



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



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

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.**

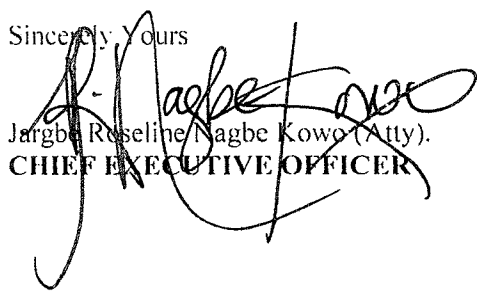
We present our compliments and wish to notify you that the Public Procurement and Concessions Commission has received and approved the National Identification Registry Non SBA Procurement Plan for the Fiscal Year 2022, in accordance with **Section 40 (3)** of the PPCA, 2010.

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

NATIONAL IDENTIFICATION REGISTRY
PROCUREMENT PLAN (SBA BUDGET)

SOURCE OF FUNDING: GOVERNMENT OF LIBERIA AND INTERNAL REVENUE
FISCAL YEAR 2022

Planned	7	IFB No.:NIR/SBA/NCB/004/22	Security Guard Service	N-8010	1 firm	\$ 30,000.00	NCB	23-May-22	30-May-22	13-Jun-22	27-Jun-22	25-Jul-22	15-Aug-22	29-Aug-22	19-Sep-22	N/A	14-Nov-22
Update																	
Actual																	
Planned	8	IFB No.:NIR/SBA/NCB/005/22	Printing & Binding Services	C-1812	1 firm	\$ 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	13-Nov-22
Update																	
Actual																	
Planned	9	IFB No.:NIR/SBA/NCB/006/22	Vehicle Rental Service	N-7710	1 firm	\$ 70,000.00	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	22-Nov-22
Update																	
Actual																	
Planned	10	IFB No.:NIR/SBA/NCB/007/22	Vehicle Repair & Maintenance Services	G-4620	1 firm	\$ 15,000.00	NCB	23-May-22	30-May-22	6-Jun-22	13-Jun-22	27-Jun-22	4-Jul-22	11-Jul-22	18-Jul-22	N/A	7-Nov-22
Update																	
Actual																	
Planned	11	IFB No.:NIR/SBA/NCB/008/22	Cleaning Materials	G-4773	Assorted	\$ 14,000.00	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	22-Nov-22
Update																	
Actual																	
Planned	12	IFB No.: NIR/SBA/NCB/009/22	Repair & Maintenance of Non-Residential Building	F-4330	1 Firm	\$ 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
Update																	
Actual																	
Planned	13	RFQ No.: NIR/SBA/RFQ/001/22	Repair & Maintenance of Office Machinery and Equipment	C-3319	1 Firm	\$ 5,000.00	RFQ	25-May-22	15-Jun-22	29-Jun-22	6-Jul-22	3-Aug-22	10-Aug-22	17-Aug-22	24-Aug-22	N/A	19-Oct-22
Update																	
Actual																	
Planned	14	IFB No.: NIR/SBA/NCB/010/22	Publication of General Announcement	J-5811	6 Firms	\$ 75,000.00	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
Update																	
Actual																	
Planned	15	RFQ No.:NIR/SBA/RFQ/002/22	Motorbike Repair & Maintenance Services	G-4620	1 firm	\$ 8,000.00	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	14-Nov-22
Update																	
Actual																	
Sub Total						\$ 297,000.00											
Grand Total						\$ 481,000.00											

