



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/1099/25'

October 17, 2025

Hon. Boima H. N. Sonii

ACTING DIRECTOR-GENERAL

Liberia Institute of Statistics and Geo-Information Services
Monrovia, Liberia

Dear Hon. Sonii:

Subj: **APPROVAL OF LIBERIA INSTITUTE OF STATISTICS AND GEO-INFORMATION SERVICES UPDATED PROCUREMENT PLAN FOR FISCAL YEAR 2025.**

We present our compliments and wish to acknowledge receipt of your communication dated October 9, 2025, which sought the approval of the Commission for the Liberia Institute of Statistics and Geo-Information Services (LISGIS) Updated Procurement Plan for Fiscal Year 2025.

Following thorough review, the Commission hereby approves the Liberia Institute of Statistics and Geo-Information Services Updated Procurement Plan for Fiscal Year 2025 in accordance with *Section 40 (3)* of the PPCA, 2010, and informs LISGIS that its updated Procurement Plan for 2025 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

Bodge Scott Johnson (Hon)
CHIEF EXECUTIVE DIRECTOR





LIBERIA INSTITUTE OF STATISTICS & GEO- INFORMATION SERVICES
STATISTICS HOUSE, CAPITOL HILL
P.O. BOX 629, MONROVIA, LIBERIA



Office of the Director General
Email: richardngafuan@live.com
Website: www.lisgis.gov.lr

LISGIS/ADG/BHMS/A-1.1/383/10/'25

October 9, 2025

Honorable Bodger Scott Johnson
Executive Director
Public Procurement and Concessions Commission
Executive Mansion Ground
Capitol Hill
Monrovia, Liberia

Dear Hon. Executive Director:

I present my compliments and wish to acknowledge receipt of your letter dated September 15, 2025, in which you raised some query on LISGIS' updated Procurement Plan for Fiscal Year 2025.

Based on the query on LISGIS Procurement Plan for Fiscal Year 2025, I am pleased to inform you that the Ministry of Finance and Development Planning has provided additional funding for repairs and maintenance of vehicles assigned at LISGIS.

In view of the above-mentioned, please find attached copy of Update Transfer Voucher Report for your review and information.

Please accept the assurances of my highest esteemed as we strive to improve relevant and quality statistics for informed decision making in Liberia.

Sincerely yours,

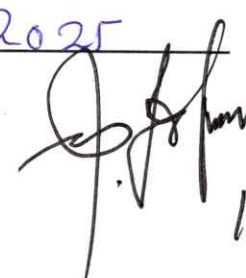

Boima H. M. Sonii
ACTING DIRECTOR-GENERAL

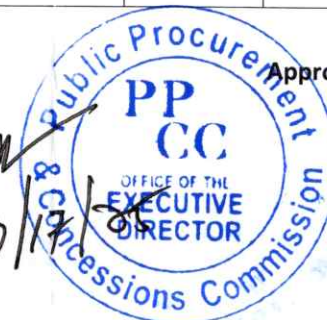
Received:
Theophilus B. Kollie
Oct. 9, 2025
Time: 3:24 pm

Liberia Institute of Statistics & Geo-Information Services (LISGIS)
Updated Procurement Plan (SBA Core Budget)
Source of Funding: National Budget
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	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/LISGIS/SBA/RB/01/2025	Petroleum Products (Diesel and Gasoline)	G 4661	3,000gals @\$4.00	12,000.00	RB	19-Feb-25	24-Feb-25	3-Mar-25	5-Mar-25	19-Mar-25	26-Mar-25	31-Mar-25	14-Apr-25	N/A	28-Apr-25	26-May-25	
Update		IFB No/LISGIS/SBA/RB/01/2025	Petroleum Products (Diesel and Gasoline)	G 4661	9,480.81gals @\$4.43	42,000.00	RB	29-Sep-25	2-Oct-25	9-Oct-25	12-Oct-25	24-Oct-25	29-Oct-25	5-Nov-25	12-Nov-25	N/A	26-Nov-25	31-Dec-25	
Actual																			
Planned	2	IFB No/LISGIS/SBA/RFQ/01/2025	Vehicle Repairs and Maintenance	G 4520	1-Firm	6,356.00	RFQ	19-Feb-25	24-Feb-25	3-Mar-25	4-Mar-25	18-Mar-25	21-Mar-25	28-Mar-25	4-Apr-25	N/A	18-Apr-25	19-May-25	
Update		IFB No/LISGIS/SBA/RFB/02/2025	Vehicle Repairs and Maintenance	G 4520	1-Firm	96,356.00	RB	29-Sep-25	2-Oct-25	9-Oct-25	12-Oct-25	24-Oct-25	29-Oct-25	5-Nov-25	12-Nov-25	N/A	26-Nov-25	31-Dec-25	
Actual																			
Planned	3	IFB No/LISGIS/SBA/RFQ/02/2025	Generator Repair and Maintenance Services	C 3312	1-Firm	2,600.00	RFQ	19-Feb-25	24-Feb-25	3-Mar-25	4-Mar-25	18-Mar-25	21-Mar-25	28-Mar-25	4-Apr-25	N/A	18-Apr-25	19-May-25	
Update		IFB No/LISGIS/SBA/RFQ/01/2025	Generator Repair and Maintenance Services	C 3312	1-Firm	2,600.00	RFQ	19-Aug-25	22-Aug-25	29-Aug-25	1-Sep-25	8-Sep-25	11-Sep-25	18-Sep-25	25-Sep-25	N/A	9-Oct-25	31-Dec-25	
Actual																			
Sub-Total-Planned						20,956.00													
Sub-Total-Update						140,956.00													

