



REPUBLIC OF LIBERIA
NATIONAL LOTTERY AUTHORITY (NLA)
P.O Box 3402-Clay Building, Sekou Toure Avenue
Mamba Point, Monrovia -Liberia



January 8, 2025

Hon. Bodger Scott. Johnson
Executive Director
Public Procurement Concession Commission
Capitol Hill, Monrovia.

Dear Hon. Jonhson,

We extend compliments and herewith submit NLA's Procurement Plan as per our Budget for the current **Fiscal Year 2025** for approval.

Attached is the listing of the Procurement Committee and Procurement unit.

Thanks for your usual understanding and kind consideration.

Kind regards,

Garmeh C. Jeremiah 1/8/25
Garmeh C. Jeremiah
PROCUREMENT DIRECTOR/NLA

Approved By:

Reginald K. Nagbe
Reginald K. Nagbe
Director General/NLA





REPUBLIC OF LIBERIA

PUBLIC PROCUREMENT & CONCESSIONS COMMISSION

EXECUTIVE MANSION GROUNDS, CAPITOL HILL, MONROVIA, LIBERIA

WEBSITE: www.ppsc.gov.lr EMAIL: info@ppcc.gov.lr PHONE SHORT CODE: 4357 Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Ref: **PPCC/RL/CEO/0286/25'**

February 20, 2025

Hon. Reginald K. Nagbe
DIRECTOR GENERAL
National Lottery Authority
Clay Building, Mamba Point
Republic of Liberia

Dear Hon. Nagbe:

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 National Lottery Authority (NLA) Annual Procurement Plan. Following a thorough review, the Commission hereby approves the NLA annual procurement plan for the fiscal year 2025 in accordance with **Section 40 (3)** of the PPCA, 2010. The Commission further informs the NLA 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.

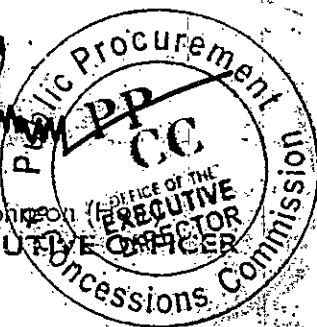
The Commission counsels that you observe **Section 40 (5) of the PPCA, 2010**, which states "each Procuring Entity, shall, quarterly and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in its 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 PPCA, 2010, as we jointly aspire to achieve transparency, accountability, fairness, equality, and ultimately public confidence in our procurement and concessions processes.

Sincerely yours

[Signature]
Bodger Scott Johnson
CHIEF EXECUTIVE OFFICER



National Lottery Authority (NLA)
 SBA PROCUREMENT PLAN (Consultancy)
 SOURCE OF FUNDS: INTERNAL REVENUE
 FISCAL YEAR: 2025

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
BASIC DATA								IMPLEMENTATION DATES												
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	No. of FIRMS/PERSONS	Business Activity Code	ESTIMATED COST (USD)	SELECTION METHOD	PREP. OF TOR & PC APPROVAL	REQUEST FOR EXPRESSION OF INTEREST, if applicable				REQUEST FOR PROPOSALS AND APPROVAL OF AWARD								
								PUBLICATION OF REOI	REOI CLOSING/ OPENING	SUBMISSION OF EVALUATION REPORT	PC APPROVAL- EVALUATION REPORT/SHORTLIST	PREPARATION & SUBMISSION OF RFP DOCUMENT	PC APPROVAL - FINAL TOR/RFP DOCUMENT	INVITATION OF PROPOSALS	PROPOSAL SUBMISSION & OPENING	SUBMISSION OF TECHNICAL & FINANCIAL EVALUATION REPORT	PC APPROVAL- COMBINED EVALUATION REPORT	CONTRACT AWARD & SIGNING	COMPLETION (FINAL REPORT) AND PAYMENT	
PLANNED	1	NLA/GOL//SBA/ 001/LCS/2025	Legal Consultancy	1 PERSON	M-7020	\$26,000	LCS	4/1/2025	4/3/2025	4/4/2025/	N/A	N/A	N/A	N/A	9/8/2025	#####	10/13/2025	10/27/2025	11/10/2025	12/18/2025
UPDATE																				
ACTUAL																				
PLANNED	2	NLA/GOL//SBA/ 002 /LCS/2025	Management Consultancy	1 PERSON	M -7020	25,000.00	LCS	4/1/2025	4/3/2025	4/4/2025	N/A	N/A	N/A	N/A	9/8/2025	#####	10/13/2025	10/27/2025	11/10/2025	12/18/2025
UPDATE																				
ACTUAL																				
GRAND TOTAL						\$ 51,000.00														

