



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/0217/25'

January 29, 2025

Hon. Ansu V. S. Dulleh, Sr.
EXECUTIVE DIRECTOR
National Disaster Management Agency
Monrovia, Liberia

Dear Hon. Dulleh:

Subj: APPROVAL OF ANNUAL PROCUREMENT PLAN FOR FISCAL YEAR 2025

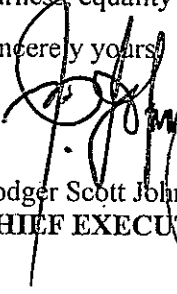
We present our compliments and wish to acknowledge receipt of your communication dated January 21, 2025, which sought the approval of the Commission for **National Disaster Management Agency (NDMA) Annual Core and SBA Procurement Plan for 2025.**

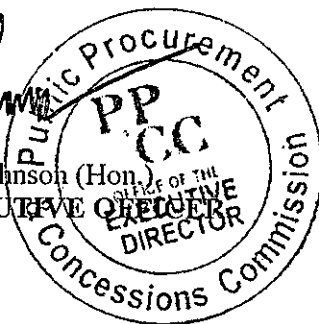
Following thorough review, the Commission hereby approves the **National Disaster Management Agency Annual Procurement Plan for fiscal year 2025** in accordance with **Section 40 (3)** of the PPCA, 2010, and informs National Disaster Management Agency that the procurement plan will be duly forwarded 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 "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,


Bodger Scott Johnson (Hon.)
CHIEF EXECUTIVE DIRECTOR





Republic of Liberia

NATIONAL DISASTER MANAGEMENT AGENCY

Gurley Street & UN Drive, Monrovia, Liberia



Office of the Executive Director

RL/GOL/NDMA/ED/0354/25

January 21, 2025

Hon. Boldger Scott Johnson
CHIEF EXECUTIVE OFFICER
Public Procurement and Concessions Commission (PPCC)
Capitol Hill
Monrovia, Liberia

Ref: Submission of Procurement & Spending Plans for Fiscal Year 2025

Dear Hon. Johnson:

I present my compliments and herewith submit to your honorable office the **Procurement and Spending Plans for Fiscal Year 2025** respectively of the **National Disaster Management Agency (NDMA)** for your approval in keeping with Section 40 Sub-sections (2), (3) & (5) of the PPC Act of 2010

Please see attached a restructured list of the Procurement Committee members and Procurement Unit staff as per the current administrative structure.

Thanks for your usual support as we strive to achieve transparency, accountability, fairness and efficiency in our procurement processes.


Best regard.

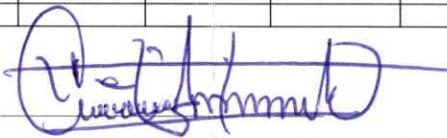
Sincerely yours,

Hon. Ansu V. S. Dulleh, Sr.
Executive Director
Chairman / Procurement Committee/ NDMA

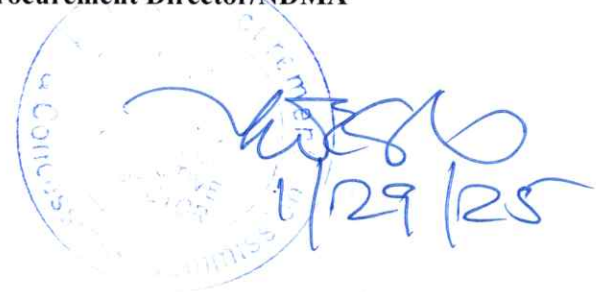
**National Disaster Management Agency
PROCUREMENT PLAN (Small Business Act Budget)
Source of Funding: GOL National Budget
Fiscal year: 2025 (January - December)**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BASIC DATA				IMPLEMENTATION DATES												
				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)	ACCEPTANCE & FINAL PAYMENT	REMARKS	
PLANNED	1	IFB No. NDMA/SBA/NCB/001/2025	Guard & Security Services	N-8010	1 Firm	\$18,000.00	NCB	01/09/2025	01/15/2025	01/21/2025	01/27/2025	02/21/2025	07/03/2025	03/19/2025	03/25/2025	N/A	12/01/25	12/30/2025		
UPDATE																				
ACTUAL																				
PLANNED	2	IFB No. NDMA/SBA/RB/001/2025	Air Ticket	N-7911	1 Firm	\$29,000.00	RB	01/09/2025	01/15/2025	01/21/2025	01/27/2025	02/21/2025	07/03/2025	03/19/2025	03/25/2025	N/A	12/01/25	12/30/2025		
UPDATE																				
ACTUAL																				
PLANNED	3	IFB No. NDMA/SBA/RFQ/001/2025	Petroleum Products (Fuel & Gasoline)	G-4661	1,363.63 gal @ \$4.40	\$6,000.00	RFQ	01/09/2025	01/15/2025	01/21/2025	01/27/2025	02/14/2025	02/20/2025	02/26/2025	03/04/2025	N/A	12/01/25	12/30/2025		
UPDATE																				
ACTUAL																				
GRAND TOTAL						\$53,000.00														

