



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/0335/25'**

March 13, 2025

Hon. Richard Fatorma Ngafuan

DIRECTOR GENERAL

Liberia Institute of Statistics and Geo-Information Services

Executive Mansion Grounds

Republic of Liberia

Dear Hon. Ngafuan:

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

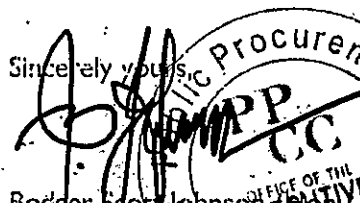
We present our compliments and wish to acknowledge receipt of your communication, which sought the approval of the Commission for the Liberia Institute of Statistics and Geo-Information Services (LISGIS) Annual Procurement Plan. Following a thorough review, the Commission hereby approves the LISGIS annual procurement plan for the fiscal year 2025 in accordance with **Section 40 (3)** of the PPCA, 2010. The Commission further informs the LISGIS 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. However, the Commission requests that the LISGIS submit its contract award information report and contract copies for the Fiscal Year 2024.

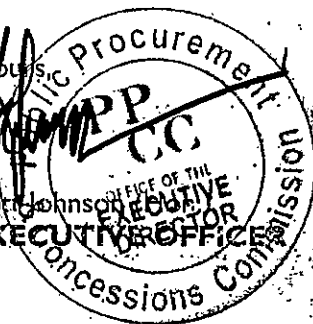
The Commission counsels that you observe **Section 40 (5) of the PPCA, 2010**, which states that *"each Procuring Entity, shall, quarterly and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes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





Liberia Institute of Statistics & Geo-Information Services

Statistics House, Capitol Hill
P.O. Box 629, Monrovia, Liberia



Office of the Director-General
Cell No. 0776210164/0880658427
Email: richardngafuan@live.com

LISGIS/DG/RFN/A-1.1/054/02/'25

February 26, 2025

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

Dear Hon. Johnson:

I present my compliments on behalf of the Management of the Liberia Institute of Statistics and Geo-Information Services (LISGIS) and wish to submit for your review and approval LISGIS' procurement plan for the Fiscal Year 2025.

Please see below the list of names of members of the Institution's Procurement Committee and Procurement Unit.

LISGIS Procurement Committee Members

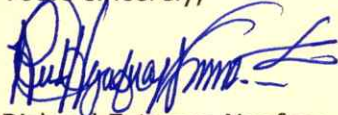
NO	NAME	POSITION	CANTACT	EMAIL
1	Richard Fatorma Ngafuan	Director-General/Chair	0776210164	richardngafuan@live.com
2	Boima H. M. Sonii	DDGSDP-member	0777524773	bhmsonii1975@gmail.com
3	Mariah Quaye Gilayeneh	DDGA-member	0770560087 0886560087	mariahgilayeneh@gmail.com
4	Johnson Q. Kei	DDGID-member	0777147044	jquiahkei@gmail.com
5	Lawrence Yankan	Dir. Finance member	0777058370	domkpaye@gmail.com
6	T. Monroe Wesso	Secretary	0777031652	tmonroewesso@gmail.com

LISGIS Procurement Unit Members

NO	NAME	POSITION	CANTACT	EMAIL
1	T. Monroe Wesso	Director Procurement	0777031652	tmonroewesso@gmail.com
2	Melvin D. Weh	Procurement officer	0770363239 0880663371	melvinweh@gmail.com
3	Dedia Targbeh	Procurement officer	0776312635	Dediacarter1@gmail.com
4	Gabriel C. Williams	Procurement officer	0770530435	gabrielchriswilliams@gmail.com
5	Jeanetta R. Dunbar	Dir. Finance member	0777672666 0886114629	jeanettaDunbar@yahoo.com
6	Gbilley M. Roberts, II	Procurement Consultant	0777012360 0886845546	Mombog2005@gmail.com

Thanks for your usual cooperation.

