



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/CEO/0290/25'**

February 21, 2025

Hon. J. Nanborlor F. Singbeh, Sr.

**SECRETARY**

The Liberian Senate  
Capitol Building, Capitol Hill  
Republic of Liberia

Dear Hon. Singbeh:

Subj: **APPROVAL OF ANNUAL 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 Liberian Senate Annual Procurement Plan. Following a thorough review, the Commission hereby approves the Liberian Senate procurement plan for the fiscal year 2025 in accordance with **Section 40 (3)** of the PPCA, 2010. The Commission further informs the Liberian Senate 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. However, the Commission requests that the Liberian Senate conduct a competitive process for the contract package Petroleum Product for the succeeding year.

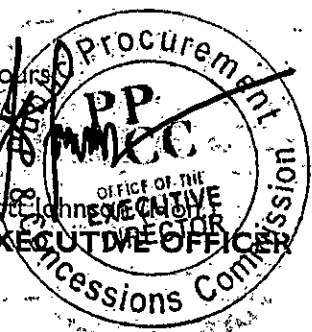
The Commission counsels that you observe **Section 40 (5) of the PPCA, 2010**, which states "each Procuring Entity, shall, quarterly and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in its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



Regulating Procurement Compliance for National Development



SECRETARY OF THE SENATE



# The Liberian Senate

CAPITOL BUILDING, CAPITOL HILL, MONROVIA, LIBERIA  
WEST AFRICA

JNFS/S-SEN/069/02/'25-R.L.

February 5, 2025

Hon. Bodger Scott Johnson  
**Chief Executive Director**  
Public Procurement and Concessions Commission (PPCC)  
Executive Mansion Grounds  
Monrovia, Liberia

Dear Honourable Executive Director:

RE: Forwarding of the Liberian Senate Final Cash & Procurement Plan.

I present my compliments and by directive of the Senate (**IN SESSION**), forward herewith the Senate Cash Plan along with the Procurement Plan for Fiscal Year 2025 for your perusal and official acknowledgement.

Please accept the renewed assurances of my highest consideration and esteem.

Kind regards.

Sincerely,

J. Nanborlor F. Singbeh Sr BPA, MPA  
SECRETARY, OF THE SENATE, R.L

Received:  
Theophilus S. B. Kollie  
Feb. 5, 2025  
Time: 4:04 PM



DEPARTMENT OF PROCUREMENT  
AND SUPPLY CHAIN MANAGEMENT



# The Liberian Senate

CAPITOL BUILDING, CAPITOL HILL, MONROVIA, LIBERIA  
WEST AFRICA

February 4, 2025

Hon. Bodger Scout Johnson  
Executive Director,  
Public Procurement and Concession Commission  
Capitol Hill, Monrovia

**REF: REQUEST FOR YOUR PERMISSION TO USE THE SOLE/SINGLE SOURCE METHOD OF PROCUREMENT FOR "PETROLEUM PRODUCT, TRANSPORT EQUIPMENT AND REPAIR & MAINTENANCE-CIVIL" FOR FISCAL 2025.**

Dear Hon. Johnson:

I submit my humble salutation and herewith plead with you to kindly consider the Senate apply the Sole Source/Single Source method for **Petroleum Product, Transport Equipment and Repair & Maintenance-Civil** in our 2025 Fiscal Budget. Public Procurement and Concession Act (PPCA) of 2010 lays out supports for such method and provides situations that necessitate the use of the method.

During the Fiscal period of 2024, the Senate got approval to execute its Procurement activities in line with the PPCC approved Plan. Unfortunately, allotment and financial approvals were not fully granted at the Ministry of Finance and Development Planning (MFDP), thus, the unapproved balances were brought forward to the 2025 Fiscal Budget for the purpose of completing payments to vendors who the Senate entered into Contract(s) with. There are attachments of the PPCC Approved Procurement and Cash Plans for 2024, the BEP Reports for line items as mentioned above, the PPCC "No Objection" notice and the Contracts signed with the respective vendors.

