



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/0207/25'**

January 24, 2025

Cllr. T. Dempster Brown

CHAIRPERSON

Independent National Commission on Human Rights
Republic of Liberia

Dear Hon. Brown:

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

We present our compliments and wish to acknowledge receipt of your communication which sought the approval of the Commission for the Independent National Commission on Human Rights (INCHR) Annual Procurement Plan. Following a thorough review, the Commission hereby approves the INCHR annual procurement plan for the fiscal year 2025 in accordance with **Section 40 (3)** of the PPCA, 2010. The Commission further informs the INCHR 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.

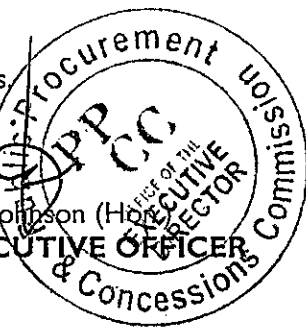
The Commission counsels that you observe **Section 40 (5) of the PPCA, 2010**, which states "each *Procuring Entity, shall, quarterly and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in 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,


Bodger Scott Johnson (Hon.)
CHIEF EXECUTIVE OFFICER



Regulating Procurement Compliance for National Development



REPUBLIC OF LIBERIA
INDEPENDENT NATIONAL COMMISSION ON HUMAN RIGHTS (INCHR)
Sinkor, 20th Street, Russell Avenue, Monrovia, Liberia
Email: inchr@inchrilib.org; Website: www.inchrilib.org
+231-886-566-846/+231-775-161-483



Office of the Chairman

January 17, 2025

REF: SUBMISSION OF PROCUREMENT PLAN

Dear Mr. Bodger Scott Johnson,

I present warm greetings on behalf of the Chairperson and Board of Commission of the Independent National Commission on Human Rights (INCHR).

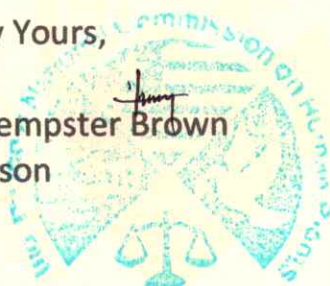
Consistent with Section 40 of the PPCA, the Independent National Commission on Human Rights Herewith submits its SBA budget procurement plan along with the explanatory note for your approval.

I Look forward to a timely response from you as soon as possible.

Thank you for your cooperation and support to INCHR.

Sincerely Yours,

Signature
Cllr. T. Dempster Brown
Chairperson



Bodger Scott Johnson
Chief Executive Officer
Public Procurement and Concession Commission
Executive Mansion Grounds
Capitol Hill
Monrovia, Liberia

Received
Theophilus S. B. Kollie
Jan. 20, 2025
Time: 11:00 AM



Independent National Commission on Human Rights
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	20	
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code	IMPLEMENTATION DATES															REMARKS
					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	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT		
APLANNED	1	IFB No. INCHR/S BA/RFQ/001/2025	Scratch cards	J-61990	200	1000	RFQ	1/22/2025	1/29/2025	2/5/2025	2/12/2025	2/19/2025	2/28/2025	3/11/2025	3/20/2025	N/A	12/30/2025	12/30/2025		
UPDATE																				
ACTUAL																				
PLANNE D	2	IFB No. INCHR/S BA/RFQ/002/2025	Fuel Generator & Vehicle	G-4661	1,781 gallon	7500	RFQ	1/22/2025	1/29/2025	2/5/2025	2/12/2025	2/19/2025	2/28/2025	3/11/2025	3/20/2025	N/A	12/30/2025	12/30/2025		
UPDATE																				
ACTUAL																				
PLANNE D	3	IFB No. INCHR/S BA/RFQ/004/2025	Cleaning Materials	G4773	Assorted	1500	RFQ	1/22/2025	1/29/2025	2/5/2025	2/12/2025	2/19/2025	2/28/2025	3/11/2025	3/20/2025	N/A	12/30/2025	12/30/2025		
PLANNE D	4	IFB No. INCHR/S BA/RFQ/004/2025	Repair and Maintenance Civil	F 4390	528 gallon	1000	RFQ	1/29/2025	2/5/2025	2/12/2025	2/19/2025	2/28/2025	3/11/2025	3/20/2025	N/A	12/30/2025	12/30/2025			
PLANNE D	5	IFB NO. INCHR/S BA/RFQ/00/2025	Stationaries	G4761	Assorted	2804	RFQ	1/22/2025	1/29/2025	2/5/2025	2/12/2025	2/19/2025	2/28/2025	3/11/2025	3/20/2025	N/A	12/30/2025	12/30/2025		

