



REPUBLIC OF LIBERIA  
**PUBLIC PROCUREMENT & CONCESSIONS COMMISSION**  
 EXECUTIVE MANSION GROUNDS, CAPITOL HILL, MONROVIA, LIBERIA  
 WEBSITE: www.pccc.gov.lr PHONE SHORT CODE: 4357 Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Ref. PPCC/RL/ACEO/019/26'

February 16, 2026

Hon. Abraham Billy  
**DIRECTOR-GENERAL**  
 Agriculture and Industrial Training Bureau  
 Monrovia, Liberia

Dear Hon. Billy:

Subj: **APPROVAL OF AGRICULTURE AND INDUSTRIAL TRAINING BUREAU ANNUAL CORE AND SBA PROCUREMENT PLAN FOR FISCAL YEAR 2026.**

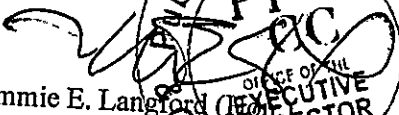
We present our compliments and wish to acknowledge receipt of your communication dated February 13, 2026, which sought the approval of the Commission for the Agriculture and Industrial Training Bureau (AITB) Annual Core and SBA Procurement Plan for Fiscal Year 2026.

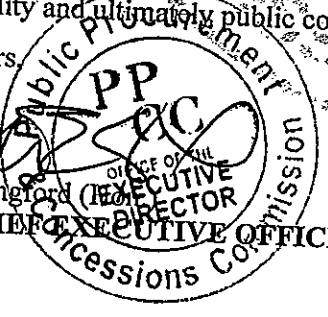
Following thorough review, the Commission hereby approves Agriculture and Industrial Training Bureau Annual Core and SBA Procurement Plan for Fiscal Year 2026 in accordance with *Section 40 (3)* of the PPCA, 2026, and informs Agriculture and Industrial Training Bureau that its Annual Core and SBA Procurement Plans Procurement Plan for 2026 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, 2026, as we jointly aspire to achieve transparency, accountability, fairness, equality and ultimately public confidence in our procurement and concessions processes.

Sincerely yours,

  
 Himmie E. Langford  
 ACTING CHIEF EXECUTIVE OFFICER





REPUBLIC OF LIBERIA  
**AGRICULTURAL & INDUSTRIAL TRAINING BUREAU (AITB)**

TECHNICAL/ADMINISTRATIVE SECRETARIAT OF THE NATIONAL COUNCIL  
 FOR VOCATIONAL/TECHNICAL EDUCATION & TRAINING (NCVTET)  
 Paynesville, MVTC Campus  
 P.O. Box 10 – 9016  
 1000 Monrovia, 10 Liberia, West Africa



Feb. 13, 2026

DIRECTOR  
 Public Procurement & Concessions Commission  
 Capitol Hill  
 Monrovia, Liberia

Dear Sir/Madam:

We present our compliments and write to submit to you, the Agricultural & Industrial Training Bureau's Procurement Plan for the Fiscal Year, January 1 - December 31, 2026.

We are also pleased to attach herewith copies of our Core Budget Cash Plan for FY-2026 as being required by the Public Finance Management (PFM) Act of 2009, Section 17, to facilitate your entity executes its statutory mandate of regulating our procurement related activities.

We are delighted to submit the names and/or members of our Procurement Committee as well as members of the Procurement Unit for your perusal. They are as follows:

	<u>Name</u>	<u>AITB's Position</u>	<u>PPCC's Position</u>
1	Abraham Billy	Director General	Chairman
2	Alphanso P. Korto	Deputy Director Adm.	Member
3	Moses A. Kanneh	Finance Director	Member
4	Wesley D. M. Nyenatoh	Deputy Director Tech.	Member
5	Evelyn T. Flahn	Human Resource	Member
6	Jillue T. Klafleh Jalah	Actg. Procurement Director	Secretary

**Procurement Unit**

	<u>Name</u>	<u>AITB's Position</u>	<u>PPCC's Position</u>
1	Jillue T. Klafleh Jallah	Procurement Director	Chairman
2	Godfrey Cooper	Member	Member

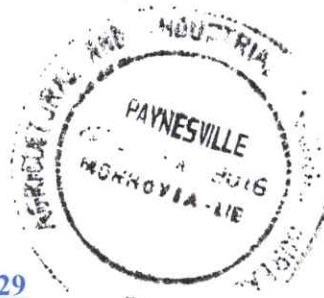
Thanks for the institutional guidance rendered to the Bureau as well as the Local Vendors Policy being engendered by your entity for the up-liftment of our citizenry.