Basically, the line of **Transport Equipment and Repair & Maintenance-Civil** did not receive full allotments and financial approvals at MFDP. As for the **Petroleum Products**, the End Users have expressed satisfaction and excellent service provision as to the convenient,

flexible and timely delivery of supply (sometimes without Allotment approval at MFDP) by the vendor (Aminata and Sons Inc.) over the pass years. It is due to the unhindered and consistency in service delivery that Senate seeks your permission to grant us the use of single sourcing to execute this method at such a time. Please see the chart below for detail.

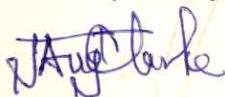
**Chart of Line items for Request of Sole/Single Source**

No.	Object of Expenditure	Code	2024 Approved Appropriation	2024 Approved Transaction	Brought forward to 2025
1	Fuel & Lubricants- Vehicles	221401	1076583	1076583	0
2	Fuel & Lubricants- Generator	221402	45,028	45,028	0
3	Repair & Maintenance- Civil	221501	250,000	205,000	45,000
4	Transport Equipment	221502	1,555,000.00	<b>1,350,000.00</b>	205,000

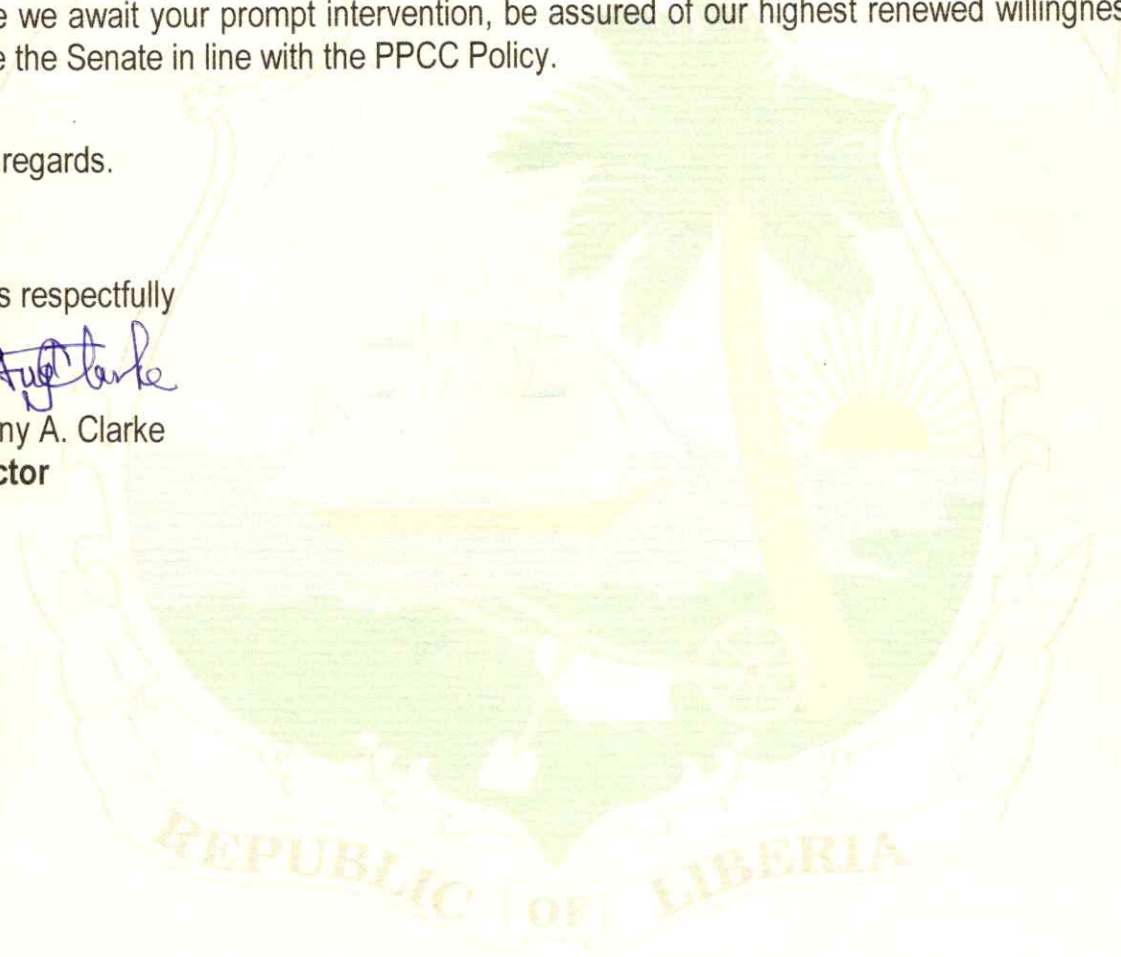
While we await your prompt intervention, be assured of our highest renewed willingness to serve the Senate in line with the PPCC Policy.

