



REPUBLIC OF LIBERIA

**PUBLIC PROCUREMENT & CONCESSIONS COMMISSION**  
EXECUTIVE MANSION GROUNDS, CAPITOL HILL, MONROVIA, LIBERIA

WEBSITE: [www.ppcc.gov.lr](http://www.ppcc.gov.lr) EMAIL: [Info@ppcc.gov.lr](mailto:Info@ppcc.gov.lr) PHONE SHORT CODE: 4357 Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Ref. **PPCC/RL/CEO/0306/25'**

February 28, 2025

Hon. Dewey E. Gray  
**ACTING MINISTER**  
Ministry of Foreign Affairs  
Capitol Hill  
Republic of Liberia

Dear Hon. Gray:

Subj: **APPROVAL OF ANNUAL PROCUREMENT PLAN FOR THE FISCAL YEAR 2025**

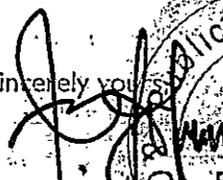
We present our compliments and wish to acknowledge receipt of your communication, which sought the approval of the Commission for the Ministry of Foreign Affairs (MFA) Annual Procurement Plan. Following a thorough review, the Commission hereby approves the MFA annual procurement plan for the fiscal year 2025 in accordance with **Section 40 (3)** of the PPCA, 2010. The Commission further informs the MFA 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.

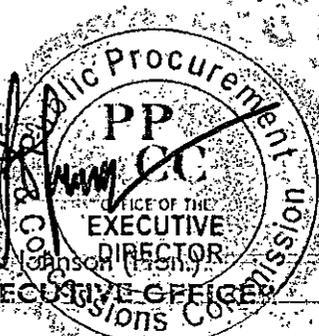
The Commission counsels that you observe **Section 40: (5) of the PPCA, 2010, which states that "each Procuring Entity, shall, quarterly and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes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

  
Bodger Seow Johnson  
**CHIEF EXECUTIVE OFFICER**





REPUBLIC OF LIBERIA  
**MINISTRY OF FOREIGN AFFAIRS**  
MONROVIA, LIBERIA

RL/MFA/2-3c/01/'25

January 30, 2025

Mr. Executive Director:

Re: SUBMISSION OF 2025 FISCAL YEAR ANNUAL PROCUREMENT PLANS

I present compliments and have the honor to forward herewith the final Procurement Plans of the Ministry of Foreign Affairs, in keeping with Sections 40(2) of the Revised PPC Act, approved 2010 which states:

“For each fiscal year the Procurement Unit shall prepare a draft annual procurement plan for goods, works and services for use by the Procuring Entity in the Procuring Entity’s budgeting process. Upon budget approval, the Procurement Unit shall prepare an annual procurement plan for goods, works and services in accordance with the Procuring Entity’s approved programs and budget and furnish it to the Procurement Committee. The plan shall include”.

- (a) A brief description of each planned procurement contract;
- (b) The estimated cost of each planned procurement contract;
- (c) The procurement method to be used; and
- (d) Processing steps and time schedules.

In furtherance, you will observe that attached to the two category procurement plans (**Core budget** and **SBA**) are the Ministry’s 2025 *Approved Budget, Budget note/procurement contract package derivation log and Procurement contract Package void of Procurement process and copy of the Ministry’s Cash Plan.*

Therefore, kindly take note of these specifics as you review the same for the updates made.

Kind regards,

  
Hon. Deweh E. Gray  
ACTING MINISTER

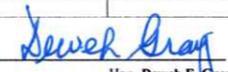
Honorable Bodgers Scott Johnson  
Chief Executive Director  
Public Procurement & Concessions Commission (PPCC)  
Capitol Hill  
Monrovia, Liberia

Received:  
Theophilus & B. Follie  
Feb. 5, 2025  
Time: 12:53 PM

**MINISTRY OF FOREIGN AFFAIRS**  
**CORE BUDGET PROCUREMENT PLAN (Core Budget)**  
 Source of Funding: GOVERNMENT OF LIBERIA (GOL)  
 Fiscal year: 2025( January - December)

