



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/0033/25'

January 20, 2025

Hon. Garmai Koboi
DIRECTOR-GENERAL
Liberia Intellectual Property Office
Monrovia, Liberia

Dear Hon. Koboi:

Subj: APPROVAL OF ANNUAL PROCUREMENT PLAN FOR FISCAL YEAR 2025

We present our compliments and wish to acknowledge receipt of your communication dated January 13, 2025, which sought the approval of the Commission for Liberia Intellectual Property Office (LIPO) Annual Core and SBA Procurement Plan for 2025:

Following thorough review, the Commission hereby approves the Liberia Intellectual Property Office (LIPO) Annual Procurement Plan for fiscal year 2025 in accordance with *Section 40 (3)* of the PPCA, 2010, and informs LIPO 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, *Chairman*
CHIEF EXECUTIVE OFFICER





REPUBLIC OF LIBERIA

LIBERIA INTELLECTUAL PROPERTY OFFICE

Old Labor Ministry Building
U.N. Drive, Monrovia



Office of the Director General
+231-775-567-637/888-899-002
Email Address: garmaikoboi@gmail.com

LIPO/DG/GK/RL/2025/005

January 13, 2025

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


Re: Submission of LIPO Procurement Plan and Cash Plan for 2025

Dear Hon. Johnson

We present our compliments and write to inform your honorable office about the submission of our entity procurement plan for fiscal year 2025, which include copy of the budget celling the draft procurement plan and cash plan along with LIPO Project plan and budget.

Thank for your usual cooperation.

Yours sincerely,


Hon. Garmai Koboi
Director General
LIPO

John Sumo
0776591767

TIME: 12:38 AM
01/13/25


Developing and Protecting Innovation, Creation, and Invention

LIBERIA INTELLECTUAL PROPERTY OFFICE (LIPO)
PROCUREMENT PLAN (SBA Core budget)
Source of Funding: GOL/Internal Generated Revenue
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	QTY	BUSINESS ACTIVITY CODE	ESTIMATE D COST (USD)	PROCU REMEN T METHO D	TECHNICAL SPECS/BOQ/ DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/P UBLIC 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. LIPO/SBA/R FQ/001/25	Stationery	G-4761	Assorted	10,00	RFQ	6/23/25	6/26/25	6/30/25	7/13/25	7/24/25	7/28/25	7/29/25	8/17/25	N/A	12/22/25	12/31/25	
UPDATE																			
ACTUAL																			
PLANNED	2.	IFB No. LIPO/SBA/R FQ/002/25	PETROLEUM PRODUCT	G-4661	4.21@1,824.22 gallons	7,680	RFQ	6/23/25	6/26/25	6/30/25	7/13/25	7/24/25	7/28/25	7/29/25	8/17/25	N/A	12/22/25	12/31/25	
UPDATE																			
ACTUAL																			
SUB TOTAL						\$ 17,680 USD													

Prepared by: Alford S. Wiggins
Procurement Director/ Manager

Approved by: [Signature]
DIRECTOR GENERAL (LIPO)

Date: 1/13/25


[Signature]
1/20/25

LIBERIA INTELLECTUAL PROPERTY OFFICE
PROCUREMENT PLAN (SBA Core budget)
Source of Funding: GOL/Internal Generated Revenue
Fiscal Year: 2025

	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	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	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARK
PLANNED	3.	IFB No. LIPO/SBA/R FQ/003/25	INTERNE CONNECTIVITY	J-6110	1 Firm	3,500	RFQ	6/23/25	6/26/25	6/30/25	7/13/25	7/24/25	7/28/25	7/29/25	8/17/25	8/17/25	N/A	12/22/25	12/31/25	
PDATE																				
CTUAL																				
LANI	4.	IFB No. LLIPO/SBA/R FQ/004/25	CLEANING MATERIAL & SERVICES	G-4773	ASSORTED	6,542	RFQ	6/23/25	6/26/25	6/30/25	7/13/25	7/24/25	7/28/25	7/29/25	8/17/25	N/A	12/22/25	12/31/25	CLEANING MATERIAL & SERVICES	
PDATE																				
CTUAL																				
SUB TOTAL						\$10,042 USD														