Signed: 
T. Monroe Wesso
Procurement Director

Date: Oct 9, 2025


Approved:  Date: 09/10/25
Boima H. M. Sonii
Acting Director General/Chairman PC.

Liberia Institute of Statistics & Geo-Information Services (LISGIS)

Updated Procurement Plan (SBA Core Budget)

Source of Funding: National Budget

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	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	4	IFB No/LISGIS/SBA /RFQ/03/2025	Repairs and Maintenance of Mach/Equip	C 3314	Assorted	3,000.00	RFQ	19-Feb-25	24-Feb-25	3-Mar-25	5-Mar-25	19-Mar-25	26-Mar-25	31-Mar-25	14-Apr-25	N/A	28-Apr-25	26-May-25	
Update Actual		IFB No/LISGIS/SBA /RB/03/2025	Repairs and Maintenance of Mach/Equip	C 3314	1-Firm	23,000.00	RB	29-Sep-25	2-Oct-25	9-Oct-25	12-Oct-25	24-Oct-25	29-Oct-25	5-Nov-25	12-Nov-25	N/A	26-Nov-25	31-Dec-25	
Planned	5	IFB No/LISGIS/SBA /RFQ/04/2025	Assorted Stationery	G 4761	Assorted	6,000.00	RFQ	19-Feb-25	24-Feb-25	3-Mar-25	5-Mar-25	19-Mar-25	26-Mar-25	31-Mar-25	14-Apr-25	N/A	28-Apr-25	26-May-25	
Update Actual		IFB No/LISGIS/SBA /RFQ/02/2025	Assorted Stationery	G 4761	Assorted	6,000.00	RFQ	19-Aug-25	22-Aug-25	29-Aug-25	1-Sep-25	15-Sep-25	18-Sep-25	25-Sep-25	2-Oct-25	N/A	16-Oct-25	31-Dec-25	
Planned	6	IFB No/LISGIS/SBA /RFQ/05/2025	Cleaning Materials	N 8121	Assorted	7,500.00	RFQ	19-Feb-25	24-Feb-25	3-Mar-25	5-Mar-25	19-Mar-25	26-Mar-25	31-Mar-25	14-Apr-25	N/A	28-Apr-25	26-May-25	
Update Actual		IFB No/LISGIS/SBA /RFQ/03/2025	Cleaning Materials	N 8121	Assorted	7,500.00	RFQ	19-Aug-25	22-Aug-25	29-Aug-25	1-Sep-25	15-Sep-25	18-Sep-25	25-Sep-25	2-Oct-25	N/A	16-Oct-25	31-Dec-25	
Planned	7	IFB No/LISGIS/SBA /RFQ/06/2025	Printing and Binding Services	C1811/1812	Assorted	3,500.00	RFQ	19-Feb-25	24-Feb-25	3-Mar-25	5-Mar-25	19-Mar-25	26-Mar-25	31-Mar-25	14-Apr-25	N/A	28-Apr-25	26-May-25	
Update Actual		IFB No/LISGIS/SBA /RB/04/2025	Printing and Binding Services	C1811/1812	1-Firm	48,000.00	RB	29-Sep-25	2-Oct-25	9-Oct-25	12-Oct-25	24-Oct-25	29-Oct-25	5-Nov-25	12-Nov-25	N/A	26-Nov-25	31-Dec-25	
Sub-Total-Planned						20,000.00													
Sub-Total-Update						84,500.00													

Signed: _____

T. Monroe Wesso

Procurement Director

Date: Oct 9, 2025

Approved: _____

Date: 09/10/25

Boima H. M. Sonii

Acting Director General/Chairman PC.

