



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

Ref. PPCC/RL/CEO/351/'22

June 2, 2022,

Hon. J. Tiah Nagbe  
**EXECUTIVE DIRECTOR**  
National Identification Registry  
Republic of Liberia

Dear Hon. Nagbe:

Subject: **RECEIPT AND APPROVAL OF NATIONAL IDENTIFICATION REGISTRY SBA & NON SBA PROCUREMENT PLANS FOR THE FISCAL YEAR 2022.**

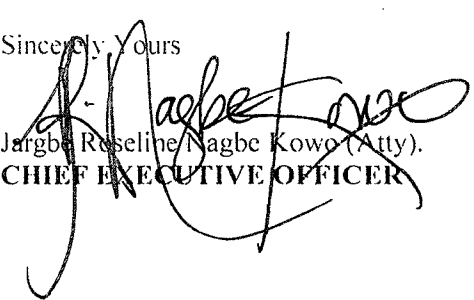
We present our compliments and wish to notify you that the Public Procurement and Concessions Commission has received and approved the National Identification Registry Non SBA Procurement Plan for the Fiscal Year 2022, in accordance with **Section 40 (3)** of the PPCA, 2010.

The Commission wishes to inform the NIR that its 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 Plans, upon conclusion of stipulated processes.

The Commission advises that you observe **Section 40 (5)** of the PPCA, 2010 which states that a Procuring Entity shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plan. The Commission and the Ministry responsible for Finance should be notified in writing of any material changes in the procurement plan and be provided with a copy of the updated procurement plan. 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 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

  
Jargbe Roseline Nagbe Kowo (Atty).  
**CHIEF EXECUTIVE OFFICER**



Republic of Liberia  
**NATIONAL IDENTIFICATION REGISTRY**

ALLISON STREET, CONGO TOWN, BEHIND YWCA COMPOUND

OFFICE OF THE EXECUTIVE DIRECTOR



**NIR/RL/ED/185/395/2022**

May 16, 2022

Hon. Roseline Jargbe Nagbe-Kowo  
**Chief Executive Officer**  
Public Procurement & Concessions Commission  
Executive Mansion Grounds  
Capitol Hill  
Monrovia, Liberia

*Received:  
Theophilus Kollie  
May 19, 2022  
Time: 9:25 Am*

Dear Hon. Kowo:

I present our sincere compliments, and request your approval for the attached procurement plan of the National Identification Registry (NIR) for fiscal year 2022.

Please accept the sentiments of our high esteem and heartfelt best wishes!

Sincerely,

J. Tiah Nagbe, MSF, ChFC  
**Executive Director**



**NATIONAL IDENTIFICATION REGISTRY  
PROCUREMENT PLAN (NONE SBA)  
SOURCE OF FUNDING: GOVERNMENT OF LIBERIA AND INTERNAL REVENUE  
Fiscal Year 2022**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		
			BASIC DATA										IMPLEMENTATION DATES							
	Item No	Package Number (CODE)	Contract Package	Business Activity Code	QTY	ESTIMATED COST USD	PROCUREMENT METHOD	TECHNICAL SPECS/BO Q/DRAWING	PREP. OF BID DOCUMENT	PC APPROVAL- BID DOC/TECHS PECS	BID INVITATION & RELEASE	BID SUBMISSION /PUBLIC OPENING	SUBMISSION N OF BID EVALUATION	PC APPROVAL- BID EVALUATION	CONTRACT AWARD& SIGNING	ADVANCE PAYMENT( MOBILIZATION	DELIVERY, INSPECTION( SUBSTANT)	ACCEP E& F PAY		
Planned	1	IFB No.NIR/NCB/001/22	Office Stationery	G-4761	Assorted	\$ 24,000.00	NCB	23-May-22	30-May-22	6-Jun-22	13-Jun-22	11-Jul-22	18-Jul-22	25-Jul-22	1-Aug-22	N/A	24-Oct-22	19-12-22		
Update																				
Actual																				
Planned	2	IFB No.NIR/NCB/002/22	Computers Supplies & ICT Equipment	G-4741	Assorted	\$ 112,000.00	NCB	23-May-22	30-May-22	6-Jun-22	13-Jun-22	11-Jul-22	18-Jul-22	25-Jul-22	1-Aug-22	N/A	26-Sep-22	19-12-22		
Update																				
Actual																				
Planned	3	IFB No.:NIR/NCB/003/22	MotorBike	G-4540	12	\$ 30,000.00	NCB	24-May-22	31-May-22	7-Jun-22	14-Jun-22	12-Jul-22	19-Jul-22	26-Jul-22	2-Aug-22	N/A	25-Oct-22	20-12-22		
Update																				
Actual																				
Planned	4	IFB No.:NIR/RB/001/22	Vehicle(SUV)	G-4510	3	\$ 120,000.00	RB	24-May-22	31-May-22	7-Jun-22	14-Jun-22	12-Jul-22	19-Jul-22	26-Jul-22	2-Aug-22	N/A	25-Oct-22	20-12-22		
Update																				
Actual																				
Planned	5	IFB No.:NIR/NCB/004/22	Office Furniture	N-7710	Assorted	\$ 50,000.00	NCB	23-May-22	30-May-22	6-Jun-22	13-Jun-22	11-Jul-22	18-Jul-22	25-Jul-22	1-Aug-22	N/A	24-Oct-22	19-12-22		
Update																				
Actual																				
Planned	6	IFB No.:NIR/NCB/005/22	Construction of Public Building(NIR Head Office)	F-4100	1 Firm	\$ 250,000.00	NCB	24-May-22	31-May-22	7-Jun-22	14-Jun-22	12-Jul-22	19-Jul-22	26-Jul-22	2-Aug-22	N/A	25-Oct-22	20-12-22		
Update																				
Actual																				
Planned	7	IFB No.: NIR/RFQ/001/22	Electrical Appliances	G-4759	1 Firm	\$ 5,000.00	RFQ	23-May-22	13-Jun-22	27-Jun-22	4-Jul-22	1-Aug-22	8-Aug-22	15-Aug-22	22-Aug-22	N/A	17-Oct-22	12-12-22		
Update																				