Signed: _____

Momlu V. Sirleaf/Procurement Director

Date: 05/16/22

Approved By: _____

J. Tiah Nagbe/Executive Director

Date: 5/17

NATIONAL IDENTIFICATION REGISTRY
PROCUREMENT PLAN (SBA BUDGET)
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/BOQ/D RAWING	PREP. OF BID DOCUMENT	PC APPROVAL- BID	BID INVITATION& RELEASE	BID SUBMISSION/P UBLIC	SUBMISSION OF BID EVALUATION	PC APPROVAL- BID EVALUATION	CONTRACT AWARD& SIGNING	ADVANCE PAYMENT(M OBLIZATIO	DELIVERY, INSPECTION(SUBSTANT)		
Planned	1	IFB No.: NIR/SBA/SS/001/22	Internet Connectivity	J-6190	1 firm	\$ 21,600.00	SS	23-May-22	13-Jun-22	27-Jun-22	11-Jul-22	8-Aug-22	29-Aug-22	12-Sep-22	3-Oct-22	N/A	28-Nov-22		
Update																			
Actual																			
Planned	2	RFQ No.:NIR/SBA/RFQ/001/22	Generators Repairs & Maintenance Services	C-3314	1 firm	\$ 7,000.00	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	14-Nov-22		
Update																			
Actual																			
Planned	3	IFB No.:NIR/SBA/NCB/001/22	Event Catering	G-4540	1 firm	\$ 24,000.00	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		
Update																			
Actual																			
Planned	4	IFB No.:NIR/SBA/NCB/002/22	Medical Insurance (Staff)	K-6511	1 firm	\$ 30,000.00	NCB	23-May-22	30-May-22	13-Jun-22	27-Jun-22	25-Jul-22	15-Aug-22	29-Aug-22	19-Sep-22	N/A	14-Nov-22		
Update																			
Actual																			
Planned	5	IFB NO.:NIR/SBA/RB/001/22	Petroleum Products	G-4661	16,969 @ 1.40	\$ 74,400.00	RB	24-May-22	31-May-22	14-Jun-22	28-Jun-22	26-Jul-22	16-Aug-22	30-Aug-22	20-Sep-22	N/A	15-Nov-22		
Update																			
Actual																			
Planned	6	IFB No.:NIR/SBA/NCB/003/22	Scratch Card	G-4651	1 firm	\$ 27,000.00	NCB	24-May-22	14-Jun-22	28-Jun-22	5-Jul-22	2-Aug-22	9-Aug-22	16-Aug-22	23-Aug-22	N/A	18-Oct-22		
Update																			
Actual																			
Sub Total						\$ 184,000.00													

Signed: 
Momolu V. Sirleaf/Procurement Director

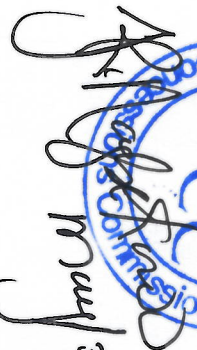
Date 05/16/22

Approved By:

J. Tiah Nagbe/Executive Director

Date: 5/17/22


May 31/2022


May 31/2022

National Identification Registry
Consultancy Plan Explanatory Notes (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/SBA/SS/001/22	Internet Connectivity	This package is intended to procure internet bundles and connectivity device for the National Identification Registry Head Office. This will be taken from the internet provider service budget line of GoL and Telecommunication of Internal Revenue.
2.	RFQ NO.: NIR/SBA/RFQ/001/22	Repair & Maintenance Generator	This package is intended to hire a company to do maintenance and repair on the Registry's two (50kva and 20kva) generators. This will be taken from Repair and Maintenance Generator both (GoL) and Internal Revenue budget lines.
3.	IFB NO.: NIR/SBA/NCB/001/22	Event Catering	This package is intended to hire a business entity to conduct catering services for workshop, conferences, and symposium. This will be taken from the food and Catering Service budget line of Internal Revenue.
4.	IFB No.: NIR/SBA/NCB/002/22	Medical Insurance Coverage	This package is intended to hire Insurance Company for the purpose of providing medical insurance for the National Identification Registry employees/Staffers. This will be taken from the Staff Insurance budget line of Internal Revenue.
5.	IFB NO.: NIR/SBA/RB/001/22	Petroleum Products	This package is intended to procure 17,302 gallons of fuel for the National Identification Registry vehicles, and generators at the rate of USD 3.70. This will be taken from both Vehicle and generator fuel & Lubricants budget line of GoL and Internal Revenue.
6.	IFB NO.: NIR/SBA/NCB/003/22	Scratch Card	This package is intended to hire a business entity to supply scratch cards for the NIR alarm to customers that their ID card are ready and for the Registry operation. This amount will be taken from the Scratch Cards Budget line in GoL and Telecommunications, Internet, Postage and Courier Budget line in Internal Revenue.
7.	IFB NO.: NIR/SBA/NCB/004/22	Security Guard Service	This package is intended to hire a private security guard service for the NIR head office. This will be taken from the Security Guard Service budget line, both GoL and Internal Revenue.
8.	IFB No.: NIR/SBA/NCB/005/22	Printing & Binding Services	This package is intended to hire a printing press that will print and supply us forms, flyers, call cards, letter heads, calendars, etc. This will be taken from the budget line of Printing Binding and Publication Services of the Internal Revenue.
9.	IFB No.: NIR/SBA/NCB/006/22	Vehicle Rental Service	This package is intended to hire company to provide vehicle rental service to enhance the operation of the Registry. It will be taken from the budget line Domestic Mean of Travel of Internal Revenue.