Prepared by: Alford S. Higgins
Procurement Director/ Manager

Approved by: A. K. K. K.
DIRECTOR GENERAL LIPO

Date: 11/13/25


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1/20/25

LIBERIA INTELLECTUAL PROPERTY OFFICE
PROCUREMENT PLAN (SBA Core budget)
Source of Funding: GOL/Internal Generated Revenue
Fiscal Year: 2025

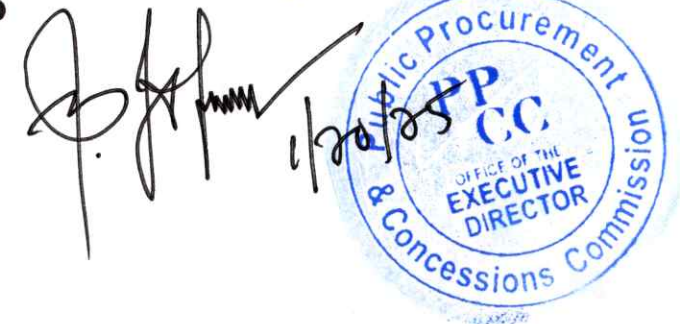
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	ITEM NO.	BASIC DATA						IMPLEMENTATION DATES											
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	QTY	BUSINESS ACTIVITY CODE	ESTIMATED COST (USD)	PROCU REMEN T METHO D	TECHNICAL SPECS/BOQ/ DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/P UBLIC 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	5.	IFB No. LIPO/SBA/R FQ/005/25	VEHICLE REPAIR AND MAINTENANCE SERVICE	G4520	1 FIRM	1,440	RFQ	6/23/25	6/26/25	6/30/25	7/13/25	7/24/25	7/28/25	7/29/25	8/17/25	N/A	12/22/25	12/31/25	
UPDATE																			
ACTUAL																			
PLANNED	6.	IFB No. LIPO/SBA/R FQ/006/25	Event Catering	I5621	1 firm	3,784	RFQ	6/23/25	6/26/25	6/30/25	7/13/25	7/24/25	7/28/25	7/29/25	8/17/25	N/A	12/22/25	12/31/25	
UPDATE																			
ACTUAL																			
SUB TOTAL						\$ 5,224.00													

Prepared by: Alford S. Kiggins
Procurement Director/ Manager

Approved by: R. Kooni
DIRECTOR GENERAL LIPO

Date: 1/13/25

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1/20/25



LIBERIA INTELLECTUAL PROPERTY OFFICE
PROCUREMENT PLAN (SBA CORE BUDGET)
Source of Funding: GOL/Internal Generated Revenue
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	QTY	BUSINESS ACTIVITY CODE	ESTIMATED COST (USD)	PROCU REMEN T METHO D	TECHNICAL SPECS/BOQ/ DRAWINGS	PREP. OF BID DOCUMEN T	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/P UBLIC 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	7.	IFB No. LLIPO/SBA/ RFQ/007/25	Printing and Binding Service	C1812	I FIRM	4,464	RFQ	6/23/25	6/26/25	6/30/25	7/13/25	7/24/25	7/28/25	7/29/25	8/17/25	N/A	12/22/25	12/31/25	
UPDATE																			
ACTUAL																			
PLANNED	8.	IFB No. LLIPO/SBA/ RFQ/008/25	Repairs & Maintenance Gen.	C3314	I firm	2,340	RFQ	6/23/25	6/26/25	6/30/25	7/13/25	7/24/25	7/28/25	7/29/25	8/17/25	N/A	12/22/25	12/31/25	
		SUB TOTAL				\$6,804													

Prepared by: Alford S. Higgins
Procurement Director/Manager

Approved by: C. Kadi
DIRECTOR GENERAL LIPO

Date: 1/13/25

25810
1/20/25

[Signature]
1/20/25



**LIBERIA INTELLECTUAL PROPERTY OFFICE
PROCUREMENT PLAN (SBA CORE BUDGET)**

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	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	9.	IFB No. LLIPO/SBA/ RFQ/009/25	Office Furniture	Assorted	G4659	8,100	RFQ	6/23/25	6/26/25	6/30/25	7/13/25	7/24/25	7/28/25	7/29/25	8/17/25	N/A	12/22/25	12/31/25	
UPDATE																			
ACTUAL																			
PLANNED	10.	IFB No. LLIPO/SBA/ RFQ/010/25	Cartridges	G4741	4 sets	3,205.88	RFQ	6/23/25	6/26/25	6/30/25	7/13/25	7/24/25	7/28/25	7/29/25	8/17/25	N/A	12/22/25	12/31/25	
UPDATE																			
ACTUAL																			
SUB TOTAL						\$11,305.88													
GRAND TOTAL						\$51,055.88													

