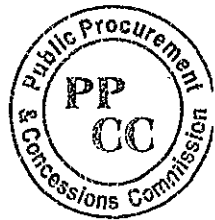




REPUBLIC OF LIBERIA

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/0458/25'**

April 1, 2025

Hon. Florence K. Geegbae
MANAGING DIRECTOR

National Housing Authority
Executive Mansion Grounds
Republic of Liberia

Dear Hon. Geegbae:

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 Housing Authority (NHA) Annual Procurement Plan. Following a thorough review, the Commission hereby approves the NHA annual procurement plan for the fiscal year 2025 in accordance with **Section 40 (3)** of the PPCA, 2010. The Commission further informs the NHA 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 NHA submit its contract award information report and contract copies for the Fiscal Year 2024.

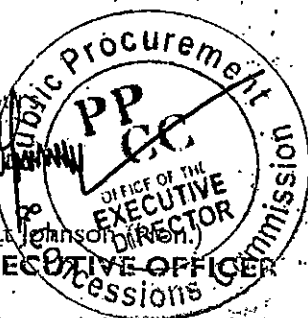
The Commission counsels that you observe **Section 40 (5) of the PPCA, 2010**, which states that *"each Procuring Entity, shall, quarterly and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes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





**REPUBLIC OF LIBERIA
NATIONAL HOUSING AUTHORITY**

Capitol Hill
P.O. BOX 10-9026
1000 MONROVIA 10 LIBERIA



Office of the Managing Director

Contact: GSM: 0779007684 Email Address: fdukuly47wvl@gmail.com

Ref: FKG/MD/NHA/101/25

March 4, 2025

Hon. Bodger Scott Johnson

Executive Director

Public Procurement & Concession Commission
Executive Mansion Grounds, Capitol Hill
Monrovia, Liberia

REF: SUBMISSION OF NHA ANNUAL PROCUREMENT PLAN FOR FISCAL YEAR 2025

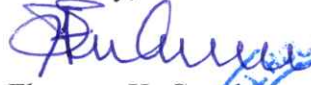
Dear Hon. Johnson,

I extend my sincere compliments and hereby submit the National Housing Authority Annual Procurement Plan for the fiscal period from January 1 to December 31, 2025, in accordance with Section 40 of the PPC Act.

Additionally, please find attached the Annual Budget and Cash Plan for FY2025, along with the list of members of the Procurement Committee and Procurement Personnel.

As we envisage a cordial relationship in the development of Liberia, please accept the assurance of our highest consideration.

Sincerely,


Florence K. Geoghegan
Managing Director



Received:
Theophilus S.B. Pollio
March 7 2025
Time: 11:17 AM



National Housing Authority (NHA)
Procurement Plan (Non-SBA)
Source of Funding GOL & 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
BASIC DATA								IMPLEMENTATION DATES											
	ITEM NO.	PACKAGE NUMBER (CODE)	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	REMARKS
Planned	1	IFB No: NHA/RB/001/2025	Petroleum Product	G - 4661	1000-Gallons	4,000.00	RB	3-Mar-25	12-Mar-25	14-Mar-25	25-Apr-25	15-May-25	23-May-25	3-Jun-25	6-Jun-25	N/A	30-Dec-25	31-Dec-25	
Update																			
Actual																			
Planned	2	IFB No: NHA/RFQ/001/2025	Stationery	G - 4761	Assorted	7,000.00	RFQ	21-Mar-25	1-Apr-25	10-Apr-25	30-Apr-25	20-May-25	26-May-25	4-Jun-25	6-Jun-25	N/A	30-Dec-25	31-Dec-25	
Update																			
Actual																			
Planned	3	IFB No: NHA/RFQ/002/2025	Repair/Maintenance/Vehicle	G - 4520	1-FIRM	1,000.00	RFQ	21-Mar-25	1-Apr-25	10-Apr-25	30-Apr-25	20-May-25	26-May-25	4-Jun-25	6-Jun-25	N/A	30-Dec-25	31-Dec-25	
Update																			
Actual																			
Planned	4	IFB No: NHA/RB/002/2025	ICT Infrastructure, Hardware/Network	G - 4741	1-FIRM	8,000.00	RB	3-Mar-25	12-Mar-25	14-Mar-25	30-Apr-25	15-May-25	23-May-25	3-Jun-25	6-Jun-25	N/A	30-Dec-25	31-Dec-25	
Update																			
Actual																			
Planned	5	IFB No: NHA/RFQ/003/2025	Air Tickets	N-7911	1- Firm	5,000.00	RFQ	21-Mar-25	1-Apr-25	10-Apr-25	30-Apr-25	20-May-25	26-May-25	4-Jun-25	6-Jun-25	N/A	30-Dec-25	31-Dec-25	
Update																			
Actual																			
Planned	6	IFB No: NHA/RFQ/004/2025	Furniture and Fixture	G-4659	Assorted	1,000.00	RFQ	24-Mar-25	31-Mar-25	10-Apr-25	30-Apr-25	20-May-25	29-May-25	9-Jun-25	9-Jun-25	N/A	30-Dec-25	31-Dec-25	
Update																			
Actual																			

