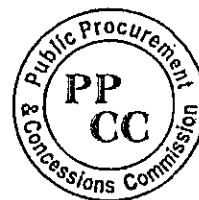




REPUBLIC OF LIBERIA
PUBLIC PROCUREMENT & CONCESSIONS COMMISSION
EXECUTIVE MANSION GROUNDS, CAPITOL HILL, MONROVIA, LIBERIA

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/0030/25'

January 20, 2025

Hon. Jeff B. Blibo
CHAIRPERSON
National Investment Commission
Monrovia, Liberia

Dear Hon. Blibo

Subj: APPROVAL OF ANNUAL PROCUREMENT PLAN FOR FISCAL YEAR 2025

We present our compliments and wish to acknowledge receipt of your communication dated January 16, 2025, which sought the approval of the Commission for National Investment Commission (NIC) Annual Procurement Plan for 2025.

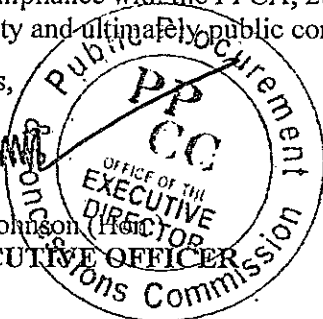
Following thorough review, the Commission hereby approves the National Investment Commission (NIC) Annual Procurement Plan for fiscal year 2025 in accordance with *Section 40 (3)* of the PPCA, 2010, and informs NIC that the procurement plan will be duly forwarded to the Ministry of Finance and Development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





REPUBLIC OF LIBERIA

NATIONAL INVESTMENT COMMISSION



Office of the Chairman

Ref: RL/NIC-C-JBB/301/'25

January 16, 2025

Hon. Bodger Scott Johnson

Chief Executive Officer

Public Procurement & Concession Commission (PPCC)

Capitol Hill, Monrovia, Liberia

Dear Hon. Johnson:

I wish to extend my sincere compliments and submit to your honorable office copy of NIC's Procurement Plans for the period of January 1, 2025 - December 31, 2025 in compliance with the PPC Act. These plans are to serve as the approved Non-SBA and SBA Procurement Plans for Fiscal Year 2025. Attached are copies of the explanatory notes, Budget allotment, and cash plan.

sted below are Members of the Procurement Committee

NO	NAME	POSITION	PHONE #	E-MAIL
1.	Hon. Melvin Sheriff-Executive Director	Chairperson/ PC	0777-544-842	melvinsheriff@investliberia.gov.lr
2.	Mr. Saye K. M. Dolo DFA	Co- Chairman	0777-088-828	skmdolo979@yahoo.com
3.	Mrs. Beatrice M. Cooper- Comptroller	Member	0886-648-604	beatrice_russell@gmail.com
4.	Mr. Patrick Y. Yeelegar- HR Manager/NIC	Member	0886-532-649	patrickyeelegar@gmail.com
5.	Margaret Philips----Legal	Member	0886-600-608	Marphil26@gmail.com
6.	Mr. Boimah K. Gibson Procurement Officer	Secretary	0888-409-194	boimahgibson@gmail.com

Member of the Procurement Department

NO.	NAME	POSITION	PHONE #
1.	Mr. Boimah K. Gibson	Procurement Officer	0888-409-194
2.	Miss. Rose T. Toe	Procurement Assistant	0775-917-835

Thanks immensely for your usual and kind consideration.

Jeff B. Bilibo
Chairman/NIC



John Amo

01/17/2025

TIME: 10:41AM

National Investment Commission

Procurement Plan - NON SBA

Source of Funding: Government of Liberia

Fiscal Year - 2025

[illegible]

Prepared by:

Boimah K. Gibson
head of Procurement

Approved by:

Hon. Jeff B. Blibo
Chairman

Date: 01/14/2023

National Investment Commission
Non – SBA Procurement Plan Explanatory Note
Source of Funding: Government of Liberia
Fiscal Year: 2025

