



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/0288/25'**

February 20, 2025

Hon. Sekou M. Kromah

MINISTER/POST MASTER GENERAL

Ministry of Posts and Telecommunications

McDonald and Carey Streets

Republic of Liberia

Dear Hon. Kromah:

Subj: **APPROVAL OF ANNUAL PROCUREMENT PLAN FOR THE FISCAL YEAR 2025**

We present our compliments and wish to acknowledge receipt of your communication which sought the approval of the Commission for the Ministry of Posts and Telecommunications (MoPT) Annual Procurement Plan. Following a thorough review, the Commission hereby approves the MoPT annual procurement plan for the fiscal year 2025 in accordance with **Section 40(3)** of the PCCA, 2010. The Commission further informs the MoPT 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 PCCA, 2010**, which states "each Procuring Entity, shall, quarterly 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."

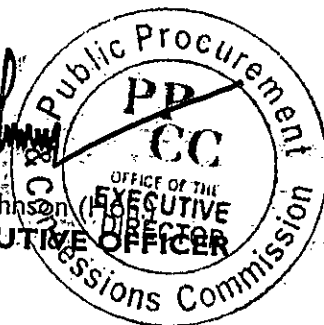
Please note that the Commission's full approval of a method on the procurement plan is deemed to be the approval of the Procuring Entity, and as such, the Procuring Entity will not be required to request the use of said approved method again.

The Public Procurement and Concessions Commission admonishes and deems it a priority that you remain primarily compliant 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





Office of the Minister

REPUBLIC OF LIBERIA
MINISTRY OF POSTS & TELECOMMUNICATIONS

McDonald & Carey Streets
1000 Monrovia, 10 Liberia



GOL: RI/MPT/SMK/M-1/525/'25

January 30, 2025

Hon. Bodger Scott Johnson
Executive Director
Public Procurement and Concessions Commission
Capitol Hill, Monrovia, Liberia

Dear Hon. Johnson:

Subj: REQUEST TO APPROVE PROCUREMENT PLANS

We present our compliments and write to submit to you the Ministry of Posts and Telecommunications Procurement Plans for approval for fiscal year 2025.

The Ministry is kindly requesting your approval of the Procurement Plans for both the Core Budget and the National Digital and Postal Address System (NADPAS) to enable the smooth execution of the budget.

Please see attached the Procurement Plans.

Thanks for your usual cooperation.

Sincerely,

Samuel M. Kromah
Minister/ Head of Procurement



John Sano

01/30/2025

TIME: 3:52 PM

MINISTRY OF POSTS AND TELECOMMUNICATIONS
PROCUREMENT PLAN (Core Budget)
SOURCE OF FUNDING - NATIONAL BUDGET
FISCAL YEAR 2025

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | |
|------------|----------|-----------------------|----------------------------|----------------------------|------------------|----------------------|--------------------|------------------------------|-----------------------|----------------------------------|-------------------------------------|-------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------------|---|----------------------------|----|---------|
| | ITEM NO. | BASIC DATA | | | | | | IMPLEMENTATION DATES | | | | | | | | | | | | REMARKS |
| | | PACKAGE NUMBER (CODE) | CONTRACT PACKAGE | Business Registration 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 | ADVANCE PAYMENT (MOBILIZATION) | DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION) | ACCEPTANCE & FINAL PAYMENT | | |
| PLANNED | 1 | IFBNO.MPT/ RB 001/25 | Petroleum Product | G4661 | 12,390.243 @4.10 | 50,800 | RB | 01/14/25 | 02/04/25 | 02/24/25 | 03/12/25 | 03/19/25 | 04/16/25 | 05/05/25 | 05/15/25 | N/A | 10/21/25 | 10/31/25 | | |
| UPDATE | | | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | | | |
| UPDATE | 2 | IFBNO.MPT/RFQ 001/25 | Stationery | G4761 | Assorted | 10,000 | RFQ | 01/13/25 | 01/27/25 | 02/05/25 | 02/12/25 | 02/19/25 | 02/26/25 | 03/10/25 | 03/20/25 | N/A | 06/20/25 | 06/30/25 | | |
| ACTUAL | | | | | | | | | | | | | | | | | | | | |
| PLANNED | 3 | IFBNO.MPT/RFQ 002/25 | Food Stuff | G4711 | Assorted | 5,000 | RFQ | 01/14/25 | 01/28/25 | 02/06/25 | 02/13/25 | 02/20/25 | 02/27/25 | 03/11/25 | 03/21/25 | N/A | 06/20/25 | 06/30/25 | | |
| UPDATE | | | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | | | |
| PLANNED | 4 | IFBNO.MPT/ RFQ 003/25 | Vehicles Spare Parts | G4530 | Assorted | 5,500 | RFQ | 01/14/25 | 01/28/25 | 02/06/25 | 02/13/25 | 02/20/25 | 02/27/25 | 03/11/25 | 03/21/25 | N/A | 06/20/25 | 06/30/25 | | |
| UPDATE | | | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | | | |
| PLANNED | 5 | IFBNO.MPT/NCB 001/25 | Office Furniture & Fixture | G4659 | Assorted | 11,500 | NCB | 01/13/25 | 02/03/25 | 02/21/25 | 03/11/25 | 03/18/25 | 04/15/25 | 05/02/25 | 05/14/25 | N/A | 10/20/25 | 10/30/25 | | |
| UPDATE | | | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | | | |
| Sub- Total | | | | | 82,800 | | | | | | | | | | | | | | | |