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	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH	BID INVITATION & RELEASE	BID SUBMISSION/PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS	
PLANNED	8	IFB, No. MFA/RB/004/25	Printing and binding	C-1812	One(1) firm	45,000.00	RB	2025-01-18	2025-01-25	2025-02-01	2025-03-01	2025-04-02	2025-04-16	2025-04-23	2025-04-30	N/A	2025-05-14	2025-10-23		
UPDATE																				
ACTUAL																				
PLANNED	9	IFB, No. MFA/NCB/003/25	Furniture Supply	G-4759	Assorted	200,000.00	NCB	2025-01-22	2025-01-29	2025-02-05	2025-03-05	2025-04-06	2025-05-07	2025-05-14	2025-05-21	N/A	2025-06-04	2025-11-13		
UPDATE																				
ACTUAL																				
PLANNED	10	IFB No. MFA/RFQ/002/25	Hall Rental	L-6810	one(1) Firm	10,000.00	RFQ	2025-01-22	2025-01-29	2025-02-05	2025-03-05	2025-03-12	2025-03-19	2025-03-26	2025-04-02	N/A	2025-04-16	2025-11-02		
UPDATE																				
ACTUAL																				
<b>Subtotal</b>						\$ 255,000.00														
<b>GRAND TOTAL</b>						\$ 804,712.00														

Prepared by:   
 Cyrus G. Flahn, Sr.  
 Procurement Director

Approved by:   
 Hon. Deweh E. Gray (Cler.)  
 Acting Minister

Date: 01/30/25

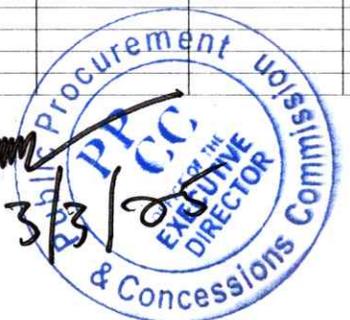
  
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MINISTRY OF FOREIGN AFFAIRS  
 CORE BUDGET PROCUREMENT PLAN (Core Budget)  
 Source of Funding: GOVERNMENT OF LIBERIA (GOL)  
 Fiscal year: 2025( January - December)

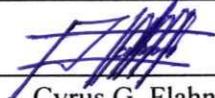
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	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BASIC DATA			PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH	IMPLEMENTATION DATES										REMARKS
				BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)					BID INVITATION & RELEASE	BID SUBMISSION/PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT			
PLANNED	1	IFB No. MFA/NCB/001/25	Stationery	G-4761	Assorted	64,782.00	NCB	2025-01-17	2025-01-24	2025-01-31	2025-03-02	2025-04-08	2025-04-15	2025-04-22	2025-04-29	N/A	2025-08-17	2025-10-28			
UPDATE																					
ACTUAL																					
PLANNED	2	IFB No. MFA/RB/001/25	Repairs & Maintenance Services- Vehicles	G-4520	One (1) Firm	20,000.00	RB	2025-01-17	2025-01-25	2025-02-01	2025-03-03	2025-04-02	2025-04-09	2025-04-16	2025-04-23	N/A	2025-05-07	2025-12-03			
UPDATE																					
ACTUAL																					
PLANNED	3	IFB No. MFA/RB/002/25	Cleaning Materials	G-4773	Assorted	36,902.00	RB	2025-01-17	2025-01-25	2025-02-01	2025-03-03	2025-04-18	2025-04-25	2025-05-02	2025-05-16	N/A	2025-05-30	2025-12-26			
UPDATE																					
ACTUAL																					
PLANNED	4	IFB No. MFA/RB/003/25	Supply of Medical Drug	G-4772	Assorted	20,000.00	RB	2025-01-27	2025-02-04	2025-02-11	2025-03-13	2025-04-12	2025-04-19	2025-04-26	2025-05-03	N/A	2025-05-17	2025-12-13			
UPDATE																					
ACTUAL																					
PLANNED	5	IFB No. MFA/SS/001/25	Vehicle Insurance	k-6512	One(1)Firm	38,028.00	SS	2025-01-17	2025-01-31	2025-02-14	2025-03-25	2025-04-23	2025-04-30	2025-05-07	2025-05-14	N/A	2025-11-21	2025-12-06			
UPDATE																					
ACTUAL																					
PLANNED	6	IFB No. MFA/RFQ/001/25	Repair and maintenance- Office equipment	S-9522	Assorted	10,000.00	RFQ	2025-01-17	2025-01-24	2025-01-31	2025-03-02	2025-03-09	2025-03-16	2025-03-23	2025-03-30	N/A	2025-04-13	2025-12-29			
UPDATE																					
ACTUAL																					
PLANNED	7	IFB No. MFA/NCB/002/25	Air ticket	N-7911	Four(4) firms	360,000.00	NCB	2025-01-17	2025-01-24	2025-01-31	2025-03-02	2025-04-06	2025-04-20	2025-04-27	2025-05-11	N/A	2025-05-25	2025-12-21			
UPDATE																					
ACTUAL																					
<b>Subtotal</b>						<b>549,712.00</b>															

