



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/0480/25'

April 10, 2025

Hon. Finley Y. Karngar
CHAIRPERSON
Office of the Ombudsman
Monrovia, Liberia

Dear Hon. Karngar:

Subj: **APPROVAL OF ANNUAL CORE AND SBA PROCUREMENT PLAN FOR FISCAL YEAR 2025**

We present our compliments and wish to acknowledge receipt of your communication dated March 21, 2025, which sought the approval of the Commission for the Office of the Ombudsman Annual Core and SBA Procurement Plan for 2025.

Following thorough review, the Commission hereby approves the Office of the Ombudsman Annual Core and SBA Procurement Plan for fiscal year 2025 in accordance with *Section 40 (3)* of the PPCA, 2010, and informs Office of the Ombudsman that its Annual Core and SBA 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."*

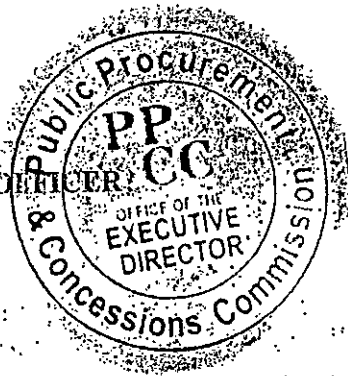
Please note that an approval of a method on the procurement plan is deemed as the Commission's full approval and as such, a Procuring Entity will not be required to again request the use of said approved method.

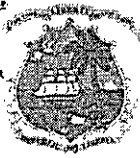
The Public Procurement and Concessions Commission admonishes and deems it a priority that you remain primarily in compliance with the PPCA, 2010, as we jointly aspire to achieve transparency, accountability, fairness, equality and ultimately public confidence in our procurement and concessions processes.

Sincerely yours,


Himmie Eugene Langford (Hon.)

ACTING CHIEF EXECUTIVE OFFICER





OFFICE OF THE OMBUDSMAN
CONGO TOWN BACK ROAD
MONROVIA, LIBERIA
Cell# 0777-522-023 /0886-514-729 /0777-523-144



Ref: FYK/CHMN/OO/RL/33/25

21 March 2025

Hon. Bodger Scott Johnson
Executive Director
Public Procurement & Concessions Commission
Executive Mansion Grounds
Capitol Hill, Monrovia, Liberia

Subject: Submission of Annual Procurement Plan for FY 2025 and Request for No Objection to Use Single Source Procurement

Dear Hon. Johnson,

I extend my highest regards and sincere appreciation to the Public Procurement and Concessions Commission (PPCC) for its continued support and guidance in ensuring compliance with procurement regulations in the operations of the Office of the Ombudsman.

In adherence to Section 40, subsection (2) of the Public Procurement & Concessions Act of 2005 (as amended and restated in 2010), we hereby submit for your review and approval the Annual Procurement Plan for the Fiscal Year January – December 2025.

Additionally, in line with Section 55(1) of the PPCA, which permits single-source procurement when only one supplier has the exclusive rights to manufacture goods, provide services, or execute works with no suitable alternative available, we seek the Commission's No Objection for the following:

1. Repairs and maintenance of the Office's fleet of vehicles previously procured from TAYO Motors Liberia; and
2. Upgrade of the solar panel system installed by Easy Solar Liberia, which serves as a backup power source in the absence of LEC.

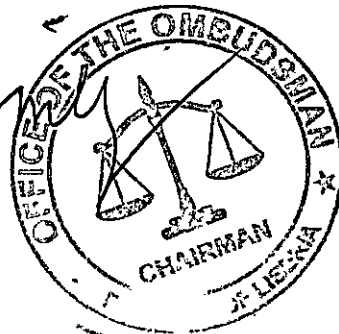
We kindly request the PPCC's review and subsequent approval of our Annual Procurement Plan, along with consideration for our No Objection request above.

We remain committed to upholding transparency, accountability, and public trust in all procurement processes and appreciate your continued cooperation in this regard.

We look forward to your favorable response and are available to provide any additional information required.