Yours sincerely,


Richard Fatorma Ngafuan
DIRECTOR GENERAL



Received
Theophilus S. B. Kollie
March 3, 2025
Time: 10:14 AM

Liberia Institute of Statistics & Geo-Information Services (LISGIS)

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	
	ITEM NO	BASIC DATA						IMPLEMENTATION DATES												REMARKS
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity code	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		
Planned	1	IFB No/LISGIS/SBA/RB/01/2025	Petroleum Products (Diesel and Gasoline)	G 4661	3,000gals @\$4.00	12,000.00	RB	19-Feb-25	24-Feb-25	3-Mar-25	5-Mar-25	19-Mar-25	26-Mar-25	31-Mar-25	14-Apr-25	N/A	28-Apr-25	26-May-25		
Update																				
Actual																				
Planned	2	IFB No/LISGIS/SBA/RFQ/01/2025	Vehicle Repairs and Maintenance	G 4520	1-Firm	6,356.00	RFQ	19-Feb-25	24-Feb-25	3-Mar-25	4-Mar-25	18-Mar-25	21-Mar-25	28-Mar-25	4-Apr-25	N/A	18-Apr-25	19-May-25		
Update																				
Actual																				
Planned	3	IFB No/LISGIS/SBA/RFQ/02/2025	Generator Repair and Maintenance Services	C 3314	1-Firm	2,600.00	RFQ	19-Feb-25	24-Feb-25	3-Mar-25	4-Mar-25	18-Mar-25	21-Mar-25	28-Mar-25	4-Apr-25	N/A	18-Apr-25	19-May-25		
Update																				
Actual																				
Sub-Total						20,956.00														

Signed: _____

T. Monroe Wesso
Procurement Director

Date: Feb 21, 2025

Approved: _____ Date: Feb 28, 2025

Richard F. Ngfuan
Director General/Chairman PC.

Liberia Institute of Statistics & Geo-Information Services (LISGIS)																				
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	
	ITEM NO	BASIC DATA						IMPLEMENTATION DATES												REMARKS
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity code	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		
Planned	4	IFB No/LISGIS/SBA/R FQ/03/2025	Repairs and Maintenance of Mach/Equip	C 3314	Assorted	3,000.00	RFQ	19-Feb-25	24-Feb-25	3-Mar-25	4-Mar-25	18-Mar-25	21-Mar-25	28-Mar-25	4-Apr-25	N/A	18-Apr-25	19-May-25		
Update																				
Actual																				
Planned	5	IFB No/LISGIS/SBA/R FQ/04/2025	Assorted Stationery	G 4761	Assorted	6,000.00	RFQ	19-Feb-25	24-Feb-25	3-Mar-25	4-Mar-25	18-Mar-25	21-Mar-25	28-Mar-25	4-Apr-25	N/A	18-Apr-25	19-May-25		
Update																				
Actual																				
Planned	6	IFB No/LISGIS/SBA/R FQ/05/2025	Cleaning Materials	N 8121	Assorted	7,500.00	RFQ	19-Feb-25	24-Feb-25	3-Mar-25	4-Mar-25	18-Mar-25	21-Mar-25	28-Mar-25	4-Apr-25	N/A	18-Apr-25	19-May-25		
Update																				
Actual																				
Planned	7	IFB No/LISGIS/SBA/R FQ/06/2025	Printing and Binding Services	C1811/1812	Assorted	3,500.00	RFQ	19-Feb-25	24-Feb-25	3-Mar-25	4-Mar-25	18-Mar-25	21-Mar-25	28-Mar-25	4-Apr-25	N/A	18-Apr-25	19-May-25		
Update																				
Actual																				
Sub-Total						20,000.00														

Signed: _____

T. Monroe Wesso
Procurement Director

Date: Feb. 21, 2025

Approved: _____ Date: February 28, 2025

Richard F. Ngfuan
Director General/Chairman PC.

