



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/0218/25'

January 29, 2025

Hon. Jeffery N. Yates  
**HEAD OF SECRETARIAT**  
Liberia Extractive Industries Transparency Initiatives  
Monrovia, Liberia

Dear Hon. Yates:

Subj: APPROVAL OF ANNUAL PROCUREMENT PLAN FOR FISCAL YEAR 2025

We present our compliments and wish to acknowledge receipt of your communication dated January 21, 2025, which sought the approval of the Commission for Liberia Extractive Industries Transparency Initiatives (LEITI) Annual Core and SBA Procurement Plan for 2025.

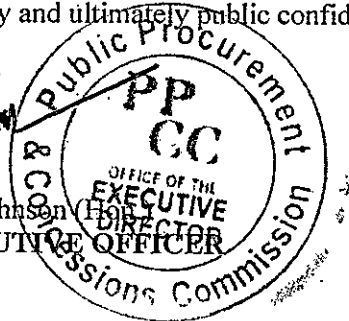
Following thorough review, the Commission hereby approves the Liberia Extractive Industries Transparency Initiatives Annual Procurement Plan for fiscal year 2025 in accordance with *Section 40 (3)* of the PPCA, 2010, and informs LEITI that the procurement plan will be duly forwarded to the Ministry of 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  
CHIEF EXECUTIVE OFFICER



“OFFICE OF THE SECRETARIAT”

January 27, 2025

Hon. Bodger Scott Johnson  
**Executive Director**  
Public Procurement & Concessions Commission  
Executive Mansion Grounds  
Capitol Hill  
Monrovia, Liberia

**RE: SUBMISSION OF 2025 PROCUREMENT PLAN FOR APPROVAL**

**Dear Hon. Johnson:**

In keeping with Section 40 submissions (1)(2) and (3) respectively of the Public Procurement and Concessions Commission Act of 2010, the Procurement Committee of the *Liberia Extractive Industries Transparency Initiatives (LEITI)* herewith submits to the commission through your office its annual procurement plan for fiscal year 2025 for approval.

Please see attached copies of the entity's cash plan, procurement unit and procurement committee listings respectively.


Kind Regards.

Sincerely yours,

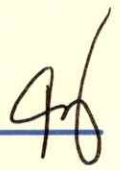
  
Francis S. Kettor, II  
Procurement Committee Secretary

Received  
Theophilus S.B. Kellie  
Jan. 27, 2025  
Time: 2:35 PM

Approved: \_\_\_\_\_



Jeffrey N. Yates  
Head of Secretariat



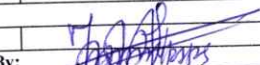
**LIBERIA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE**