[Signature]
03/31/25

[Signature]



		IFB No:	Vehicle															
Planne	7	NHA/RFQ/005	Insurance	K - 6512	1 - Firm	500.00	RFQ	24-Mar-25	31-Mar-25	10-Apr-25	30-Apr-25	20-May-25	29-May-25	9-Jun-25	9-Jun-25	N/A	30-Dec-25	31-Dec-25
Update		/2025																
Actual																		
Planne	8	NHA/RFQ/006	Rep/Maint-	C-3313	1 - Firm	500.00	RFQ	24-Mar-25	31-Mar-25	10-Apr-25	30-Apr-25	20-May-25	29-May-25	9-Jun-25	9-Jun-25	N/A	30-Dec-25	31-Dec-25
Update		/2025	Equip/Furn															
Actual																		
Grand Total						27,000.00												

NHA
Procurement Unit
Signed: Solomon Naimanney
Deputy Procurement Manager

Date: 02-25-25

Approved by: Madam Florence K. Seegbae
Managing Director

Date: 02-28-2025



03/31/25



National Housing Authority
Procurement Plan Explanatory Note(Non-SBA)
Source of Funding GOL & Internal Revenue
Fiscal Year/2025 (January-December)



Nos.	contract package code	contract package	content of contract package
1	IFB No: NHA/RB/001/2025	Petroleum Products (gasoline & diesel)	This package taken from Fuel & Lubricants, is to procure 1,000 gallons of gasoline @ 4, 000.00 (Operational Gas 3,000.00 & Vehicles 1, 000.00).
2	IFB No: NHA/RFQ/001/2025	Stationery	This Package, at 7, 000.00, is intended to procure assorted stationeries and supplies like A-4 sheets, Legal Sheets, Cartridges for for Printers, Note pad, Staple pins, Envelopes, perforators, and 1,000.00 for the procurement of in-house training materials totalling 8, 000.00.
3	IFB No: NHA/RFQ/002/2025	Repair/Maint. Vehicles	This package is intended to hire a firm to provide repair and mantainance services for the of the National Housing Authority, in the amount of 1, 000.00.
4	IFB No: NHA/RB/002/2025	ICT Infrastructure, Hardware & Network	This package is intended to hire an IT Company for the development of a complete web site for the National Housing Authority @ 8, 000.00.
5	IFB No: NHA/RFQ/003/2025	Air Ticket	This package is taken from budget line item Foreign Means of Travel @ 5, 000.00. it is intended to purchase Air Tickets for Senior Officials of NHA, for Foreign Assignment.
6	IFB No: NHA/RFQ/004/2025	Furniture & Fixture	This package refers to the cost of purcuring office furniture and fixture, desk, chairs file carbinat, etc, @ 1,000.00.
7	IFB No: NHA/RFQ/005/2025	Vehicle Insurance	This package is taken from the budget line item Vehicle Insurance, and is intended to hire a firm to provide comprehensive insurance for vehicles of the entity, in the amount of 500.00.
8	IFB No: NHA/RFQ/006/2025	Repair/Maint. Equip & Furniture	This contract package in the amount of US500, is intended to purcure repair and maintenance services for machine such as Air conditioner, refrigerators, generator, etc.

