



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



Ref. PPCC/RL/CEO/00228/26  
 March 3, 2026

Hon Joash T. Hodges  
**COMMISSIONER**  
 Independent Information Commission  
 Monrovia, Liberia

Dear Hon. Hodges:

Subj: **APPROVAL OF INDEPENDENT INFORMATION COMMISSION ANNUAL CORE AND SBA PROCUREMENT PLAN FOR FISCAL YEAR 2026.**

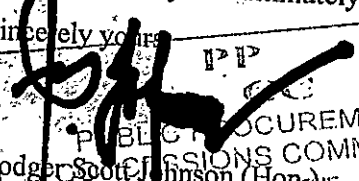
We present our compliments and wish to acknowledge receipt of your communication dated February 12, 2026, which sought the approval of the Commission for the Independent Information Commission (IIC) Annual Core and SBA Procurement Plan for Fiscal Year 2026.

Following thorough review, the Commission hereby approves Independent Information Commission (IIC) Annual Core and SBA Procurement Plan for Fiscal Year 2026 in accordance with *Section 40 (3)* of the PCCA, 2026, and informs the Independent Information Commission 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 PCCA, 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 PCCA, 2010, as we jointly aspire to achieve transparency, accountability, fairness, equality and ultimately public confidence in our procurement and concessions processes.

Sincerely yours

  
**PUBLIC PROCUREMENT & CONCESSIONS COMMISSION**  
 Bodger Scott Johnson (Hon) IE  
**CHIEF EXECUTIVE OFFICER**



# Republic of Liberia Independent Information Commission



Office of the Commissioner

February 12, 2026

Hon. Bodger Scott Johnson  
Public Procurement and Concession Commission  
Executive Mansion Grounds,  
Capitol Hill, Monrovia Liberia

Dear Hon Johnson:

Please accept my compliments as I write to submit to your office for approval, the Independent Information Commission (IIC) **annual procurement plan for the fiscal year 2026**.

Please find attached the IIC procurement committee listing.

Thanks for your usual cooperation as we strive to ensure an efficient and effective government.

Sincerely yours,

Joash T. Hodges

INDEPENDENT INFORMATION COMMISSION, RL



Received:

Theophilus S. B. Kollie

February 12, 2026

Time: 1:16pm

Date:	
Time:	
By:	
Signature:	

# Independent Information Commission (IIC)

Draft Annual Procurement Plan (Non-SBA)

SOURCE OF FUNDING: GOL

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 (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	REMARKS	
PLANNED	1.	IFB No. IIC/RFQ/001/2026	Vehicle Insurance	K6512	Firm	2,575	RFQ	02/09/2026	02/16/2026	02/23/2026	03/02/2026	03/09/2026	03/17/2026	03/24/2026	03/31/2026	N/A	12/23/2026	12/30/2026	
UPDATE																			
ACTUAL																			
PLANNED	2.	IFB No. IIC/RFQ/002/2026	Stationery	G4761	Assorted	6,000	RFQ	02/09/2026	02/17/2026	02/24/2026	03/02/2026	03/09/2026	03/18/2026	03/24/2026	03/31/2026	N/A	12/23/2026	12/30/2026	
UPDATE																			
ACTUAL																			
PLANNED	3.	IFB No. IIC/RFQ/003/2026	Cleaning Materials	G4773	Assorted	5,500	RFQ	02/09/2026	02/16/2026	02/23/2026	03/02/2026	03/09/2026	03/18/2026	03/24/2026	03/31/2026	N/A	12/23/2026	12/30/2026	
UPDATE																			
ACTUAL																			
<b>Sub Total</b>						<b>14,075</b>													

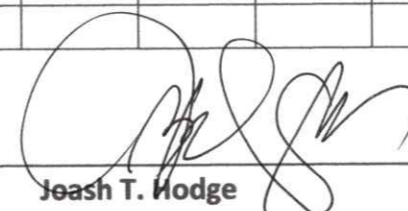
Prepared by:



**Joseph F. Kollie**  
Procurement Director



Approved by:



**Joash T. Hodge**  
Chair, Procurement Committee

Date: 02/10/2025



*[Handwritten signature]*  
02/26/26

# Independent Information Commission (IIC)

Draft Annual Procurement Plan (Non-SBA)