Kind regards,

Abraham Billy

**Director General, AITB**

[abebilly24@gmail.com](mailto:abebilly24@gmail.com)/[+231777930000](tel:+231777930000)/[886207625/778021429](tel:886207625778021429)



Email: [agriindutrainbu18@gmail.com](mailto:agriindutrainbu18@gmail.com)

Received  
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 Feb. 12, 2026  
 Time: 1:41 PM

**AGRICULTURAL AND INDUSTRIAL TRAINING BUREAU (AITB)**  
**PROCUREMENT PLAN: NON-SBA CORE BUDGET**  
**SOURCE OF FUNDING: GOL National Budget**  
**Fiscal Year: 2026**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
	Item No.	BASIC DATA						IMPLEMENTATION DATES												
		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: AITB/RFQ/001/26	INTERNET CONNECTIVITY	J6120	1 Firm	2,010.00	RFQ	16-Jan-26	23-Jan-26	30-Jan-26	13-Feb-26	27-Feb-26	6-Mar-26	13-Mar-26	20-Mar-26	N/A	30-Dec-26	31-Dec-26		
UPDATE																				
ACTUAL																				
PLANNED	2	IFB No: AITB/RFQ/002/26	Cleaning Materials	G4773	ASSORTED	8,000.00	RFQ	16-Jan-26	23-Jan-26	30-Jan-26	13-Feb-26	27-Feb-26	6-Mar-26	13-Mar-26	20-Mar-26	N/A	30-Dec-26	31-Dec-26		
UPDATE																N/A				
ACTUAL																				
PLANNED	3	IFB No: AITB/RFQ/003/26	Stationery	G4761	ASSORTED	8,000.00	RFQ	16-Jan-26	23-Jan-26	30-Jan-26	13-Feb-26	27-Feb-26	6-Mar-26	13-Mar-26	20-Mar-26	N/A	30-Dec-26	31-Dec-26		
UPDATE																				
ACTUAL																				
PLANNED	4	IFB No: AITB/RFQ/004/26	Scratch Cards	J6190	1,000 pcs @ 5	5,000.00	RFQ	16-Jan-26	23-Jan-26	30-Jan-26	13-Feb-26	27-Feb-26	6-Mar-26	13-Mar-26	20-Mar-26	N/A	30-Dec-26	31-Dec-26		
UPDATE																				
ACTUAL																				
PLANNED	5	IFB No: AITB/NCB/001/26	Repairs & Maintenance - Non Residential Building (Civil)	F4100	1 Firm	150,000.00	NCB	6-Jan-26	14-Jan-26	30-Jan-26	13-Feb-26	13-Mar-26	20-Mar-26	27-Mar-26	6-Apr-26	N/A	30-Dec-26	30-Dec-26		
UPDATE																				
ACTUAL																				
			Sub-Total			173,010.00														

PREPARED BY: *Jillue T. Klafien-Jallah*  
 JILLUE T. KLAFIEN-JALLAH  
 PROCUREMENT DIRECTOR

Date: FEBRUARY, 2026



APPROVED BY: *Abraham Billy*  
 ABRAHAM BILLY  
 DIRECTOR GENERAL/COMMITTEE CHAIR

Date: FEBRUARY, 2026

*Abraham Billy*  
 02/13/26



**AGRICULTURAL AND INDUSTRIAL TRAINING BUREAU (AITB)**  
**PROCUREMENT PLAN: NON-SBA CORE BUDGET**  
**SOURCE OF FUNDING: GOL National Budget**  
**Fiscal Year:2026**

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 UPDATE ACTUAL	6	IFB No: AITB/RB/001/26	Office Furniture	G4659	ASSORTED	15,000.00	RB	16-Jan-26	23-Jan-26	30-Jan-26	13-Feb-26	13-Mar-26	20-Mar-26	27-Mar-26	6-Apr-26	N/A	30-Dec-26	31-Dec-26	
PLANNED UPDATE ACTUAL	7	IFB No: AITB/RB/002/26	Educational Materials and Supplies	G4761	ASSORTED	12,594.00	RB	16-Jan-26	23-Jan-26	30-Jan-26	13-Feb-26	13-Mar-26	20-Mar-26	27-Mar-26	6-Apr-26	N/A	30-Dec-26	31-Dec-26	
PLANNED UPDATE ACTUAL	8	IFB No: AITB/RB/003/26	Vehicle Purchase	G4510	2 units	75,000.00	RB	16-Jan-26	23-Jan-26	30-Jan-26	13-Feb-26	13-Mar-26	20-Mar-26	27-Mar-26	6-Apr-26	N/A	30-Dec-26	31-Dec-26	
PLANNED UPDATE ACTUAL	8	IFB No: AITB/SBA/RB/004/26	Air Tickets	N7911	1 Firm	40,000.00	RB	16-Jan-26	23-Jan-26	30-Jan-26	13-Feb-26	13-Mar-26	20-Mar-26	27-Mar-26	6-Apr-26	N/L	30-Dec-26	31-Dec-26	
			Sub Total			142,594.00													
			Grand Total			315,604.00													