Prepared By: Patrick Paye-Tee
 Director/ Procurement

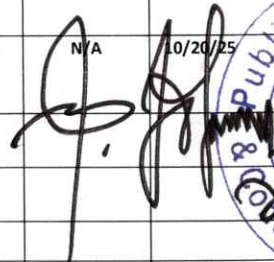
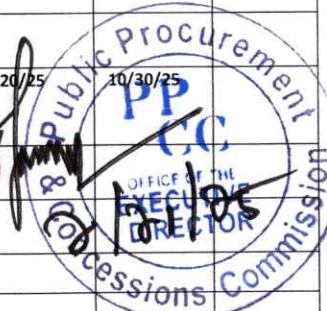
V. S. K. O.
 2/20/25

Date: 01-29-25

Approved By: Hon. Sekou M. Kromah
 Head/ Procurement Committee
 Date: 01-29-25

MINISTRY OF POSTS AND TELECOMMUNICATIONS
PROCUREMENT PLAN (Core Budget)
SOURCE OF FUNDING - NATIONAL BUDGET
FISCAL YEAR 2025

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | |
|-----------|-----------------------|-------------------------|--------------------------------|-------|----------------------|----------------------|-------------------------------|-----------------------|----------------------------------|-------------------------------------|--------------------------------|-------------------------------------|-------------------------------------|--------------------------|---------------------------------|---|----------------------------|----------|----|---------|
| ITEM NO. | PACKAGE NUMBER (CODE) | BASIC DATA | | | | | | IMPLEMENTATION DATES | | | | | | | | | | | | REMARKS |
| | | CONTRACT PACKAGE | Business Registrati on Code | QTY | ESTIMATED COST (USD) | PROCUR EMENT METHO D | TECHNICAL SPECS/BOQ/DR AWINGS | 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 | ADVANCE PAYMENT (MOBILIZATIO N) | DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION) | ACCEPTANCE & FINAL PAYMENT | | | |
| PLANNE D | 6 | IFB NO.MPT/NCB 002/25 | Computer Supply & ICT Services | G4741 | Assorted | 20,000 | NCB | 01/13/25 | 02/03/25 | 02/21/25 | 03/11/25 | 03/18/25 | 04/15/25 | 05/02/25 | 05/14/25 | N/A | 10/20/25 | 10/28/25 | | |
| UPDATE | | | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | | | |
| Plannin g | 7 | IFB No. MPT /NCB 003/25 | Machinery/ equipment | G4741 | 9 | 57,200 | NCB | 01/13/25 | 02/03/25 | 02/21/25 | 03/11/25 | 03/18/25 | 04/15/25 | 05/02/25 | 05/14/25 | N/A | 10/20/25 | 10/30/25 | | |
| UPDATE | | | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | | | |
| PLANNE D | 8 | IFB NO.MPT/ RB 002/25 | Employee Rice | G4690 | 1,111.11 bags @ 18 | 20,000 | RB | 01/14/25 | 02/04/25 | 02/24/25 | 03/12/25 | 03/19/25 | 04/16/25 | 05/05/25 | 05/15/25 | N/A | 10/21/25 | 10/31/25 | | |
| UPDATE | | | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | | | |
| | 9 | IFB NO.MPT/ SS/ 001/25 | Internet / Connectivity | J6120 | 1 | 6,000 | SS | 01/14/25 | N/A | N/A | N/A | N/A | 03/18/25 | 01/14/25 | 01/14/25 | N/A | 10/20/25 | 10/27/25 | | |
| | 10 | IFB NO.MPT/NCB/ 004/25 | ICT Infrastructure | J6120 | Assorted | 15,000 | NCB | 01/13/25 | 02/03/25 | 02/21/25 | 03/11/25 | 03/18/25 | 04/15/25 | 05/02/25 | 05/14/25 | N/A | 10/20/25 | 10/30/25 | | |
| UPDATE | | | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | | | |
| | | SUB TOTAL: 116,000 | | | | | | | | | | | | | | | | | | |
| | | Grand Total: 198,800 | | | | | | | | | | | | | | | | | | |