Liberia Institute of Statistics & Geo-Information Services (LISGIS)

Updated Procurement Plan (SBA Core Budget)

Source of Funding: National Budget

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	Business Activity code	BASIC DATA				PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION /PUBLIC OPENING	IMPLEMENTATION DATES						REMARKS
					QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS					SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	
Planned	8	IFB No/LISGIS/BA/Rfq/07/2025	Publication Services	J 5813	Assorted	500.00	RFQ	19-Feb-25	24-Feb-25	3-Mar-25	5-Mar-25	19-Mar-25	26-Mar-25	31-Mar-25	14-Apr-25	N/A	28-Apr-25	26-May-25	
Update		IFB No/LISGIS/BA/Rfq/04/2025	Publication Services	J 5813	1-Firm	1,000.00	RFQ	19-Aug-25	22-Aug-25	29-Aug-25	1-Sep-25	8-Sep-25	11-Sep-25	18-Sep-25	25-Sep-25	N/A	9-Oct-25	31-Dec-25	
Actual																			
Planned	9	IFB No/LISGIS/BA/Rfq/08/2025	ICT Equipment & Accessories	G-4651	Assorted	6,000.00	RFQ	19-Feb-25	24-Feb-25	3-Mar-25	5-Mar-25	19-Mar-25	26-Mar-25	31-Mar-25	14-Apr-25	N/A	28-Apr-25	26-May-25	
Update		IFB No/LISGIS/BA/Rfq/05/2025	ICT Equipment & Accessories	G-4651	Assorted	6,000.00	RFQ	19-Aug-25	22-Aug-25	29-Aug-25	1-Sep-25	15-Sep-25	18-Sep-25	25-Sep-25	2-Oct-25	N/A	16-Oct-25	31-Dec-25	
Actual																			
Planned	10	IFB No/LISGIS/BA/Rfq/09/2025	Scratch cards	G-4653	400 Pcs	2,000.00	RFQ	19-Feb-25	24-Feb-25	3-Mar-25	5-Mar-25	19-Mar-25	26-Mar-25	31-Mar-25	14-Apr-25	N/A	28-Apr-25	26-May-25	
Update		IFB No/LISGIS/BA/Rfq/06/2025	Scratch cards	G-4653	Assorted	2,000.00	RFQ	19-Aug-25	22-Aug-25	29-Aug-25	1-Sep-25	8-Sep-25	11-Sep-25	18-Sep-25	25-Sep-25	N/A	9-Oct-25	31-Dec-25	
Actual																			
Planned	11	IFB No/LISGIS/BA/SS/01/2025	Guards & Security Services	N 8010	1-Firm	43,740.00	SS	19-Feb-25	24-Feb-25	3-Mar-25	5-Mar-25	19-Mar-25	26-Mar-25	31-Mar-25	14-Apr-25	N/A	28-Apr-25	26-May-25	
Update		IFB No/LISGIS/BA/SS/01/2025	Guards & Security Services	N 8010	1-Firm	43,740.00	SS	17-Feb-25	18-Feb-25	20-Feb-25	N/A	N/A	N/A	N/A	20-Feb-25	N/A	N/A	31-Dec-25	
Actual																			
Sub-Total-Planned						52,240.00													
Sub-Total-Update						52,740.00													
Grand Total-Planned						93,196.00													
Grand Total-Update						278,196.00													

Signed: _____

T. Monroe Wesso

Procurement Director

Date: 09-10-2025

Approved: _____

Date: 09/10/25

Boima H. M. Sonii

Acting Director General/Chairman PC.

Liberia Institute of Statistics and Geo-Information Services

Procurement Plan (SBA) Explanatory Notes

Source of Funding: National Budget/MFDP

Fiscal Year: 2025

Note: As per the attached procurement plan, we kindly ask for your approval to use the Restricted Bidding (RB) method of procurement and a reduced lead-time of two weeks for the preparation & submission of bids for all contract packages above the RFQ threshold, including the package - **Vehicle Repairs and Maintenance**.

