



REPUBLIC OF LIBERIA  
**PUBLIC PROCUREMENT & CONCESSIONS COMMISSION**  
EXECUTIVE MANSION GROUNDS, CAPITOL HILL, MONROVIA, LIBERIA  
WEBSITE: [www.ppcc.gov.lr](http://www.ppcc.gov.lr) EMAIL: [info@ppcc.gov.lr](mailto:info@ppcc.gov.lr) PHONE SHORT CODE: 4357 Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Ref. PPCC/RL/CEO/0203/25'

January 23, 2025

Hon. Boakai A. M. Sirleaf  
**DIRECTOR-GENERAL**  
National Food Assistance Agency  
Monrovia, Liberia

Dear Hon. Sirleaf:

Subj: APPROVAL OF ANNUAL PROCUREMENT PLAN FOR FISCAL YEAR 2025

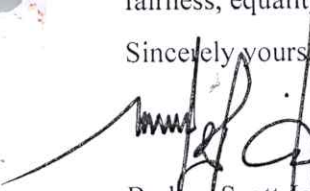
We present our compliments and wish to acknowledge receipt of your communication dated January 21, 2025, which sought the approval of the Commission for National Food Assistance Agency (NFAA) Annual Core and SBA Procurement Plan for 2025.

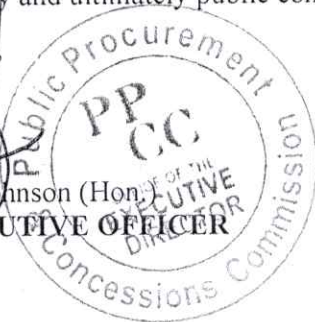
Following thorough review, the Commission hereby approves the National Food Assistance Agency (NFAA) Annual Procurement Plan for fiscal year 2025 in accordance with *Section 40 (3)* of the PPCA, 2010, and informs NFAA that the procurement plan will be duly forwarded to the Ministry of Finance and Development 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 (Hon.)  
**CHIEF EXECUTIVE OFFICER**



Regulating Procurement Compliance for National Development



**REPUBLIC OF LIBERIA**  
**NATIONAL FOOD ASSISTANCE AGENCY**  
**GIBSON AVENUE, FIAMAH SINKOR**  
**1000 Monrovia 10 Liberia**

[info@nfaa.gov.lr](mailto:info@nfaa.gov.lr)



Office of the Director General

Email: [dgnfaa@nfaa.gov.lr](mailto:dgnfaa@nfaa.gov.lr)

Cell #: 231-886-491629 /0777-491629

RL/NFAA-DG/BAMS/144 - '25

January 21, 2025

Hon. Bodger Scott Johnson  
**EXECUTIVE DIRECTOR**  
Public Procurement and Concessions Commission (PPCC)  
Executive Mansion Grounds, Capitol Hill  
Republic of Liberia

Dear Hon. Johnson:

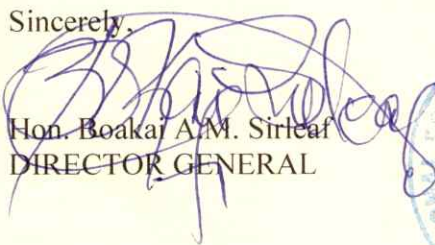
**Re: Submission of Procurement Plan for Fiscal Year 2025 (January 2025-December 2025)**

I present my sincere compliments on behalf of the National Food Assistance Agency and wish to kindly submit our Annual Procurement Plan (Fiscal year 2025) for your perusal and subsequent approval as enshrined in section 40(3) of the Public Procurement and Concession Act of 2010, which provides for procuring Entities in accordance to its approved programs, to prepare an annual Procurement Plan for goods, works, and services.

Attached herewith is our spending plan, explanatory notes, List of the Procurement Committee Members, Procurement Unit and the Budget Spread for your consideration.

As I look forward to your timely approval of the plan, I would like to assure you that the National Food Assistance Agency shall continue to remain in compliance with the PPCA in order to maintain transparency, competition and accountability within its procurement framework.