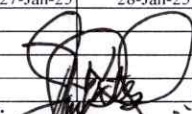
**SBA Core Budget Procurement Plan**

**Funding Source: GOL National Budget**


Fiscal year: JANUARY 1, 2025 to December 31, 2025

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	BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH	BID INVITATION & RELEASE	BID SUBMISSION/PUBLIC OPENING	SUBMISSION OF BID EVALUATION	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL)	ACCEPTANCE & FINAL PAYMENT	Approval Status and Comments	
PLANNED	1	IFB.NO./LEITI/ SBA/RB/ 001/2025	Fuel and Lubricants- Vehicles & Generator (Fuel and Gasoline)	G-4661	16,390 gals @ 4.21	\$69,000.00	RB	3-Jan-25	6-Jan-25	8-Jan-25	9-Jan-25	23-Jan-25	24-Jan-24	27-Jan-25	28-Jan-25	N/A	30-Dec-25	31-Dec-25	
UPDATE																			
ACTUAL																			
PLANNED	2	IFB.NO./LEITI/SBA/RB/ 002/2025	Stationery	G-4761	Assorted	\$15,189.00	RB	3-Jan-25	6-Jan-25	8-Jan-25	9-Jan-25	23-Jan-25	24-Jan-24	27-Jan-25	28-Jan-25	N/A	30-Dec-25	31-Dec-25	
UPDATE																			
ACTUAL																			
PLANNED	3	IFB.NO./LEITI/ SBA/RFO/ 001/2025	Scratch Cards	J-6110	154	\$7,800.00	RFO	3-Jan-25	6-Jan-25	8-Jan-25	13-Jan-25	20-Jan-25	24-Jan-24	27-Jan-25	28-Jan-25	N/A	30-Dec-25	31-Dec-25	
UPDATE																			
ACTUAL																			
PLANNED	4	IFB.NO./LEITI/SBA/RFO/002/2025	Guard and Security Services	N-8010	1 Firm	\$7,200.00	RFQ	3-Jan-25	6-Jan-25	8-Jan-25	13-Jan-25	20-Jan-25	24-Jan-24	27-Jan-25	28-Jan-25	N/A	30-Dec-25	31-Dec-25	
UPDATE																			
ACTUAL																			
PLANNED	5	IFB.NO./LEITI/SBA//RFQ/003/2025	Transport Equipment(Motor Bike)	G-4510	1	\$ 1,000.00	RFQ	3-Jan-25	6-Jan-25	8-Jan-25	13-Jan-25	20-Jan-25	24-Jan-24	27-Jan-25	28-Jan-25	N/A	30-Dec-25	31-Dec-25	
UPDATE																			
ACTUAL																			
PLANNED	6	IFB.NO./LEITI/SBA/RFQ/004/2025	Cleaning Materials & Services	N-8129	Assorted	\$ 3,600.00	RFQ	3-Jan-25	6-Jan-25	8-Jan-25	13-Jan-25	20-Jan-25	24-Jan-24	27-Jan-25	28-Jan-25	N/A	30-Dec-25	31-Dec-25	
UPDATE																			
ACTUAL																			
PLANNED	7	IFB.NO./LEITI/SBA/RFQ/005/2025	Repairs & Maintenance -Vehicles	G-4520	1 Firm	\$10,000.00	RFQ	3-Jan-25	6-Jan-25	8-Jan-25	13-Jan-25	20-Jan-25	24-Jan-24	27-Jan-25	28-Jan-25	N/A	30-Dec-25	31-Dec-25	
UPDATE																			
ACTUAL																			
PLANNED	8	IFB.NO./LEITI/SBA/RFQ/006/2025	Repairs & Maintenance -Generator	G-4520	1 Firm	\$6,000.00	RFQ	3-Jan-25	6-Jan-25	8-Jan-25	13-Jan-25	20-Jan-25	24-Jan-24	27-Jan-25	28-Jan-25	N/A	30-Dec-25	31-Dec-25	
UPDATE																			
ACTUAL																			
			<b>SUB - TOTAL</b>			<b>\$119,789.00</b>													

Prepared By:   
Francis S. Kettor, II  
Head of Procurement

Approved By:   
Jeffrey R. Yates/Chairman  
Procurement Committee  
Date: Jan 27, 2025



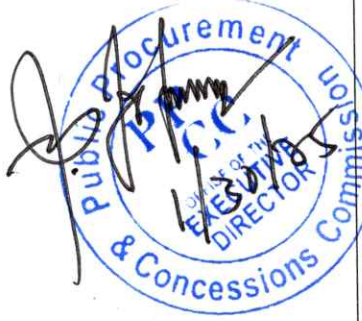
  
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**Liberia Extractive Industries Transparency Initiative (LEITI)**  
**PROCUREMENT PLAN EXPLANATORY NOTE (SBA Core budget)**  
**Source of Funding: GOL National Budget**  
**Fiscal Year: 2025**

