



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/160/26'**

February 20, 2026

Cllr. Dempster Browne
CHAIRPERSON

Independent National Commission on Human Rights
 20th Street, Sinkor
 Republic of Liberia

Dear Cllr. Browne:

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

We present our compliments and wish to acknowledge receipt of your communication which sought the approval of the Commission for the Independent National Commission on Human Rights Annual Procurement Plan. Following a thorough review, the Commission hereby approves the Independent National Commission on Human Rights procurement plan for the fiscal year 2026 in accordance with **Section 40 (3)** of the PPCA, 2026. The Commission further informs the INHCR that the 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.

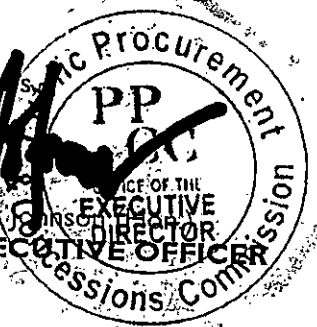
The Commission counsels that you observe **Section 40 (5) of the PPCA, 2026**, which states "each Procuring Entity, shall, quarterly and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in its plan. However, an updated procurement plan shall accompany said notice to the Commission."

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

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

[Signature]
 Bodger Scott Johnson
CHIEF EXECUTIVE OFFICER





REPUBLIC OF LIBERIA
INDEPENDENT NATIONAL COMMISSION ON HUMAN RIGHTS (INCHR)
Sinkor, 20th Street, Russell Avenue, Monrovia, Liberia
Email: inchr@inchr.lib.org; Website: www.inchr.lib.org
+231-886-566-846/+231-775-161-483



Office of the Chairman

February 12, 2026

Bodger Scott Johnson (Hon.)
CHIEF EXECUTIVE OFFICER
Public Procurement and Concession Commission
Capitol Hill, Monrovia, Liberia

RE: SUBMISSION OF PROCUREMENT PLAN

Dear Hon. Johnson:

I present to you warm greetings on behalf of the Independent National Commission on Human Rights.

Consistent with **Section 40 of the PPCA of 2010**, the Independent National Commission on Human Rights herewith submits its SBA budget procurement plan along with explanatory note for your approval.

I look forward to a timely response from you as soon as possible.

Thank for your usual cooperation.


Cllr. T. Dempster Brown
Chairperson, Independent National Commission on Human Rights, (INCHR)

*Received
Theophilus S. B. Kollie
Feb. 13, 2026
Time: 1:25 PM*



**Independent National Commission on Human Rights
Procurement Plan (SBA)
Source of Funding: (GOL- National Budget)
Fiscal year 2026**



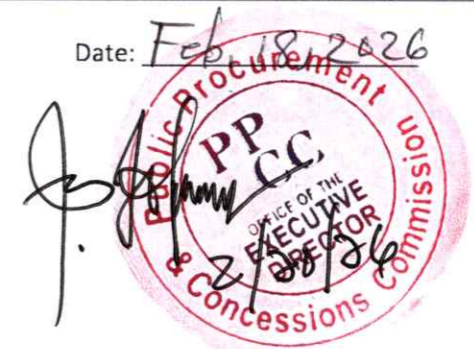
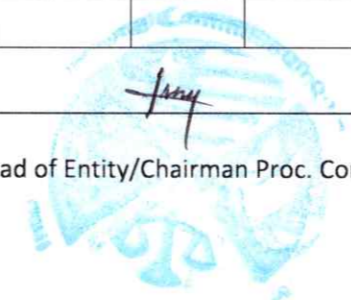
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
	ITEM NO.	BASIC DATA						IMPLEMENTATION DATES											
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID 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	
PLANNED	1	IFB No. INCHR/SBA/RB/001/2026	Petroleum Product(Gasoline & Diesel)	G-4661	1,693@4.43	\$ 7,500.00	RFQ	02/04/2026	02/06/2026	02/10/2026	02/18/2026	03/4/2026	03/16/2026	03/20/2026	03/31/2026	N/A	12/1/2026	12/15/2026	
UPDATE																			
ACTUAL																			
PLANNED	2	IFB No. INCHR/SBA/RFQ/001/2026	Cleaning Materials & services	G4773	Assorted	\$ 1,500	RFQ	02/02/2026	02/06/2026	02/10/2026	02/20/2026	02/27/2026	03/6/2026	03/19/2026	03/24/2026	N/A	12/04/2026	12/17/2026	
UPDATE																			
ACTUAL																			
PLANNED	3	IFB No. INCHR/SBA/RFQ/002/2026	Stationaries	G4761	Assorted	\$ 2,804	RFQ	02/04/2026	02/06/2026	02/10/2026	02/20/2026	02/27/2026	03/6/2026	03/19/2026	03/24/2026	N/A	12/08/2026	12/21/2026	
UPDATE																			
ACTUAL																			
SUB TOTAL						\$ 11,804 USD													