*MRS G*  
2/28/25

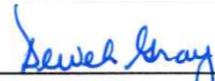
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**Ministry of Foreign Affairs , Additional Explanatory Notes For Procurement Contract Packages Void of Procurement Process**

No.	Contract Package Code	Contract Package	Amount	Content of Contract Package
1	N/A	Carriage, Haulage , Foreight	\$ 281,231.00	This budgetline item will be used to cover the cost of shipping of the personal belongings of our Foreign Service Officers and their dependents when they go on new assignments or when they are recalled. The items will include : A. Furniture B. Luggages
2	N/A	Electricity	\$ 30,000.00	This budgetline will be used to pay LEC directly for electricity
3	N/A	Water and Sewage	\$ 15,000.00	This budgetline will be used to pay LWSC directly for services in this context.
4	N/A	Residential Property Rental and Leases	\$ 3,344,312.00	This budgetline will be used to pay for the cost of residential property rental and leases for our Foreign Service Officers housing
5	N/A	Office Building Rental and Leases	\$ 2,818,598.00	This budget line item will be used to pay for the costs of Office Buildings rental and leases for our Foreign Embassies
6	N/A	Personnel Insurance	\$ 169,500.00	This budgetline item will be used to pay for the cost of personnel insurance service for Foreign service officers at the various Liberia Foriegn Missions,
<b>TOTAL</b>			\$ 6,658,641.00	

Prepared by:   
 Cyrus G. Flahn, Sr.  
**PROCUREMENT DIRECTOR**

*Handwritten:*  
 2/28/25

Signed:   
 Hon. Deweh E. Gray ( Cllr.)  
**ACTING MINISTER**

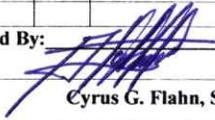
Date: 01/30/25





MINISTRY OF FOREIGN AFFAIRS  
SBA PROCUREMENT PLAN  
Source of Funding: GOVERNMENT OF LIBERIA (GOL)  
Fiscal year: 2025