Item NO.	Contract Package Code	Contract Package	Contract Package Content	AMOUNT
1.	IFB No. NIC/NCB/001/2025	Air Ticket	This amount is geared towards purchasing of Air tickets for Foreign Means of Travel.	31,143.00
2.	IFB No. NIC/RB/001/2025	Petroleum Products Diesel Gasoline	Six thousand, nine hundred and seventy point six gallons of Petroleum Products will be purchased for the use by NIC at the Unit Price of USD 5.00 considering fluctuation in the price of Petroleum Products. $(6,970.6g \times 5.00) = 34,853.00$. This amount was accumulated from fuel and lubricants for Vehicles and fuel and lubricants for generator.	34,853.00
3.	IFB No. NIC/RB/002/2025	Security Guard Services	The amount for this Package is geared towards hiring a Security Firm to provide Security personnel to protect NIC'S Offices, the Outside Parking lot and assets.	10,440.00
4.	IFB No. NIC/RB/003/2025	Vehicles	The amount for this Package is geared towards purchasing of Two (2) Vehicles for the Commission	52,000.00
5.	IFB No. NIC/NCB/002/2025	Generator	This amount is intended to purchase 65KVA Generator	15,000.00
SUB TOTAL				143,436.00



NOTE: Office Building Lease of USD 125,000.00 is handled by GSA.

Prepared by: _____

Boimah K. Gibson
Procurement Officer/ NIC

Approved by: _____

Hon. Jeff B. Blibo
Chairman/NIC

Date: _____

01/14/2025

Handwritten signature and date: 1/20/25





National Investment Commission
Non – SBA Procurement Plan Explanatory Note
Source of Funding: Government of Liberia
Fiscal Year: 2025

Item NO.	Contract Package Code	Contract Package	Contract Package Content	AMOUNT
6.	IFB No. NIC/RFQ/001/2025	Computer & Accessories	This amount is geared towards purchasing of Computers and its related materials.	3,499.00
7.	IFB No. NIC/RFQ/002/2025	Printing & Binding Services	This amount is going to be used to hire a Firm to provide Printing and Binding Services for the Commission.	2,000.00
8.	IFB No. NIC/RFQ/003/2025	Publication Services	The amount for this Package is geared towards hiring a Firm to provide advertisement services for the Commission.	3,000.00
		SUB -TOTAL		8,499.00
		GRAND TOTAL		151,935.00



NOTE: Office Building Lease of USD 125,000.00 is handled by GSA.

Prepared by: 
Boimah K. Gibson
Procurement Officer/ NIC

Approved by: 
Hon. Jeff B. Blibo
Chairman/ NIC

Date: 01/14/2025


11/20/25



National Investment Commission
Procurement Plan - SBA
Source of Funding Government of Liberia
Fiscal Year 2025

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	Item	Code	Cont. Package	Business Activity Code	Qty	Est. Cost USD	Procurement Method	Tech. Specs	Prepare Bid Doc./RFQ/LOI	Entity/PC App1	Advertise	Bid Sub/Pub. Opening	Bid Eva. Report	Entity Pc App.11	Cont. Award/Signature	Advance Payment/LC	Delivery	Acceptance & Final Payment	Remarks
Planned	1	IFB No:NIC/SBA/RFQ/001/25	Refuse Collection	E3811	1 Firm	3,137.00	RFQ	27-Dec-24	3-Jan-25	10-Jan-25	17-Jan-25	31-Jan-25	7-Feb-25	14-Feb-25	21-Feb-25	NIL	7-Mar-25	30-Dec-25	
Update																			
Actual																			
Planned	2	IFB No:NIC/SBA/RFQ/002/25	Repair & Maint. Civil	F4100	1 Firm	8,000.00	RFQ	27-Dec-24	3-Jan-25	10-Jan-25	17-Jan-25	31-Jan-25	7-Feb-25	14-Feb-25	21-Feb-25	NIL	7-Mar-25	30-Dec-25	
Update																			
Actual																			
Planned	3	IFB No:NIC/SBA/RFQ/003/25	Repair & Maint.- Vehicles	G4520	1 Firm	4,511.00	RFQ	30-Dec-24	6-Jan-25	13-Jan-25	20-Jan-25	3-Feb-25	10-Feb-25	17-Feb-25	24-Feb-25	NIL	25-Mar-25	30-Dec-25	
Update																			
Actual																			
Planned	4	IFB No:NIC/SBA/RFQ/004/25	Repair & Maint.- Generator	C3314	1 Firm	3,500.00	RFQ	30-Dec-24	6-Jan-25	13-Jan-25	20-Jan-25	3-Feb-25	10-Feb-25	17-Feb-25	24-Feb-25	NIL	10-Mar-25	29-Dec-25	
Update																			
Actual																			
Planned	5	IFB No:NIC/SBA/RFQ/005/25	Stationery	G4761	Assorted	5,902.00	RFQ	31-Dec-24	7-Jan-25	14-Jan-25	28-Jan-25	12-Feb-25	20-Feb-25	27-Feb-25	6-Mar-25	NIL	20-Mar-25	30-Dec-25	
Update																			
Actual																			
Sub Total						25,050.00													