Signed: _____

Solomon Niamannay
Deputy Procurement Manager

Date: 02/28/25

Approved: _____

Madam Florence K. Geegbae
MANAGING DIRECTOR

Date: _____



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03/31/25

[illegible]

Date: 02-25-25 Approved by: [Signature] Date: 02-28-2025
Madam Florence K. Geegbae
Managing Director



~~PO 03/31/25~~

National Housing Authority Consultancy Plan Explanatory Note

Source of Funding GOL & Internal Revenue
Fiscal Year/2025 (January-December)



Nos.	contract package code	contract package	
1	IFB No: NHA/QCBS/001/2025	Feasibility studies	This package is intended to hire the service of a firm to conduct feasibility studies of offtakers, for the provision of constructing affordable homes for Liberians in the 15-Counties.

Signed: _____

Solomon Niamanney
Deputy Procurement Manager

Date: 02-25-25

Approved: _____

Madam Florence K. Geegbae
MANAGING DIRECTOR

Date: _____



Handwritten signature and date:
03/31/25



Procurement Plan (SBA)
Source of Funding (GOL and NHA 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
BASIC DATA								IMPLEMENTATION DATES											
	ITEM NO.	PACKAGE NUMBER (CODE)	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 (MOBILITY)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS
Planned	1	IFB No: NHA/SBA/RFQ/001/2025	Repair/Maintenance/ICT Equipmt.	C - 9511	1 - Firm	700.00	RFQ	6-Mar-25	13-Mar-25	19-Mar-25	21-Mar-25	30-Apr-25	8-May-25	16-May-25	26-May-25	N/A	3-Jun-25	31-Dec-25	
Update																			
Actual																			
Planned	2	IFB No: NHA/SBA/RFQ/002/20	Vehicle Rental	N - 7710	1 - Firm	8,000.00	RFQ	6-Mar-25	13-Mar-25	19-Mar-25	21-Mar-25	30-Apr-25	8-May-25	16-May-25	26-May-25	N/A	3-Jun-25	31-Dec-25	
Update																			
Actual																			
Planned	3	IFB No: NHA/SBA/RFQ/003/2025	Computers supplies/ICT services	G - 4741	Assorted	500.00	RFQ	6-Mar-25	13-Mar-25	19-Mar-25	21-Mar-25	30-Apr-25	8-May-25	16-May-25	26-May-25	N/A	3-Jun-25	31-Dec-25	
Update																			
Actual																			
Planned	4	IFB No: NHA/SBA/RFQ/004/2025	Scratch Cards	J-6190	200pcs	1,000.00	RFQ	10-Mar-25	14-Mar-25	21-Mar-25	25-Mar-25	8-Apr-25	28-Apr-25	7-May-25	12-May-25	N/A	20-May-25	31-Dec-25	
Update																			
Actual																			
Planned	5	IFB No: NHA/SBA/RFQ/005/2025	Printing, Binding/Pub	C - 1811	1 - Firm	800.00	RFQ	10-Mar-25	14-Mar-25	21-Mar-25	25-Mar-25	8-Apr-25	28-Apr-25	7-May-25	12-May-25	N/A	20-May-25	31-Dec-25	
Update																			
Actual																			
Planned	6	NHA/SBA/RFQ/006/2025	Event /Catering	I - 5621	1 - firm	2,500.00	RFQ	10-Mar-25	14-Mar-25	21-Mar-25	25-Mar-25	8-Apr-25	28-Apr-25	7-May-25	12-May-25	N/A	20-May-25	31-Dec-25	
Update																			
Actual																			
Planned	7	IFB No: NHA/SBA/RFQ/007/2025	Cleaning Materials	G - 4773	1 - Firm	1,000.00	RFQ	11-Mar-25	19-Mar-25	25-Mar-25	11-Apr-25	25-Apr-25	9-May-25	16-May-25	21-May-25	N/A	27-May-25	31-Dec-25	
Update																			
Actual																			