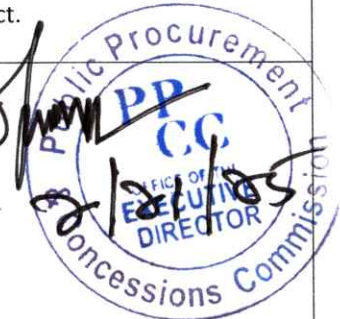
Prepared By: Patrick Paye-Tee Date: 01-29-25
 Director/Procurement Commission

Approved By: Hon. Sekou M. Kromah Date: 01-29-25
 Head / Procurement Committee

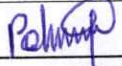
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PROCUREMENT PLAN
EXPLANATORY NOTES (Core Budget)
SOURCE OF FUNDING - NATIONAL BUDGET
FISCAL YEAR: 2025

| Item NO | Contract package Code | Contract Package | Content of Contract Package |
|---------|------------------------|--------------------|---|
| 1. | IFB/NO.MPT/ RB/ 001/25 | PETROLEUM PRODUCTS | <p>This Procurement package is from the budget line fuel and Lubricants Vehicle and I is intended to procure Diesel and Gasoline at dollarized value at the rate of 4.10USD.</p> <p>Petroleum product @4.10 cents will constitute a value @5.10 cents in gallon, the prices of petroleum products are determined by National Government and coupons are usually procured in dollars the total per fuel and gasoline will cumulate into 12, 390.243@4.10 cents per gallon. The product will be used for the following:</p> <ul style="list-style-type: none"> A. 4 Three mail vans B. 8 Motors bikes C. 9 Minister's vehicles D. 3. Employees Buses E. Utilities <p>Note: the amount in the Domestic Means @ 3,876 was added to petroleum Product.</p> |
| 2. | IFB/NO.MPT/ RFQ/001/25 | STATIONERY | <p>This contract package is intended to procure the following items:</p> <ul style="list-style-type: none"> A. A4 sheet-----100ctns B. Legal Sheet-----10ctns C. Note pads-----2dzs D. Inks-----50sets E. Ball pens-----20pks F. Toners-----40pcs G. A4 manila Folders-----10dzs H. Bulk Files-----10dzs |
| 3. | IFB/NO.MPT/RFQ/ 002/25 | Food Stuff | <p>This contract package comes from Entertainment Representations and Gifts and is intended to procure entertainment for the office of the Minister, Deputy Ministers and Assistant Ministers:</p> <ul style="list-style-type: none"> A. Soft Drink----- 75 ctns B. Bottle water S/S-----500 sacks C. Extra Juice -----50ctns D. Minute Mad-----20ctns E. Peanuts-----15jars F. Mix Coffee-----10Pks G. Pringles-----20pks H. Candles-----20pks I. Nido Milk L/S----- 30Large/Meduum/Small Cans J. Mayonnaise L/S-----15cans K. Crackers-----10 L. Malta-----20cnts. |