Prepared by: Beatrice M. Wesseh
Head of Procurement Unit

Date: Jan 22, 2025

Approved by: Cllr. T. Dempster
Head of Committee / Chairperson

Date: Jan 22, 2025





Independent National Commission on Human Rights
PROCUREMENT PLAN (SBA Core budget)
Source of Funding: GOL National Budget
Fiscal year: 2025



6	IFB No. INCHR/SBA/RFQ/ 006/2023	Repairs and maintenance Generator		1500	RFQ	1/22/20 25	1/29/202 5	2/5/2025	2/12/202 5	2/19/202 5	2/28/202 5	3/11/202 5	3/20/2025	N/A	12/30/2025	12/30/2025	
7	IFB No. INCHR/SBA/RFQ/ 007/2023	Printing and Binding	C1811	1,000	RFQ	1/22/20 25	1/29/202 5	10/4/202 3	2/12/202 5	2/19/202 5	2/28/202 5	3/11/202 5	3/20/2025	N/A	12/30/2025	12/30/2025	
8	IFB No. INCHR/SBA/RFQ/ 007/2023	Publication and Service	C1811	500	RFQ	1/22/20 25	1/29/202 5	10/4/202 3	2/12/202 5	2/19/202 5	2/28/202 5	3/11/202 5	3/20/2025	N/A	12/30/2025	12/30/2025	
9	IFB No. INCHR/SBA/RFQ/ 007/2023	Repair and Maintenance Vehicle	C1811	1,500	RFQ	1/22/20 25	1/29/202 5	10/4/202 3	2/12/202 5	2/19/202 5	2/28/202 5	3/11/202 5	3/20/2025	N/A	12/30/2025	12/30/2025	
Grand Total			\$18,304.00														

Prepared by: Beatrice M. Wessah
Beatrice M. Wessah
Head of Procurement Unit

Date: Jan 22, 2025

Wessah
1/23/25

Approved by: Cliff T. Dempster
Cliff T. Dempster
Head of Committee / Chairperson

Date: Jan. 22, 2025





Independent National Commission on Human Rights
PROCUREMENT PLAN (SBA Core budget)
Source of Funding: GOL National Budget
Fiscal year: 2025



PLANNED	10	IFB NO. INCHR/SBA/NCB /2025	Construction of 1 Memorial on Mass Grave	F 14100	1 firm	30,250	NCB	3/31/2025	4/9/2025	4/17/2025	4/23/2025	5/2/2025	5/12/2025	5/21/2025	N/A	12/30/2025	12/30/2025	
Total						30,250												

Prepared by: Beatrice M. Wesseh Date: Jan 22, 2025
Beatrice M. Wesseh
Head of Procurement Unit

Approved by: Clir. T. Pempster Date: Jan. 22, 2025
Clir. T. Pempster
Head of Committee / Chairperson

Wesseh
1/23/25

[Signature]
1/24/25
Public Procurement & Concessions Commission
PPCC
OFFICE OF THE
EXECUTIVE
DIRECTOR