Prepared by: Garmah C. Jeremiah 1/8/25
 Garmah C. Jeremiah
 Director OF PROCUREMENT UNIT

Approved: [Signature] Jan-8-2025
 Director General

[Signature]
 2/20/25

[Signature]
 Executive Director
 Public Procurement & Concessions Commission



National Lottery Authority (NLA)
Procurement Plan (Core Budget)
Source of Funding: Internal Revenues
Fiscal Year 2025

1	2		3			4		6		7		8		9		10		11		12		13		14		15		16		17		18		19		20	
	ITEM NO	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	QTY	Business Activity Code	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:NLA/RB/001/25	Internet service	1 firm	J-6120	\$ 20,000.00	RB	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	8/Oct/25	2/Dec/25																			
UPDATE																																					
ACTUAL																																					
PLANNED	2	IFB NO:NLA/RB/002/25	Stationary	Assorted	G-4761	\$ 33,000.00	RB	6/Jan/25	10/Jan/25	14/Jan/25	1/20/2025	7/Feb/25	N/A	2/17/2025	3/10/2025	N/A	8/Oct/25	2/Dec/25																			
UPDATE																																					
ACTUAL																																					
PLANNED	3	IFB NO :NLA/RB/003/25	Petroleum product	35,900 @ the rate of 1.21	G-4661	\$ 143,000.00	RB	6/Jan/25	10/Jan/25	14/Jan/25	20/Jan/25	7/Feb/25	N/A	2/17/2025	3/10/2025	N/A	8/Oct/25	2/Dec/25																			
UPDATE																																					
ACTUAL																																					
PLANNED	4	IFB NO :NLA/RB/004/25	Cleaning material	Assorted	G-4773	\$ 15,000.00	RB	6/Jan/25	10/Jan/25	14/Jan/25	20/Jan/25	7/Feb/25	N/A	2/17/2025	3/10/2025	N/A	8/Oct/25	2/Dec/25																			
UPDATE																																					
ACTUAL																																					
PLANNED	5	IFB NO: NLA/RB/005/25	Transportation Equipment	5 vehicles	G-4510	\$ 250,000.00	RB	1/6/2025	1/10/2025	1/14/2025	1/20/2025	2/7/2025	N/A	2/17/2025	3/10/2025	N/A	10/8/2025	12/2/2025																			
UPDATE																																					
ACTUAL																																					
PLANNED	6	IFB NO: NLA/RB/006/20/25	Repair & maintenance Generator	Assorted	C-3312	\$ 25,000.00	RB	1/6/2025	1/10/2025	1/14/2025	1/20/2025	2/7/2025	N/A	2/17/2025	3/10/2025	N/A	10/8/2025	12/2/2025																			
UPDATE																																					
ACTUAL																																					
PLANNED	7	IFB/NO/NLA/RB/007/2025	Office Generator	1 firm	G- 4659	\$ 40,000.00	RB	1/6/2025	1/10/2025	1/14/2025	1/20/2025	2/7/2025	N/A	2/17/2025	3/10/2025	N/A	10/8/2025	12/2/2025																			
UPDATE																																					
ACTUAL																																					
PLANNED	8	IFB/NO/NLA/RB/008/2025	Science and Technology	Assorted	G-4649	\$ 150,000.00	RB	1/6/2025	1/10/2025	1/14/2025	1/20/2025	2/7/2025	N/A	2/17/2025	3/10/2025	N/A	10/8/2025	12/2/2025																			
UPDATE																																					
ACTUAL																																					
TOTAL AMOUNT						\$676,000																															

