approves the National Identification Registry (NIR) Annual Core and SBA Procurement Plan for fiscal year 2025 in accordance with *Section 40 (3)* of the PPCA, 2010, and informs National Identification Registry 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 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.

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**



Office Of The Executive Director

Republic of Liberia

# NATIONAL IDENTIFICATION REGISTRY

ALLISON STREET, CONGO TOWN, BEHIND YWCA COMPOUND



January 21, 2025

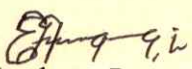
Hon. Budger Scott Johnson  
**Chief Executive Officer**  
Public Procurement & Concessions Commission  
Executive Mansion Grounds  
Capitol Hill  
Monrovia, Liberia

Dear Hon. Johnson:

I present our sincere compliments, and kindly request your approval for the attached procurement plan of the National Identification Registry (NIR) for the fiscal year 2025.

Please accept the sentiments of our high esteem, and heartfelt best wishes!

Sincerely,

  
Andrew Peters  
Executive Director

Received:  
Theophilus A. B. Kollie  
Jan. 28, 2025  
Time: 3:29pm

NATIONAL IDENTIFICATION REGISTRY  
 PROCUREMENT PLAN (SBA BUDGET)  
 SOURCE OF FUNDING: GOVERNMENT OF LIBERIA AND INTERNAL REVENUE  
 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 DATES										
Item No	Package Number (CODE)	Contract PACKAGE	Business Activity Code	QTY	ESTIMATED COST USD	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWING	PREP. OF BID DOCUMENT	PC APPROVAL-BID DOC/TECH SPECS	BID INVITATION& RELEASE	BID SUBMISSION/PUBLIC OPENING	SUBMISSION OF BID EVALUATION	PC APPROVAL-BID EVALUATION	CONTRACT AWARD& SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION(SUBSTANT)	ACCEPTANCE& FINAL PAYMENT	
Planned	1	IFB No.: NIR/SBA/SS/001/25	Internet Connectivity	J-6020	1 firm	\$ 10,850.00	SS	17-Jan-25	24-Jan-25	31-Jan-25	7-Feb-25	21-Feb-25	28-Feb-25	7-Mar-25	28-Mar-25	N/A	12-Sep-25	5-Dec-25
Update																		
Planned	2	IFB No.:NIR/SBA/SS/002/25	Pre -Printed Cards	C-1812	1 firm	\$ 73,450.00	SS	16-Jan-25	23-Jan-25	6-Feb-25	20-Feb-25	20-Mar-25	27-Mar-25	3-Apr-25	10-Apr-25	N/A	24-Nov-25	22-Dec-25
Update																		
Actual																		
Planned	3	IFB No.:NIR/SBA/SS/002/25	Printers films	C-3290	Assorted	\$ 45,875.00	NCB	14-Jan-25	21-Jan-25	28-Jan-25	4-Feb-25	4-Mar-25	25-Mar-25	8-Apr-25	15-Apr-25	N/A	5-Aug-25	23-Dec-25
Update																		
Actual																		
Planned	4	IFB No.:NIR/SBA/RFQ/001/25	Generators Repairs & Maintenance Services	C-3314	1 firm	\$ 5,000.00	RFQ	13-Jan-25	16-Jan-25	19-Jan-25	26-Jan-25	9-Feb-25	16-Feb-25	19-Feb-25	26-Feb-25	N/A	13-Aug-25	3-Dec-25
Update																		
Actual																		
Planned	5	IFB No.:NIR/SBA/NCB/001/25	Medical Insurance (Staff)	K-6511	1 firm	\$ 20,000.00	NCB	17-Jan-25	24-Jan-25	31-Jan-25	7-Feb-25	7-Mar-25	28-Mar-25	4-Apr-25	11-Apr-25	N/A	1-Aug-25	19-Dec-25
Update																		
Actual																		
Planned	6	IFB No.:NIR/SBA/RB/001/25	Petroleum Products	G-4661	7,327.79 @ 4.21	\$ 30,850.00	RB	14-Jan-25	21-Jan-25	28-Jan-25	4-Feb-25	18-Feb-25	25-Feb-25	28-Feb-25	3-Mar-25	N/A	18-Aug-25	8-Dec-25
Update																		
Actual																		
Planned	7	IFB No.:NIR/SBA/RB/002/25	Scratch Card(Injection)	J-6190	1 firm	\$ 20,000.00	RB	16-Jan-25	23-Jan-25	30-Jan-25	6-Feb-25	6-Mar-25	13-Mar-25	20-Mar-25	27-Mar-25	N/A	14-Aug-25	4-Dec-25
Update																		
Actual																		
Planned	8	IFB No.:NIR/SBA/NCB/002/25	Security Guard Service	N-8010	1 firm	\$ 12,600.00	NCB	13-Jan-25	20-Jan-25	27-Jan-25	3-Feb-25	3-Mar-25	10-Mar-25	17-Mar-25	24-Mar-25	N/A	11-Aug-25	1-Dec-25
Update																		
Actual																		
Planned	9	IFB No.:NIR/SBA/NCB/003/25	Printing & Binding Services	C-1812	1 firm	\$ 20,000.00	NCB	17-Jan-25	24-Jan-25	31-Jan-25	7-Feb-25	21-Feb-25	14-Mar-25	21-Mar-25	28-Mar-25	N/A	15-Aug-25	5-Dec-25
Update																		
Actual																		
Sub-Total						\$ 238,625.00												