Prepared by: Alford S. Higgins
Procurement Director/Manager

Approved by: [Signature]
DIRECTOR GENERAL LIPO

Date: 1/13/25

[Signature]
1/20/25



LIBERIA INTELLECTUAL PROPERTY OFFICE (LIPO)
PROCUREMENT PLAN (SBA Core budget)
Source of Funding: GOL/Internal Generated Revenue
EXPLANATORY NOTES
Fiscal YEAR: 2025

Item No	Contract Package Code	Contract Package	Content of Contract Package
1	IFB No. LIPO/SBA/RFQ/001/25	Stationery Materials	<p>This contract package from the GOL budget line item and is intended to procure the following items:</p> <p>A. A4 Sheet30 CTN</p> <p>B. A4 Manila Folder7 PKS</p> <p>C. A4 Envelope12 CTN</p> <p>D. Legal Sheet15 CTN</p> <p>F. Note Pad6 DOZ</p> <p>G. Ball Pen2 CTN</p> <p>H. Toner7 CTN</p> <p>I. Stick on Pad12 PKS</p> <p>J. Marker2CTN</p> <p>L. Box File15 CTN</p> <p>M. Cartridge 30515 CTN</p>



Handwritten signature
1/20/25

			N. Cartridge HP 63.....10 sets O. 123 Cartridges.....10 sets P. LaserJet Pro MFP M277dw.....6pcs Q. CERTIFICATE SHEETS17CTN R. Flash drive 8GB.....24pcs S. Staple pin (S&L).....12pks T. Staple Machine Large.....12pcs U. Paper Clip (S & L).....24pks V. Hanging Folder.....10ctn W. Correction Fluid Pen.....10pk X. Extension Cord.....24pcs Y. Ledger Book (Hard Back).....24pcs TOTAL= \$10,000.00USD
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Handwritten signature and date: 1/20/25


Prepared by: *Afford S. Kiggins*
 Procurement Director/Manager

Approved by: *G. Koro*
 DIRECTOR GENERAL LIPO

Date: *1/13/25*

LIBERIA INTELLECTUAL PROPERTY OFFICE (LIPO)
PROCUREMENT PLAN (SBA Core budget)
Source of Funding: GOL/Internal Generated Revenue
EXPLANATORY NOTES
Fiscal YEAR: 2025

2	IFB No. LIPO/SBA/RFQ/002/25	FUEL & LUBRICANT	<p>This Contract Package is from the GOL budget line-item FUEL & LUBRICANT</p> <p>and is intended to procure FUEL</p> <p>4.21@1,824.226 GALLONS</p> <p>TOTAL =\$7,680.00 USD</p>
3	<p>IFB No. LIPO/SBA/ RFQ/003/25</p> <p><i>Handwritten signature and date: 1/20/25</i></p>	<p>Cleaning Material Services</p> <p><i>Handwritten signature and date: 1/20/25</i></p> <p><i>Official stamp: PUBLIC PROCUREMENT COMMISSION, OFFICE OF THE EXECUTIVE DIRECTOR, & CONCESSIONS</i></p>	<p>This contract package is from the GOL budget line-item Cleaning Material Services</p> <p>and is intended to procure the following items:</p> <ul style="list-style-type: none"> • Hand Sanitizers m/s2ctns • Clorox15ctns • Air Freshener15dozen • Tissue30sacks • Dettol15ctns

			<ul style="list-style-type: none"> • Towel.....24dozen • Floor Mob.....12dozen • Hand washing Soap.....12CTN • Office Broom.....8dozen • Glass cleaner.....4CTN • Mr. Flush.....6dozen • Napkin.....10CTN • Tie Soap(Saba).....20SACK • Green Alcohol.....2CTN • Hand Gloves.....24 pairs <p>TOTAL \$6,542.00 USD</p>
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Prepared by: Afford S. Higgins
Procurement Director/Manager

Approved by: A. Kapi
DIRECTOR GENERAL LIPO

Date: 1/20/25

A. Higgins
1/20/25

LIBERIA INTELLECTUAL PROPERTY OFFICE (LIPO)
PROCUREMENT PLAN (SBA Core budget)
Source of Funding: GOL/Internal Generated Revenue
EXPLANATORY NOTES

