



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

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



Ref. PPCC/RL/CEO/00179/26'

February 23, 2026

Hon. Arthur Bestman
EXECUTIVE DIRECTOR
 National Center for the Coordination of Response Mechanism
 Monrovia, Liberia

Dear Hon. Bestman:

Subj: **APPROVAL OF NATIONAL CENTER FOR THE COORDINATION OF RESPONSE MECHANISM ANNUAL CORE AND SBA PROCUREMENT PLAN FOR FISCAL YEAR 2026.**

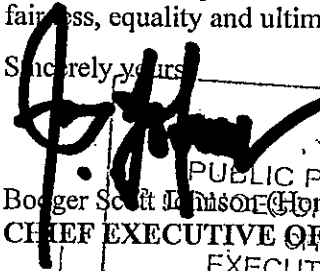
We present our compliments and wish to acknowledge receipt of your communication dated February 2, 2026, which sought the approval of the Commission for the National Center for the Coordination of Response Mechanism (NCCRM) Annual Core and SBA Procurement Plan for Fiscal Year 2026.

Following thorough review, the Commission hereby approves National Center for the Coordination of Response Mechanism Annual Core and SBA Procurement Plan for Fiscal Year 2026 in accordance with *Section 40 (3)* of the PPCA, 2026, and informs National Center for the Coordination of Response Mechanism that its Annual Core and SBA Procurement Plans Procurement Plan for 2026 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


 PUBLIC PROCUREMENT & CONCESSIONS COMMISSION
 Bogger Scott Inimison (Hon.)
CHIEF EXECUTIVE OFFICER
 OFFICE OF THE
 EXECUTIVE DIRECTOR



REPUBLIC OF LIBERIA
NATIONAL CENTER FOR THE COORDINATION OF RESPONSE MECHANISM
 "An Early Warning Response Coordination Center"
 C. Leona Chesson LN, VP Road, Old Road, Sinkor



Office of the Acting Executive Director arthur.bestman33@gmail.com +231886525919/+231770525919

Ref No: NCCRM/RL/AB-ED/01/'0161

February 2, 2026

Hon. Bodger Scott Johnson
Executive Director
 Public Procurement and Concession Commission
 Republic of Liberia

Dear Honorable Johnson,

Re: Introduction of NCCRM Procurement Unit and Committee for FY2026

On behalf of the National Center for the Coordination of Response Mechanism (NCCRM), I extend my compliments and respectfully introduce the members of the NCCRM Procurement Unit and Procurement Committee for FY2026.

Procurement Unit

The Procurement Unit consists of the following members:

1. **Albertina D. Mussah** – Procurement Officer/Director | Contact: 0776042747
2. **Georgina C. Dunor** – Procurement and Finance Assistant | Contact: 0777827138

Procurement Committee


In a similar capacity, the Procurement Committee of the NCCRM comprises the following members:

1. **Arthur Bestman** – Acting Executive Director/Chairman of the Committee | Contact: 0770525919
2. **Sophie MP Reeves** – Acting Deputy Executive Director for Administration/Co-Chair | Contact: 0775010672
3. **Kunan Brewer Vesselly** – Lead Analyst/Member | Contact: 0776361073
4. **Albertina D. Mussah** – Procurement Officer/Secretary and non-voting member
5. **William S. F. Cole** – Acting Comptroller/Member | Contact: 0770430215

We look forward to your review and kind consideration of this submission.

Please accept, Honorable Executive Director, the renewed assurances of my highest respect and consideration.