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03/31/25




Planned	8	IFB NO: NHA/SBA/SS/001/2025	Land	L-6810	350 acres	10,000.00	SS	11-Mar-25	19-Mar-25	25-Mar-25	11-Apr-25	25-Apr-25	9-May-25	16-May-25	21-May-25	N/A	27-May-25	31-Dec-25	
Update																			
Actual																			
			Grand Total			24,500.00													

Signed: 
Solomon T. Naimanhey
Deputy Procurement Manager


Date: _____

Approved by:  Date: _____
Hon. Florence K. Geegbae
Managing Director





03/31/25



National Housing Authority Procurement Plan Explanatory Note(SBA)
Source of Funding GOL & NHA Internal Revenue
Fiscal Year/2025 (January-December)



Nos.	Contract Package Code	Contract package	content of contract package
1	IFB No: NHA/SBA/NCB/001/2025	Renovation Civil	This package under Repair/Maintainance-Civil was earlier excuted in the FY-2024 as captured in the FY-2024 Procurement Plan at a total cost US\$ 60,000.00. The NHA Management through the consolidated budget has budgeted in FY-2025 US\$ 30,000.00 to be paid against the total amount of US\$ 60,000.00. However, the NHA will contributed US\$ 20,000.00 through its Internal Revenue Generation and the balance US\$ 10,000.00 will be paid through the GOL Appropriation as captured in the FY-2025 National Budget.
2	IFB No: NHA/SBA/RFQ/001/2025	Rep / maint- ICT equipment services	This contract package is intended to hire contractor to carry out maintainance of ICT equipment @ \$700.00.
3	IFB No: NHA/SBA/RFQ/002/2025	Vehicle Rental Services	This package is taken from budget line domestic means of travel @ 7, 000.00, vehicle rental @ 1, 000.00, giving the sum of 8, 000.00. It is intended for the procurement of vehicle rental services to facilitate transportation for M&E Team, and others, on project sites amongst others.
4	IFB No: NHA/SBA/RFQ/003/2025	Micro-Soft Office Suit	This is taken from line item Computer Supplies & ICT Services, and intended to hire a firm to do installation services on computers for daily operations @ 500.00.
5	IFB No: NHA/SBA/RFQ/004/2025	Scratch Cards	Taken from the budget line Telecom, Internet, & Postage and intended to procure Scratch cards for use.
6	IFB No: NHA/SBA/RFQ/005/2025	Printing and Binding services	This contract is intended to hire a firm to print NHA letterheads ,bidding documents @500.00, and news papers @ 300.00, totalling 800.00.
7	IFB No: NHA/SBA/RFQ/006/2025	Events Catering	This contract package is taken from the budget line items Entertainment @ (1, 000.00), Catering @ (1, 500.00), which sum up to 2, 500.00. It is intended to procure catering services for Board Meetings, and workshops.
8	IFB No: NHA/SBA/RFQ/007/2025	Cleaning Materials	This package is taken from budgget line cleaning materials @ 500.00, and is intended for all janitorial supplies as Tussue, dettol, chlorine, brooms, towel, detergent floor mops,etc.
9	IFB No: NHA/SBA/SS/001/2025	Land	This contract package is taken from the budget line item land, It is intended to accure additional 350 acres of public plan in rural and urban areas for the construction of housing unit as a means of expanding the affordability of housing facilities for the people of Liberia.
10	IFB No: NHA/SBA/RFQ/007/2024	Training	This contract package is intended to hire a firm to provide training for employees thus building their capacity @USD2,000.00

Signed: _____

Solomon T. J. Naimanney
Deputy Procurement Manager

Date: _____

Approved by: _____

Madam Florence K. Geegbae
Managing Director

Date: _____

Handwritten signature and date:
03/31/25