ITEM NO.	PACKAGES NUMBER (CODE)	PROCUREMENT CONTRACT PACKAGE CONTENT	PROCUREMENT CONTRACT PACKAGE CONTENT
1.	IFB.NO./LEITI/ SBA/RB/ 001/2025	Fuel & Lubricants- (Fuel & Gasoline –Vehicle & Generator)	This contract Package is intended to purchase 16,390.00 gallons of fuel and lubricants for Vehicles for LEITI Vehicles.
2	IFB.NO./LEITI/SBA/RB/ 002/2025	Stationery	This contract Package is intended for the procurement of assorted stationeries A4 Paper Legal Sheets Manila Folders (A4 size) Manila Folder (Large size) Box File Ledgers Pen Permanent Marker (Assorted), Brown Envelopes (A4 size), Brown Envelopes (A3 size), Brown Envelopes (A5 size), Regular Plain White Envelopes (Peal & Seal) White Board Marker (Assorted) Wall Clocks (Large) Paper Fasteners Cartridges (Canon Printer MF 3010) Paper Clips (Small) Paper Clips (Large)

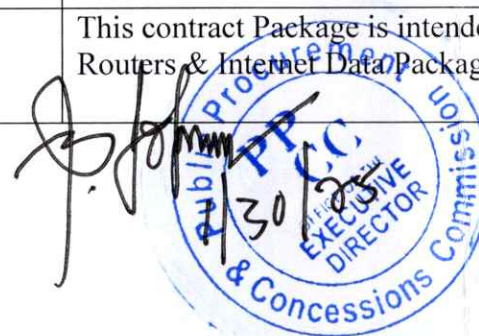


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1/29/25

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			Staple Machine (Large) Staple Pins Canon 2204N Toner Flip Charts
3	IFB.NO./LEITI/ SBA/RFQ/ 001/2025	Scratch Card	This contract Package is intended to purchase 154 pks of Scratch for communication
4	IFB.NO:LEITI/SBA/RFQ/002/2025	Security Guard Service	This contract Package is intended to hire a reputable firm for the provision of security service (\$7,200.00) 24 hours a day, Seven days a week.
5	IFB.NO:LEITI/SBA//RFQ/003/2025	Transport Equipment ( Motor Bike	This contract Package is intended for the purchase of one(1) unit of Motor Bike
6	IFB.NO:LEITI/SBA/RFQ/004/2025	Cleaning Materials & Services	This contract Package is intended for the purchase of cleaning materials and services
7	IFB.NO:LEITI/SBA/RFQ/005/2025	Repair and Maintenance Services - Vehicle	This contract Package is intended for the Repair and Maintenance of two vehicles Toyota 4WD High-top – LEITI 3 and Land Cruiser PRADO LB-6600
8	IFB.NO:LEITI/SBA/RFQ/006/2025	Repair and Maintenance Services - Generator	This contract Package is intended for the Repair and Maintenance of LEITI Stand-bye 100 KVA Generator
9	IFB.NO:LEITI/SBA/RFQ/007/2025	Repair and Maintenance Services - Equipment	This contract Package is intended for the Repair and Maintenance of LEITI Electronic Equipment such Computers and Printers
10	IFB.NO:LEITI/SBA/RFQ/008/2025	Internet Service	This contract Package is intended for the Procurement of Three Routers & Internet Data Package Service Subscription

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1/29/25



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11	IFB.NO./LEITI/SBA/RB/ 003/2025	Printing ,Binding & Publication	This contract Package is intended for the Procurement of Printing Services and Publication of LEITI Reports
13	IFB.NO./LEITI/SBA/NCB/ 001/2025	Newspapers, Books & Periodicals	This contract Package is intended for the Procurement of Newspapers, Books and Periodicals from Select Newspaper vendors
14	IFB.NO./LEITI/SBA/NCB/ 002/2025	Furniture & Fixtures	This contract Package is intended for the Procurement of Tables, Chairs and other fixed objects
15	IFB.NO./LEITI/SBA/RB/ 003/2025	Computer Supplies & ICT Services	This contract Package is intended for the Procurement of Seven(7) Units of Computers & ICT Services

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

**Francis S. Kettor, II / Procurement Officer**

Approved by: \_\_\_\_\_

**Jeffery N. Yates**

**HEAD OF SECRETARIAT  
CHAIRMAN PROCUREMENT COMMITTEE**

Date: \_\_\_\_\_

*1/27/2025*

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1/29/25*



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