*Murijah*  
 Jan 21, 2025

*WSP*  
 3/15/25



*Aggri*  
 1-21, 2025

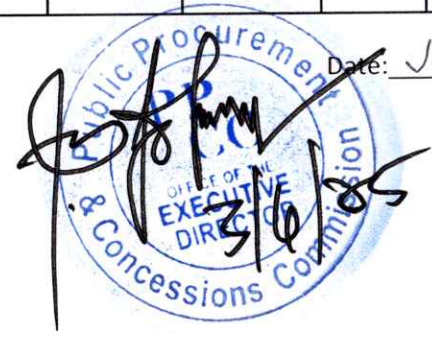
NATIONAL IDENTIFICATION REGISTRY  
 PROCUREMENT PLAN (SBA BUDGET)  
 SOURCE OF FUNDING: GOVERNMENT OF LIBERIA AND INTERNAL REVENUE  
 FISCAL YEAR 2025

Planned	10	IFB No.:NIR/SBA/NCB/004/25	Vehicle Rental Service	H-4922	1 firm	\$ 30,000.00	NCB	14-Jan-25	17-Jan-25	20-Jan-25	27-Jan-25	24-Feb-25	10-Mar-25	17-Mar-25	24-Mar-25	N/A	8-Sep-25	1-Dec-25
Update																		
Actual																		
Planned	11	IFB No.:NIR/SBA/RFQ/002/25	Vehicle Repair & Maintenance Services	G-4920	1 firm	\$ 8,500.00	RFQ	14-Jan-25	17-Jan-25	22-Jan-25	27-Jan-25	24-Feb-25	3-Mar-25	6-Mar-25	9-Mar-25	N/A	24-Aug-25	14-Dec-25
Update																		
Actual																		
Planned	12	IFB No.:NIR/SBA/RFQ/003/25	Cleaning Materials	G-4773	Assorted	\$ 5,000.00	RFQ	16-Jan-25	23-Jan-25	30-Jan-25	6-Feb-25	6-Mar-25	13-Mar-25	20-Mar-25	27-Mar-25	N/A	14-Aug-25	4-Dec-25
Update																		
Actual																		
Planned	13	IFB No.:NIR/SBA/RFQ/004/25	Repair & Maintenance of Office Machinery and Equipment	C-3312	1 Firm	\$ 5,000.00	RFQ	16-Jan-25	19-Jan-25	22-Jan-25	25-Jan-25	8-Feb-25	15-Feb-25	22-Feb-25	25-Feb-25	N/A	12-Aug-25	2-Dec-25
Update																		
Actual																		
Planned	14	IFB No.: NIR/SBA/NCB/005/25	Repair & Maintenance of Non-Residential Building	F-4100	1 Firm	\$ 25,000.00	NCB	13-Jan-25	20-Jan-25	27-Jan-25	3-Feb-25	3-Mar-25	24-Mar-25	31-Mar-25	7-Apr-25	N/A	22-Sep-25	15-Dec-25
Update																		
Actual																		
Planned	15	IFB No.: NIR/SBA/RFQ/005/25	Publication of General Announcement	J-5819	6 Firms	\$ 5,000.00	RFQ	16-Jan-25	19-Jan-25	22-Jan-25	29-Jan-25	26-Feb-25	12-Mar-25	15-Mar-25	18-Mar-25	N/A	5-Aug-25	23-Dec-25
Update																		
Actual																		
Planned	16	IFB No.: NIR/SBA/RFQ/006/25	Events Catering	I-5620	1 Firms	\$ 5,000.00	RFQ	16-Jan-25	19-Jan-25	22-Jan-25	25-Jan-25	8-Feb-25	15-Feb-25	22-Feb-25	25-Feb-25	N/A	12-Aug-25	2-Dec-25
Update																		
Actual																		
Sub Total						\$ 83,500.00												
Grand Total						\$ 322,125.00												

