



REPUBLIC OF LIBERIA

PUBLIC PROCUREMENT & CONCESSIONS COMMISSION

EXECUTIVE MANSION GROUNDS, CAPITOL HILL, MONROVIA, LIBERIA

WEBSITE: www.pccc.gov.lr EMAIL: info@pccc.gov.lr PHONE SHORT CODE: 4357 Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Ref. **PPCC/RL/CEO/1362/25'**

December 9, 2025

Hon. Andrew Peters
EXECUTIVE DIRECTOR
National Identification Registry
Allison Street, Congo Town
Congo Town
Republic of Liberia

Dear Hon. Peters:

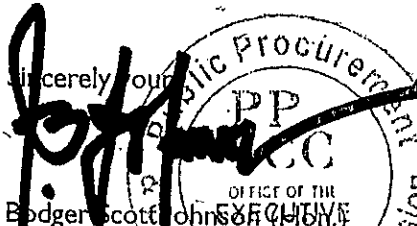
Subj: **RECEIPT AND APPROVAL OF SPECIAL PROJECT (RE-LOCATION OF THE NATIONAL IDENTIFICATION REGISTRY HEAD OFFICE) PROCUREMENT PLAN FOR THE FISCAL YEAR 2025**

We present our compliments and wish to acknowledge receipt of your communication, which sought the approval of the Commission for the National Identification Registry (NIR) Special Project, Procurement Plan. Following a thorough review, the Commission approves the National Identification Registry's special project procurement plan for Fiscal Year 2025, in accordance with Section 40(3) of the Public Procurement and Concessions Act, 2010. The Commission further informs the NIR 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, 2010**, which states that **"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. 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 2010 as we jointly strive to achieve transparency, accountability, fairness, equality, and public confidence in our procurement and concession processes.

Sincerely,

Bodger Scott Johnson
CHIEF EXECUTIVE OFFICER

Regulating Procurement Compliance for National Development

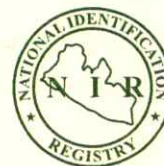


Office Of The Executive Director

Republic of Liberia

NATIONAL IDENTIFICATION REGISTRY

ALLISON STREET, CONGO TOWN, BEHIND YWCA COMPOUND



December 1, 2025

Hon. Budger Scott Johnson
Chief Executive Officer
Public Procurement & Concessions Commission
Executive Mansion Grounds
Capitol Hill
Monrovia, Liberia

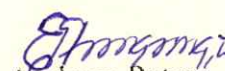
Dear Hon. Johnson:

I present our sincere compliments, and kindly request your approval for the attached Special Project Procurement Plan for the **Re-location** of the National Identification Registry (NIR) Head Offices.

We are also requesting for reduction in lead time due to limited time we have to leave our current Head Office, according to the contract between the Government of Liberia and the Landlord, which will be coming to an end December 31st, 2025.

Please accept the sentiments of our high esteem, and heartfelt best wishes!