Sincerely,

  
Hon. Boakai A.M. Sirleaf  
DIRECTOR GENERAL



*John Suro*  
*01/21/2025*  
*TIME: 1:39 pm*

**National Vision: One People, One Nation United for Peace and Sustainable Development**





**REPUBLIC OF LIBERIA**  
**NATIONAL FOOD ASSISTANCE AGENCY**  
**GIBSON AVENUE, FIAMAH SINKOR**  
**1000 Monrovia 10 Liberia**  
[info@nfaa.gov.lr](mailto:info@nfaa.gov.lr)



20th Street, Gibson Avenue, Fiamah Monrovia.  
**PROCUREMENT PLAN (SBA)**  
Source of Funding: GOL CORE 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 (S)	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. NFAA/SBA/RFQ/001/25	Repair and Maintenance Vehicles	G4520	1 firm	7,200	RFQ	01/17/25	01/24/25	01/24/25	01/31/25	02/14/25	02/20/25	02/26/25	03/04/25	N/A	03/13/25	12/08/25		
UPDATE																				
ACTUAL																				
PLANNED	2	IFB NO. NFAA/SBA/RFQ/002/25	Repair and Maintenance Generator	C3314	1firm	1,200	RFQ	01/02/25	01/09/25	01/12/25	01/29/25	02/12/25	02/18/25	02/21/25	02/28/25	N/A	03/07/25	12/08/25		
UPDATE																				
ACTUAL																				
PLANNED	3	IFB NO. NFAA/SBA/FRQ/003/25	Cleaning Materials	G4773	ASSORTED	900	RFQ	01/02/25	01/09/25	01/12/25	01/29/25	02/12/25	02/18/25	02/21/25	02/28/25	N/A	03/07/25	12/08/25		
UPDATE																				
ACTUAL																				
Sub Total						9,300														

Prepared by: Lusu S. Zomah-Kamara 01/21/25.  
Lusu S. Zomah-Kamara/Procurement Officer

Approved By: Boakai A.M. Sirleaf  
Boakai A.M. Sirleaf/Director General/Chairman Proc. Committee

Date: 1/21/25



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NATIONAL FOOD ASSISTANCE AGENCY  
GIBSON AVENUE, FIAMAH SINKOR  
1000 Monrovia 10 Liberia  
[info@nfaa.gov.lr](mailto:info@nfaa.gov.lr)



20th Street, Gibson Avenue, Fiamah Monrovia.  
PROCUREMENT PLAN (SBA)  
Source of Funding: GOL CORE BUDGET  
FISCAL YEAR: 2025

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PLANNED	4	IFB NO. NFAA/SBA/RFQ/004/25	Stationaries	G4761	ASSORTED	1,200	RFQ	01/02/25	01/09/25	01/13/25	01/29/25	02/12/25	02/18/25	02/21/25	02/28/25	N/A	03/07/25	12/08/25		
UPDATE																				
ACTUAL																				
PLANNED	5	IFB NO. NFAA/SBA/RFQ/005/25	Employees ID Cards	C1811	1 Firm	630	RFQ	01/09/25	01/16/25	01/23/25	01/30/25	02/13/25	02/17/25	02/21/25	02/24/25	N/A	02/27/25	02/28/25		
UPDATE																				
ACTUAL																				
PLANNED	6	IFB NO. NFAA/SBA/RB/001/25	Guard and Security Services	N8010	1 firm	16,800	RB	01/02/25	01/09/25	01/13/25	01/29/25	02/17/25	02/24/25	02/28/25	03/07/25	N/A	03/14/25	10/03/25		
UPDATE																				
ACTUAL																				
Sub Total						18,630														

Prepared by: Lusu S. Zomah-Kamara 01/20/25  
Lusu S. Zomah-Kamara/ Procurement Officer

Approved By: Boakai A.M. Sirleaf  
Boakai A.M. Sirleaf/ Director General/Chairman Proc. Committee