Signed: Momolu V. Sirleaf  
 Momolu V. Sirleaf/Procurement Director

Date: Jan 21, 2025

Approved By: Hon. Andrew Peters  
 Hon. Andrew Peters/Executive Director


Date: Jan 21, 2025  


ASANO  
3/5/25

**National Identification Registry**  
**Procurement Plan Explanatory Notes (SBA)**  
**Source of Funding: Government of Liberia and Internal Revenue**  
**Fiscal Year 2025**

Item No.	Contract package Code	Contract Package	Content of Contract Package
1.	IFB No.: NIR/SBA/SS/001/25	Internet Connectivity	This package is intended to procure internet bundles and connectivity devices for the National Identification Registry Head Office. It will be taken from the Internet Connectivity budget line of Internal Revenue.
2.	IFB No.: NIR/SBA/SS/002/25 <i>[Handwritten signature]</i>	Pre -Printed Cards	This package is intended to procure specialized pre-designed cards using the single sole method enshrined in Section 55 of the PPCC Act of 2010. The supplier already has the approved design including all security features that are associated with the National ID Cards. We want to maintain the unique and secure nature while avoiding duplication/compromise. This amount will be taken from Other Specialized Materials and Services-Blank Cards budget line of Internal Revenue.
3.	IFB No.: NIR/SBA/SS/002/25 <i>[Handwritten signature]</i>	Printers films	This package is intended to procure specialized films/Ribbons for printing of National Identification Cards for both citizens and foreign residents. This amount will be taken from Other Specialized Materials and Services-Blank Cards budget line of Internal Revenue.
4.	RFQ NO.: NIR/SBA/RFQ/001/25	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 the Repair and Maintenance Generator from Internal Revenue budget lines.
5.	IFB NO.: NIR/SBA/NCB/001/25	Medical Insurance (Staff)	This package is intended to hire Insurance Company for the purpose of providing medical insurance for the National Identification Registry employees/Staffers. This will be taken from the Staff Insurance budget line of Internal Revenue.
6.	IFB NO.: NIR/SBA/RB/001/25	Petroleum Products	This package is intended to procure 7327.79 gallons of fuel for the National Identification Registry vehicles, and generators at the rate of USD 4.21. This will be taken from the Vehicle, Generator, and Motorcycle fuel & Lubricants budget line of Internal Revenue.
7.	IFB NO.: NIR/SBA/RB/002/25	Scratch Card(Injection)	This package is intended to hire a business entity to supply scratch cards for the NIR SMS alarm to customers that their ID cards are ready and for the Registry operation. This amount will be taken from the Scratch Cards Budget line of Internal Revenue.
8.	IFB NO.: NIR/SBA/NCB/002/25	Security Guard Service	This package is intended to hire a private security guard service to provide securities protection for the NIR head office. This will be taken from the Security Guard Service budget line of Internal Revenue.