Item No.	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	CONTENT/EXPLANATION OF CONTRACT PACKAGE
1.	IFB No/LISGIS/SBA/RB/01/2025	Petroleum Products (Diesel and Gasoline)	This package is intended for procurement of Fuel for LISGIS' vehicle and generators. The package is combination of the budget lines- 221401: (Fuel and Lubricants – Vehicle) and 221402: (Fuel and Lubricants Generator).
2.	IFB No/LISGIS/SBA/RB/02/2025	Vehicle Repairs and Maintenance	This is intended to hire a firm to provide vehicle repairs and maintenance service for LISGIS. The institution aims to service and maintain 27 vehicles using this package.
3.	IFB No/LISGIS/SBA/RFQ/01/2025	Generator Repair and Maintenance Services	This package is intended to hire a firm for the provision of repairs and maintenance services for LISGIS's power generators.
4.	IFB No/LISGIS/SBA/RFQ/02/2025	Repairs and Maintenance of Mach/Equip	This package is intended to hire a firm to carry out repairs and maintenance services for LISGIS Office Equipment/Machinery. It's intended for the repairs and maintenance of 30 units of Air Conditioners, 45 Pcs of Printers assigned to county offices and Headquarter, 4pcs of Fire Proof Safes, and GIS Equipment. It is from the Budget line -21504: Repairs & Maint. Mach\&Equip, Furniture. We intend to

[Handwritten Signature]
10/16/25

5.	IFB No/LISGIS/SBA/RFQ/02/2025	Assorted Stationery	This package is intended for the purchase of Assorted stationery for LISGIS' use. It's intended to procure a range of Cartridges, inks, papers, and other items to be specified.
6.	IFB No/LISGIS/SBA/RFQ/03/2025	Cleaning Materials	This package is intended for the purchase of Assorted Cleaning Materials to be used for janitorial services at LISGIS. It's intended to procure a range of goods to include: Chloride, Chlorine, Soaps, Brooms, Mops, gloves, and other items to be identified. It is from the budget line 221601: Cleaning Materials and Services.
7.	IFB No/LISGIS/SBA/RB/04/2025	Printing and Binding Services	This package is intended to hire a firm to provide printing and binding services to LISGIS for the Fiscal Year 2025. It comes from the budget line : 221603: Printing, Binding, Publication
8.	IFB No/LISGIS/SBA/RFQ/04/2025	Publication Services	This contract package is intended to hire the services of a publication firm to publish relevant statistical and administrative data for LISGIS. It comes from the budget line: 221603 - Printing, Binding, and Publication.
9.	IFB No/LISGIS/SBA/RFQ/05/2025	ICT Equipment & Accessories	This package comes from the budget line 221618: Computer Supplies, Parts, and Cabling. It is intended to procure Desktop computers, external Uninterrupted Power Supply (UPS) hard drives and other ICT-related supplies to be specified.
10.	IFB No/LISGIS/SBA/RFQ/06/2025	Scratch Cards	This package is intended for the purchase of communication cards from the Lone Star and Orange GSM companies.
11.	IFB No/LISGIS/SBA/SS/01/2025	Guard and Security Services	This package is intended to hire a security firm to provide guards and security services for LISGIS. The firm is to provide security guards/staff. The management desires to continue with the services of the current service provider-PROSECOM on a single-source basis due to their satisfactory performances over time with LISGIS, especially the last fiscal

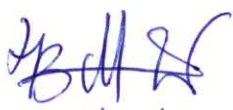
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			year, 2024. Also, owing to the delay in the passage of the national budget for fiscal year 2025, LISGIS has not been able to hire Guards and Security services for this fiscal year 2025. The current firm, PROSECOM, has continued providing services to LISGIS despite the fact that there is no legal contract guaranteeing their stay at LISGIS. In the interest of implementing the activity within the budgeted period to facilitate smooth and timely execution of this contract package, we are requesting the PPCC to permit us use the Single Source Method of procurement as per the attached procurement plan to retain PROSECOM and not to conduct a new selection process which would delay and thereby putting the entity's facilities at risk.
12.	N/A	Other Legal Fees	The Institution is indebted to a firm Messrs. Central Law Offices, and intend to pay the amount of Eight Thousand United States Dollars (US\$8,000.00) in settlement.
13.	N/A	Feasibility Studies/Survey	This budget line is expected to be used for a special statistical study/survey to be developed and implemented by the Department of Statistics anytime in this fiscal period, FY2025. It is intended to be used as DSA for field staff for the conduct of those studies.
14.	N/A	Electricity	The institution is uses prepaid current from the Liberia Electricity Corporation (LEC). This budget line is intended for purchase of LEC tokens for the institution's use for Fiscal Year.

Prepared By: 

Date: Aug. 22, 2025

T. Monroe Wesso
Procurement Director


10/16/25