Prepared By: *Jeremiah* 1/8/25
Garmeh C. Jeremiah
Director of Procurement

MEG
2/20/25

[Signature]



[Signature] Jan-8-2025
Reginald K. Nagbe
Director General/NLA



**NATIONAL LOTTERY AUTHORITY
PROCUREMENT PLAN (SBA Core budget)
Source of Funding: Internal Revenue
Budget Period/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 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	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT				
PLANNED	1	IFB No. NLA/RB/001/25	Air Ticket	N-7911	1firm	50,000.00	RB	1/6/2025	1/10/2025	1/14/2025	1/20/2025	2/7/2025	N/A	2/17/2025	3/10/2025	N/A	10/8/2025	12/2/2025			
UPDATE																					
ACTUAL																					
PLANNED	2	IFB NO: NLA/RB/002/25	Funitue & fixture	G-4559	Assorted	\$20,000	NCB	1/6/2025	1/10/2025	1/14/2025	1/20/2025	2/7/2025	N/A	2/17/2025	3/10/2025	N/A	10/8/2025	12/2/2025			
UPDATE																					
ACTUAL																					
PLANNED	3	IFB NO: NLA/RB/003/25	Printing & Binding	C-1812	1 Firm	\$20,000	RB	1/6/2025	1/10/2025	1/14/2025	1/20/2025	2/7/2025	N/A	2/17/2025	3/10/2025	N/A	10/8/2025	12/2/2025			
UPDATE																					
ACTUAL																					
PLANNED	4	IFB NO: NLA/RB/004/25	Medical Insurance	K-6511	1 Firm	\$80,000	RB	1/6/2025	1/10/2025	1/14/2025	1/20/2025	2/7/2025	N/A	2/17/2025	3/10/2025	N/A	10/8/2025	12/2/2025			
UPDATE																					
ACTUAL																					
PLANNED	5	IFB NO: NLA/RB/005/25	REPAIR&MAT. BUILDING	F-4100	1 firm	\$21,000	NCB	1/6/2025	1/10/2025	1/14/2025	1/20/2025	2/7/2025	N/A	2/17/2025	3/10/2025	N/A	10/8/2025	12/2/2025			
UPDATE																					
ACTUAL																					
PLANNED	6	IFB NO : NLA/RB/006/25	REPAIR & MAT. VEHICLE	G-4520	1firm	\$65,000	RB	1/6/2025	1/10/2025	1/14/2025	1/20/2025	2/7/2025	N/A	2/17/2025	3/10/2025	N/A	10/8/2025	12/2/2025			
UPDATE																					
ACTUAL																					
PLANNED	7	IFB NO: NLA/RB/007/25	ASSORTED FOOD ITEAMS	G-4711	Assorted	\$250,000	NCB	1/6/2025	1/10/2025	1/14/2025	1/20/2025	2/7/2025	N/A	2/17/2025	3/10/2025	N/A	10/8/2025	12/2/2025			
UPDATE																					
ACTUAL																					
PLANNED	8	IFB NO: NLA/RB/008/25	ICT Infrastructure Hard ware	J - 6190	1 firm	\$15,000	RB	1/6/2025	1/10/2025	1/14/2025	1/20/2025	2/7/2025	N/A	2/17/2025	3/10/2025	N/A	10/8/2025	12/2/2025			
UPDATE																					
ACTUAL																					
PLANNED	9	IFB NO: NLA/RFQ/001/25	Repair & Mat. Machinery & furniture	S - 9524	1 firm	\$5,000	RFQ	1/6/2025	1/10/2025	1/14/2025	2/5/2025	2/10/2025	N/A	2/13/2025	2/25/2025	N/A	7/7/2025	9/10/2025			
UPDATE																					
ACTUAL																					
PLANNED	10	IFB NO:NLA/RFQ/002/25	Machinery & other Equip.	G -4650	Assorted	\$6,000	RFQ	1/6/2025	1/10/2025	1/14/2025	2/5/2025	2/10/2025	N/A	2/13/2025	2/25/2025	N/A	7/7/2025	9/10/2025			
UPDATE																					
ACTUAL																					
PLANNED	11	IFB NO: NLA/RB/009/25	Vehicle Reg& Third Party Ins	K -6512	1 firm	\$18,000	RB	1/6/2025	1/10/2025	1/14/2025	1/20/2025	2/7/2025	N/A	2/17/2025	3/10/2025	N/A	10/8/2025	12/2/2025			
UPDATE																					
ACTUAL																					
PLANNED	12	IFB NO : NLA/RFQ/003/25	Repair & Mat. ICT Equipment	G -4659	1 firm	\$3,000	RFQ	1/6/2025	1/10/2025	1/14/2025	2/5/2025	2/10/2025	N/A	2/13/2025	2/25/2025	N/A	7/7/2025	9/10/2025			
UPDATE																					
ACTUAL																					
UPDATE																					
			GRAND TOTAL			5,000,000.00															