Date: 1/21/25

4/23/25







REPUBLIC OF LIBERIA  
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GIBSON AVENUE, FIAMAH SINKOR  
1000 Monrovia 10 Liberia  
[info@nfaa.gov.lr](mailto:info@nfaa.gov.lr)



PROCUREMENT PLAN (SBA)  
Source of Funding: GOL CORE 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											
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PLANNED	7	IFB NO. NFAA/SBA/SS/001/25	Office Building Rental and Lease	F4100	1 firm	75,000	SS	01/20/25	N/A	01/27/25	N/A	N/A	N/A	N/A	01/31/25	N/A	02/05/25	02/07/25	
UPDATE																			
ACTUAL																			
Sub Total						75,000													
Grand Total						102,930													

Prepared by: Lusu S. Zomah-Kamara  
Lusu S. Zomah-Kamara/ Procurement Officer

Approved By: Boakai A.M. Sirleaf  
Boakai A.M. Sirleaf / Director General/Chairman Proc. Committee

Date: 1/21/25

1/23/25







**REPUBLIC OF LIBERIA**  
**NATIONAL FOOD ASSISTANCE AGENCY**  
**GIBSON AVENUE, FIAMAH SINKOR**  
**1000 Monrovia 10 Liberia**

[info@nfaa.gov.lr](mailto:info@nfaa.gov.lr)



20th Street, Gibson Avenue, Fiamah Monrovia.

**Explanatory Notes (SBA)**

**Source of Funding: GOL CORE BUDGET**

**Fiscal Year: 2024**

Item No.	Contract Package Code	Contract Package	Contract Description
1	IFB NO. NFAA/SBA/RFQ/001/25	Repair and maintenance vehicles	This contract package is meant to be applied to vehicles repair and maintenance services for four (4) vehicles for the period of ten months. This contract package is drawn from budget line Repair and maintenance vehicles
2	IFB NO. NFAA/SBA/RFQ/002/25	Repair and maintenance-Generator	This contract package is meant for acquiring generator spare parts, repair and maintenance services for the period of twelve months. This contract package is drawn from budget line Repair and maintenance vehicles.
3	IFB NO. NFAA/SBA/FRQ/003/25	Cleaning materials and services	This line item is meant to be applied to the purchase of Paper Tower, Tissue, Dettol, Chlorine, Chloral, Tar soap, Air Fresheners, Mop, Glass Cleaner and Gloves for NFAA facility cleaning and maintenance services for the period of one year. This contract package is drawn from budget line Cleaning Materials and Services.
4	IFB NO. NFAA/SBA/RFQ/004/25	Stationaries	This contract package will be applied to the purchase of assorted Stationary Items and INKS such as: legal paper, A4 paper, white board, white board maker, note pad, paper glue, pen, flip charts, and (INKS) 305A, 05A, 951, 959 and 737 for NFAA daily operational uses. This contract package is drawn from budget line Stationary.
5	IFB NO. NFAA/SBA/RFQ/005/25	Employees ID Cards	This contract package is meant to facilitate the preparation of 63 employees ID Cards at NFAA at the estimated cost of US\$630.00. it is drawn from the budget line Employee ID Card.
6	IFB NO. NFAA/SBA/RB/001/25	Guard and Security services	This contract package will be applied to hiring eight security guards from a recognized security firm to provide security services for NFAA facility on 20 <sup>th</sup> Street Fiamiah Monrovia during day and night hours. Each security guard will be paid the amount of \$175.00 monthly for eight securities amounting to \$1,400 monthly for the eight securities, and 16,800.00 annually. This contract package is drawn from budget line Guard and Security Services
7		Conferences, workshops, symposia, seminars	This contract package is intended to contract the services of a Professional Development Institution to provide specialized trainings to NFAA staff and also hire the services of a catering firm to provide food for workshops, programs and strategic meetings and also serve the rental of event hall for specialized

1/23/25

			program. The amount of US\$24,230 is allotted for this package. It is drawn from budget line Conferences, workshops, symposia, seminars.
8		Water and Sewage	This contract package is meant to hire the services of the Liberia Water and Sewage Cooperation (LWSC), for the provision of water and sewage services at the estimated cost of \$ 20.00 per month for the period of twelve months amounting to the total of \$240.00 annually.
9		Electricity	This contract package is meant for the payment of Liberia Electricity (LEC) bill at the estimated cost of \$ 300.00 per month amounting to the total of 3,600.00 annually.