15548 May 31, 2022

11/05/2022 May 31, 2022





**National Identification Registry**  
**Consultancy Plan Explanatory Notes (None SBA Budget)**  
**Source of Funding: Government of Liberia and Internal Revenue**  
**Fiscal Year 2022**

Item No.	Contract package Code	Contract Package	Content of Contract Package
1.	IFB NO.: NIR/NCB/001/22	Office Stationery	This package is intended to procure assorted stationary items namely: box file, hanging folders, envelops, ream of sheets, cartridges, desk trays, note pads, etc. This will be taken from the budget line of Stationery in both GoL and Internal Revenue.
2.	IFB No.: NIR/NCB/002/22	Computers Supplies & ICT Equipment	This package is intended to procure additional Laptop computers, Desktop Computers, and other computer accessories. This will be taken from the budget line Computer Supplies and ICT Services in Internal Revenue.
3.	IFB No.: NIR/NCB/003/22	Motor Bike	This package is intended to procure twenty (30) motorbikes for the National Identification Registry operations in various counties. This will be taken from the budget line of Transport Equipment in Internal Revenue and Transport Equipment-Motor Bike in GoL.
4.	IFB No.: NIR/RB/001/22	Vehicle(SUV)	This package is intended to procure Three (3) additional vehicles for the National Identification Registry operations. This will be taken from the budget line of Transport Equipment in both GoL and Internal Revenue.
5.	IFB No.: NIR/NCB/004/22	Construction of Public Building(NIR Head Office)	This package is intended to hire a Construction Company to begin the construction of the National Identification Head Office. This will be taken from the budget line of Buildings and Structures of the Internal Revenue.
6.	IFB No.: NIR/NCB/005/21	Office Furniture	This package is intended to procure office chair, office desk, Conference chairs and stools for the Registry. This will be taken from the budget line of Furniture and Fixture in Internal Revenue.
7.	IFB No.: NIR/NCB/006/22	Generators	This package is intended to procure ten (10) Generators for the National Identification Registry operations in various counties. This will be taken from the budget line of Machinery and other Equipment in Internal Revenue.

05/16/22

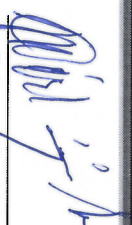
May 31, 2022

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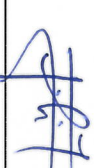


**National Identification Registry**  
**Consultancy Plan Explanatory Notes (None SBA Budget)**  
**Source of Funding: Government of Liberia and Internal Revenue**  
**Fiscal Year 2022**

8.	RFQ No.: NIR/RFQ/001/22	Electrical Appliances	This package is intended to procure assorted electrical appliances like light bulbs, extension cords, and stabilizers for the National Identification Registry offices. This will be taken from the Operational budget line of the Internal Revenue.
9.	IFB No.: NIR/RFQ/002/22	Air Tickets	This package is intended to procure Air ticket for the Senior Management for travelling purposes. This will be taken from the Foreign Travel (Air Ticket) budget line of Internal Revenue.
10.	IFB No.: NIR/RFQ/002/22	SMS Service	This package is intended to hire GSM Company to provide SMS Service for the National Identification Registry alarm to customers that their ID Cards are ready. This will be taken from the budget line Scratch Cards in GOL.

Prepared by:   
Momolu V. Sirleaf  
Procurement Director

Date: 05/16/22

Approved by:   
Hon. J. Tiah Nagbe  
Executive Director

Date: 5/17/22