Signed: D. Veremina 1/8/25
Procurement Director

WBC
2/20/25



Approved: Abouge Jan-8-2025
Director General National Lottery Authority (NLA)



NATIONAL LOTTERY AUTHORITY (NLA)

NLA PROCUREMENT PLAN EXPLANATORY NOTE (SBA - budget)
 Source of funding Internal Revenue
 Fiscal Year 2025

NO	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	DESCRIPTION
1	IFB No: NLA/ SBA/RB/001/25	Air Ticket	This contract package will be used to purchase air ticket for NLA staff.
2	IFB No: NLA/ SBA/ RB/ 002/ 25	Furniture and fixture	NLA will use this funding to procure furniture & fixture for NLA. We have decided to used RB because NLA does not have additional money to publish daily newspapers.
3	IFB No: NLA/SBA/RB/003/24	Printing and Binding	The total amount of this contract package is \$ 20,000.00 USD, \$ 15,000.00 will be used to carry on regular printing binding services of NLA documents and balance \$5,000.00 USD will be used for media publications.
4	IFB No: NLA/ SBA/ RB/ 004/25	Medical Insurance	This contract package will be used by employees for medical benefits. The procurement department of NLA has decided to used Restrict Bidding (RB) for the fiscal Budget 2025 due to the high cost in publication
5	IFB NO: NLA /SBA/RB/005/25	Repair mat Building	To provide maintenance services for NLA.
6	IFB NO: NLA/SBA/RB/006/25	Repair of NLA vehicle	To repairs and provide maintenance services for (7) seven vehicles. We use RB because there is no resource from government to publish it in daily newspaper.
7	IFB: NO: NLA/ SBA/ RB/007/25	Assorted food Items	This contract package will be used to purchase assorted food items for the disabled community.
8	IFB: NO NLA/ SBA/RB/008/25	ICT Infrastructure. Hardware, networking, Facilities	This contract package will be used to set up windows server environment, cat6 UTP backbone LAN infrastructure that support gigabit connectivity between offices within the building.
9	IFB NO: NLA /SBA/RFQ /001/25	Repair mat. Equip. furniture	NLA will hire individual to repair furniture for office.
10	IFBNO: NLA/SBA/RFQ/ 002/25	Machinery & Other Equipment	This contract package will be used to procure office materials Like; Laptop, Printer, Air Conditioner, Micro wave Ice box etc.