Prepared by:

[Signature]
Boimah K. Gibson
Head of Procurement

Approved by:

[Signature]
Hon. Jeff B. Blibo
Chairman

Date:

01/14/2025



[Handwritten signature]
1/20/25

National Investment Commission
SBA Procurement Plan Explanatory Note
Source of Funding: Government of Liberia
Fiscal Year: 2025

Item NO.	Contract Package Code	Contract Package	Contract Package Content	AMOUNT
1.	IFB No. NIC/SBA/RFQ/001/2025	Refuse Collection	This amount is to be used to hire a Firm that will be responsible to collect and dispose NIC's garbage.	3,137.00
2.	IFB No. NIC/SBA/RFQ/002/2025	Repair & Maint. Of Civil	This amount is intended to hired a Firm to render services in giving the building a face lift.	8,000.00
3.	IFB No. NIC/SBA/RFQ/003/2025	Repair & Maint. Of Vehicles	The amount is for the purpose of hiring a Firm that will provide repair and maintenance services for the Commission's Vehicles.	4,511.00
4.	IFB No. NIC/SBA/RFQ/004/2025	Repair & Maint. Of Generator	A Firm will be hired on this amount to provide repair services on the Commission's Generators.	3,500.00
SUB-TOTAL				19,148.00

Prepared by: 
Boimah K. Gibson
Procurement Officer/ NIC

Approved by: 
Hon Jeff B. Blibo
Chairman NIC

Date: 01/14/2025 



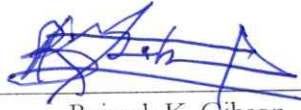


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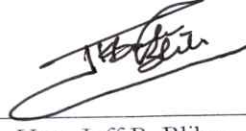
National Investment Commission
SBA-Procurement Plan Explanatory Notes
Source of Funding: Government of Liberia
Fiscal Year: 2025

Item NO.	Contract Package Code	Contract Package	Contract Package Content	Amount (USD)
5.	IFBNO/NIC/SBA/RFQ/005/2025	Stationery	<p>This contract package is intended to procure the following stationery items:</p> <ul style="list-style-type: none"> A. A 4 Sheets B. Box Files C. A 4 Manila Folders D. Ball Pens E. Markers F. Writing Pads (Yellow Pads) G. Steno Pads H. Ledgers I. Stick-on-Pads J. Legal Sheets K. Brown Envelops L. White Envelops M. Hanging Folders N. Pen Holder O. Ink P. Cartridges Q. Manila Folders L/S 	5,902.00
SUB-TOTAL				5,902.00

Prepared by:


Boimah K. Gibson
Procurement Officer/ NIC

Approved by:


Hon. Jeff B. Blibo
Chairman NIC

Date:

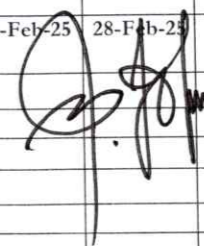
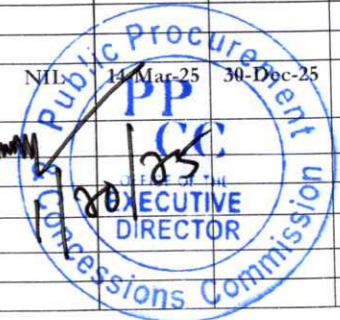
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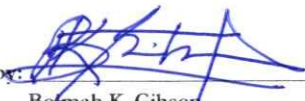