National Identification Registry
Consultancy Plan Explanatory Notes (SBA Budget)
Source of Funding: Government of Liberia and Internal Revenue
Fiscal Year 2022

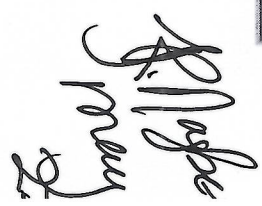
10.	IFB NO.: NIR/SBA/NCB/007/22	Vehicle Repair & Maintenance Services	This package is intended to hire company for the purpose of repairing and maintaining NIR Vehicles and Motor Cycles. And this will be taken from the budget line of Vehicle Repair and maintenance both GOL and Internal Revenue. Also Repair and maintenance of Motor Cycles.
11.	IFB No.: NIR/SBA/NCB/008/22	Cleaning Material	This package is intended to procure assorted materials namely: barrels, floor mob, broom, dust pan, yard trash can, rubber buckets, hand sanitizer, etc. This amount will be taken from the budget line Cleaning Materials and Services of Internal Revenue.
12.	IFB No.: NIR/SBA/NCB/009/22	Repair & Maintenance of Non-Residential Building	This package is intended to hire a construction company to repair any damage caused on the National Identification Registry head office building. This amount will be taken from Repairs and Maintenance-Civil budget line of Internal Revenue.
13.	RFQ No.: NIR/SBA/RFQ/002/22	Repair & Maintenance of Office Machinery and Equipment	This package is intended to hire a company for the repair and maintenance of air conditions for the National Identification Registry head office building. This amount will be taken from Repair and Maintenance-Machinery (Internal Revenue) budget line.
14.	IFB No.: NIR/SBA/NCB/010/22	Publication of General Announcement	This package is intended to carry out publicity by placing an advertisement in the Newspapers, radio announcements, promotes both in the print and electronic mediums, radio talk shows, etc. This will be taken from the Internal Revenue budget line of Advertising and Public Relations.
15.	RFQ No.: NIR/SBA/RFQ/003/22	Motorbike Repair & Maintenance Services	This package is intended to hire company for the purpose of repairing and maintaining NIR motorbikes. This amount will be taken from the budget line of Vehicle Repair and Maintenance both GOL and Internal Revenue.
16.	IFB NO.:	Office Building Rental/ Lease	This Package is intended to pay the yearly rent for the National Identification Registry Sub-offices in the various counties. This will be taken from the budget line of Office Building Rental and Lease(Internal Revenue).

Prepared by: 
Momolu V. Sirleaf
Procurement Director

Date: 05/16/22

Approved by: 
Hon. J. Tiah Nagbe
Executive Director

Date: 5/17/22


J. Nagbe
Executive Director