 2/20/25

Prepared By: 
 Patrick Paye-Tee
 Director/Procurement

Date: 01-29-25

Approved By: 
 Hon. Sekou M. Kromah
 Head, Procurement Committee

Date: 01-29-25

PROCUREMENT PLAN
EXPLANATORY NOTES (Core Budget)
SOURCE OF FUNDING - NATIONAL BUDGET
FISCAL YEAR: 2025

| | | | |
|-----|-------------------------|--------------------------------|--|
| 4. | IFB/NO.MPT/ RF/003/25 | Vehicle Spare Parts | This contract package (5,500) is intended to procure the following: Oil filter, fuel filters, air cleaner, brake shoe, brake pad, engine oil, bearings, types, gear oil, clutch disk, release bearing, pressure plate, stabilizer line water separator etc. this procurement line covers the servicing of all the vehicles within the Ministry of Post and Telecommunications. |
| 5. | IFBNO.MPT/NCB/001/25 | Office Furniture & Fixture | This contract package (11,500) will be used to procure the following Items: Filing cabinet, desk, chairs, window blinds, air conditions. This will be used in the main complex of the Ministry and the outstations Postal outlets. |
| 6. | IFB NO.MPT/NCB/ 002/25 | Computer Supply & ICT Services | This Procurement package (20,000) is will be used to procure Computer Supplies and ICT services such as: Laptops Computers, Desktop Computers Printers, Stabilizers, extension coils, channels, cables, etc. this will allow the various offices to perform perfectly and smoothly as well as make their report timely. |
| 7. | IFB No. MPT /NCB/003/25 | Machinery/ equipment | This Procurement package (57,200) will be used to procure one (1) Elevator as to elevate to make movement easier by elevating people from one floor to another as well as procure eight air conditions for eight offices within the Ministry. |
| 8. | IFB NO.MPT/ RB /002/25 | Employee Rice | This contract package is from the budget line celebration, commemoration state visit (20,000) and it is intended to procure rice for Ministry Employees-----1,111.11 bags @ 18 |
| 9. | IFB NO.MPT/ SS/001/25 | Internet /Connectivity | This said amount for this contract package is from the budget line internet Provider Service (6,000) and the contract package is intended to procure the service of LIBTELCO for Telecommunication Services. Note: The Ministry subscribes from LIBTELCO because in most cases, sector relationship will engender flexibility in price and for other benefit. |
| 10. | IFB NO.MPT/NCB/ 004/25 | ICT Infrastructure | The said amount for this contract package (15,000) will be used to develop the Telecommunications and infrastructures services such as: A. CC TV Procuring and installation B. Wifi Utilities C. Website Domain Hosting D. Switches installations and E. Cable rewiring to monitor outbound and inbound mail. |

Handwritten signature and date: 2/20/25

Handwritten signature and official stamp of the Procurement Committee.

Prepared By: *Patrick Paye-Tee*
Patrick Paye-Tee
Director/Procurement

Date: 01-29-25

Approved By: *Hon. Sekou M. Kromah*
Hon. Sekou M. Kromah
Head / Procurement Committee

Date: 01-29-25

MINISTRY OF POSTS & TELECOMMUNICATIONS
PROCUREMENT PLAN
SOURCE OF FUNDING - NATIONAL BUDGET
FISCAL YEAR: 2025

Other Non-Procurement Budget line items:


- 1) The amount of Six Thousand (6,000 USD) United States Dollars will be used for Water and Sewage; this amount will be paid directly by the account Section of the Ministry to the LWSC because LWSC is the only Liberian own autonomous Agency involve in sewage and waste management control.

- 2) An amount of Twenty-One Thousand Seven Hundred Fifty United States dollars (\$21,750 USD) represents payment of contributions to international Organizations and is be used to pay debt and dues to International World Postal Organizations such as: Pan African Postal Union (PAPU), West Africa Postal Organization ((WAPCO), Universal Postal Union (UPU) and Africa Telecommunications Union (ATU).

- 3) The amount of Ten Thousand united dollars (\$ 10,000.00 USD) United States Dollars will be used for electricity; this amount will be paid directly by the account section of the Ministry to the Liberia Electricity Corporation because LEC is the only Liberian own autonomous Agency involve with giving power supply to other government own entities.

Prepared By: 
Patrick Paye-Tee
Director/Procurement

Date: 01-29-25

Approved By: 
Hon. Sekou M. Kromah
Head / Procurement Committee

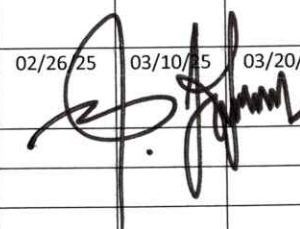
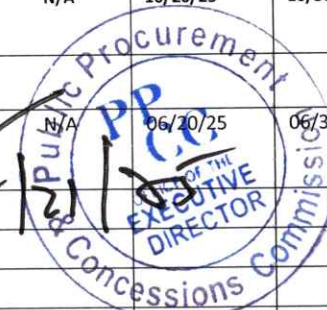
Date: 01-29-25


2/20/25




MINISTRY OF POSTS AND TELECOMMUNICATIONS
PROCUREMENT PLAN (SBA Core Budget)
SOURCE OF FUNDING - NATIONAL BUDGET
FISCAL YEAR 2025

