



REPUBLIC OF LIBERIA
PUBLIC PROCUREMENT & CONCESSIONS COMMISSION

EXECUTIVE MANSION GROUNDS, CAPITOL HILL, MONROVIA, LIBERIA
 WEBSITE: www.ppcc.gov.lr PHONE SHORT CODE: 4357 Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Ref. **PPCC/RL/CEO/0045/26'**

January 30, 2026

Dr. Cecelia J. Nuta

CHAIRPERSON

National Aids Commission

UN Drive, Adjacent GSA

Monrovia, Liberia

Dear Dr. Nuta:

Subj: **PROVISIONAL APPROVAL OF DRAFT PROCUREMENT PLAN FOR THE FISCAL YEAR 2026**

We present our compliments and wish to acknowledge receipt of your letter, which sought the approval of the Commission for the National Aids Commission Draft Procurement Plans for FY 2026, in accordance with **Section 40(3)** of the PPC Act. The Commission, however, wishes to inform you that your plan has been Provisionally Approved pending the passage of the national budget.

Please be advised that your Entity can carry out procurement activities based on this provisionally approved draft procurement plan, culminating in **framework agreements** for recurrent procurement items. Similarly, you are also advised to carry out procurement activities for non-recurrent procurement items in advance of the passage of the National Budget, but contracts for these packages **MUST** not be signed until the President approves the budget and you ascertain the availability of funding. Please ensure to include notifications of this information in the tender documents for both framework agreements and advance procurement.

Upon passage of the FY 2026 National Budget, you are required to submit a revised/updated procurement plan, a detailed budget for NAC's allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for FY 2026, and the staff of your Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the previous fiscal year 2025, as stated. The said submission will serve as a precursor for the Commission granting you final approval of your procurement plan for fiscal year 2026.

The Public Procurement and Concessions Commission admonishes and deems it a priority that you remain primarily compliant 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,

Bodner Scott Johnson

CHIEF EXECUTIVE OFFICER



Marie M. Stinson
Feb. 6, 2026
0776 4949 98

National AIDS Commission (NAC)

1st Floor, Ministry of Labour Old Build
UN Drive, Adjacent General Services Agency (GSA)
Monrovia, Liberia

Hon. Bodger Scott Johnson
Chief Executive Officer (CEO)
Public Procurement & Concession
Commission (PPCC)
Executive Mansion Grounds
Capitol Hill, Monrovia, Liberia

January 26, 2026

Ref: Submission of the NAC 2026 Procurement Plan for Approval

Dear Hon. Johnson:

With compliments, I write to submit to your office the National AIDS Commission 2026 Procurement Plan for your approval.

I look forward to your timely approval as the Ministry of Finance and Development Planning anticipates our approved plan to make available the Commission's allotment.

Thanks for your understanding and consideration.


Sincerely,

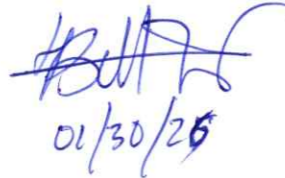


Received:
Theophilus S. B. Kollie
January 27, 2026
Time: 8:44 AM

**National AIDS Commission
PROCUREMENT PLAN (SBA)
Source of Funding: National Budget
Budget Period 2026**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
	ITEM NO.	BASIC DATA						IMPLEMENTATION DATES											
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code (s)	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	
PLANNED	1	IFB.NO. NAC/SBA/RB/001/2026	Petroleum Products (fuel & Gasoline)	G4661	3,144.67 gals@ 4.75	US\$ 14,937.19	RB	26/Jan./2026	28/Jan/2026	30/Jan/2026	20/Feb/2026	23/March/2026	30/march/2026	6/April/2026	13/April/2026	N/A	27/NOV/2026	31/DEC/2026	
UPDATE																			
ACTUAL																			
PLANNED	2	IFB. N O NAC/SBA/RFQ/001/2026	Advertising and Public Relations	M7310	1 FIRM	US\$ 9,137.00	RFQ	26/Jan./2026	28/Jan/2026	30/Jan/2026	20/Feb/2026	5/March/2026	13/March/2026	23/March/2026	30/March/2026	N/A	27/NOV/2026	31/DEC/2026	
UPDATE																			
ACTUAL																			
PLANNED	3	IFB.NO. NAC/SBA/RFQ/002/2026	Cleaning Materials	G4773	Assorted	US \$3,000.	RFQ	26/Jan./2026	28/Jan/2026	30/Jan/2026	20/Feb/2026	5/March/2026	13/March/2026	23/March/2026	30/March/2026	N/A	27/NOV/2026	31/DEC/2026	
UPDATE																			
ACTUAL																			
PLANNED	4	IFB. NO NAC/SBA/RFQ/003/2026	Stationery	G4761	Assorted	US\$ 2,800.	RFQ	26/Jan./2026	28/Jan/2026	30/Jan/2026	20/Feb/2026	5/March/2026	13/March/2026	23/March/2026	30/March/2026	N/A	27/NOV/2026	31/DEC/2026	
UPDATE																			
ACTUAL																			
Subtotal						US\$ 29,874.19													