Sincerely,

Finley Y. Kangar
Chairperson



John Somo
03/26/2025

TIME: 3:43pm



OFFICE OF THE OMBUDSMAN
PROCUREMENT PLAN: NON-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		
	BASIC DATA										IMPLEMENTATION DATES										
	ITEM NO.	PACKAGE NUMBER (CODE)		CONTRACT PACKAGE	QTY	BUSINESS ACTIVITY CODE	ESTIMATED COST (USD)	PROCURE MENT METHOD	TECHNICAL SPECS/BO G/DRAWING	PREP. OF BID DOCUMENT	PC APPROVAL BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSIO N/PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL BID EVALUATIO N REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATI ON)	INSPECTION (SUBSTANTIAL COMPLETION	ACCEPTANC E & FINAL PAYMENT	REMARKS	
PLANNED	1	IFBNO/00/SS/001/2025		Repairs & Maint. Vehicles	4	G-4520	\$ 14,400.00	SS	2/3/2025	2/7/2025	2/17/2025	N/A	N/A	N/A	4/4/2025	5/26/2025	NA	12/15/2025	12/30/2025		
UPDATE																					
ACTUAL																					
PLANNED	2	IFBNO.00/RFQ/001/2025		Stationery	Assorted	G-4761	8,000	RFQ	2/3/2025	2/7/2025	2/17/2025	3/26/2025	4/7/2025	4/14/2025	4/21/2025	5/5/2025	NA	12/15/2025	12/30/2025		
UPDATE																					
ACTUAL																					
PLANNED	3	IFB NO.00/RFQ/002/2025		Cleaning Materials	Assorted	G-4773	\$ 3,200.00	RFQ	2/10/2025	2/15/2025	2/20/2025	3/26/2025	4/11/2025	4/18/2025	4/25/2025	5/12/2025	N/A	12/15/2025	12/30/2025		
UPDATE																					
ACTUAL																					
PLANNED	4	IFB NO.00/RFQ/003/2025		Small Tools	Assorted	G-4663	\$250.00	RFQ	2/3/2025	2/7/2025	2/20/2025	3/26/2025	4/11/2025	4/18/2025	4/25/2025	5/12/2025	N/A	12/15/2025	12/30/2025		
UPDATE																					
ACTUAL																					
PLANNED		IFBNO.00/RFQ/004/2025		Food Stuff	Assorted	G-4771	\$4,550.00	RFQ	2/3/2025	2/7/2025	2/20/2025	3/26/2025	4/11/2025	4/18/2025	4/25/2025	5/12/2025	N/A	12/15/2025	12/30/2025		
UPDATE																					
ACTUAL																					
SUB-TOTAL							\$30,400														

Prepared by: *[Signature]*
Anges K. Saye-Woo
Procurement Director

Date: *March 25-25*

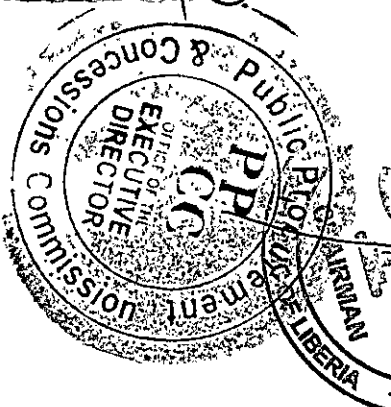
Approved by: *[Signature]*

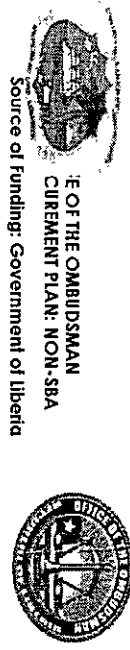
Proc. Officer: *[Signature]*
CEO & Chairman of the Procurement Committee