Warm regards,

 2/4/2026
 Arthur Bestman
 Executive Director



Date: Josephine O Gelescia
 Time: _____
 Entry: Feb. 10, 2026
 Name: 11:35AM


**NATIONAL CENTER FOR THE COORDINATION OF RESPONSE MECHANISM (NCCRM) 2026
 PROCUREMENT PLAN (NON - SBA)
 SOURCE OF FUNDING: FISCAL BUDGET (GOL)
 FISCAL YEAR: 2026**

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												REMARKS
		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	BID INVITATION & RELEASE	BID SUBMISSION/PUBLIC	SUBMISSION OF BID EVALUATION	PC APPROVAL - BID	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIATION)	ACCEPTANCE & FINAL PAYMENT		
PLANNED	1	IFB No. NCCRM/RB/001/2026	Purchase of Vehicles	G-4510	4 units	\$100,000.00	RB	02/13/2026	2/17/2026	01/20/2026	02/23/2026	3/23/2026	3/25/2026	03/30/2026	04/07/2026	N/A	12/01/2026	12/30/2026		
UPDATE																				
ACTUAL																				
PLANNED	2	IFB No. NCCRM/RFQ/001/2026	Scratch Cards	J-6190	1,800 pcs	\$9,000.00	RFQ	02/13/2026	02/17/2026	02/20/2026	02/24/2026	3/16/2026	03/18/2026	03/24/2024	04/02/2026	N/A	12/01/2026	12/30/2026		
UPDATE																				
ACTUAL																				
PLANNED	3	IFB No. NCCRM/RFQ/002/2026	Office Supplies and Stationery	G-4761	assorted	\$7,500.00	RFQ	02/13/2026	02/17/2026	02/20/2026	02/24/2026	3/16/2026	03/18/2026	03/24/2024	04/02/2026	N/A	12/01/2026	12/30/2026		
UPDATE																				
ACTUAL																				
PLANNED	4	IFB No. NCCRM/RFQ/003/2026	Vehicles Repairs and Maintenance	G-4520	1 Firm	\$9,000.00	RFQ	02/13/2026	02/17/2026	02/20/2026	02/24/2026	3/16/2026	03/18/2026	03/24/2024	04/02/2026	N/A	12/01/2026	12/30/2026		
UPDATE																				
ACTUAL																				
PLANNED	5	IFB No. NCCRM/RFQ/004/2026	Cleaning Materials & Services	G-4773	Assorted	\$9,000.00	RFQ	02/13/2026	02/17/2026	02/20/2026	02/24/2026	3/16/2026	03/18/2026	03/24/2024	04/02/2026	N/A	12/01/2026	12/30/2026		
UPDATE																				
ACTUAL																				
GRAND TOTAL						\$134,500.00														

Prepared by: 
 Albertina D. Mussah
 Procurement Associate/NCCRM

Approved by: 
 Hon. Arthur Bestman
 Executive Director /Chairman Procurement Committee

Date: 2/16/2026


 02/19/26


 2/24/26



**NATIONAL CENTER FOR THE COORDINATION OF RESPONSE MECHANISM
PROCUREMENT PLAN (NON - SBA)
SOURCE OF FOUNDING: GOL NATIONAL BUDGET
FOR FISCAL YEAR: 2026 (JANUARY - DECEMBER)**