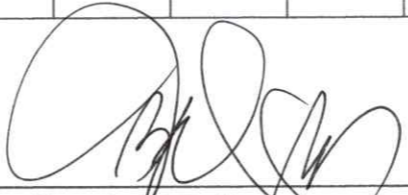
SOURCE OF FUNDING: GOL

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												REMARKS
		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	4.	IFB No. IIC/RFQ/004/2026	Vehicle Repair and Maintenance Service	K6512	Firm	1,500	RFQ	02/09/2026	02/17/2026	02/23/2026	03/03/2026	03/09/2026	03/17/2026	03/25/2026	03/31/2026	N/A	12/23/2026	12/30/2026		
UPDATE																				
ACTUAL																				
PLANNED	5.	IFB No. IIC/RFQ/005/2026	Scratch Cards	J6190	Assorted	3,000	RFQ	02/09/2026	02/16/2026	02/23/2026	03/02/2026	03/09/2026	03/17/2026	03/24/2026	03/31/2026	N/A	12/23/2026	12/30/2026		
UPDATE																				
ACTUAL																				
PLANNED	6.	IFB No. IIC/RFQ/006/2026	Internet service provider	J6120	Firm	6,000	RFQ	02/09/2026	02/16/2026	02/23/2026	03/02/2026	03/10/2026	03/17/2026	03/24/2026	03/31/2026	N/A	12/23/2026	12/30/2026		
UPDATE																				
ACTUAL																				
<b>Sub Total</b>						<b>10,500</b>														
<b>Grand Total</b>						<b>24,575</b>														

Prepared by:   
**Joseph F. Kollie**  
 Procurement Director



Approved by:   
**Hon. Joash T. Hodges**  
 Chair, Procurement Committee

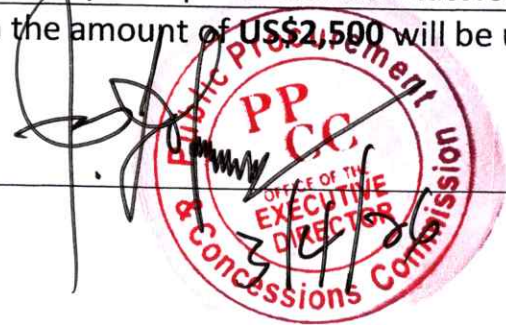


  
 02/26/26

**Independent Information Commission (IIC)**  
**NON-SBA PROCUREMENT PLAN EXPLANATION NOTES**  
**FISCAL YEAR: 2026**

1	IFB No. IIC/RFQ/001/2026	Vehicle Insurance	Refer to the total cost of insuring all IIC Vehicles for the period of one Year. This procurement will come from the budget Line: Vehicle Insurance.
2	IFB No. IIC/RFQ/002/2026	Stationery	Refer to the total cost of procuring stationary materials for the FY 2026 to be use by the IIC in the amount of 6,000. This contact package was drawn from the budget line office materials and consumable.
3	IFB No. IIC/RFQ/003/2026	Cleaning Materials	This contract package is drawn from the budget line Cleaning Materials and Services and will be used to procure assorted cleaning materials which include Tissues, Chlorax, Rinse, Delta, Hand soap, Sanitizer, Mob, Trash can (large and medium) etc.,
4	IFB No. IIC/RFQ/004/2026	Repair and Maintenance Vehicle	This package will be use to procure repair and maintenance service for IIC Vehicles. it is drawn from the budget line Repair and Maintenance Vehicle.
5	IFB No. IIC/RFQ/005/2026	Scratch Cards	This contract package is intended to procure both Lonestar and Orange recharge cards. It is from the budget line scratch cards
6	IFB No. IIC/RFQ/006/2026	Internet	This package will be use to procure internet service for the IIC for fiscal year 2026. The budget line internet provide service will be used to fund this package.
7		Staff Training Local	This package is intended for continuous professional development trainings for IIC staff and FOI Hub Monitors in the various counties. This package is drawn from the budget line Staff Training Local. The estimated cost of <b>US\$ 5,000</b> will be used for this contract package.
8		Workshop, Conference and Seminars	The balance of <b>US\$3,500</b> from this budget line is intended to be used for transportation reimbursement for participants and facilitators.
9		Electricity	This package in the amount of <b>US\$2,500</b> will be used to cover IIC electricity bills for fiscal year 2026.