Date: *25 March 2025*

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64/04/25

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4/4/25





OFFICE OF THE OMBUDSMAN
CURRENT PLAN: NON-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 NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	QTY	BUSINESS ACTIVITY CODE	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH	BID INVITATION & RELEASE OF BID DOC	BID & SUBMISSION N OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION & SUBSTANTIAL COMPLETION	ACCEPTANCE & FINAL PAYMENT	REMARKS		
PLANNED 6	IFBNO.OO/RFQ/005/2025	Computers Supplies parts & Cabling	Assorted	G-4743	\$9,000.00	RFQ	2/14/2025	2/19/2025	2/28/2025	3/28/2025	4/18/2025	4/25/2025	4/30/2025	5/26/2025	N/A	12/15/2025	12/30/2025		
UPDATE																			
ACTUAL																			
PLANNED 7	IFBNO.OO/RFQ/006/2025	Scratch Cards	600pcs	J-6190	\$3,000	RFQ	2/14/2025	2/19/2025	2/28/2025	3/28/2025	4/18/2025	4/25/2025	4/30/2025	5/26/2025	N/A	12/15/2025	12/30/2025		
UPDATE																			
ACTUAL																			
PLANNED 8	IFBNO.OO/RFQ/007/2025	Vehicles Insurance	4 Cars	K-6512	\$4,800	RFQ	2/14/2025	2/19/2025	2/28/2025	3/28/2025	4/18/2025	4/25/2025	4/30/2025	5/26/2025	N/A	12/15/2025	12/30/2025		
UPDATE																			
ACTUAL																			
PLANNED 9	IFBNO.OO/RFQ/008/2025	Furniture & Fixtures	Assorted	G-4659	\$11,000.00	RFQ	2/18/2025	2/24/2025	3/3/2025	3/31/2025	4/10/2025	5/5/2025	5/12/2025	5/29/2025	N/A	12/15/2025	12/30/2025		
UPDATE																			
ACTUAL																			
PLANNED 10	IFBNO.OO/NCB/001/2025	Machinery & Equipment	Assorted	G-4759	\$15,396.00	NCB	2/18/2025	2/24/2025	3/3/2025	3/31/2025	4/22/2025	4/29/2025	5/5/2025	5/29/2025	N/A	12/15/2025	12/30/2025		
UPDATE																			
ACTUAL																			
PLANNED 11	IFBNO.OO/SS/002/2025	Upgrade & Maint. Of Solar System	1firm	C-3312	\$47,196.00	SS	3/12/2025	3/17/2025	3/17/2025	N/A	N/A	4/15/2025	4/22/2025	5/30/2025	N/A	12/15/2025	12/30/2025		
UPDATE																			
ACTUAL																			
SUB-TOTAL					47,196.00														
GRAND - TOTAL					\$77,596														

Prepared by:
Anges K. Saye-Wuo
Procurement Director

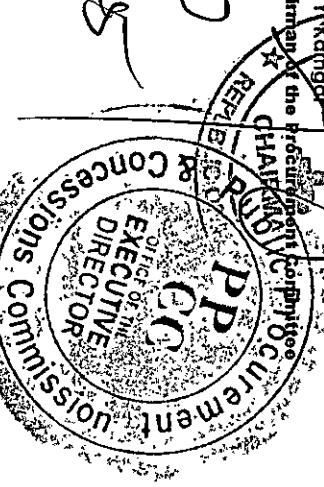
Date: March 26, 2025

Approved by:
Proc. Finlay M. King
CEO & Chairman of the Procurement Commission

Date: 25 March 2025

04/04/25

4/14/25





OFFICE OF THE OMBUDSMAN
Monrovia, Liberia
Cell# 0777-522-023 /0886-514-729 /0777-523-144
Explanatory Notes –Non –SBA
Fiscal Year 2025



Item No.	Contract Package Code	Contract Package	Content of Contract Package
1	IFBNO/OO/SS/001/2025	Repairs & Maint. Vehicles	This package is intended to hire a firm to provide repairs services for the office fleet of vehicles.
2	IFBNO.OO/RFO/001/2025	Stationery	This contract package is intended to purchase stationery material such as: A-4 Paper, Pen, legal sheet, hanging folder, files, paper clips, paper pins, staple machine and pins, manila folder, etc. for used by the entity.
3	IFB NO.OO/RFO/002/2025	Cleaning Materials	This contract package is intended to procure Dettol, Clorox, Powder detergent, Towels Mops, Broom, Insecticides, hand sanitizer, Soap Tissue, Paper Towel, Air freshener etc. NOTE: 3,200 was taken from the budget line ; 'Other Office Material & Consumables'
4	IFB NO.OO/RFO/003/2025	Small Tools	This contract package is intended to procure small tools such as: grass cutter, cutlasses, shovel, wheelbarrow, etc. to clean the office's vicinity NOTE: 250 was taken from the budget line ; 'Other Office Material & Consumables'
5	IFBNO.OO/RFO/004/2025	Food Stuff	This contract package is intended to procure assorted food, beverages etc for staff and guests. . NOTE: 4,550 was taken from the budget line ; 'Other Office Material & Consumables'
6	IFB NO.OO/RFO/005/2025	Computers and Accessories	This contract package is intended to procure laptops, desktops, Cables, External Drive , USB and other accessories etc
7	IFB NO.OO/RFO/006/2025	Scratch Cards	This contract package is funded from the budget line 'Internet provider services' which is intended to purchase both Orange and Lodestar cards for used by the entity. . NOTE: 3,000 was taken from the budget line ; 'Internet Service Provider'
8	IFB NO.OO/RFO/007/2025	Vehicles Insurance	This contract package is intended to procure insurance coverage for the entity's vehicles
9	IFB NO.OO/RFO/008/2025	Furniture & Fixtures	This contract package is intended to procure Executive office/chairs, desks, Work Stations, Cabinets, Semi Executive office chairs etc