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | | |
|-----------|-----------------------|---------------------------|---------------------------------|-------|----------------------|--------------------|------------------------------|-----------------------|----------------------------------|-------------------------------------|--------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------------|---|----------------------------|----------|----|--|--|
| | | | BASIC DATA | | | | IMPLEMENTATION DATES | | | | | | | | | | | | | | |
| ITEM NO. | PACKAGE NUMBER (CODE) | CONTRACT PACKAGE | Business Registrati on 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 | ADVANCE PAYMENT (MOBILIZATION) | DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION) | ACCEPTANCE & FINAL PAYMENT | REMARKS | | | |
| PLANNED | 1 | IFB NO.MPT/SBA RFQ 001/25 | Scratch Card | G4741 | 2,000 @5USD | 10,000 | RFQ | 01/13/25 | 01/27/25 | 02/05/25 | 02/12/25 | 02/19/25 | 02/26/25 | 03/10/25 | 03/20/25 | N/A | 06/20/25 | 06/30/25 | | | |
| UPDATE | | | | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | | | | |
| PLANNED | 2 | IFB NO.MPT/SBA RFQ 002/25 | Printing & Binding | C1812 | 2 Firms | 10,000 | RFQ | 01/14/25 | 01/28/25 | 02/06/25 | 02/13/25 | 02/20/25 | 02/27/25 | 03/11/25 | 03/21/25 | N/A | 06/20/25 | 06/30/25 | | | |
| UPDATE | | | | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | | | | |
| PLANNED | 3 | IFB NO.MPT/SBA RFQ 003/25 | Cleaning Materials & Services | G4773 | Assorted | 5,000 | RFQ | 01/13/25 | 01/27/25 | 02/05/25 | 02/12/25 | 02/19/25 | 02/26/25 | 03/10/25 | 03/20/25 | N/A | 06/20/25 | 06/30/25 | | | |
| UPDATE | | | | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | | | | |
| PLANNED | 4 | IFBNO.MPT/SBA NCB 001/25 | Repairs and Maintenance - Civil | F4390 | 1 Firm | 50,000 | NCB | 01/13/25 | 02/03/25 | 02/21/25 | 03/11/25 | 03/18/25 | 01/14/25 | 01/14/25 | 01/14/25 | N/A | 10/20/25 | 10/30/25 | | | |
| | 5 | IFB NO.MPT/SBA RFQ 004/25 | Vehicle Rental | H4922 | 5 | 3,000 | RFQ | 01/13/25 | 01/27/25 | 02/05/25 | 02/12/25 | 02/19/25 | 02/26/25 | 03/10/25 | 03/20/25 | N/A | 06/20/25 | 06/30/25 | | | |
| UPDATE | | | | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | | | | |
| Sub-Total | | | | | 78,000 | | | | | | | | | | | | | | | | |


 5/21/25

 EXECUTIVE DIRECTOR

Prepared By: Patrick Paye-Tee 1/29/25
 Patrick Paye-Tee
 Director/Procurement

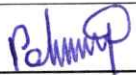
Date: 01-29-25

Approved By: Hon. Sekou M. Kromah Date: 01-29-25
 Hon. Sekou M. Kromah
 Head/ Procurement Committee


 2/20/25

PROCUREMENT PLAN
 EXPLANATORY NOTES (SBA Core Budget)
 SOURCE OF FUNDING - NATIONAL BUDGET
FISCAL YEAR: 2025

| Item NO | Contract package Code | Contract Package | Content of Contract Package |
|---------|---------------------------|--------------------------------|--|
| 1. | IFB NO.MPT/SBA/RFQ/001/25 | Scratch Card | This contract package (1,000) is intended to procure Orange and LoneStar scratch cards for easy flow of communications between Postmasters and their supervisors; the cards will also be used as data whenever there is internet breakdown during mail processing for by counter agents. |
| 2. | IFB NO.MPT/SBA/RFQ/002/25 | Printing & Binding | This contract package (1,000) will be used for printing of the Ministry brochures, Annual report, professional documents, counter receipt books specialize papers, billing forms etc. |
| 3. | IFB NO.MPT/SBA/RFQ/003/25 | Cleaning Materials & Services | This contract package (5,000) is intended for the Procurement of tide soaps, toilet tissues, clorax, air fresheners, office broom, dust pan, trash can, door mat, glass cleaner, glass wipers, Hand sanitizers, hand gloves. The cleaning materials will be used for both central and out station offices. |
| 4. | IFBNO.MPT/SBA/NCB/001/25 | Repair and Maintenance - Civil | This Procurement package (50,000) comes from Repair Maintenance Civil and will be used to do civil work in the places below: A. Main Complex (10,000USD) B. Grand Bassa (20,000USD) C. Randal Street, (20,000USD) |
| 5 | IFB NO.MPT/SBA/RFQ/004/25 | Vehicle Rental | This Procurement package (3,000) comes from Domestic means of travel and it will be used to hire vehicles for local travels into various county Post office by authority of the Ministry. |