Best regards.

Yours respectfully



Johnny A. Clarke  
Director



**Liberian Senate**  
**Procurement Plan SBA (Core Budget)**  
**Source of Funding: GOL National Budget 2025**  
**Fiscal year: 2025**

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												ACCEPTANCE & FINAL PAYMENT
	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUS. ACT. 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-BIDEVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)			
PLANNED	1.	IFB NO. LS/SBA/SS/001/25	Petroleum Products	G4661	240,333.53gals	1,204,071.00	SS	02/3/25	02/12/25	02/18/25	02/23/25	02/28/25	03/4/25	03/13/25	03/24/25	N/A	12/22/25	12/31/25	
UPDATE																			
ACTUAL																			
PLANNED	2.	IFB No. LS/SBA/RB/001/25	Repairs & Maintenance Service-Vehicles	G4520	48 cars	25,000.00	RB	02/4/25	02/13/25	02/17/25	04/16/25	05/16/25	05/28/25	06/2/25	06/16/25	N/A	12/20/25	12/31/25	
UPDATE																			
ACTUAL																			
PLANNED	3.	IFB No. LS/SBA/RB/002/25	Printing & Binding Services	C1811	1 Firm	28,028.00	RB	02/4/25	02/13/25	02/17/25	04/16/25	05/16/25	05/28/25	06/2/25	06/16/25	N/A	12/20/25	12/31/25	
UPDATE																			
ACTUAL																			
PLANNED	4.	IFB No. LS/SBA/NCB/001/25	Cleaning Materials	G4773	*Assorted	30,000.00	NCB	03/31/25	04/9/25	04/14/25	04/16/25	05/16/25	05/28/25	06/2/25	06/16/25	N/A	12/20/25	12/31/25	
UPDATE																			
ACTUAL																			
		<b>Sub. Total</b>				<b>1,287,099.00</b>													

Prepared by: JA Clarke  
**Johnny A. Clarke Director/Procurement Unit**

Approved by: [Signature]  
**Sen. J. Gbleh-bo Brown Head of Entity/Chairman Proc. Committee**

[Signature]  
 2/18/25



**Liberian Senate  
Procurement Plan SBA (Core Budget)  
Source of Funding: GOL National Budget 2025  
Fiscal year: 2025**

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	BUS. ACT. 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-BIDEVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	
PLANNED	5.	IFB NO. LS/SBA/RB/03/25	Food Stuffs	G4711	*Assorted	24,000.00	RB	02/4/25	02/13/25	02/17/25	04/16/25	05/16/25	05/28/25	06/2/25	06/16/25	N/A	12/20/25	12/31/25	
UPDATE																			
ACTUAL																			
PLANNED	6.	IFB No. LS/SBA/RFQ/001/25	Newspapers, Books & Periodical	G4761	*Assorted	3,000.00	RFQ	02/4/25	02/13/25	02/17/25	02/18/25	03/7/25	03/17/25	03/26/25	04/4/25	N/A	12/22/25	12/31/25	
UPDATE																			
ACTUAL																			
PLANNED	7.	IFB No. LS/SBA/RFQ/002/25	Repairs & Maint.- machinery, equipment & Furniture	C3312	*Assorted	10,000.00	RFQ	02/4/25	02/13/25	02/17/25	02/18/25	03/7/25	03/17/25	03/26/25	04/4/25	N/A	12/22/25	12/31/25	
UPDATE																			
ACTUAL																			
PLANNED	8.	IFB No. LS/SBA/NCB/002/25	Personnel Insurance Coverage	K6511	*Assorted	71,454.00	NCB	03/31/25	04/9/25	04/14/25	04/16/25	05/16/25	05/28/25	06/2/25	06/16/25	N/A	12/20/25	12/31/25	
UPDATE																			
ACTUAL																			
		<b>Sub. Total</b>																	
		<b>Grand Total</b>																	
						108,454.00													
						1,395,553.00													