Prepared by:
Procurement Assistant

Approved by:
Head of Entity/Chairman Proc. Committee

Date: Feb 18, 2026

02/19/26





Independent National Commission on Human Rights



Procurement plan (SBA)

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	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	
PLANNED	4	IFB No. INCHR/SBA/R FQ/003/2026	Printing, Binding & Publication	C1812	1 Firm	\$ 1,500	RFQ	02/04/2026	02/06/2026	02/10/2026	02/20/2026	02/27/2026	03/6/2026	03/19/2026	03/24/2026	N/A	12/03/2026	12/17/2026
UPDATE																		
ACTUAL																		
PLANNED	5	IFB No. INCHR/SBA/R FQ/004/2026	Education Material and Service	G4761	Assorted	\$ 2,500	RFQ	02/04/2026	02/06/2026	02/10/2026	02/20/2026	02/27/2026	03/6/2026	03/19/2026	03/24/2026	N/A	12/03/2026	12/17/2026
UPDATE																		
ACTUAL																		
PLANNED	6	INCHR/SBA/R FQ/005/2026	Telecommunication & Internet	J-6120	1 FIRM	4,000	RFQ	02/04/2026	02/06/2026	02/10/2026	02/20/2026	02/27/2026	03/6/2026	03/19/2026	03/24/2026	N/A	12/11/2026	12/24/2026
UPDATE																		
ACTUAL																		
SUB TOTAL						\$ 8,000 USD												

Source of Founding: (GOL National Budget)-2026

Prepared by: [Signature]
Procurement Assistant

[Signature]
2/9/26

Approved by: [Signature]
Head of Entity/Chairman Proc. Committee

Date: Feb. 18, 2026





**Independent National Commission on Human Rights
Procurement Plan (SBA)
Source of funding: GOL National Budget-2026**



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	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	
PLANNED	7	IFB No. INCHR/S BA/RFQ/006/2026	Scratch Card	J-6190	200 pieces @ 5.00	\$ 1,000	RFQ	02/04/2026	02/06/2026	02/10/2026	02/20/2026	02/27/2026	03/6/2026	03/19/2026	03/24/2026	N/A	12/09/2026	12/21/2026	
UPDATE																			
ACTUAL																			
PLANNED	8	IFB No. INCHR/S BA/RFQ/007/2026	Repair and Maintenance-Civil	F-4100	1 Firm	\$ 1,000	RFQ	02/04/2026	02/06/2026	02/10/2026	02/20/2026	02/27/2026	03/6/2026	03/19/2026	03/24/2026	N/A	12/09/2026	12/21/2026	
UPDATE																			
ACTUAL																			
PLANNED	9	IFB No. INCHR/S BA/RFQ/008/2026	Repair and Maintenance-Generator	C-3314	1 Firm	\$ 1,500	RFQ	02/04/2026	02/06/2026	02/10/2026	02/20/2026	02/27/2026	03/6/2026	03/19/2026	03/24/2026	N/A	12/09/2026	12/21/2026	
UPDATE																			
ACTUAL																			
SUB TOTAL						\$ 3,500.00 USD													