PREPARED BY: *Jillue T. Klafieh Jallah*  
 Jillue T. Klafieh Jallah  
 PROCUREMENT DIRECTOR  
 Date: FEBRUARY, 2026

APPROVED BY: *Abraham Billy*  
 Abraham Billy  
 DIRECTOR GENERAL/COMMITTEE CHAIR  
 Date: FEBRUARY, 2026

*Handwritten signature and date: 02/15/26*



**NON- SBA CORE BUDGET PROCUREMENT PLAN EXPLANATION NOTE**

For Fiscal Year: JANUARY TO DECEMBER 2026

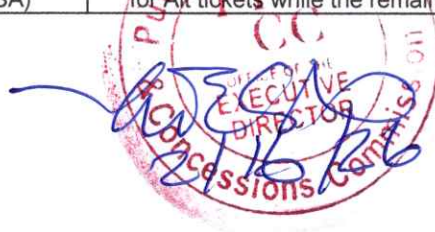
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Item No	Contract Package Code	Contract Package	Explanation Note
1	IFB No: AITB/RFQ/001/26	Internet Connectivity	This contract package is intended to procure internet connectivity services for AITB during the FY 2026 and it is drawn from the budget line Internet provider Services.
2	IFB NO. AITB/SS/002/2026	Cleaning Materials	The AITB will procure Soap, Clorox, Dettol, Soft brooms, Towels, Dirt Tray, Tissue, Air Freshener, Floor Mops, etc. The budget line id drawn from the budget line Cleaning Materials and Services.
3	IFB No: AITB/RFQ/003/26	STATIONERY SUPPLIES	This contract package is intended to procure A4 Papers, Ink, Printers, Certificate sheets, Calculator Etc. for the Bureau from the Budget lines, Stationery, it is intended for workshops, conferences and work related at the Bureau.
4	IFB No: AITB/RFQ/004/26	Scratch Cards	This contract package is intended to be used to procure 1,800 pcs @ 5USD of Scratch Cards for smooth communication with the Director General and his Deputies, Directors for various Departments, and the entire staff at the Bureau
5	IFB No: AITB/RFQ/005/26	Repair & Maintenance - Non Residential Building	This contract package is intended to renovate the entire building of the AITB and it is drawn from the Budget line Repair and Maintenance - Civil.
6	IFB No: AITB/RB/001/26	Office Furniture	This Budget amount has been earmarked for the procurement of furniture, conference desk, air condition, chairs and the set up of the conference room from the budget line Furnitures and Fixture.
7	IFB No: AITB/RB/002/26	Educational Materials and Supplies	This contract package is intended to procure Computers and Accessories for the smooth operation of the Bureau, from the Budget line Educational Materials and Supplies.
8	IFB No: AITB/RB/003/26	Vehicle Purchase	This contract package is intended to purchase two vehicles ( mini Bus & jeep) for employees smooth movement and TVET survey in the 15 counties. The Budget is drawn from the Budget Line transportation Equipment.
9	IFB No: AITB/RB/004/26	Air Tickets (Accommodation & DSA)	This contract package is intended to purchase air tickets, accomodation and DSA for the Director Gen. and his two deputies. It is drawn for the budget line Air ticket, twenty thousand (\$20,000.00) for Air tickets while the remaining Twenty Thousand (\$20,000.00) for accomodation and DSA

PREPARED BY: Jillue T. Klafleh Jallah  
 Jillue T. Klafleh Jallah  
 PROCUREMENT DIRECTOR