Procurement Plan Explanatory Notes
Fiscal Year 2025

Item No.	Contract Package Number	Contract Package	Explanatory Notes
1.	IFB No. INCHR/SBA/RFQ/001/2025	Scratch Cards	This contract package refers to the Purchase of Telecommunication cards which will be used for administrative function. US\$1000.00 apportioned to communication cards is estimated at (100) pieces @ 5.00 USD per card.
2.	IFB No. INCHR/SBA/RFQ/002/2025	Fuel and Lubricants Vehicle	This line item refers to the acquisition of Petroleum product and lubricant for INCHR vehicles US\$3,500,00 will be apportioned to the procurement of petroleum product (831gallons) annually @ (4.21 per gallons
3	IFB No. INCHR/SBA/RFQ/003/2025	Fuel and Lubricants Generator	This line item refers to the acquisition of Petroleum product and lubricant for INCHR generators. US\$4,000 will be apportioned to the procurement of petroleum product (950gallons) annually @ (6.26 per gallons) for the generator
4	IFB No. INCHR/SBA/RFQ/004/2025	Cleaning Materials	This package is indented to purchase the below listed item: Toilet tissue, Clorox, soft broom, vim, tide soap, paper towel, floor mop, hand glove etc. US\$1,500 .00 will be used from the budget line "cleaning materials" to procure detergents and other household supplies for the proper maintenance of the INCHR offices.
5	IFB No. INCHR/SBA/RFQ/005/2025	Stationeries	This package is indented to purchase the below listed items: A4 paper, Steno pad ,Ball pen, Box file, Manila folder, Ledge book Cartridges, Staple Machine, Plan envelope. US\$2,804 is the accumulated stationery supplies from the budget line "Stationery " to be used by all departments, units, divisions etc.

Prepared By: Beatrice Jan 17, 2025
Beatrice M. Wesseh
Head of Procurement

Approved: T. Dempster Brown
T. Dempster Brown
Procurement Committee Chairperson





Republic of Liberia
Independent National Commission on Human Rights (INCHR)
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Procurement Plan Explanatory Notes
Fiscal Year 2023

6.	IFB No. INCHR/SBA/RFQ/006/2025	Repair and Maintenance Civil	The entity intends to procure assorted building materials: painting of the office building, changing of doors locks, light bud and maintenance of its building. The activity/object of procurement is drawn from the budget line: repairs and maintenance civil.
7	IFB No. INCHR/SBA/RFQ/007/2025	Repairs and maintenance Vehicle	This contract package is intended for the outsourcing of a service provider for the repair and maintenance of the Commission vehicles. The activity of procurement is drawn from the budget line repairs and maintenance vehicles.
8	IFB No. INCHR/SBA/RFQ/008/2025	Printing, Binding and Service Publication	This contract package is intended for the printing and binding of the INCHR Human Rights situation reports, annual human rights reports. This is from the budget line: printing, binding and publication services.
9	IFB NO. INCHR/SBA/FB/009/2025	Engineering Design	From the PISP Project budget line, this contract package will be used to procure the service of a Architect and Construction firm for the preparation of a detailed design (Drawing) and Bill of quantity for the Memorial Project that is to be Constructed in River Gee County. This project come from the budget line PISP Project.
10	IFB NO. INCHR/SBA/RFQ/0010/2025	Office Rental	Refer to the lease and rental of the Independent National Commission on Human Rights Office Space @ \$50,000.00

Prepared By:

Beatrice M Wesseh Jan 17, 2025

Beatrice M Wesseh

Head of Procurement

Approved:

T. Dempster Brown
T. Dempster Brown
Committee Chairperson

V. J. S. B.
1/23/25





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Procurement Plan Explanatory Notes
Fiscal Year 2023

18	IFB No. INCHR/SBA/RFQ/016/2025	Refuse Collection	This contract package is for the outsourcing of a service provider to collect the garbage for the fiscal period. This activity is from the budget line refuse collection.
19	IFB No. INCHR/SBA/RFQ/017/2025	Internet Provider Services	This contract package refers to purchase of internet services to be used by INCHR. The activity/object of procurement is drawn from the budget line: Internet Provider Services
20	IFB No. INCHR/SBA/RFQ/018/2025		
22	IFB No. INCHR/SBA/RFQ/021/2025	Water & Sewage	This contract package is indented for the accumulated monthly water bill. The activity is from the budget line water and sewage.
23	IFB No. INCHR/SBA/RFQ/022/2025	Electricity	This contract package is indented for the Commission monthly electricity bill. The activity is from the budget line electricity.

Prepared By: Beatrice M Wesseh Jan 17, 2025
Beatrice M Wesseh
Head of Procurement

Approved: T. Dempster Brown
T. Dempster Brown
Committee Chairperson

1/23/25