Fiscal YEAR: 2025

4		ELECTRICITY SERVICE (LEC)	<p>This contract package is from the GOL budget line-item Electricity Services and is intended to procure Electricity from LEC for LIPO. This package will be provided by the LEC who is the sole distributor of Electricity in the Country.</p> <p>Total = 7,200.00 USD</p>
5	IFB No. LIPO/SBA/RFQ/005/25	Internet Connectivity	<p>This Contract Package is from the GOL budget line-item Internet Service and is intended to procure Internet for LIPO</p> <p>TOTAL =\$3,500.00 USD</p>

Prepared by:

Afford S. Higgins
Procurement Director/ Manager

Approved by:

[Signature]

DIRECTOR GENERAL LIPO

Date:

11/13/25

[Signature]
1/30/25

LIBERIA INTELLECTUAL PROPERTY OFFICE (LIPO)
PROCUREMENT PLAN (SBA Core budget)
Source of Funding: GOL/Internal Generated Revenue
EXPLANATORY NOTES
Fiscal YEAR: 2025

6	IFB No. LIPO/SBA/RFQ/006/25	VEHICLE REPAIR AND MAINTENACE SERVICE	<p>This contract package is from Internal generated revenue budget line-item VEHICLE REPAIR AND MAINTENACE SERVICE and is intended to provide repair and maintenance service for LIPO vehicles. Being the only Travel bus dealer in the county, Alliance Motor Corporation will offer this package.</p> <p>Total = 1,440.00 USD</p>
7	IFB No. LIPO/SBA/RFQ/007/25	Event Catering	<p>This contract package is from the internally generated revenue budget line-item event catering, and is intended to provide catering service for LIPO.</p> <p>TOTAL =\$3,784.00 USD</p>

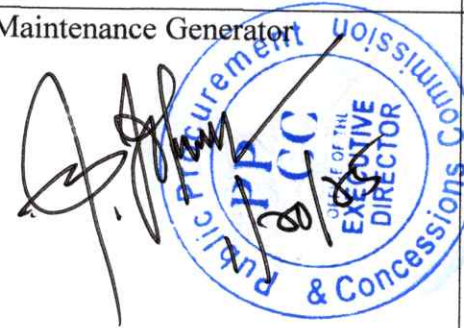
Prepared by: Afford S. Higgins
Procurement Director/ Manager

Approved by: _____

Date: 1/13/25

LIBERIA INTELLECTUAL PROPERTY OFFICE (LIPO)
PROCUREMENT PLAN (SBA Core budget)
Source of Funding: GOL/Internal Generated Revenue
EXPLANATORY NOTES
Fiscal YEAR: 2025

8	IFB No. LIPO/SBA/RFQ/008/25	Printing and Binding Service	<p>This contract package is from internally generated revenue budget line-item Printing & Binding Service, which is intended for printing, binding, and publication services for use by LIPO.</p> <p>Total = 4,464.00 USD</p>
9	IFB No. LIPO/SBA/RFQ/009/25	Repairs & Maintenance Generator	<p>This Contract Package is from internally generated revenue budget line-item Repairs & Maintenance Generator and is intended to provide Repairs & Maintenance on LIPO generator.</p> <p>TOTAL =\$2,340.00 USD</p>



Handwritten in blue ink:
 45810
 11/20/25

Prepared by: Alford S. Kiggins
 Procurement Director/Manager

Approved by: [Signature]

Date: 11/13/25

LIBERIA INTELLECTUAL PROPERTY OFFICE (LIPO)
PROCUREMENT PLAN (SBA Core budget)
Source of Funding: GOL/Internal Generated Revenue
EXPLANATORY NOTES
Fiscal YEAR: 2025

10	IFB No. LIPO/SBA/RFQ/010/25	Office Furniture	This contract package is from Internal generated revenue budget line-item Office Furniture and is intended to procure Office Furniture for LIPO. Total = 8,100.00 USD
11	IFB No. LIPO/SBA/RFQ/011/25	Cartridges	This Contract Package is from internal generated revenue budget line-item Cartridges and is intended to procure Cartridges for LIPO. TOTAL = \$3,205.88 USD

Prepared by: Afford S. Wiggins
Procurement Director/Manager

Approved by: _____

Date: 1/13/25

1/20/25