Prepared By: 
 Patrick Paye-Tee
 Director/Procurement

Date: 01-29-25

Approved By: 
 Hon. Sekou M. Kromah
 Head / Procurement Committee

Date: 01-29-25


 2/20/25



MINISTRY OF POSTS AND TELECOMMUNICATIONS
NATIONAL POSTAL ADDRESS SYSTEM
SPECIAL POSTAL BUDGET SBA PROCUREMENT PLAN
FISCAL YEAR 2025

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | |
|------------|-----------------------|-----------------------------|-----------------------------|-------|----------------------|-----------------------|--------------------------------|------------------------|----------------------------------|-------------------------------------|--------------------------------|---------------------------------------|-------------------------------------|--------------------------|---------------------------------|---|----------------------------|----------|----|--|
| BASIC DATA | | | | | | | | IMPLEMENTATION DATES | | | | | | | | | | | | |
| ITEM NO. | PACKAGE NUMBER (CODE) | CONTRACT PACKAGE | Business Registrati on Code | QTY | ESTIMATED COST (USD) | PROCU REME NT METH OD | TECHNICAL SPECS/BOQ /DRAWING S | PREP. OF BID DOCUMEN T | PC APPROVAL - BID DOC/TECH SPECS | BID INVITATION & RELEASE OF BID DOC | BID SUBMISSION /PUBLIC OPENING | SUBMISSIO N OF BID EVALUATIO N REPORT | PC APPROVAL - BID EVALUATION REPORT | CONTRACT AWARD & SIGNING | ADVANCE PAYMENT (MOBILIZATIO N) | DELIVERY, INSPECTION (SUBSTANTIA L COMPLETION) | ACCEPTANCE & FINAL PAYMENT | REMARK S | | |
| PLANNED | 1 | IFB NO.MPT/NPAS RFQ 001/25' | STATIONERY | G4761 | ASSORTED | 1,500 | RFQ | 01/13/25 | 01/27/25 | 02/05/25 | 02/12/25 | 02/19/25 | 02/26/25 | 03/10/25 | 03/20/25 | N/A | 06/20/25 | 06/25/25 | | |
| UPDATE | | | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | | | |
| PLANNED | 2 | IFB NO.MPT/NPAS RFQ 002/25' | COMPUTER SUPPLY | G4741 | 4 | 3,000 | RFQ | 01/14/25 | 01/28/25 | 02/06/25 | 02/13/25 | 02/20/25 | 02/27/25 | 03/11/25 | 03/21/25 | N/A | 06/20/25 | 06/30/25 | | |
| UPDATE | | | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | | | |
| PLANNED | 3 | IFB NO.MPT/NPAS RFQ 003/25' | MACHINERY & OTHER EQUIPMENT | G4659 | 3 | 2,500 | RFQ | 09/19/24' | 10/10/24' | 10/24/24' | 11/31/24 | 11/28/24 | 12/5/24 | 12/12/24 | 12/26/24 | N/A | 12/27/24 | 12/31/24 | | |
| UPDATE | | | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | | | |
| PLANNED | 4 | IFB NO.MPT/NPAS RFQ 004/25' | SCRATCH CARDS | G4741 | ASSORTED | 1,000 | RFQ | 01/13/25 | 01/27/25 | 02/05/25 | 02/12/25 | 02/19/25 | 02/26/25 | 03/10/25 | 03/20/25 | N/A | 06/20/25 | 06/26/25 | | |
| UPDATE | | | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | | | |
| PLANNED | 5 | IFB NO.MPT/NPAS RFQ 005/25' | Vehicles Spare Parts | G4530 | 2 Firms | 1,000 | RFQ | 01/14/25 | 01/28/25 | 02/06/25 | 02/13/25 | 02/20/25 | 02/27/25 | 03/11/25 | 03/21/25 | N/A | 06/20/25 | 06/30/25 | | |
| UPDATE | | | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | | | |
| SUB-TOTAL | | | | | 9,000 | | | | | | | | | | | | | | | |