Date: FEB. 2026

*[Handwritten Signature]*  
 02/13/26



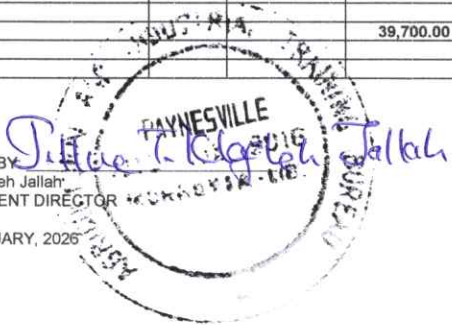
APPROVED BY: Hon. Abraham Billy  
 Hon. Abraham Billy  
 DIRECTOR GENERAL/ COMMITTEE CHAIR

Date: FEB. 2026

**AGRICULTURAL AND INDUSTRIAL TRAINING BUREAU (AITB)**  
**PROCUREMENT PLAN: SBA CORE BUDGET**  
**SOURCE OF FUNDING: GOL National Budget**  
**Fiscal Year:2026**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
	Item No.	BASIC DATA						IMPLEMENTATION DATES												
		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: AITB/SBA/RB/001/26	Petroleum Product (Fuel & Gasoline)	G4661	4358.1 gal@5.78	25,200.00	RB	16-Jan-26	23-Jan-26	30-Jan-26	13-Feb-26	27-Feb-26	6-Mar-26	13-Mar-26	20-Mar-26	N/A	30-Dec-26	31-Dec-26		
UPDATE																				
ACTUAL																				
PLANNED	2	IFB No: AITB/SBA/RFQ/001/26	Repair & Maintenance Vehicle	G4520	1 Firm	6,000.00	RFQ	16-Jan-26	23-Jan-26	30-Jan-26	13-Feb-26	27-Feb-26	6-Mar-26	13-Mar-26	20-Mar-26	N/A	30-Dec-26	31-Dec-26		
UPDATE																				
ACTUAL																N/A				
PLANNED	3	IFB No: AITB/SBA/RFQ/002/26	Repair & Maintenance Generator	G4659	ASSORTED	1,500.00	RFQ	16-Jan-26	23-Jan-26	30-Jan-26	13-Feb-26	27-Feb-26	6-Mar-26	13-Mar-26	20-Mar-26	N/A	30-Dec-26	31-Dec-26		
UPDATE																				
ACTUAL																				
PLANNED	4	IFB No: AITB/SBA/RFQ/003/26	Printing & Binding Service	C1812	1 Firm	4,000.00	RFQ	16-Jan-26	23-Jan-26	30-Jan-26	13-Feb-26	27-Feb-26	6-Mar-26	13-Mar-26	20-Mar-26	N/A	30-Dec-26	31-Dec-26		
UPDATE																				
ACTUAL																				
PLANNED	5	IFB No: AITB/SBA/RFQ/004/26	Print Media Service	J5813	1 Firm	3,000.00	RFQ	16-Jan-26	23-Jan-26	30-Jan-26	13-Feb-26	27-Feb-26	6-Mar-26	13-Mar-26	20-Mar-26	N/A	30-Dec-26	31-Dec-26		
UPDATE																				
ACTUAL																				
			<b>Sub-Total</b>			<b>39,700.00</b>														

PREPARED BY: *Jillue T. Klafleh Jallah*  
 JILLUE T. KLAFLEH JALLAH  
 PROCUREMENT DIRECTOR  
 Date: FEBRUARY, 2026



*Jillue T. Klafleh Jallah*  
 02/13/26

APPROVED BY: *Abraham Billy*  
 DIRECTOR GENERAL/COMMITTEE CHAIR  
 Abraham Billy

Date: FEBRUARY, 2026





**SBA CORE BUDGET PROCUREMENT PLAN EXPLANATION NOTE**  
For Fiscal Year: JANUARY 2026

Item No	Contract Package Code	Contract Package	Explanation Note
1	IFB No: AITB/SBA/RB/001/26	Petroleum Product (Fuel & Gasoline)	This contract package is drawn from the budget lines Fuel and Lubricant Generators and Vehicles, which shall be used to procure fuel and gasoline for at the rate of \$ 5.78 cent for the entity's vehicles and generators. Petroleum products will be procured through coupons.
2	IFB No: AITB/SBA/RFQ/001/26	Repair and Maintenance Vehicle	It is intended to hire service provider to maintain the Bureau's Vehicles. The contract package is drawn from the budget line Repair and Maintenance.
3	IFB No: AITB/SBA/RFQ/002/26	Repair and Maintenance Generator	This contract package is drawn from the budget line Repair & Maintenance Generator and it is intended to procure Engin oil, tools ket, oil filters Etc.
4	IFB No: AITB/SBA/RFQ/003/26	Printing and Binding services	The contract package is drawn from the budget line Printing, Binding and Publication Services and it is intended to hire a service provider to print and bind reports, policies, Banners, Flyers for TVET training etc for the Bureau.
5	IFB No: AITB/SBA/RFQ/004/26	Print Media Services	The contract package is drawn from the budget line Printing, Binding and Publication Services and it is intended to hire a service provider to publish IFB, REOI, IPQ, etc.
6	IFB No: AITB/SBA/RFQ/005/26	Electronic Media Service	This contract package is intended to be use for Jingle, media articles, website developer, talkshow host etc. The budget is drawn from the Budget Line Printing, Binding and Publication.
7	IFB No: AITB/SBA/RB/002/26	Event Catering	The contract package is intended for catering for participants and supervisors within various events. This Budget is drawn from the Budget Line Workshop, Conferences, Symposia and Seminers.