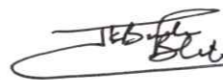

1/20/25

National Investment Commission
Procurement Plan - SBA
Source of Funding Government of Liberia
Fiscal Year 2025

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	Item	Code	Cont. Package	Business Activity	Qty	Est. Cost USD	Procurement Method	Tech. Specs	Prepare Bid Doc./RFQ/LOI	Entity/P C App1	Advertise	Bid Sub/Pub. Opening	Bid Eva Report	Entity Pc App.11	Cont. Award/Signature	Advance Payment/LC	Delivery	Acceptance & Fina Payment	Remarks
Planned	6	IFB No:NIC/SBA/RFQ/006/25	Scratch Cards	J6190	635.2 pcs @ 5.00 USD	3,176.00	RFQ	31-Dec-24	7-Jan-25	14-Jan-25	28-Jan-25	12-Feb-25	19-Feb-25	26-Feb-25	5-Mar-25	NIL	19-Mar-25	30-Dec-25	
Update																			
Actual																			
Planned	7	IFB No:NIC/SBA/RFQ/007/25	Food & Catering	I5621	1 Firm	9,504.00	RFQ	18-Dec-24	27-Dec-24	3-Jan-25	17-Jan-25	31-Jan-25	7-Feb-25	14-Feb-25	21-Feb-25	NIL	7-Mar-25	31-Dec-25	
Update																			
Actual																			
Planned	8	IFB No:NIC/SBA/RFQ/008/25	Vehicle Rental	H4922	1 Firm	4,900.00	RFQ	18-Dec-24	27-Dec-24	3-Jan-25	17-Jan-25	31-Jan-25	7-Feb-25	14-Feb-25	28-Feb-25	NIL	14-Mar-25	30-Dec-25	
Update																			
Actual																			
Planned	9	IFB No:NIC/SBA/RFQ/009/25	Cleaning Materials	G4773	Assorted	2,500.00	RFQ	10-Jan-25	17-Jan-25	24-Jan-25	7-Feb-25	31-Jan-25	7-Feb-25	14-Feb-25	28-Feb-25	NIL	14-Mar-25	30-Dec-25	
Update																			
Actual																			
Sub Total						20,080.00													
Grand Total						45,130.00													



EXECUTIVE DIRECTOR

Prepared by: 
 Bofmah K. Gibson
 Head of Procurement

Approved by: 
 Hon. Jeff B. Blibo
 Chairman

Date: 01/14/2025


 1/12/25



National Investment Commission
SBA Procurement Plan Explanatory Note
Source of Funding: Government of Liberia
Fiscal Year: 2025



Item NO.	Contract Package Code	Contract Package	Contract Package Content	AMOUNT
6.	IFBNO/NIC/SBA/RFQ/006/2025	Scratch Cards	This amount is for the purchase of Six hundred and thirty-five pieces of Scratch Cards at the cost of five (5) dollars a card.	3,176.00
7.	IFB No. NIC/SBA/RFQ/007/2025	Food & Catering	The amount for this Package is geared towards hiring a Firm to provide food for IMCC & IMTC meetings.	9,504.00
8.	IFB No. NIC/SBA/RFQ/008/2025	Vehicle Rental	This amount is going to be used to hire a Firm to render transport services for international Guests.	4,900.00
9.	IFB No. NIC/SBA/RFQ/009/2025	Cleaning Materials	The amount is for the purpose of purchasing Sanitation and Toiletries Materials.	2,500.00
			SUB-TOTAL	20,080.00
			GRAND TOTAL	45,130.00

Prepared by: _____

Boimah K. Gibson
Procurement Officer/ NIC

Approved by: _____

Hon. Jeff B. Blibo
Chairman NIC

Date: _____

01/14/2025



Handwritten signature and date: 1/20/25