Liberia Institute of Statistics & Geo-Information Services (LISGIS)																			
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
	ITEM NO	BASIC DATA						IMPLEMENTATION DATES											
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity code	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	REMARKS
Planned	8	IFB No/LISGIS/SBA/R FQ/07/2025	Publication Services	J.5813	Assorted	500.00	RFQ	19-Feb-25	24-Feb-25	3-Mar-25	4-Mar-25	18-Mar-25	21-Mar-25	28-Mar-25	4-Apr-25	N/A	18-Apr-25	19-May-25	
Update																			
Actual																			
Planned	9	IFB No/LISGIS/SBA/R FQ/08/2025	ICT Equipment & Accessories	G-4651	Assorted	6,000.00	RFQ	19-Feb-25	24-Feb-25	3-Mar-25	4-Mar-25	18-Mar-25	21-Mar-25	28-Mar-25	4-Apr-25	N/A	18-Apr-25	19-May-25	
Update																			
Actual																			
Planned	10	IFB No/LISGIS/SBA/R FQ/09/2025	Scratch cards	G-4653	400	2,000.00	RFQ	19-Feb-25	24-Feb-25	3-Mar-25	4-Mar-25	18-Mar-25	21-Mar-25	28-Mar-25	4-Apr-25	N/A	18-Apr-25	19-May-25	
Update																			
Actual																			
Planned	11	IFB No/LISGIS/SBA/SS /01/2025	Guards & Security Services	N 8010	1-Firm	43,740.00	SS	17-Feb-25	18-Feb-25	20-Feb-25	N/A	N/A	N/A	N/A	20-Feb-25	N/A	N/A	31-Dec-25	
Update																			
Actual																			
Sub-Total						52,240.00													
Grand Total						93,196.00													

Signed:

T. Monroe Wesso
Procurement Director

Date:

Feb. 21, 2025

Approved:

Richard F. Ngfuan
Director General/Chairman PC.

Date:

Feb. 28, 2025

LISGIS 2025 RECURRENT BUDGET AND SPENDING PLAN													
FISCAL YEAR 2025(January 1, 2025, to December 31, 2025)		Spending Plan Projections											
DESCRIPTION	Total FY-2025 Total Budget	January	February	March	April	May	June	July	August	September	October	November	December
11404 - Administration and Management	1,800,640.00	139,953.66	139,953.66	139,953.66	139,953.66	139,953.66	139,953.66	139,953.66	139,953.66	139,953.66	139,953.66	139,953.66	139,953.66
211101: Basic Salary - Civil Service	1,679,444.00	139,953.66	139,953.66	139,953.66	139,953.66	139,953.66	139,953.66	139,953.66	139,953.66	139,953.66	139,553.66	139,953.66	139,953.66
Total Personnel Cost	1,679,444.00	139,953.66	139,953.66	139,953.66	139,953.66	139,953.66	139,953.66	139,953.66	139,953.66	139,953.66	139,953.66	139,953.66	139,953.66
221501: Repair and Maintenance Generators	2,600.00		2,600.00										
2211209: Scratch-Cards	2,000.00		2,000.00										
221401: Fuel and Lubricants - Vehicles	9,000.00				9,000.00								
221105: Domestic Travel-Daily Subsistence													
221402: Fuel and Lubricants - Gener.	3,000.00				3,000.00								
221502: Repairs and Maintenance - Veh.	6,356.00		6,356.00										
221504: Rep\& Maint.Mach\& Equip.Furniture	3,000.00				3,000.00								
221601: Cleaning Materials and service	7,500.00		7,500.00										
221602: Stationery	6,000.00				6,000.00								
221618: Computer Supplies, Parts and Cabling	6,000.00		6,000.00										
221603: Printing, Binding, Publication	4,000.00				4,000.00								
221704: Feasibility Studies/Surveys													
222109: Operational Expenses													
222113: Guard and Security Services	43,740.00	3,645.00	3,645.00	3,645.00	3,645.00	3,645.00	3,645.00	3,645.00	3,645.00	3,645.00	3,645.00	3,645.00	3,645.00
222121: Other Legal Fees	8,000.00				8,000.00								
222123: Other Compensations													
232301: ICT infrastructure													
Total Goods and Services	101,196.00												
26 Grant	20,000.00		20,000.00										
263648: Transfer to Gender Responsive Planning & Budgeting (GRPB)													
265401: Transfer to Individuals (Students)													
Total Transfers	20,000.00	-	-	-	-	-	-	-	-	-	-	-	-
31 Non-Financial Assets	-	-	-	-	-	-	-	-	-	-	-	-	-
312401: Other Fixed Assets	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Recurrent	1,800,640.00	143,598.74	188,054.66	143,598.66	176,598.66	143,598.66	143,598.66	143,598.66	143,598.66	143,598.66	143,598.66	143,598.66	143,598.66