Prepared By: Patrick Paye-Tee
 Patrick Paye-Tee
 Director/Procurement

Date: 01-29-25

Approved: Sekou M. Kromah
 Sekou M. Kromah
 Head / Procurement Committee

Date: 01-29-25

Handwritten signature and date: 2/20/25

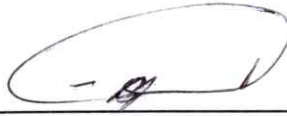
MINISTRY OF POSTS AND TELECOMMUNICATIONS
NATIONAL POSTAL ADDRESS SYSTEM
SPECIAL POSTAL SBA BUDGET
FISCAL YEAR 2025
EXPLANATORY NOTE

| Item NO | Contract package Code | Contract Package | Content of Contract Package |
|---------|-------------------------------|-----------------------------|--|
| 1. | IFB NO.MPT/NPAS/RFQ/ 001/25' | STATIONERY | This contract package (1,500) is intended to procure the following items: A. A4 sheet-----5tns B. Legal Sheet-----2ctns C. Note pads-----2dzs D. Inks-----5sets E. Ball pens-----2pks F. Toners-----4pcs G. A4 manila Folders-----5dzs Bulk Files-----5dzs |
| 2 | IFB NO.MPT/NPAS/RFQ/002/25' | COMPUTER SUPPLY | This Procurement package (3,000) will be used to procure Computer Supplies and ICT services such as: Laptops Computers, Desktop Computers Printers, etc. this will allow the project office to perform perfectly and smoothly as well as make their report timely. |
| 3 | IFB NO.MPT/NPAS/RFQ/ 003/25' | MACHINERY & OTHER EQUIPMENT | This Procurement package comes from the budget line Machinery (2,500) and Equipment and will be used to procure Air conditions, Power Supply, regulators to enable the Project goes on smoothly. |
| 4 | IFB NO.MPT/NPAS/RFQ/004/25' | SCRATCH CARDS | This contract package (1,000) is intended to procure Orange and LoneStar scratch cards for easy flow of communications between field Coordinators, supervisors; the cards will also be used as data whenever there is internet breakdown during codification process by data analysts. |
| 5 | IFB NO.MPT/NPAS/RFQ / 005/25' | Vehicle Spare Parts | This Procurement package (1,000) will be used to procure spare parts such as: Tires, oil, oil filters, timing belt, pump etc. to repair the lone vehicle to be procured for the project year 2025 since there are already mechanics within the Ministry garage who are knowledgeable and experience in repairing vehicles. |

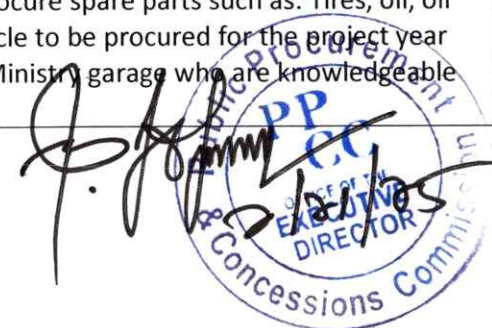
Prepared By: 
Patrick Paye-Tee
Director/Procurement

Date: 01-29-25


2/20/25

Approved By: 
Hon. Sekou M. Kromah
Head / Procurement Committee

Date: 01-29-25



MINISTRY OF POSTS AND TELECOMMUNICATIONS
NATIONAL POSTAL ADDRESS SYSTEM
 SPECIAL POSTAL BUDGET CORE PROCUREMENT PLAN
 FISCAL YEAR 2025