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	17	18	19	20
ITEM NO.	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	PC APPROVAL - BID EVALUATION	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL)	ACCEPTANCE & FINAL PAYMENT	REMARKS
PLANNED UPDATE ACTUAL	1 IFB No. MFA/SBA/RB/001/2	Petroleum Products	G-4661	22,805 gals	\$ 104,904.00	RB	2025-01-12	2025-01-19	2025-01-26	2025-03-01	2025-04-02	2025-04-16	2025-04-30	2025-05-14	N/A	2025-05-26	2025-10-13	
PLANNED UPDATE ACTUAL	2 IFB No. MFA/SBA/SS/001/25	Internet Connectivity	J-6110	One(1) Firm	\$ 11,452.00	SS	2025-01-20	2025-01-27	2025-02-03	2025-03-03	2025-04-03	2025-04-17	2025-05-01	2025-05-15	N/A	2025-06-05	2025-10-03	
PLANNED UPDATE ACTUAL	3 IFB No. MFA/SBA/RB/002/2	Scratch Card	J-6190	Assorted	30,612.00	RB	2025-01-23	2025-01-30	2025-02-06	2025-03-08	2025-04-30	2025-05-14	2025-05-28	2025-06-11	N/A	2025-07-02	2025-10-30	
PLANNED UPDATE ACTUAL	4 IFB No. MFA/SBA/RB/003/2	Vehicle Rental	N-7710	Assorted	40,310.00	RB	2025-01-25	2025-02-01	2025-02-08	2025-03-08	2025-04-01	2025-04-08	2025-04-15	2025-04-22	N/A	2025-04-29	2025-11-15	
PLANNED UPDATE ACTUAL	5 IFB No. MFA/SBA/RFQ/001/25	Publication services	J-5819	One(1)firm	5,000.00	RFQ	2025-01-26	2025-02-05	2025-02-15	2025-03-07	2025-03-15	2025-03-29	2025-04-12	2025-04-26	N/A	2025-05-17	2025-10-24	
PLANNED UPDATE ACTUAL	6 IFB No. MFA/SBA/RB/004/2	Event Catering	I-5621	One(1)Firm	40,617.00	RB	2025-01-25	2025-02-01	2025-02-08	2025-03-10	2025-04-07	2025-04-21	2025-05-05	2025-05-19	N/A	2025-06-09	2025-10-07	
PLANNED UPDATE ACTUAL	7 IFB No. MFA/SBA/NCB/001	Food Stuff	G-4721	Assorted	135,000.00	NCB	2025-01-25	2025-02-01	2025-02-08	2025-03-10	2025-04-07	2025-04-21	2025-05-05	2025-05-19	N/A	2025-06-09	2025-10-07	
			Total		\$ 367,895.00													

Prepared By:   
Cyrus G. Flahn, Sr.  
PROCUREMENT DIRECTOR

  
2/28/25

Approved by:   
Hon. Deweh E. Gray (Clr)  
ACTING MINISTER

Date: 01/30/25  
  


**MFA-2025 SBA PROCUREMENT PLAN EXPLANATORY NOTE**

No.	Code	Contract Package	Contents
1	IFB No. MFA/SBA/RB/001/25	Petroleum Products	This contract package was derived from the budget lines ( fuel & Lubricant vehicle and Generator) and is intended to procure petroleum product ( Diesel fuel & Gasoline) and lubricants for the Ministry' consumption for the budget year 2025. And will be provided in two lots to facilitate the procuring of both the gasoline and the fuel in the quantity of 27,153gals at US\$ 4.60/gal
2	IFB No. MFA/SBA/SS/001/25	Internet Service Provision	This contract package was taken from the Internet Provider Service and Telecom and internet budgetline items and it is intended to be used to procure service in the context of the contract package for the budget year 2025 with the consideration of the single source procurement method for which LIBTELCO is being considered.
3	IFB No. MFA/SBA/RB/002/25	Scratch Card	This contract package was derived from the budgetline items scratch card and Telecom and internet to facilitate the procurement of scratch cards for official use by senior and middle management team.
4	IFB No. MFA/SBA/RB/003/25	Vehicle rental Service	The concerned contract package was taken from the budget lines items ( i.e. domestic travel and Celebration, commemoration and states visit), and will be used to facilitate travel internally during special national events commemoration or States visit by foreign guests.
5	IFB No. MFA/SBA/RFQ/001/25	Publication service	This concerned contract package is taken from the budgetline Printing , binding and publication and it is intended to be used to facilitate the payment for advertising IFB or expression of interest for the ministry for procurement related advertisement for the budget year 2025.
6	IFB No. MFA/SBA/RB/004/25	Catering Services	This concerned contract package was taken from the two budgetline items( i.e. Celebration, commemoration, state visits and workshop and symposia increase by US \$10,000 as the result of a transfer made) and it is intended to procure service in the context of the contract package to satisfy the two budgetline items. Hence, kindly find attached the transfer specifics.
7	IFB No. MFA/SBA/NCB/001/25	Food Stuff	This concerned contract package is taken from two budgetline items ( i.e. entertainment and representation and celebration, commemoration and state visit) and it is intended to be used to facilitate the procurement of rice and oil for the staff of the Ministry for both the July 26 independence day and the December 25, 2025 Christmas Celebration.. This contract package is taken from the Entertainment, Representation and gifts budget line item. It is intended to procure the assorted items in the very context of the contract package. The total of 5,737 bags @ US\$ 19.00 totalling US\$ 109,003 cost for the rice , while the total of 450 oil Ctns @ 35.55 totalling USD 15,997 is budgeted for the cost of oil, which is set at US\$125,000.00, and an additional of US\$ 10,000 will be used for the procurement of routine assorted food items such as oval tea, coffee, Biscuit, etc resulting to a grand total of US\$ 135,000.00 captured on this procurement plan.