PREPARED BY: Jillue T. Klafleh Jallah  
Jillue T. Klafleh Jallah  
PROCUREMENT DIRECTOR

Date: FEBRURY, 2026



Billy  
62/13/26

APROVED BY: Abraham Billy  
DIRECTOR GENERAL/COMMITTEE CHAIR  
Abraham Billy

Date: FEBRURY, 2026



**Agricultural and Industrial Training Bureau (AITB)  
CONSULTANCY PROCUREMENT PLAN (SBA CORE BUDGET)  
SOURCE OF FUNDING: GOL  
FOR FISCAL YEAR 2026**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
ITEM NO.	BASIC DATA						IMPLEMENTATION DATES													
							REQUEST FOR EXPRESSION OF INTEREST, IF APPLICABLE					REQUEST FOR PROPOSALS AND APPROVAL OF AWARD								
	PACKAGE NUMBER (CODE)	CONSULTANCY SERVICE	NO. OF FIRMS/PERSONS	EST. COST USD	SELECTION METHOD		PREP. OF TOR & PC APPROVAL	PUBLICATION OF REOI	REOI CLOSING/OPENING	SUBMISSION OF EVALUATION REPORT	PC APPROVAL EVALUATION REPORT/SHORTLIST	PREPARATION & SUBMISSION OF RFP DOCUMENT	PC APPROVAL FINAL TOR/RFP DOCUMENT	INVITATION OF PROPOSALS	PROPOSAL SUBMISSION & OPENING	SUBMISSION OF TECHNICAL & FINANCIAL EVALUATION REPORT	PC APPROVAL COMBINED EVALUATION REPORT	CONTRACT AWARD & SIGNING	COMPLETION (FINAL REPORT) AND PAYMENT	
	RFP NO. AITB/SBA/RFP/001/2026	Feasibility Studies	1 Firm	\$ 390,000.00	LCS		2-Dec-25	12-Feb-26	3-Mar-26	13-Mar-26	23-Mar-26	7-Apr-26	17-Apr-26	27-Apr-26	17-May-26	6-Jun-26	16-Jun-26	26-Jun-26	30-Dec-26	
PLANNED	1																			
UPDATE																				
ACTUAL																				
			<b>Sub-Total</b>	394,000.00																
<b>Grand Total</b>				822,304.00																

PREPARED BY: *Jillue T. Klafleh Jallah*  
Jillue T. Klafleh Jallah  
PROCUREMENT DIRECTOR

Date: FEBRAURY, 2026



*Abraham Billy*  
02/13/26

APPROVED BY: *Abraham Billy*  
Abraham Billy  
DIRECTOR GENERAL/COMMITTEE CHAIR

Date: FEBRAURY, 2026






REPUBLIC OF LIBERIA  
Agricultural Industrial Training Bureau (AITB)

Agricultural and Industrial Training Bureau (AITB)  
CONSULTANCY PROCUREMENT PLAN (SBA CORE BUDGET)  
SOURCE OF FUNDING: GOL  
FOR FISCAL YEAR 2026

Item No	Contract Package Code	Contract Package	Explanation Note
1	RFP NO. AITB/SBA/RFP/001/2026	Feasibility Studies/Surveys	This contract package is intended to hire consultancy services (Firm) to conduct TVET related studies for AITB during the FY 2026 and it is drawn from the budget line Feasibility Studies/Surveys.


  
 PREPARED BY: Jillue T. Klafteh Jallah  
 Jillue T. Klafteh Jallah  
 PROCUREMENT DIRECTOR  
 Date: February, 2026

APPROVED:   
 Abraham Billy  
 DIRECTOR-GENERAL/AITB  
 Date: February, 2026

  
 02/13/26