*Bill C*  
02/26/26



# Independent Information Commission (IIC)


Draft Annual Procurement Plan (SBA)

SOURCE OF FUNDING: GOL

FISCAL YEAR: 2026

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
<b>BASIC DATA</b>								<b>IMPLEMENTATION DATES</b>											
ITEM NO.	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	REMARKS	
PLANNED	1	IFB No. IIC/SBA/RFQ/001/2026	Air Ticket	N7911	Firm	10,000	RFQ	02/09/2026	02/16/2026	02/23/2026	03/02/2026	03/09/2026	03/17/2026	03/24/2026	03/31/2026	N/A	12/24/2026	12/30/2026	
UPDATE																			
ACTUAL																			
PLANNED	2	IFB No. IIC/SBA/RFQ/002/2026	Publication	J5813	Firms	1,000	RFQ	02/09/2026	02/16/2026	02/23/2026	03/02/2026	03/09/2026	03/17/2026	03/24/2026	03/31/2026	N/A	12/24/2026	12/30/2026	
UPDATE																			
ACTUAL																			
PLANNED	3	IFB No. IIC/SBA/RB/001/2026	Petroleum Product-VEHICLE	G4661	12,790.69 gals @ 4.3usd	55,000	RB	02/09/2026	02/16/2026	02/23/2026	03/02/2026	03/31/2026	04/06/2026	04/13/2026	04/20/2026	N/A	12/24/2026	12/30/2026	
UPDATE																			
ACTUAL																			
<b>Sub Total</b>						<b>66,000</b>													

Prepared by:   
**Joseph F. Kollie Acting Procurement Director**  
 Procurement Director

Approved by:   
**Joash T. Hodges / Chairman Procurement Committee**  
 Chair, Procurement Committee

Date: 02/15/2026

  
 02/26/26



# Independent Information Commission (IIC)

Draft Annual Procurement Plan (SBA)

SOURCE OF FUNDING: GOL

FISCAL YEAR: 2026

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
		<b>BASIC DATA</b>																	
ITEM NO.		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	REMARKS
PLANNED	4	IFB No. IICSBA//RFQ/003/2026	Printing and Binding	C1812	Firm	5,000	RFQ	02/09/2026	02/16/2026	02/23/2026	03/02/2026	03/09/2026	03/17/2026	03/24/2026	03/31/2026	N/A	12/24/2026	12/30/2026	
UPDATE																			
ACTUAL																			
PLANNED	5	IFB No. IICSBA//RFQ/004/2026	Hall rental	L6810	Firm	2,500	RFQ	02/09/2026	02/16/2026	02/23/2026	03/02/2026	03/09/2026	03/17/2026	03/24/2026	03/31/2026	N/A	12/24/2026	12/30/2026	
UPDATE																			
ACTUAL																			
PLANNED	6	IFB No. IICSBA//RFQ/005/2026	Catering Service	I5621	Firm	5,000	RFQ	02/09/2026	02/16/2026	02/23/2026	03/02/2026	03/09/2026	03/17/2026	03/24/2026	03/31/2026	N/A	12/24/2026	12/30/2026	
UPDATE																			
ACTUAL																			
<b>Sub Total</b>						<b>12,500</b>													

Prepared by: \_\_\_\_\_

**Joseph F. Kollie Acting Procurement Director**  
Procurement Director

Approved by: \_\_\_\_\_

**Joash T. Hodges / Chairman Procurement Committee**  
Chair, Procurement Committee

Date: \_\_\_\_\_

02/10/2026

*[Handwritten Signature]*  
02/26/26



# Independent Information Commission (IIC)


Draft Annual Procurement Plan (SBA)