Prepared by: Johnny A. Clarke  
**Johnny A. Clarke Director/Procurement Unit**

Approved by: Sen. J. Gbleh-bo Brown  
**Sen. J. Gbleh-bo Brown Head of Entity/Chairman Proc. Committee**

*WESKO*  
*2/18/25*

Date: 02/18/2025  


**Liberian Senate  
Procurement Plan (Core Budget)  
Source of Funding: GOL National Budget 2025  
Fiscal year: 2025**

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	BUS. ACT. 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. LS/NCB/001/25	Stationery	G4761	*Assorted	69,674.00	NCB	03/31/25	04/9/25	04/14/25	04/16/25	05/16/25	05/28/25	06/2/25	06/16/25	N/A	12/20/25	12/31/25	
UPDATE																			
ACTUAL																			
PLANNED	2.	IFB No. LS/SS/001/25	Repairs & Maintenance-Civil- Services	F4100	1 Firm	45,000.00	SS	03/31/25	04/9/25	04/14/25	04/16/25	05/2/25	05/9/25	05/12/25	05/26/25	N/A	12/20/25	12/31/25	
UPDATE																			
ACTUAL																			
PLANNED	3.	IFB No. LS/RFQ/001/25	Uniform & Specialized Clothing	G4771	*Assorted	10,000.00	RFQ	03/31/25	04/9/25	04/14/25	04/16/25	05/2/25	05/9/25	05/12/25	05/26/25	N/A	12/20/25	12/31/25	
UPDATE																			
ACTUAL																			
PLANNED	4.	IFB NO. LS/RB/001/25	Computers supplies, part & Cables	G4741	1 Firm	25,801.00	RB	03/31/25	04/9/25	04/14/25	04/16/25	05/16/25	05/28/25	06/2/25	06/16/25	N/A	12/20/25	12/31/25	
UPDATE																			
ACTUAL																			
		<b>Sub. Total</b>				<b>150,475.00</b>													

Prepared by: Johnny A. Clarke  
**Johnny A. Clarke Director/Procurement Unit**

Approved by: Sen. J. Gbleh-bo Brown  
**Sen. J. Gbleh-bo Brown Head of Entity/Chairman Proc. Committee**

Date: 02/18/2025

*WJG*  
*2/18/25*



**Liberian Senate  
Procurement Plan (Core Budget)  
Source of Funding: GOL National Budget 2025  
Fiscal year: 2025**

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	BUS. ACT. 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-BIDEVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	
PLANNED	5.	IFB NO. LS/SS/001/25	Transport equipment-Vehicle	G4510	*Assorted	205,000.00	SS	03/31/25	04/9/25	04/14/25	N/A	N/A	N/A	N/A	05/26/25	N/A	12/20/25	12/31/25	
UPDATE																			
ACTUAL																			
		<b>Sub. Total</b>				205,000.00													
		<b>Grand Total</b>				355,475.00													

Prepared by: *J. Clarke*  
**Johnny A. Clarke Director/Procurement Unit**

Approved by: *[Signature]* Date: 02/04/2025  
**Sen. J. Gbleh-bo Brown Head of Entity/Chairman Proc. Committee**

*[Handwritten Signature]*  
 2/18/25

*[Handwritten Signature]*  
 2/18/25





Name of Entity: Liberian Senate  
 Procurement Plan SBA (Core Budget) Explanatory Notes  
 Fiscal Year: 2025