Prepared by: *[Signature]*
Procurement Assistant

Approved by: *[Signature]*
Head of Entity/Chairman/proc. committee

Date: Feb. 18, 2026

[Handwritten Signature]
2/9/26





**Independent National Commission on Human Rights
Procurement Plan (SBA)**



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	QTY	ESTIMATED COST (USD)	PROCURER 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	10	IFB No. INCHR/SBA/RFAQ/009/2026	Repair and Maintenance-Vehicle	G-5420	1 Firm	\$ 1,000.00	RFQ	02/04/2026	02/06/2026	02/10/2026	02/20/2026	02/27/2026	03/27/2026	03/13/2026	03/24/2026	N/A	12/11/2026	12/21/2026	
UPDATE																			
ACTUAL																			
PPLANNED	11	IFB NO. INCHR/SBA/NCB/10/2026	Construction of Memorial	G-4100	1 Firm	74,000.00	NCB	02/04/2026	02/06/2026	02/10/2026	02/20/2026	03/20/2026	03/27/2026	04/2/2026	04/10/2026	N/A	12/08/2026	12/21/2026	
UPDATE																			
ACTUAL																			
SUB TOTAL						\$ 75,000.00													
GRAND TOTAL						\$ 98,304.00													

Source of funding: GOL National Budget/2026

Prepared by: *C. M. G. R. S.*
Procurement Assistant

Approved by: *[Signature]*
Head of Entity/Chairman Proc. Committee

Date: Feb. 18, 2026

[Signature]
2/9/26





Republic of Liberia
Independent National Commission on Human Rights (INCHR)
20th Street Sinkor, Fiamah
Monrovia, Liberia
Cell#: +231-880668128, Email: Lib-INCHR@yahoo.com



Procurement Plan Explanatory Notes
Fiscal Year 2026

Item No.	Contract Package Number	Contract Package	Explanatory Notes
1.	IFB No. INCHR/SBA/RB /001/2026	Gas & Diesel	This line item refers to the acquisition of Petroleum product for INCHR vehicles & generator US\$7,500 will be apportioned to the procurement of Gas & Diesel (1,785gallons) annually @ (4.20 per gallons).
2.	IFB No. INCHR/SBA/RFQ/001/2026	Cleaning Materials	This package is indented to purchase the below listed item: Toilet tissue, Clorox, soft broom, vim, tide soap, paper towel, floor mop, hand glove etc. US\$1,500.00 will be used from the budget line "cleaning materials" to procure detergents and other household supplies for the proper maintenance of the INCHR offices.
3.	IFB No. INCHR/SBA/RFQ/002/2026	Stationeries	This package is indented to purchase the below listed items: A4 paper, Steno pad, Ball pen, Box file, Manila folder, Ledge book Cartridges, Staple Machine, Plan envelope. US\$2,804 is the accumulated stationery supplies from the budget line "Stationery " to be used by all departments, units, divisions etc.
4.	IFB No. INCHR/SBA/RFQ/003/2026	Printing, Binding, & Publication	This contract package is intended for the printing and binding of the INCHR Human Rights situation reports, annual human rights reports. US \$1,500 is from the budget line: printing, binding and publication services.
5.	IFB No. INCHR/SBA/RFQ/004/2026	Educational Materials and Supplies	This contract package for the outsourcing of a printing press for the printing of flyers, stickers, brochure, and leaflet of human rights massages. This US \$ 2,500.00 is drawn from budget line educational materials and supplies

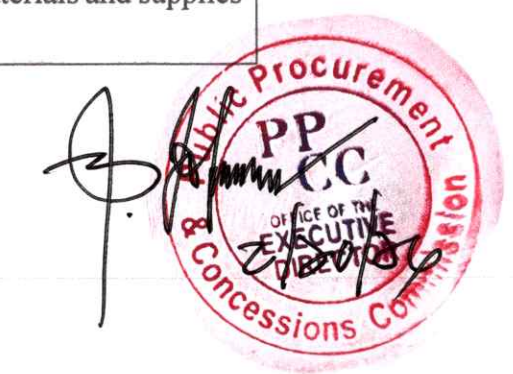
Prepared by: _____

Victoria A. Oye
 Procurement Assistant

Approved: _____

Cllr. T. Dempster Brown
 Procurement Committee Chairperson

02/19/26





Republic of Liberia
Independent National Commission on Human Rights (INCHR)
 20th Street Sinkor, Fiamah
 Monrovia, Liberia
 Cell#: +231-880668128, Email: Lib-INCHR@yahoo.com