Prepared by: 
Vivian G. Walker
Procurement Director/NDMA

Approved by: 
Hon. Ansu V. S. Dulleh, Sr.
Chairman Procurement Committee

Date: Jan 23, 2025





National Disaster Management Agency
Updated Procurement Plan Explanatory Notes for SBA Budget
Fiscal Year 2025 (January – December)


Item	Contract Package Code	Contract Package	Content of Contract Package
1.		Electricity	This contract package is from the budget line Electricity and is intended to pay LEC Bill for the Agency at an estimated cost of US\$10,000.00 as indicated in NDMA's approved Budget FY 2025.
2.	IFB No.: NDMA/SBA/RB/001/2025	Air Ticket	The cost of US\$29,000.00 is drawn from the budget line-item Foreign Means of Travel as indicated in NDMA's approved Budget FY 2025. This contract package is intended to cover the cost of foreign travels at the NDMA.
3.	IFB No.: NDMA/SBA/NCB/001/2025	Guard and Security Services	The cost of US\$18,000.00 is drawn from the budget line-item Security Guard Services as indicated in NDMA's approved Recast Budget FY 2025. This contract package is intended to cover the cost of security guard services of a firm for the protection of the Agency's Head Office, equipment, and staffs against burglary or theft and harm.
4.	IFB No.: NDMA/SBA/RFQ/001/2025	Petroleum Products (Diesel & Gasoline)	The cost of US\$6,000.00 is drawn from the budget line Fuel and Lubricant Generator & Vehicles as indicated in NDMA's approved Budget FY 2025. This contract package is intended to cover the cost of 1,363.63 gallons of diesels and gasoline for NDMA at the rate \$4.40.

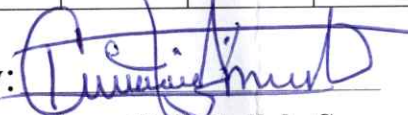
Prepared by: 
 Vivian G. Walker
 Procurement Director

Date: January 23, 2025

**National Disaster Management Agency
PROCUREMENT PLAN (Non- SBA Budget)
Source of Funding: GOL National Budget
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
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 REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS	
																			IMPLEMENTATION DATES
PLANNED	1	IFB No. NDMA/RFQ/001/2025	Repair & Maintenance - Vehicle	G-4520	1Firm	\$4,000.00	RFQ	01/09/2025	01/15/2025	01/21/2025	01/27/2025	02/14/2025	02/20/2025	02/26/2025	03/04/2025	N/A	12/01/25	12/30/2025	
UPDATE																			
ACTUAL																			
PLANNED	2	IFB No. NDMA/RFQ/002/2025	Stationery	G-4761	Assorted	\$4,000.00	RFQ	01/09/2025	01/15/2025	01/21/2025	01/27/2025	02/14/2025	02/20/2025	02/26/2025	03/04/2025	N/A	12/01/25	12/30/2025	
UPDATE																			
ACTUAL																			
PLANNED	3	IFB No. NDMA/NCB/001/2025	Food Stuff	G-4711	Assorted	\$15,927.00	NCB	01/09/2025	01/15/2025	01/21/2025	01/27/2025	02/21/2025	07/03/2025	03/19/2025	03/25/2025	N/A	12/01/25	12/30/2025	
UPDATE																			
ACTUAL																			
PLANNED	4	IFB No. NDMA/RFQ/003/2024	Computer purchase	G-4741	7 pcs	\$7,500.00	RFQ	01/09/2025	01/15/2025	01/21/2025	01/27/2025	02/14/2025	02/20/2025	02/26/2025	03/04/2025	N/A	12/01/25	12/30/2025	
UPDATE																			
ACTUAL																			
PLANNED	5	IFB No. NDMA/NCB/002/2024	Building Material	G-4663	Assorted	\$15,926.00	NCB	01/09/2025	01/15/2025	01/21/2025	01/27/2025	02/21/2025	07/03/2025	03/19/2025	03/25/2025	N/A	12/01/25	12/30/2025	
UPDATE																			
ACTUAL																			
PLANNED	6	IFB No. NDMA/NCB/003/2024	Household Materials	G-4759	Assorted	\$15,925.00	NCB	01/09/2025	01/15/2025	01/21/2025	01/27/2025	02/21/2025	07/03/2025	03/19/2025	03/25/2025	N/A	12/01/25	12/30/2025	
UPDATE																			
ACTUAL																			
PLANNED	7	IFB No. NDMA/SBA/NCB/001/2025	Repair & Maintenance - Civil	F-4100	1Firm	\$14,900.00	NCB	01/09/2025	01/15/2025	01/21/2025	01/27/2025	02/21/2025	07/03/2025	03/19/2025	03/25/2025	N/A	12/01/25	12/30/2025	
UPDATE																			
ACTUAL																			
GRAND TOTAL						\$78,178.00													