Item NO.	Contract Package Code	Contract Package	Content of Contract Package
1.	IFB NO. LS/SBA/SS/001/25	Petroleum Products	This comes from the budget line Petroleum Product. It is used to purchase mixed petroleum product in the sum of 1,204,071.00/5.01=240,333.53gals. The amount (82,460) is the estimated amount for the Pro-term pore office and the amount (1,121,611) is the estimated amount for the Liberian Senate.
2.	IFB No. LS/SBA/RB/001/25	Repairs & Maintenance-Vehicles	This comes from the budget line repairs & Maintenance-Vehicles. This package is used to hire the services of a qualified firm to do the repair & maintenances of the Senate 48 vehicles, which includes routine maintenances etc... The amount (25,000) estimated in the plan is broken down as follow: the office of the Pro-Term pore is ( 10,000) and the Liberian Senate is (15,000)
3.	IFB No. LS/SBA/RB/002/25	Printing and binding services	This package is intended to hire the services of a qualified printing firm to do the printing of the following: Letter heads, Transmittal slips, envelops.
4.	IFB No. LS/SBA/NCB/001/25	Cleaning Materials	Detergent, (chloral, delta) floor mops, toilet tissues, floor towel, dust pan, vim, hard broom, soft broom, clean tide soap, spray gone.
5.	IFB NO. LS/SBA/RB/003/25	Food Stuff	This came from the budget line Entertainment Representation & Gift. This package is used to purchase items such as, Soft drink, juices, biscuits, water, etc.....
6.	IFB No. LS/SBA/RFQ/001/25	Newspapers	This comes from the budget line newspapers, books & periodicals. This package is used to purchase newspapers, books & periodicals materials for various senators office.
7.	IFB No. LS/SBA/RFQ/002/25	Repairs & Maint.-machinery, equipment & Furniture	This comes from the budget line Repair & Maint.- Machinery, equipment & Furniture. This package is used to purchase equipment for repairs of machinery & furniture.
8.	IFB No. LS/SBA/NCB/002/25	Personnel Insurance Coverage	This comes from the budget line Insurance for employees. This package is used to give health insurance to employees



Prepared by: Justin Clarke  
 Procurement Director

Date: Feb 4, 2025

WEC  
2/18/25

Name of Entity: Liberian Senate  
 Procurement Plan (Core Budget) Explanatory Notes  
 Fiscal Year: 2025

Item NO.	Contract Package Code	Contract Package	Content of Contract Package
1.	IFB NO. LS/NCB/001/25	Stationery	This comes from the budget stationery, it is used to purchase A-4 cartons of sheets, envelopes, paper glues, Diaries, ledgers, paper clips, Engel inks, refill pad, staple machines, erasers, carbon papers, dictionary oxford, s/s, disk box, makers (various colors), various computers inks, legal sheet, note pad, stick on pad, ball pens, ink, toner, A-4 manila folder. The total of (69,674) is broken down into (15,000) for the office of the Pro-Tempore (54,674) for the Liberian Senate
2.	IFB No. LS/SS/001/25	Repairs & Maintenance-Civil	This comes from the budget line repairs & maintenance-civil. This package will be used to complete the full payment for extended civil-repair and maintenance that is ongoing at the Senate building which started in the 2024 fiscal budget period.
3.	IFB No. LS/RFQ/001/25	Uniform & Specialized Clothing	This comes from the budget line uniform & specialized clothing. This package is used to purchase uniform for the Senate securities & also purchase specialized clothing for the maintenance staffers & the Sargent at Arms unit as well as other needed department(s).
4.	IFB NO.LS/RB/001/2025	Computers Supplies, Parts & Cables	This comes from the budget line computers supplies, parts & cables. This package is used to purchase computer supplies, parts & cables for the Liberian Senate.
5.	IFB NO. LS/SS/002/25	Transport equipment-Vehicle	This comes from the budget line transport equipment-vehicle. This package will be used to complete the full payment of assorted vehicles procured for the Senate during the 2024 fiscal budget period.

This plan is for both the Offices of the President Pro Tempore and The House of Senate.

These items are not Procured by the Procurement Unit but rather done by the Finance Section. Direct payments are made to the senators to underwrite whatever travels cost that arises.

Here are the items:

- 1. Domestic Travel
- 2. Local Scholarship
- 3. Foreign Travel

Prepared by: W. A. Clarke  
Procurement Director

Date: Feb 4, 2025

*[Handwritten signature]*  
2/18/25

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