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1-21-25



*[Handwritten signature]*  
Jan 21, 2025

**National Identification Registry**  
**Procurement Plan Explanatory Notes (SBA)**  
**Source of Funding: Government of Liberia and Internal Revenue**  
**Fiscal Year 2025**

9.	IFB No.: NIR/SBA/NCB/003/25	Printing & Binding Services	This package is intended to hire a Printing Company to print and supply forms, flyers, call cards, letter heads, calendars, etc. This will be taken from the budget line of Printing Binding and Publication Services of Internal Revenue.
10.	IFB No.: NIR/SBA/NCB/004/25	Vehicle Rental Service	This package is intended to hire a company to provide vehicle rental service to enhance the operation of the Registry. It will be taken from the budget line Domestic Travel - Mean of Travel of Internal Revenue.
11.	IFB NO.: NIR/SBA/RFQ/002/25	Vehicle Repair & Maintenance Services	This package is intended to hire a Company to repair and maintain NIR Vehicles and Motor Cycles. This will be taken from the budget line of the Vehicle Repair and maintenance Internal Revenue.
12.	IFB No.: NIR/SBA/RFQ/003/25	Cleaning Material	This package is intended to procure assorted materials namely: barrels, floor mob, brooms, dustpans, yard trash cans, rubber buckets, hand sanitizer, etc. This will be taken from the budget line Cleaning Materials and Services of Internal Revenue.
13.	RFQ No.: NIR/SBA/RFQ/004/25	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/005/25	Repair & Maintenance of Non-Residential Building	This package is intended to hire a construction company to repair any damage to the National Identification Registry head office building. This amount will be taken from the Repairs and Maintenance-Civil budget line of Internal Revenue.
15.	IFB No.: NIR/SBA/RFQ/005/25	Publication of General Announcement	This package is intended to carry out publicity by placing advertisements in the Newspapers, and radio announcements, promoting 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.
16.	IFB NO.: NIR/SBA/RFQ/006/25	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.



Prepared by: \_\_\_\_\_

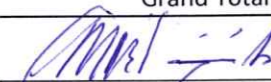
Date: \_\_\_\_\_ Approved by: Mr. Momolu V. Sirleaf  
**Procurement Director**

Date Jan 21, 2025 Andrew Peters  
**Hon. Andrew Peters**  
**Executive Director**