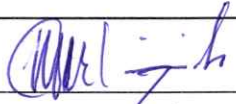
Sincerely,


Andrew Peters
Executive Director


Dec 2/2025
Time 2:48pm

NATIONAL IDENTIFICATION REGISTRY
SPECIAL PROJECT PROCUREMENT PLAN
SOURCE OF FUNDING: INTERNAL REVENUE
FISCAL YEAR 2025

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	ESTIMTED COST USD	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWING	PREP. OF BID DOCUMENT	PC APPROVAL BID DOC/TECH	BID INVITATION& RELEASE	BID SUBMISSION/PUBLIC	SUBMISSION OF BID EVALUATION	PC APPROVAL BID EVALUATION	CONTRACT AWARD& SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION(SUBSTANT)	ACCEPTANCE & FINAL PAYMENT
Planned	1	IFB No.: NIR/SBA/RFQ/001/25	Vehicle Rental Service	H-4922	1 firm	\$ 2,500.00	RFQ	20-Oct-25	23-Oct-25	26-Oct-25	2-Nov-25	9-Nov-25	23-Nov-25	30-Nov-25	7-Dec-25	N/A	14-Dec-25	27-Dec-25
Update																		
Actual																		
Planned	2	IFB No.: NIR/SBA/RB/001/25	Office Furniture	N-7710	1 firm	\$ 25,000.00	RB	13-Oct-25	16-Oct-25	23-Oct-25	30-Oct-25	13-Nov-25	27-Nov-25	4-Dec-25	11-Dec-25	N/A	18-Dec-25	31-Dec-25
Update																		
Actual																		
Planned	3	IFB No.: NIR/SBA/RB/002/25	Repair & Maintenance of Non-Residential Building	F-4100	1 firm	\$ 30,000.00	RB	13-Oct-25	20-Oct-25	27-Oct-25	3-Nov-25	17-Nov-25	24-Nov-25	1-Dec-25	8-Dec-25	N/A	11-Dec-25	27-Dec-25
Update																		
Actual																		
Planned	4	IFB No.: NIR/SBA/RFQ/002/25	Repair & Maintenance of Office Machinery	C-3312	1 firm	\$ 7,500.00	RFQ	21-Oct-25	28-Oct-25	11-Nov-25	18-Nov-25	25-Nov-25	2-Dec-25	9-Dec-25	12-Dec-25	N/A	17-Dec-25	30-Dec-25
Update																		
Actual																		
Planned	5	IFB No.: NIR/SBA/RB/003/25	Network Equipment	J-6209	1 firm	\$ 85,000.00	RB	13-Oct-25	20-Oct-25	27-Oct-25	3-Nov-25	17-Nov-25	24-Nov-25	8-Dec-25	15-Dec-25	N/A	22-Dec-25	28-Dec-25
Update																		
Actual																		
Grand Total						\$ 150,000.00												

Signed: 
Mr. Momolu V. Sirleaf/Procurement Director

Date: 12-01-25

Approved By: 
Mr. Andrew Peters/Executive Director

Date: 12-1-25


12/09/25



NATIONAL IDENTIFICATION REGISTRY
SPECIAL PROJECT PROCUREMENT PLAN
SOURCE OF FUNDING: Internal Revenue
FISCAL YEAR: 2025

Item No.	Contract package Code	Contract Package	Content of Contract Package
1.	IFB No.: NIR/SBA/RFQ/001/25	Vehicle Rental Service	This package is intended to hire a company to provide vehicle rental service to transport equipment, furniture, etc. from the NIR old office to their new office. It will be taken from the budget line Vehicle Rental and Lease of Internal Revenue.
2.	IFB No.: NIR/SBA/RB/001/25	Office Furniture	This package is intended to procure office chair, office desk, Conference chairs and stools for the Registry. This will be taken from the budget line of Furniture and Fixture in Internal Revenue.
3.	IFB No.: NIR/SBA/RB/002/25	Repair & Maintenance of Non-Residential Building	This package is intended to hire a construction company to do renovation, to include partition where necessary, painting, etc. to the NIR new office building. This amount will be taken from Repairs and Maintenance-Civil budget line of Internal Revenue.
4.	RFQ No.: NIR/SBA/RFQ/002/25	Repair & Maintenance of Office Machinery and Equipment	This package is intended to hire a company to uninstall and reinstall all of the air conditions from the old office to the new office building. This amount will be taken from Repair and Maintenance-Machinery (Internal Revenue) budget line.
5.	RFQ No.: NIR/SBA/RB/003/25	Network Equipment	This package is intended to hire a company that will supply the NIR with network equipment for the setting of the NIR Data Center to the new office. It will also be including work such as networking for the connection of the Data Center to other printing hub, printers, etc. This will be taken from the Internal Revenue budget line of Repair and Maintenance – ICT Equipment.

Prepared by: 
 Momolu V. Sirleaf

Date: 12/01/25 Approved by: 
 Andrew Peters

Date 12-1-25


 12/09/25