Procurement Plan Explanatory Notes
Fiscal Year 2026

6.	IFB No. INCHR/SBA/RFQ/005/2026	Communication & internet Services	This contract package refers to purchase of internet services to be used by INCHR. The activity/object of procurement US \$ 4,000.00 is drawn from the budget line: Communication & internet services
7	IFB No. INCHR/SBA/RFQ/006/2026	Scratch Card	This contract package refers to the Purchase of Telecommunication cards which will be used for administrative function. US\$1000.00 apportioned to communication cards is estimated at (200) pieces @ 5.00 USD per card.
8	IFB No. INCHR/SBA/RFQ/07/2026	Repair and Maintenance Civil	The entity intends to hire a firm to do the painting of the office building, changing of doors locks, light bud and maintenance of its building. The activity/object of procurement is drawn from the budget line: repairs and maintenance civil and accumulated amount is US \$1000.00.
9	IFB No. INCHR/SBA/RFQ/008/2026	Repair and Maintenance Generator	This contract package is intended for the outsourcing of a service provider for the repair and maintenance of the Commission generator. The activity of procurement is drawn from the budget line repairs and maintenance generator and its accumulated amount is UD \$1500.00
10	IFB No. INCHR/SBA/RFQ/09/2026	Repairs and maintenance Vehicle	This contract package is intended for the outsourcing of a service provider for the repair and maintenance of the Commission vehicles. The activity of procurement is drawn from the budget line repairs and maintenance vehicles and its accumulated amount is US \$1000.00

Prepared by:
 Victoria A. Oye
 Procurement Assistant

02/19/26

Approved:
 Cllr. T. Dempster Brown
 Procurement Committee Chairperson





Republic of Liberia
Independent National Commission on Human Rights (INCHR)
 20th Street Sinkor, Fiamah
 Monrovia, Liberia
 Cell#: +231-880668128, Email: Lib-INCHR@yahoo.com



Procurement Plan Explanatory Notes
Fiscal Year 2026

11	IFB No. INCHR/SBA/RFQ/011/2026	Water & Sewage	This contract package is indented for the accumulated monthly water bill. The activity is from the budget line water and sewage and its accumulated amount is US \$1000.00.
12	IFB No. INCHR/SBA/RFQ/012/2026	Office Rental	Refer to the lease and rental of the Independent National Commission on Human Right Office Space @ \$50,000.00
13	IFB No. INCHR/SBA/RFQ/013/2026	Celebration Commemorations	This contract package is intended for the commemorations of International Human Rights Day and ECOWAS Human Rights Day celebration. This activity is drawn from the budget line celebration commemorations.
14	IFB No. INCHR/SBA/RFQ/014/2026	Electricity	This contract package is indented for the Commission monthly electricity bill. The activity is from the budget line electricity and accumulation is 6, 500.00
15	IFB No. INCHR/SBA/RFQ/015/2026	Refuse Collection	This contract package is for the outsourcing of a service provider to collect the garbage for the fiscal period. This activity is from the budget line refuse collection and accumulated amount is US \$500.
16	IFB No. INCHR/SBA/RFQ/016/2026	Newspaper, Books and periodicals	This contract package is intended for the purchasing of daily newspapers for the commissioners. This is from the budget line newspaper, books and periodicals and accumulated amount is US \$500.00.

Prepared by:
 Victoria A. Oye
 Procurement Assistant

02/9/26

Approved:
 Cllr. T. Dempster Brown
 Procurement Committee Chairperson





Republic of Liberia

Independent National Commission on Human Rights (INCHR)
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Monrovia, Liberia
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Procurement Plan Explanatory Notes
Fiscal Year 2026

Table with 4 columns: Item No., IFB No., Description, and Details. Row 1: 1, INCHR/SBA/NCB/001/2026, Construction of Memorial, From the PISP project budget line, this contract package will be used to procure the services of an Architect, and Construction firm for the preparation of a detailed design (drawing) and Bill of quantity for the memorials project, and also the hiring of a construction firm for the building of the memorials in a propose or designated locations around the country. USD \$ 74,000 is drawn from the budget line construct memorial.

Prepared by: Victoria A. Oye
Procurement Assistant

Handwritten signature and date: 02/19/26

Approved: T. Dempster Brown
Procurement Committee Chairperson