Handwritten signature and date: 2/20/25

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11	IFB:NO NLA/SBA/RB/009/25	Vehicles Reg, Third Party Insurance	The total amount of this contract package is \$18, 000.00 USD, \$ 10, 000.00 will be used to insure NLA vehicles and the balance will be used to register NLA vehicle. We have decided to used RB because NLA does not have additional money to publish daily newspapers.
12	IFB: NO: NLA/SBA/RFQ/003/25	Repair & Mat. – ICT Equipment	This contract package will be used to buy spare parts for our ICT Equipment

1. Electricity & LWSC – This contract package will be used to purchase LEC current and water for NLA.
2. Capacity Building – This contract package will be used for capacity building or training of NLA staff.
3. Office Building, rental and Lease- this contract package will be used to rent or lease office space for NLA.

Handwritten signature and date: 2/20/25

Handwritten signature: H. H. H.
Handwritten date: Jan- 8- 2025



NATIONAL LOTTERY AUTHORITY (NLA)

NLA PROCUREMENT PLAN EXPLANATORY NOTE (CONSULTANCY) Source of funding Internal Revenue FY 2025

No	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	DESCRIPTION
1	RFP NO: NLA/GOL/SBA/LCS/001/2025	Legal consultant services	This contract package will be used to hire a firm or individual to provide Legal services NLA.
2	RFP NO: NLA/GOL/SBA/LCS/002/2025	Management Consultant Services	This contract package will be used to hire an individual consultant to provide basic management training for NLA staff and to develop personnel manners

Handwritten signature and date: 1/20/25

Handwritten signature and date: Jeremiah 1/8/25

NATIONAL LOTTERY AUTHORITY (NLA)

NLA PROCUREMENT PLAN EXPLANATORY NOTE (Core budget)
 Source of funding Internal Revenue
 Fiscal Year 2025

NO	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	DESCRIPTION
1	IFB No: NLA/RB/001/25	Internet Subscription	The National Lottery intends to use this contract package to pay for internet subscription for NLA
2	IFB No: NLA/ RB/002/25	Stationary	This contract package will be used to procure the below listed for the entity: A4 paper ----- 10 cartoons Legal sheets ----- 5 cartoons Executive ball pens ---- 5 packs Hp cartridges ----- 5 pieces Box folders, hanging folders, manila folders etc. We have decided to used RB because NLA does not have additional money to publish daily newspapers.
3	IFB No: NLA/ RB/ 003/ 25	Petroleum products	NLA will use this funding to procure petroleum products such as gasoline, fuel and lubricants for NLA vehicles. We have decided to use RB due to low budget allocation NLA does not have additional fundings for publication in the daily newspapers. The total amount for RB IS \$ 143,000.00 USD
4	IFB No: NLA/ RB/ 004/25	Cleaning materials	This package will be used to procure office materials and consumables such as: paper tissues, detergents, etc. We have decided to used RB because NLA does not have additional money to publish daily newspapers
	IFB No: NLA/ RB/ 005/25	Vehicle	The contract package will be used to purchase five vehicles for the national Lottery Authority (NLA) for Deputy Directors and two buses for NLA staff. We have decided to used RB because NLA does not have additional money to publish in the daily newspapers.
6	IFB NO: NLA/RB/006/25	Repairs & Mat. Generator	This contract package will be used to provide maintenance services for (30 KVA Generator
7	IFB NO: NLA/RB/007/25	Office Generator	This contract package will be used NLA will purchase new generator for office used.

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 2/20/25

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 Jan 8 - 2025



8	IFBNO: NLA/RB/008/25	Science and Technology	<p>This contract package will be used to fund scholarships and training program for students in sciences, technology, engineering and mathematics students.</p> <p>We will also Invest in improving internet connectivity, collaborate with local universities, school, and organizations to develop curriculum and programs tailored to the needs of Liberia, we will also Establish grants for research projects focusing on local challenges like agriculture, health, and renewable energy. LOTTO also invest in 1. Public awareness campaigns 2. Support for local disabled entrepreneurs 3. Health Tech Initiatives 4. Agriculture etc.</p>
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WES
2/20/25

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Jan 8 2024