Prepared by: J. Kamara 01/21/25.  
**Lusu S. Zomah-Kamara/ Acting Procurement Officer**

*h3010*  
*1/23/25*

Approved By: *[Signature]* Date: 1/21/25  
**Boakai A.M. Sirleaf/ Director General/ Chairman Proc. Committee**

*[Signature]*







REPUBLIC OF LIBERIA  
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GIBSON AVENUE, FIAMAH SINKOR  
1000 Monrovia 10 Liberia  
[info@nfaa.gov.lr](mailto:info@nfaa.gov.lr)



PROCUREMENT PLAN (NON-SBA)  
Source of Funding: GOL CORE BUDGET  
FISCAL YEAR: 2025

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
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PLANNED	1	IFB NO. NFAA/RFQ/001/25	Air ticket	N7911	1 Firm	1,800.00	RFQ	01/15/25	01/22/25	01/29/25	02/05/25	02/19/25	02/26/25	03/05/25	03/12/25	N/A	03/17/24	07/16/25		
UPDATE																				
ACTUAL																				
PLANNED	2	IFB NO. NFAA/RFQ/002/25	Vehicle Rental	H4922	1 firm	1,000.00	RFQ	01/15/25	01/22/25	01/29/25	02/05/25	02/19/25	02/26/25	03/05/25	03/12/25	N/A	03/17/24	12/16/25		
UPDATE																				
ACTUAL																				
PLANNED	3	IFB NO. NFAA/RFQ/003/25	Internet Connectivity	J6120	1 firm	3,000	RFQ	01/14/25	01/22/25	01/21/25	02/05/25	02/19/25	02/26/25	03/05/25	03/12/25	N/A	03/31/25	12/9/25		
UPDATE																				
ACTUAL																				
Sub Total						5,800														

Prepared by:

*Lusu S. Zomah-Kamara* 1/21/25

Lusu S. Zomah-Kamara/ Procurement Officer

Approved By:

*Boakai A.M. Sirleaf*  
Boakai A.M. Sirleaf / Director General / Chairman Proc. Committee

Date:

1/21/25

*1/23/25*





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[info@nfaa.gov.lr](mailto:info@nfaa.gov.lr)



PROCUREMENT PLAN (NON-SBA)  
Source of Funding: GOL CORE BUDGET  
FISCAL YEAR: 2025

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
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PLANNED	4	IFB NO. NFAA/RFQ/004/25	Scratch cards	J6190	1524pcs @US\$5	7,620	RFQ	01/03/25	01/07/25	01/10/25	01/13/25	01/24/25	01/27/25	01/29/25	01/30/25	N/A	01/31/25	12/09/25		
UPDATE																				
ACTUAL																				
PLANNED	5	IFB NO. NFAA/RB/001/25	Petroleum products	G4661	8772.1GAL @4.3	37,720	RB	01/15/25	01/22/25	01/29/25	02/05/25	02/19/25	02/26/25	03/05/25	03/12/25	N/A	03/17/24	12/05/25		
UPDATE																				
ACTUAL																				
PLANNED	6	IFB NO. NFAA/RFQ/005/25	Vehicle insurance	K6512	1 Firm	3,000	RFQ	01/15/25	01/22/25	01/29/25	02/05/25	02/19/25	02/26/25	03/05/25	03/12/25	N/A	03/17/24	03/20/25		
UPDATE																				
ACTUAL																				
Sub Total						48,340														

Prepared by:

*Lusu S. Zomah-Kamara* 01/21/25

Lusu S. Zomah-Kamara/ Procurement Officer

Approved By:

*Boakai A.M. Sirleaf*  
Boakai A.M. Sirleaf/ Director General/Chairman Proc. Committee

Date:

