



REPUBLIC OF LIBERIA

PUBLIC PROCUREMENT & CONCESSIONS COMMISSION

EXECUTIVE MANSION GROUNDS, CAPITOL HILL, MONROVIA, LIBERIA

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



Ref. PPCC/RL/ACEO/006/'25

June 11, 2025

Hon. Augustine Kpeneh Ngafuan
MINISTER
Ministry of Finance and Development Planning
Republic of Liberia

Dear Hon. Ngafuan:

Subject: RECEIPT AND APPROVAL OF THE MINISTRY OF FINANCE AND DEVELOPMENT PLANNING SPECIAL PROJECT PROCUREMENT PLAN AND REQUEST FOR "NO OBJECTION" FOR THE USE OF SINGLE SOURCE - FISCAL YEAR 2025

We present compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Ministry of Finance and Development Planning (MFDP) submission of its Special Project Procurement Plan. The Commission has received and approves the MFDP Special Project Procurement Plan for Fiscal Year 2025 in accordance with **Section 40** of the PPCA, 2010, and informs the MFDP that this 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 Plans.

Additionally, the Commission states that the MFDP's justification for the use of sole source is consistent with Section 55 (1) (d & e) of the PPCA, and therefore grants a **"No Objection"** for the MFDP to use the source method of procurement for the hiring of ECOWAS National Office Consultant (**Mr. Melvin Crawford**), for the development of ECOWAS Human Capital Development Strategy, for an estimated cost of twenty-eight thousand two hundred fifty United States Dollars (**\$28,250.00**).

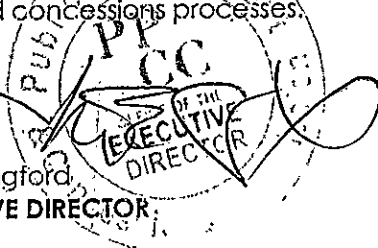
The Commission counsels that you observe Section 40(5) of the PPCA, 2010 which states "each Procuring Entity, shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in its plan. 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.

Best regards,

Mr. Himmie E. Langford
ACTING EXECUTIVE DIRECTOR



Regulating Procurement Compliance for National Development



REPUBLIC OF LIBERIA
MINISTRY OF FINANCE & DEVELOPMENT PLANNING
P. O. BOX 10 - 9016
1000 MONROVIA, 10 LIBERIA



OFFICE OF THE MINISTER

GOL/MFDP/2-1/AKN/ymj/13839/'25

May 19, 2025

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

*Received:
Theophilus B. Kellie
May 21, 2025
Time: 2:36 PM*

Dear Hon. Johnson:

I am pleased to present my compliments and inform you that the Ministry of Finance and Development Planning through the ECOWAS National Office is about to conduct the procurement process for the development of the ECOWAS Human Capital Development Strategy (HCD).

In view of the above, the Ministry of Finance and Development Planning requests "No Objection" to process this **outside of the e-GP System** and use the Single Source Bidding (SS) Method for the hiring of Mr. Melvin Crawford to develop the ECOWAS Human Capital Development Strategy (HCD).

In accordance with section 50 of the amended and restated Public Procurement and Concessions Act, the use of Single Source bidding is subject to approval by the Commission.

The Ministry of Finance and Development Planning wishes to state the following facts and reasons for the use of Single Source Method to facilitate this transaction due to the urgency attached to the development of the ECOWAS Human Capital Development Strategy (HCD).

STATEMENT OF FACTS

1. The Ministry of Finance and Development Planning through the ECOWAS National Office was to hire a consultant to develop the ECOWAS Human Capital Development Strategy (HCD) but could not due to the transition which caused delay in the processing of documentation and signing of the MOU. This has become an urgency that needs to be taken care of so as to set Liberia on par with other ECOWAS members states.
2. The Ministry of Finance and Development Planning and the ECOWAS Commission have signed a Memorandum of Understanding for the implementation of the Human Capital Development Strategy (HCD) in Liberia. To ensure timely implementation, the

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OFFICE OF THE MINISTER

ECOWAS Commission has already transferred the amount of USD\$75,000.00 in the ECONAT operational account at the Central Bank of Liberia from which \$28,250.00 will be used for the consultancy. At the moment, all member states have already done phase one of the project and are now seeking funding for the next phase while Liberia as a country is yet to begin.

3. Pursuing the open competitive procurement method will further delay the development of the ECOWAS Human Capital Development Strategy (HCD), thus putting the Project at Risk of not being implemented.

In view of the aforementioned, the commission's granting of "No Objection" to the Ministry of Finance and Development Planning to use the Single Source bidding method will reduce the lead time and enable MFDP promptly develop the ECOWAS Human Capital Development Strategy (HCD).

Thank you for your cooperation and please accept the assurances of my best wishes.

Please see attached copies of the detailed 'ToR' and the relevant supporting documents for your perusal and kind consideration.

Sincerely,

Augustine Kpehe Ngafuan
MINISTER
Chairman-Procurement Committee

Ministry of Finance and Development Planning

Special Project Procurement Plan
ECOWAS National Office Budget (MFDP)
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 Acty Code	No. of FIRMS/PERSON S	ESTIMATED COST (USD)	SELECTION METHOD	PREP. OF TOR& PC APPROVAL	REQUEST FOR EXPRESSION OF INTEREST, if applicable				REQUEST FOR PROPOSALS AND APPROVAL OF AWARD								
									PUBLICATION OF REOI	REOI CLOSING/ OPENING	SUBMISSION OF EVALUATION REPORT	PC APPROVAL-EVALUATION REPORT/SHORT LIST	PREPARATION & SUBMISSION OF RFP DOCUMENT	PC APPROVAL- FINAL TOR/RFP DOCUMENT	INVITATION OF PROPOSALS	PROPOSAL SUBMISSION & OPENING	SUBMISSION OF TECHNICAL & FINANCIAL EVALUATION REPORT	PC APPROVAL-COMBINED EVALUATION REPORT	CONTRACT AWARD & SIGNING	COMPLETION (FINAL REPORT) AND PAYMENT	
PLANNED	1	RFP No. MFDP/SS/001/2025	Technical Advisory Services	M - 7020	1 person	28,250.00	SS	5/20/2025	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	5/28/2025	9/30/2018		
UPDATE																					
ACTUAL																					
GRAND TOTAL						28,250.00															

Signed:

ACTING DIRECTOR OF PROCUREMENT

Date:

19/05/2025

Approved:

CHAIRMAN, PROCUREMENT COMMITTEE

[Handwritten Signature]
6/10/25



Ministry of Finance and Development Planning

Special Project Procurement Plan

ECOWAS National Office Budget (MFDP)

Fiscal Year: 2025

No	Contract Package	Description	Explanatory note
1	RFP No. MFDP/SS/001/2025	Technical Advisory Services	refers to cost of directly hiring Mr. Melvin Crawford to provide Technical Advisory Service to MFDP through the ECOWAS National Office for the development of the ECOWAS Human Capital Development Strategy (HCD). Mr. Crawford is a development Expert with multiple experiences in developing National and Regional development strategies. He led the facilitation of the ECOWAS Vision 2020 (experience sharing on the challenges and prospects of the 2020 Vision on the lives of the citizens) and as well as the facilitation of the drafting and validation of the ECOWAS Vision 2050 to be funded from the budgetary line Consultancy Services in the cash plan.

Signed: _____

ACTING DIRECTOR OF PROCUREMENT

Date: _____

Apprioved _____

CHAIRMAN, PROCUREMENT COMMITTEE

[Handwritten signature]
66/10/25