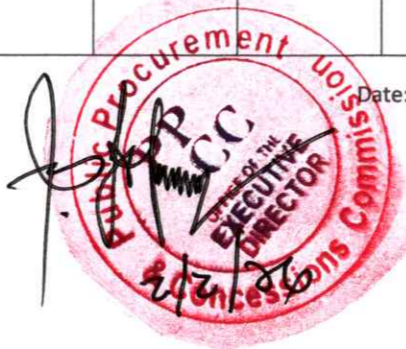
Signed: 
Mr. William J. Trueh
Procurement Director/NAC


01/30/26

Approved: 
Dr. Cecelia J. Nuta
Chairperson /NAC



Date: 26 January 2026



**National AIDS Commission
PROCUREMENT PLAN (SBA)
Source of Funding: National Budget/ 2026**

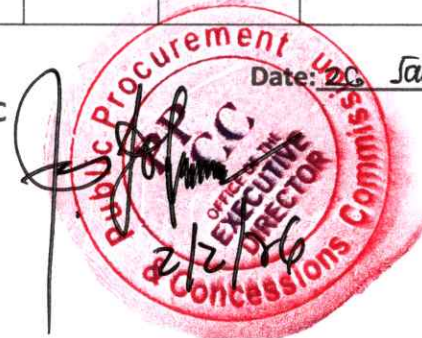
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PLANNED	5.	IFB. NO NAC/SBA/RB/002/2026	Event Catering	I5621	1Firm	US\$ 17,680	RB	26/Jan./2026	28/Jan/2026	30/Jan/2026	20/Feb/2026	23/March/2026	30/march/2026	6/April/2026	13/April/2026	N/A	27/NOV/2026	31/DEC/2026	
UPDATE																			
ACTUAL																			
PLANNED	6.	IFB. N O NAC/SBA/RB/003/2026	Hall Catering Services	L6810	1firm	US\$ 14,650	RB	26/Jan./2026	28/Jan/2026	30/Jan/2026	20/Feb/2026	23/March/2026	30/march/2026	6/April/2026	13/April/2026	N/A	27/NOV/2026	31/DEC/2026	
UPDATE																			
ACTUAL																			
PLANNED	7.	IFB. N O NAC/SBA/RFQ/004/2026	Vehicle Insurance Coverage	K6512	1 Firms	US\$1,200	RFQ	26/Jan./2026	28/Jan/2026	30/Jan/2026	20/Feb/2026	5/March/2026	13/March/2026	23/March/2026	30/March/2026	N/A	27/NOV/2026	31/DEC/2026	
UPDATE																			
ACTUAL																			
PLANNED	8.	IFB. N O NAC/SBA/RB/004/2026	Personnel Life Insurance Coverage	K6511	1 firm	US\$15,000	RB	26/Jan./2026	28/Jan/2026	30/Jan/2026	20/Feb/2026	23/March/2026	30/march/2026	6/April/2026	13/April/2026	N/A	27/NOV/2026	31/DEC/2026	
UPDATE																			
ACTUAL																			
subtotal						US\$48,530													

Signed: *[Signature]*
Mr. William J. Trueh/ Proc. Director

Approved: *[Signature]*
Dr. Cecelia J. Nuta / Chairperson/NAC

Date: 20 January 2026

[Handwritten Signature]
01/30/26



**National AIDS Commission
PROCUREMENT PLAN (SBA)
Source of Funding: National Budget/ 2026**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
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PLANNED	9.	IFB.NO. NAC/SBA/RFQ/005/2026	Internet Connectivity	J6120	1 firm	US\$ 1,764	RFQ	26/Jan./2026	28/Jan/2026	30/Jan/2026	20/Feb/2026	5/March/2026	13/March/2026	23/March/2026	30/March/2026	N/A	27/NOV/2026	31/DEC/2026
UPDATE																		
ACTUAL																		
PLANNED	10	IFB. NO NAC/SBA/RFQ/006/2026	Vehicle Spare Parts	G4530	Assorted	US\$ 1,400	RFQ	26/Jan./2026	28/Jan/2026	30/Jan/2026	20/Feb/2026	5/March/2026	13/March/2026	23/March/2026	30/March/2026	N/A	27/NOV/2026	31/DEC/2026
UPDATE																		
ACTUAL																		
SUB-TOTAL						US\$ 3,164.00												