*Handwritten signature and date 3/5/25*

**NATIONAL IDENTIFICATION REGISTER**  
**PROCUREMENT PLAN (NONE SBA)**  
**SOURCE OF FUNDING: GOVERNMENT OF LIBERIA AND INTERNAL REVENUE**  
**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 DATES												
	Item No	Package Number (CODE)	Contract Package	Business Activity Code	QTY	ESTIMATED COST USD	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ /DRAWING	PREP. OF BID DOCUMENT	PC APPROVAL- BID DOC/TECHS PECS	BID INVITATION & RELEASE	BID SUBMISSION /PUBLIC OPENING	SUBMISSION OF BID EVALUATION	PC APPROVAL- BID EVALUATION	CONTRACT AWARD& SIGNING	ADVANCE PAYMENT( MOBILIZATION	DELIVERY, INSPECTION (SUBSTANT)	ACCEPTANCE & FINAL PAYMENT
Planned	1	IFB No.NIR/RFQ/001/25	Office Stationery	G-4761	Assorted	\$ 8,000.00	RFQ	18-Feb-25	11-Mar-25	25-Mar-25	1-Apr-25	29-Apr-25	6-May-25	13-May-25	20-May-25	N/A	7-Oct-25	2-Dec-25
Update																		
Actual																		
Planned	2	IFB No.NIR/NCB/001/25	Computers Supplies & ICT Equipment	G-4741	Assorted	\$ 15,000.00	NCB	17-Feb-25	24-Feb-25	10-Mar-25	24-Mar-25	21-Apr-25	12-May-25	26-May-25	16-Jun-25	N/A	6-Oct-25	1-Dec-25
Update																		
Actual																		
Planned	3	IFB No.:NIR/NCB/002/25	Office Furniture	N-7710	Assorted	\$ 24,100.00	NCB	18-Feb-25	25-Feb-25	11-Mar-25	25-Mar-25	22-Apr-25	13-May-25	27-May-25	17-Jun-25	N/A	4-Nov-25	2-Dec-25
Update																		
Actual																		
Planned	4	IFB No.: NIR/RFQ/001/25	Air Ticket	N-7990	1 Firm	\$ 3,500.00	RFQ	18-Feb-25	11-Mar-25	25-Mar-25	1-Apr-25	29-Apr-25	6-May-25	13-May-25	20-May-25	N/A	7-Oct-25	2-Dec-25
Update																		
Actual																		
Planned	5	IFB No.:NIR/RB/001/25	Procurement of Vehicles	G-4510	1 firm	\$ 150,000.00	RB	18-Feb-25	25-Feb-25	11-Mar-25	25-Mar-25	22-Apr-25	13-May-25	27-May-25	17-Jun-25	N/A	4-Nov-25	2-Dec-25
Update																		
Actual																		
Planned	6	IFB No.:NIR/RB/002/25	Procurement of Motorbikes	G-4550	Assorted	\$ 24,000.00	RB	18-Feb-25	25-Feb-25	11-Mar-25	25-Mar-25	22-Apr-25	13-May-25	27-May-25	17-Jun-25	N/A	4-Nov-25	2-Dec-25
Update																		
Actual																		
Grand Total						\$ 224,600.00												

Signed:   
**Momolu V. Sirleaf/Procurement Director**

Date Jan. 21, 2025

Approved By:   
**Hon. Andrew Peters/Executive Director**

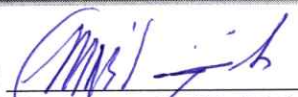
Date: 1-21-25

  
 3/5/25



**National Identification Registry**  
**Procurement Plan Explanatory Notes (None SBA Budget)**  
**Source of Funding: Government of Liberia and Internal Revenue**  
**Fiscal Year 2025**

Item No.	Contract package Code	Contract Package	Content of Contract Package
1.	IFB NO.: NIR/RFQ/001/25	Office Stationery	This package is intended to procure assorted stationery items: box files, hanging folders, envelopes, reams of sheets, cartridges, desk trays, note pads, etc. This will be taken from the budget line of Stationery in Internal Revenue.
2.	IFB No.: NIR/NCB/001/25	Computers-Supplies & ICT Equipment	This package is intended to procure additional Laptop computers, Desktop Computers, and other computer accessories. This will be taken from the budget line Computer Supplies and ICT Services in Internal Revenue.
3.	IFB No.: NIR/NCB/002/25	Office Furniture	This package is intended to procure office chairs, office desks, Conference chairs, and stools for the Registry. This will be taken from the budget line of Furniture and Fixture in Internal Revenue.
4.	IFB No.: NIR/RFQ/001/25	Air Tickets	This package is intended to procure an Air ticket for the Senior Management for traveling purposes. This will be taken from the Foreign Travel (Air Ticket) budget line of Internal Revenue.
5.	IFB No.: NIR/RB/001/25	Procurement of Vehicles	This package is intended to procure five (5) additional vehicles for the National Identification Registry operations. This will be taken from the budget line of Transport Equipment in Internal Revenue.
6.	IFB No.: NIR/RB/002/25	Procurement of Motorbikes	This package is intended to procure twenty(20) motorbikes for the National Identification Registry operations. This amount will be taken from the budget line of Transport Equipment in Internal Revenue

Signed by:   
**Mr. Momolu V. Sirleaf**  
**Procurement Director**

Date: Jan. 21, 2025

Approved by:   
**Hon. Andrew Peters**  
**Executive Director**

Date: 1-21-25

  
3/5/25

  
3/6/25