SOURCE OF FUNDING: GOL

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												REMARKS
		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	7	IFB No. IICSBA//RFQ/006/2026	Security Guard Service	N8010	Firm	3,000	RFQ	02/09/2026	02/16/2026	02/23/2026	03/02/2026	03/09/2026	03/17/2026	03/24/2026	03/31/2026	N/A	12/24/2026	12/30/2026		
UPDATE																				
ACTUAL																				
PLANNED	8	IFB No. IIC/SBA/RFQ/007/2026	Repair and Maintenance Generator	C3314	Firm	1,500	RFQ	02/09/2026	02/16/2026	02/23/2026	03/02/2026	03/09/2026	03/17/2026	03/24/2026	03/31/2026	N/A	12/24/2026	12/30/2026		
UPDATE																				
ACTUAL																				
PLANNED	9	IFB No. IICSBA//RFQ/008/2026	Repair and maintenance equip/furniture	C3312	Firm	1,487	RFQ	02/09/2026	02/16/2026	02/23/2026	03/02/2026	03/09/2026	03/17/2026	03/24/2026	03/31/2026	N/A	12/24/2026	12/30/2026		
UPDATE																				
ACTUAL																				
<b>Sub Total</b>						<b>5,987</b>														
<b>Grand Total</b>						<b>84,487</b>														

Prepared by:   
**Joseph F. Kollie**  
 Procurement Director

  
 02/26/26

Approved by:   
**Joash T. Hodges**  
 Chair, Procurement Committee



**Independent Information Commission (IIC)**  
**SBA PROCUREMENT PLAN EXPLANATION NOTES**  
**FISCAL YEAR: 2026**

Item No.	Contract Package Code	Contract Package	Content of Contract Package
1	IFB No. IIC SBA/RFQ/001/2026	Air Ticket	This package will be use to hire a firm that will procure air tickets for travelling purposes of IIC staff. The package will be taken from the budget line foreign travel-means of travel.
2	IFB No. IIC SBA/RFQ/002/2026	Publication	This package is intended to procure electronic media services drawn from the budget line printing, binding and publication @ US\$ 1,000.00 for media talk shows, advertisement and jungles.
3	IFB No. IIC SBA/RB/001/2026	Petroleum Product	Refer to the cost of procuring petroleum product for the entire fiscal period 2026. The IIC intends on using the highest available quality product i.e. either Gasoline or Diesel in conducting this procurement. The IIC intends on procuring approximately <b>12,790.69</b> gallons at the estimated rate of US\$4.3 per gallon. The budget line items Fuel and Lubricants Vehicle and Generator is expected to be utilized in implementing this procurement.
4	IFB No. IIC SBA/RFQ/003/2026	Printing and Binding	This contract package refers to the total cost of hiring a firm to print the following items: Letter head, Printing of IIC Act, Annual Report – 500 Copies, Stickers, Banners, and posters, T-Shirt Cap and Others. It is from the budget line printing, binding & publication.
5	IFB No. IIC SBA/RFQ/004/2026	Hall rental	This contract package is drawn from the budget line workshop, conferences, symposia and seminars. It is intended to rent Hall for use by IIC.
6	IFB No. IIC SBA/RFQ/005/2026	Catering Service	Refer to the cost of procuring catering services during workshop, seminars, conferences and civic education and international right to know day. This package is finance from the budget line Workshop, Conferences, Symposia and Seminars.
7	IFB No. IIC SBA/RFQ/006/2026	Security Guard Service	A security guide firm will be hire to provide protective service for IIC Office. It is drawn from the budget line security guide services.
8	IFB No. IIC SBA/RFQ/007/2026	Repair and Maintenance Generator	From the budget line Repair and Maintenance Generator, this contract package is intended to hire a firm to provide repair and maintenance service for the IIC generators.
9	IFB No. IIC SBA/RFQ/008/2026	Repair and maintenance equip/furniture	From the budget line Repair and Maintenance equipment and furniture, this contract package is intended to hire a firm to provide repair and maintenance service for the IIC office equipment and furniture.

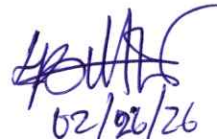
Prepared by: 

Joseph F. Kollie Acting Procurement Director

Approved By: 

Joash T. Hodges / Chairman Procurement Committee

Date: 02/19/2026

  
 02/26/26