Signed by:

Lawrence B. Yanka
Comptroller/LISGIS

Date:

Feb 4, 2025

Approved by:

Hon. Richard Fatorma Ngafuan
Director General

Date:

February 4, 2025



Liberia Institute of Statistics and Geo-Information Services

Procurement Plan (SBA) Explanatory Notes

Source of Funding: National Budget/MFDP

Fiscal Year: 2025

Item No.	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	CONTENT/EXPLANATION OF CONTRACT PACKAGE
1.	IFB No/LISGIS/SBA/RB/01/2025	Petroleum Products (Diesel and Gasoline)	This package is intended for procurement of Fuel for LISGIS' vehicle and generators. The package is a combination of the lines- 221401: (Fuel and Lubricants – Vehicle) and 221402: (Fuel and Lubricants Generator).
2.	IFB No/LISGIS/SBA/RFQ/01/2025	Vehicle Repairs and Maintenance	This is intended to hire a firm for the provision of vehicle repairs and maintenance services for the LISGIS.
3.	IFB No/LISGIS/SBA/RFQ/02/2025	Generator Repair and Maintenance Services	This package is intended to hire a firm for the provision of repairs and maintenance services for the LISGIS' power generators.
4.	IFB No/LISGIS/SBA/RFQ/03/2025	Repairs and Maintenance of Mach/Equip	This package is intended to hire a firm to carry out repairs and maintenance services for LISGIS Office Equipment/Machinery. It is from the Budget line -21504: Rep& Maint. Mach&Equip, Furniture.
5.	IFB No/LISGIS/SBA/RFQ/04/2025	Assorted Stationery	This package is intended for purchase of Assorted stationery for LISGIS' use. It's intended to procure a range of Cartridges, inks, papers and other items to be specified.
6.	IFB No/LISGIS/SBA/RFQ/05/2025	Cleaning Materials	This package is intended for purchase of Assorted Cleaning Materials to be used for janitorial services at LISGIS. It's intended to procure a range of goods to include: Chloride, Chlorine, Soaps, Brooms, Mops, gloves, and other items to be identified. It is from the budget line 221601: Cleaning

380
3/13/25

3/14/25

PPCC
OFFICE OF THE
EXECUTIVE
DIRECTOR
Procurement Commission

			Materials and service.
7.	IFB No/LISGIS/SBA/RFQ/06/2 025	Printing and Binding Services	This package is intended to hire a firm to provide printing and binding services to LISGIS for the Fiscal Year 2025. It comes from the budget line : 221603 : Printing, Binding, Publication
8.	IFB No/LISGIS/SBA/RFQ/07/2 025	Publication Services	This contract package is intended to hire the services of a publication firm to publish relevant statistical and administrative data for LISGIS. It comes from the budget line: 221603 - Printing, Binding, and Publication.
9.	IFB No/LISGIS/SBA/RFQ/08/2 025	ICT Equipment & Accessories	This package comes from the budget line 221618: Computer Supplies, Parts and Cabling. It is intended to procure computers, hard drives and other ICT related supplies to be specified.
10.	IFB No/LISGIS/SBA/RFQ/09/2 025	Scratch Cards	This package is intended for the purchase of communication cards from the Lone star and Orange GSM companies.
11.	IFB No/LISGIS/SBA/SS/01/202 5	Guard and Security Services	This package is intended to hire a security firm to provide guards and security services for LISGIS. The management desires to continue with the services of the current service provider- PROSECOM due to their satisfactory performances overtime with LISGIS.
12.	N/A	Other Legal Fees	The Institution is indebted to a firm, Messrs. Central Law Offices and intends to pay the amount of Eight Thousand United States Dollars (US\$ 8,000.00) in settlement.

Prepared By: 

Date: Feb. 21, 2025

T. Monroe Wesso
Procurement Director


3/13/25