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4/4/25
OFFICE OF THE OMBUDSMAN
EXECUTIVE DIRECTOR
PROSECUTIONS COMMISSION
CHAIRMAN
PUBLIC



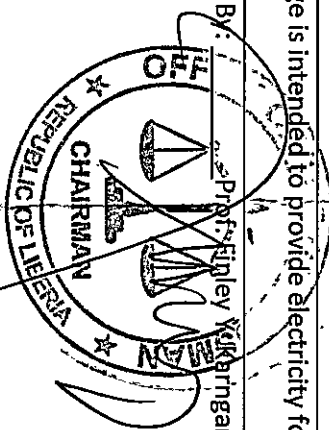
OFFICE OF THE OMBUDSMAN
Monrovia, Liberia
Cell# 0777-522-023 /0886-514-729 /0777-523-144
Explanatory Notes -Non -SBA
Fiscal Year 2025



10	IFBNO.OO/NCB/001/2025	Machinery & Other Equipment	Air-Conditioners, printers, water dispenser, Smart TV, etc this package will be executed in lots
11	IFBNO.OO/SS/002/2025	Upgrade & Maint. Of Solar System	That 4,000.00 (Four Thousand United States Dollars) was taken from the budget line 'Electricity' and it is intended to upgrade the already existing solar panel system which is used as a power backup for the office of the Ombudsman.
12	Water & Sewer		This contract package is intended to hire Water & Sewer for water supply(2,979.00)
13	Electricity (LEC)		This contract package is intended to provide electricity for the office.(12,500.00

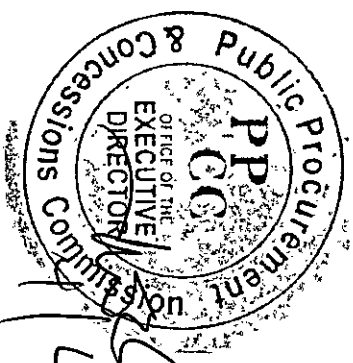
Prepared By: Agnes K. Saye Wug/Procurement Director Date: March 25, 2025 Approved By: Prof. Enley K. Kargirgar / Chairman