Prepared By: \_\_\_\_\_

Cyrus G. Flahn, Sr.  
PROCUREMENT DIRECTOR

*[Handwritten signature]*  
2/28/25

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

Hon. Deweh E. Gray(Cllr.)  
ACTING MINISTER

Date: 01/30/25



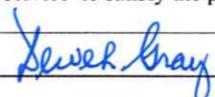
Explanatory Note-Core budget 2025 Procurement Plan			
No.	Code	Contract Package	Contents
1	IFB No. MFA/NCB/001/25	Stationery	used for the purchase of assorted stationery items for the Ministry to satisfy activities in alignment to those budgetlines . These materials shall include papers (A4/Legal) manilla folders,pens cartridges, staples pins ,staple machines,etc. Based upon the package value and in keeping with the regulation on threshold,, the National Competitive Bidding process will be considered.
2	IFB No. MFA/RB/001/25	Repairs & Maintenance Services- Vehicles	Funds on this line will be used to contract reputable firm(s) to provide repairs/maintenance services on the Ministry's vehicles during the 2025 Fiscal Year.
3	IFB No. MFA/RB/002/25	Cleaning Materials	This contract package is taken from the cleaning materials and services budget line item and will be used to procure assorted cleaning materials for the Ministry. And will include: Liquid soap,Tie soap,Small and Medium size Clorox, Small and Medium size Dettol,Dust pan and etc.,Soft and hard brooms,Commode brushes,Commode detergent,Hand sanitizers and others. The use of restricted bidding method ( RB) is tailor to Section 50 of the PPCA.
4	IFB No. MFA/RB/003/25	Medical Drugs	This contract package is taken from the drugs and medical consumables budget line item and will be used to procure the medical items for the ministry's clinic operation . The medical items will include: paracetamol tables , B-complex injection etc inclusive of other medical supplies.
5	IFB No. MFA/SS/001/25	Vehicle Insurance	Funds on this line will be used to contract the National Insurance Company of Liberia(NICOL) to insure the vehicles of the Ministry for the Fiscal year 2025. As such, the Single Source procurement method is being considered.
6	IFB No. MFA/RFQ/001/25	Repairs and Maintenance Office equipment	Funds on this line will be used to provide maintenance service for office equipment such as : a laptop Computer , printers , AC and other for the Ministry for the 2025 Budget year.
7	IFB No. MFA/NCB/002/25	Air Tickets	Funds on this line will be used to facilitate travel of Senior staff to international conferences such as the General Assembly and others under the budget year 2025.
8	IFB, No. MFA/RB/004/25	Printing and binding Service	This concern contract package is taken from the budgetline Printing , binding and publication and it is intended to be used to facilitate the payment for the printing and binding of legislation , proclamations under the budget year 2025
9	IFB. No. MFA/NCB/003/25	Supply of Furniture	The concerned procurement contract package derived from the budgetline furniture and fixture and will be used for the procuring of furniture for the offices at the Ministry of Foreign Affairs. This will include : Office Chairs, Executive office desks, Soafar etc.
10	IFB No. MFA/RFQ/002/25	Hall Rental	This concerned procurement contract package derived from the budgetline workshop , symposia and semina and will be used for the procuring of service to satisfy the procurement need in this context .

Prepared by:

  
Cyrus G. Flahn, Sr.

PROCUREMENT DIRECTOR

Signed:

  
Hon. Deweh E. Gray ( Cllr.)

ACTING MINISTER

Date:

01/30/25



  
2/28/25