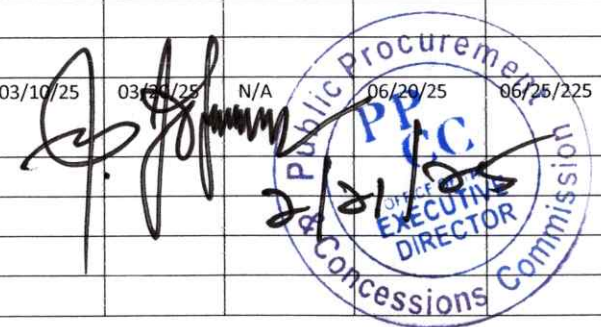
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | |
|-----------|-----------------------|-----------------------------|--------------------------------|-------|----------------------|--------------------|------------------------------|-----------------------|----------------------------------|-------------------------------------|--------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------------|---|----------------------------|----------|----|---------|
| ITEM NO. | BASIC DATA | | | | | | | IMPLEMENTATION DATES | | | | | | | | | | | | REMARKS |
| | PACKAGE NUMBER (CODE) | CONTRACT PACKAGE | Business Registration 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 | ADVANCE PAYMENT (MOBILIZATION) | DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION) | ACCEPTANCE & FINAL PAYMENT | | | |
| PLANNED | 1 | IFB NO.MPT/NPAS RFQ 001/25' | PETROLEUM PRODUCTS | G4661 | 1,463.414 @4.10 | 6,000 | RFQ | RFQ | 01/13/25 | 01/27/25 | 02/05/25 | 02/12/25 | 02/19/25 | 02/26/25 | 03/10/25 | 03/20/25 | N/A | 06/20/25 | | |
| UPDATE | | | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | | | |
| PLANNED | 2 | IFB NO.MPT/NPAS NCB 001/25' | PRINTING OF PLATES | C1812 | ASSORTED | 103,000 | NCB | 01/13/25 | 02/03/25 | 02/21/25 | 03/11/25 | 03/18/25 | 01/14/25 | 01/14/25 | 01/14/25 | N/A | 10/20/25 | 10/28/25 | | |
| UPDATE | | | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | | | |
| PLANNED | 3 | IFB NO.MPT/NPAS RB 001/25' | Vehicle | G4510 | 1 | 35,000 | RB | 01/13/25 | 02/03/25 | 02/21/25 | 03/11/25 | 03/18/25 | 01/14/25 | 01/14/25 | 01/14/25 | N/A | 10/20/25 | 10/30/25 | | |
| UPDATE | | | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | | | |
| PLANNED | 4 | IFB NO.MPT/NPAS RFQ 002/25' | FURNITURE & FIXTURE | G4659 | ASSORTED | 1,000 | RFQ | 01/13/25 | 01/27/25 | 02/05/25 | 02/12/25 | 02/19/25 | 02/26/25 | 03/10/25 | 03/20/25 | N/A | 06/20/25 | 06/30/25 | | |
| UPDATE | | | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | | | |
| PLANNED | 5 | IFB NO.MPT/NPAS RFQ 003/25' | Advertising & Public Relations | M7310 | 3 Firm | 1,000 | RFQ | 01/13/25 | 01/27/25 | 02/05/25 | 02/12/25 | 02/19/25 | 02/26/25 | 03/10/25 | 03/20/25 | N/A | 06/20/25 | 06/25/25 | | |
| UPDATE | | | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | | | |
| SUB-TOTAL | | | | | 146,000 | | | | | | | | | | | | | | | |

Prepared By: Patrick Paye-Tee
 Patrick Paye-Tee
 Director/Procurement

Date: 01-29-25

Approved: Sekou M. Kromah
 Sekou M. Kromah

Date: 01-29-25



MINISTRY OF POSTS AND TELECOMMUNICATIONS
NATIONAL POSTAL ADDRESS SYSTEM
SPECIAL POSTAL CORE BUDGET
FISCAL YEAR 2025
EXPLANATORY NOTE

| Item NO | Contract package Code | Contract Package | Content of Contract Package |
|---------|------------------------------|--------------------------------|--|
| 1. | NO.MPT/NPAS/ RFQ / 001/25' | PETROLEUM PRODUCTS | This Procurement package is from the budget Petroleum Products (6,000) and is intended to procure Diesel and Gasoline at dollarized value at the rate of 4.10 cents USD. The prices of petroleum products are determined by National Government and coupons are usually procure in Dollars. the total per fuel and gasoline will cumulate into 1,463.414 @4.10 cents per gallon. |
| 2. | IFB NO.MPT/NPAS/NCB/ 001/25' | PRINTING OF PLATES | This procurement package is intended for the printing of Plates (103,000) which will be used on structures and land for easy identifications and purposes. The plates will make it easy for any home, land and public Buildings to be identified easily. |
| 3. | IFB NO.MPT/NPAS/RB/001/25' | Vehicle | This budget line item is for the Procurement of a pick-up 35,000) which will be used to transport employees and other staff of the Bureau when ever there is a need for outside duty. |
| 4. | IFB NO.MPT/NPAS/RFQ/OO2/25' | FURNITURE & FIXTURE | This contract package (1,000) will be used to procure the following Items: Filling cabinet, desk, chairs, window blinds etc. This will be used in the offices of the project so as to create a good working environment for staff of the project who will be working in these offices. |
| 5. | IFB NO.MPT/NPAS/ RFQ/OO3/25' | Advertising & Public Relations | This Procurement contract package (1,000) is intended for jingles, Radio appearances, and phones in to radio programs to explain to the public the importance of the Project and what the public stands to benefits. |

Prepared By: Patrick Paye-Tee
 Patrick Paye-Tee
 Director/Procurement

Date: 01-29-25

Handwritten signature and date:
 2/20/25

Approved By: Hon. Sekou M. Kromah
 Hon. Sekou M. Kromah
 Head / Procurement Committee

Date: 01-29-25