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25 March 2025

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6/4/04/25



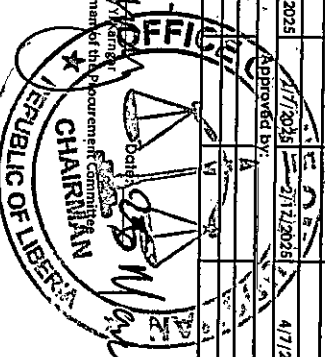
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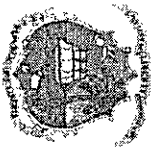
		Fiscal Year: 2025																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	BASIC DATA						IMPLEMENTATION												
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	QTY	BUSINESS ACTIVITY CODE	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/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	IFBNO.OO/SBA/RFQ/001/2025	Petroleum products	G-461	\$ 1,386,000	RFQ	2/3/2025	3/10/2025	3/17/2025	3/26/2025	4/7/2025	4/15/2025	4/23/2025	5/26/2025	N/A	12/15/2025	12/30/2025		
UPDATE																			
ACTUAL																			
PLANNED	2	IFB NO.OO/SBA/RFQ/002/2025	Repairs & Maintenance Civil	F-4100	\$3,500	RFQ	2/5/2025	2/10/2025	2/18/2025	4/1/2025	4/15/2025	4/23/2025	4/29/2025	5/25/2025	N/A	12/15/2025	12/30/2025		
UPDATE																			
ACTUAL																			
PLANNED	3	IFB NO.OO/SBA/NCB/001/2025	Workshop, Conferences & Symposium	K-4512	\$20,474,000	NCB	2/5/2025	2/10/2025	2/17/2025	4/1/2025	4/29/2025	5/5/2025	5/12/2025	5/25/2025	N/A	12/15/2025	12/30/2025		
UPDATE																			
ACTUAL																			
PLANNED	4	IFB NO.OO/SBA/SS/001/2025	Internet Connectivity	J-4120	\$2,000	SS	2/3/2025	2/10/2025	2/18/2025	4/1/2025	4/15/2025	4/22/2025	4/29/2025	5/25/2025	N/A	12/15/2025	12/30/2025		
UPDATE																			
ACTUAL																			
PLANNED	5	IFB NO.OO/RFQ/003/2025	Employees ID Cards	C-1811	\$ 2,500,000	RFQ	2/3/2025	2/17/2025	2/17/2025	4/7/2025	3/17/2025	3/21/2025	3/28/2025	5/26/2025	N/A	12/15/2025	12/30/2025		
UPDATE																			
ACTUAL																			
PLANNED	6	IFBNO.OO/SBA/NCB/002/2025	Office Building Rentals & Lease	L-8010	\$75,000	NCB	2/3/2025	2/17/2025	2/17/2025	4/1/2025	4/29/2025	5/5/2025	5/12/2025	5/25/2025	N/A	12/15/2025	12/30/2025		
UPDATE																			
ACTUAL																			
PLANNED	7	IFBNO.OO/SBA/RFQ/004/2025	Newspaper and Periodicals	T-Firm	G-4761	\$1,000,000	RFQ	2/3/2025	3/17/2025	4/7/2025	3/17/2025	3/21/2025	3/28/2025	5/26/2025	N/A	12/15/2025	12/30/2025		
UPDATE																			
ACTUAL																			
GRAND TOTAL						105,860,000													
Approved By:																			

Prepared by: *[Signature]*
Agnes K. Saye Wua
Procurement Director

Date: *March 25, 2025*
Approved by: *[Signature]*

Prof. Fally M. Karing
CEO/Chairman of the Procurement Committee





OFFICE OF THE OMBUDSMAN
Monrovia, Liberia
Cell# 0777-522-023 /0886-514-729 /0777-523-144
Explanatory Notes -SBA
Fiscal Year 2025



Item No.	Contract Package Code	Contract Package	Content of Contract Package
1	IFB NO. 00/SBA/RFQ/001/2025	Petroleum Products	This package is intended to procure fuel and lubricant for the office vehicles. That 4,400(Four Thousand Four Hundred United States Dollars) was taken from the budget line Vehicle repairs & Maint. Which increase the estimated cost of this package.
2	IFB NO. 00/SBA/RFQ/002/2025	Repairs & Maintenance Civil	This contract package is intended to hire a firm to provide repairs and maintenance for the office building.
3	IFB NO. 00/SBA/NCB/001/2025	Workshop, Conferences & Symposium	This contract package is intended to rent hall, event catering, per dime, transportation, and accommodation, outreach and awareness activities. etc.
4	IFB NO. 00/SBA/SS/001/2025	Internet Connectivity	This contract package is intended to hire the services of internet service provider to provide the entity with high-speed internet, and local area network setup. (LIBTELCO).
5	IFB NO. 00/RFQ/003/2025	Printing(Employee ID Cards)	This package is intended to hire a firm that will provide printing services for printing of employees ID Cards, reports and other periodicals.
6	IFB NO. 00/SBA/NCB/002/2025	Office Bldg. Rental/Lease	This contract package is intended rent /lease office space for the office
7	IFB NO. 00/SBA/RFQ/004/2025	Newspapers & Periodicals	This package is intended to procure Newspaper, journals for use by the Office.

Prepared By 
Agnes K. Saye Wu
Procurement Director

Date March 25-25

Approved By 

Prof. F. K. Kargbo
Chairman of the Procurement Committee



04/04/25

4/4/25