Signed: 
Mr. William J. Trueh/ Proc. Director

Approved: 
Dr. Cecelia J. Nuta / Chairperson/NAC

Date: 26 January 2026


01/30/26



**National AIDS Commission
PROCUREMENT PLAN (SBA)
Source of Funding: National Budget/ 2026**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
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PLANNED	11.	IFB.NO. NAC/SBA/RB/005/2026	Printing & Binding Services	C1812	1 firm	US\$ 10,600	RB	26/Jan./2026	28/Jan/2026	30/Jan/2026	20/Feb/2026	23/March/2026	30/march/2026	6/April/2026	13/April/2026	N/A	27/NOV/2026	31/DEC/2026	
UPDATE																			
ACTUAL																			
SUB-TOTAL						US\$ 10,600													

Signed: *WJ Trueh*
Mr. William J. Trueh/ Proc. Director

Approved: *Cecelia J. Nuta*
Dr. Cecelia J. Nuta / Chairperson/NAC



Date: 26 January 2026

WJ Trueh
01/30/26

WJ Trueh



**National AIDS Commission
PROCUREMENT PLAN (SBA)
Source of Funding: National Budget/ 2026**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
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PLANNED	12.	IFB.NO. NAC/SBA/RFQ/007/2026	Vehicle Rental	H4922	1 firm	US\$ 1,300	RFQ	26/Jan./2026	28/Jan/2026	30/Jan/2026	20/Feb/2026	5/March/2026	13/March/2026	23/March/2026	30/March/2026	N/A	27/NOV/2026	31/DEC/2026	
UPDATE																			
ACTUAL																			
Sub-total						US\$ 1,300.00													
Grand-Total						US\$ 93,468.19													

Signed: 
Mr. William J. Trueh/ Proc. Director

Approved: 
Dr. Cecelia J. Nuta / Chairperson/NAC



Date: 26 January 2026


01/30/26





NATIONAL AIDS COMMISSION OF LIBERIA
Procurement Plan: Explanatory Notes (SBA)
Fiscal Year: 2026

1	IFB.NO. NAC/SBA/RB/001/2026	Petroleum Products (Fuel & Gasoline)	<p>This Package is intended to procure fuel and gasoline for the NAC vehicles. Note: Source of funding comes from the budget line Fuel & Lubricants vehicles -Gas----- 7,468.59 gals Fuel----- 7468.59 gals Additional sources of funding are from the budget lines, Advertising and Public Relations Totaling US\$ 266.00, Workshops, Conference and Symposium totaling US\$ 3,603.75, World Aids day totaling US\$ 725.00.</p>
2	IFB.NO. NAC/SBA/RFQ/001/2026	Advertising and Public Relations	<p>This package is intended to hire the services of electronic media to provide live radio talk shows, Jingle production and Airing of jingles for the Commission. In addition to the above, the below item such as Cellular phone will Cost USDS 1,000.00 , As well as PA System Which will cost USDS 1,000.00 to be procured under this budget line for used by the entity. Additionally, for "Live Radio Talk Show" US\$ 2850 from the budget lines Workshop, Conferences, Seminars & Symposium and US\$ 2300 from the budget lines World AIDS Day.</p>
3	IFB.NO. NAC/SBA/RFQ/002/2025	Cleaning Materials	<p>This Package is intended to procure materials for the cleaning of the NAC offices and bathrooms. Note: Source of funding is from the budget line "Cleaning Materials and service." Therefore, additional amount in the tone of USD\$ 2,000 Will be taken from the activity line capture under the goods and services (World Aids Day). Note. The actual amount for WAD is projected at USD\$ 25,000.00 Which was approved by the MFDP. The additional amount of US\$ 2,000 will be used to purchase decoration items for event to be held by the entity for its upcoming Fundraising program.</p> <p>A. Hand sanitizes 5 ctn B. Soft brooms 10 pcs</p>