Prepared by: 
Vivian G. Walker
 Procurement Director/ NDMA

Approved by: 
Hon. Ansu V. S. Dulleh, Sr.
 Chairman Procurement Committee

Date: Jan 23, 2025


 1/29/25



National Disaster Management Agency
Updated Procurement Plan Explanatory Notes for Non-SBA Budget
Fiscal Year 2025 (January – December)



Item	Contract Package Code	Contract Package	Content of Contract Package														
1.	IFB No.: NDMA/RFQ/001/2025	Repairs & Maintenance Vehicle	The cost of US\$4,000.00 is drawn from the budget line-item Repairs and Maintenance-Vehicle as indicated in NDMA's approved Budget FY 2025. The procurement of the contract package is intended to cover cost of vehicle servicing by outside parties of the Agency's fleet of vehicles.														
2.	IFB No.: NDMA/RFQ/002/2025	Stationery	The cost of US\$4,000.00 is drawn from the budget line-item Stationery as indicated in the NDMA's approved Budget FY 2025. The procurement of this contract package is intended to purchase assorted stationeries (Sheets, Inks, pens, etc....) and cartridges to be used by the Agency's Headquarters and five hubs in the counties.														
3.	IFB No.: NDMA/NCB/001/2025	Food Stuff	<p>The cost of US\$15,927.00 is derived from the budget line-item NDMA-Emergency Preparedness and Response as indicated in the Agency's approved Budget FY 2025.</p> <p>This contract package is intended to procure the following food items:</p> <table style="width: 100%; border: none;"> <tr> <td>✓ Rice 25Kg</td> <td>Sardines</td> </tr> <tr> <td>✓ Vegetable Oil 4 Liters</td> <td>Juices</td> </tr> <tr> <td>✓ Beans bag 50Kg</td> <td>Corn Meal</td> </tr> <tr> <td>✓ Quaker Oats</td> <td>Butter</td> </tr> <tr> <td>✓ Mineral water</td> <td>Cube</td> </tr> <tr> <td>✓ Noodles</td> <td>Cooking Salt</td> </tr> <tr> <td>✓ Fish cups</td> <td>Beef.</td> </tr> </table>	✓ Rice 25Kg	Sardines	✓ Vegetable Oil 4 Liters	Juices	✓ Beans bag 50Kg	Corn Meal	✓ Quaker Oats	Butter	✓ Mineral water	Cube	✓ Noodles	Cooking Salt	✓ Fish cups	Beef.
✓ Rice 25Kg	Sardines																
✓ Vegetable Oil 4 Liters	Juices																
✓ Beans bag 50Kg	Corn Meal																
✓ Quaker Oats	Butter																
✓ Mineral water	Cube																
✓ Noodles	Cooking Salt																
✓ Fish cups	Beef.																
4.	IFB No.: NDMA/RFQ/003/2025	Computer purchase	The cost of US\$7,500.00 is drawn from the budget line-item Computer Supplies and ICT Services as indicated in the NDMA's approved Budget FY 2024. This contract package is intended to procure seven (7) high-spec computers.														
5.	IFB No.: NDMA/NCB/002/2025	Building Materials	The cost of US\$15,926.00 is derived from the budget line-item NDMA-Emergency Preparedness and Response as indicated in the Agency's approved Budget FY 2025. The procurement of this contract package is intended to purchase assorted items for building materials such as 32-guage zincs and zinc nails for emergency or urgent disaster relief.														
6.	IFB No.: NDMA/NCB/003/2025	Household Materials	The cost of US\$15,925 is derived from the budget line-item NDMA-Emergency Preparedness and Response as indicated in the Agency's approved Budget FY 2025. The procurement of this contract package is intended to purchase assorted household items for emergency or urgent disaster relief. The														

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			listed items are but not limited to: Mattresses (4" & 6"), Used Blankets and, Used Clothes; Chloro, Bathing & Washing Soap, Slippers, Spray gun, cooking utensils, etc
7.	IFB No.: NDMA/NCB/004/2025	Repairs & Maintenance – Civil	The cost of US\$14,900.00 is drawn from the budget line-item Repairs and Maintenance – Civil as indicated in NDMA's approved Budget FY 2025. This contract package is intended to cover the cost for the continuation of current renovation work on the NDMA's Building. This amount is for additional work for the changing of the roofing of the Agency's building.

Prepared by: 
 Vivian G. Walker
 Procurement Director

Date: January 25, 2025


 1/29/25