1/21/25

*Lusu S. Zomah-Kamara*  
1/23/25



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GIBSON AVENUE, FIAMAH SINKOR  
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[info@nfaa.gov.lr](mailto:info@nfaa.gov.lr)



PROCUREMENT PLAN (NON-SBA)  
Source of Funding: GOL CORE BUDGET  
FISCAL YEAR: 2025

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	2	BASIC DATA						IMPLEMENTATION DATES											
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PLANNED	7	IFB NO. NFAA/NCB/001/25	Vehicle purchase	G4510	4 Units	119,000	NCB	01/13/25	01/20/25	01/27/25	02/03/25	02/28/25	03/07/25	03/12/25	03/17/25	N/A	03/24/25	03/31/25	
UPDATE																			
ACTUAL																			
Sub Total						119,000													
Grand Total						173,140													

Prepared by: *Lusu S. Zomah-Kamara* 01/21/25.  
Lusu S. Zomah-Kamara/ Procurement Officer

*11/23/25*

Approved By: *Boakai A. M. Sirleaf*  
Boakai A. M. Sirleaf / Director General / Chairman Proc. Committee

Date: 1/21/25





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[info@nfaa.gov.lr](mailto:info@nfaa.gov.lr)



**Explanatory Notes (Non-SBA)**  
**Source of Funding: GOL CORE BUDGET**  
**Fiscal Year: 2025**

Item No.	Contract Package Code	Contract Package	Contract Description
1	IFB NO. NFAA/RFQ/001/25	Foreign Travel – Means (Air ticket)	This contract package is intended to hire the services of a travel agency to supply air tickets when staffs are travelling out of Liberia for official meetings, conferences, and workshops. This contract package is drawn from budget line Foreign Travel means.
2	IFB NO. NFAA/RFQ/002/25	Vehicle Rental (Domestic Travel means)	This contract package is intended to hire the services of a firm to supply vehicles for local travels of staff within and outside Monrovia for the purpose of field operations (assorted food items distributions and data collections). This contract package is drawn from budget line Domestic Travel means.
3	IFB NO. NFAA/RFQ/003/25	Internet Connectivity	This contract package is intended to hire the services of Internet Service Provider (ISP) to provide internet connection services for official use. This contract package is drawn from budget line Telecommunication, internet, postage and courier.
4	IFB NO. NFAA/RFQ/004/25	Scratch cards	This contract package is intended to acquire assorted Lonestar and Orange scratch cards for staffs to facilitate coordination and information flow in NFAA operations. This contract package is drawn from budget line Scratch cards.
5	IFB NO. NFAA/SBA/SS/001/25	Office Building Rental and Lease	This contract package is intended to cover the annual rental payments for use of the office building for NFAA operations. This contract package is drawn from budget line Office Building Rental and Lease.
6	IFB NO. NFAA/RB/001/25	Petroleum products	This package is intended to procure gasoline for NFAA vehicles and diesel for generator at the estimated cost of \$ 37,720 for the period of 12 months. This contract package is drawn from budget lines Fuel and Lubricant vehicles and Fuel and Lubricant Generator
7	IFB NO. NFAA/RFQ/005/25	Vehicles insurance	This contract package is meant to ensure 4 NFAA vehicles for the period of 12 months each at the estimated cost of \$ 3,000.00. This contract package is drawn from budget line Vehicle insurance.
8	IFB NO. NFAA/NCB/001/25	Vehicles purchase	This contract package is intended to acquire four vehicles. One for the Director General at the estimated cost of \$45,500.00, one for the Deputy Director for Administration at the estimated cost of US\$24,500.00, one for the Deputy Director for Operation at the estimated cost of US\$24,500.00 and

1/23/25

1/21/25

		one for utility at the cost of US\$24,500.00. This contract package is drawn from budget line Transport Equipment-Vehicles
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Prepared by: *L. S. Zomah* d/21/25  
Lusu S. Zomah-Kamara/ Acting Procurement Officer

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

Boakai A.M. Sirleaf/ Director General/ Chairman Proc. Committee



*ASGP*  
*1/23/25*