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			<p>C. Klim Tide Soap 1 ctn D. Air Freshener 2 dzn E. Hands gloves (rubber) 10 pairs F. Floor Towel 24 pcs g. etc.</p>
4	IFB. NO NAC/SBA/RFQ/003/2025	Stationery	<p>This package is intended to procure the below listed items for NAC use.:</p> <ol style="list-style-type: none"> 1. A-4 Paper 15 Cartoon 2. Legal Paper 8 Cartoon 3. Manila Folder A4 size 10Boxes 4. Box file Folder 5 Cartoon 5. pen 10 packs 6. Brown Envelop (A4) 10 pks 7. White Envelop 10 8. Stapler pin 6 pks 9. White board marker 6 pks 10. Flip Chart board 3 pcs 11. staple machine..... 5dozens 12. ETC. <p>Note: Source of funding is from the budget line “Stationery. Additional source of funding is from the budget line, workshop, conferences, symposia & seminars.</p>
5	IFB. NO NAC/SBA/RB/002/2026	Event Catering	 <p>This package is intended to hire a firm that will provide refreshment during meetings, workshops and seminars for the Commission and Counties which will be done on a lot to lot basis. This contract package will constitute LOT: 1, it is expected that institution in the business of providing catering services can bid for this lot only.</p> <p>Note: Source of funding is from the budget line “workshop, conferences symposia & seminars.</p> <p>Additional sources of funding are from the budget lines World AIDS Day and Advertising and public Relation.”</p> <p>The entity have decided that starch cards will be procure under this line item totaling 1,450 pieces both Orange and Lone star cards. Additionally, for Scratch or Communication Cards, the amounts of US\$ 200 come from the budget line World AIDS Day and US\$ 1,050 from the budget line</p>

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			Workshop, Conferences, Seminars and Symposium
6	IFB. NO NAC/SBA/RB/004/2026	Hall & Catering Services	<p>This package is intended to hire institution that provides both catering services and hall rental for meetings, workshops and seminars for the Commission and five counties' where NAC has functional offices. This package will constitute Lot: 2 as indicated above for bidders.</p> <p>Source of funding is from the budget line "workshop, conferences, symposia, & seminars.</p> <p>Additional sources of funding are from the budget lines World AIDS Day and Advertising and public Relation."</p>

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7	IFB. NO NAC/SBA/RFQ/004/2026	Vehicle Insurance Coverage	<p>This package is intended to provide vehicle insurance for the National AIDS Commission (NAC) vehicles.</p> <p>Note: Source of funding comes from the budget line 'Vehicle Insurance'.</p>
8	IFB. NO NAC/SBA/RB/004/2026	Personnel Life Insurance Coverage	<p>This package is intended to provide medical insurance for the National AIDS Commission (NAC) staffs.</p> <p>Note: Source of funding comes from the budget line 'Personnel Insurance'.</p>
9	IFB. NO NAC/SBA/RFQ/005/2026	Internet Connectivity	<p>This package is intended to hire an institution engaged in providing internet service for the Commission building.</p> <p>Note: Source of funding is from the budget line "Internet Provider Services".</p>




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10	IFB. NO NAC/SBA/RFQ/006/2026	Spare Parts	This package is intended to procure vehicles' spare parts for the National AIDS Commission Vehicle which is funded from the budget line 'Repairs and Maintenance Vehicles.'
11	IFB. NO NAC/SBA/RB/005/2026	Printing & Binding Services	<p>This package is intended to hire the services of vendors engaged in printing, binding and publication for the below listed items.</p> <ul style="list-style-type: none"> ➤ T-SHIRT (Round Neck) ➤ FACE CAPS ➤ BANNERS Large (5"X20") ➤ SOUVIENER PROGRAM (Glossy Paper) ➤ INVITATION CARD ➤ ETC. <p>Source of funding are from the budget lines "World AIDS Day,' Workshops, Conferences, Seminar and Symposium.</p>
		Marching Band Rental	<p>This package is intended to hire an institution engaged with band set. The band set will be used in Monrovia and the counties below for marching. The NAC office host this event every year during World AIDS Day celebration in Montserrado, Nimba, Bong, Grand Bassa, Bomi, and Margibi counties.</p> <p>Note: there is no actual line item funding this activity but it is expected that in the case of contingency, funds will be used to execute this activity.</p>
		Electricity	<p>This package is intended to produce electricity for NAC offices. The cost of this package is (US\$ 4,000.00)</p> <p>Note: Source of funding for this contract is from the budget line "Electricity"</p>






 01/30/26

Prepared by: 
Mr. William J. Truoh
Procurement Director/NAC

Approved by: 
Dr. Cecelia Nuta
Chairperson/NAC

Date: 26 January 2026




8/30/26