Item	Contract Package Code	Contract Package	Content of Contract Package																
1.	IFB No.: NCCRM/RB/001/2026	Purchase of Vehicles	The cost of US\$100,000.00 is drawn from the budget line-item Transport Equipment - Vehicles as indicated in the Agency's Approved Budget FY 2026. This contract package is intended to procure four (4) Vehicles (2 SUV and 2 pickups) for NCCRM operations.																
2.	IFB No.: NCCRM/RFQ/001/2026	Scratch Cards	The cost of US\$9,000.00 is drawn from the budget line-item Scratch Cards as indicated in the Agency's Approved Budget FY 2026. This contract package is intended to cover the cost of communications for the smooth operations of the Entity (NCCRM).																
3.	IFB No.: NCCRM/RFQ/002/2026	Stationery	The cost of US\$7,500.00 is drawn from the budget line-item Stationery as indicated in the Entity's Approved Budget FY 2026. The procurement of this contract package is intended to purchase assorted stationeries and cartridges to be used by the Entity.																
4.	IFB No.: NCCRM/RFQ/003/2026	Vehicles Repairs and Maintenance	The cost of US\$9,000.00 is drawn from the budget line-item Repairs and Maintenance-Vehicle as indicated in Entity's Approved Budget FY 2026. The procurement of the contract package is intended to cover cost of vehicle servicing by outside parties of the Entity's fleet of vehicles.																
5.	IFB No.: NCCRM/RFQ/003/2026	Cleaning Materials	The cost of US\$900.00 is drawn from the budget line-item Cleaning Materials as indicated in Entity's Approved Budget FY 2026. This contract package is intended to cover cost of procuring janitorial materials for cleaning Entity's facility. These materials will include but not limited to the following: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Liquid Soap</td> <td style="width: 50%;">Air-freshener</td> </tr> <tr> <td>Dettol</td> <td>Floor Mop</td> </tr> <tr> <td>Tide Soap</td> <td>Hand Sanitizer</td> </tr> <tr> <td>Chlorine</td> <td>Glass Cleaner</td> </tr> <tr> <td>Tissue</td> <td>Soft Broom</td> </tr> <tr> <td>Tower</td> <td>Dustpan</td> </tr> <tr> <td>Napkins</td> <td></td> </tr> <tr> <td>Furniture spray, etc.</td> <td></td> </tr> </table>	Liquid Soap	Air-freshener	Dettol	Floor Mop	Tide Soap	Hand Sanitizer	Chlorine	Glass Cleaner	Tissue	Soft Broom	Tower	Dustpan	Napkins		Furniture spray, etc.	
Liquid Soap	Air-freshener																		
Dettol	Floor Mop																		
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Chlorine	Glass Cleaner																		
Tissue	Soft Broom																		
Tower	Dustpan																		
Napkins																			
Furniture spray, etc.																			
6.	IFB No.: NCCRM/RFQ/00/2026	Air- tickets	The cost of US\$2300 is drawn from the budget line-item Foreign Travel-Means of travel as indicated in the Approved Budget FY 2026 and intended to procure Air- tickets for NCCRM Travels.																

Prepared by:
Albertina D. Mussah
Procurement Associate


02/19/26


Approved:
Hon. Arthur Bestman
Executive Director /Chairman PC

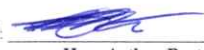
Date: 2/16/2026

**NATIONAL CENTER FOR THE COORDINATION OF RESPONSE MECHANISM (NCCRM)-2026
PROCUREMENT PLAN (SBA)
SOURCE OF FUNDING: FISCAL BUDGET (GOL)
FISCAL YEAR: 2026**

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)	BASIC DATA						IMPLEMENTATION DATES												
		CONTRACT PACKAGE	Business Activity Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID	BID INVITATION & RELEASE	BID SUBMISSION/PUBLIC	SUBMISSION OF BID EVALUATION	PC APPROVAL - BID	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIATION)	ACCEPTANCE & FINAL PAYMENT	REMARKS		
PLANNED UPDATE ACTUAL	1	IFB No. NCCRM/SBA/RB/001/2026	Petroleum Products (Diesel & Gasoline)	G-4761	8590 Gal@	\$39,514.00	RB	02/13/2026	2/17/2026	01/20/2026	02/23/2026	3/23/2026	3/25/2026	03/30/2026	04/07/2026	N/A	12/01/2026	12/30/2026		
PLANNED UPDATE ACTUAL	2	IFB No. NCCRM/SBA/RFQ/001/2026	Travel (Vehicles Rental)	G-4741	1 Firm	\$3,000.00	RFQ	02/13/2026	02/17/2026	02/20/2026	02/24/2026	3/16/2026	03/18/2026	03/24/2024	04/02/2026	N/A	12/01/2026	12/30/2026		
PLANNED UPDATE ACTUAL	3	IFB No. NCCRM/SBA/RFQ/002/2026	Printing & Binding Services	C-1812	1 Firm	\$2,500.00	RFQ	02/13/2026	02/17/2026	02/20/2026	02/24/2026	3/16/2026	03/18/2026	03/24/2024	04/02/2026	N/A	12/01/2026	12/30/2026		
PLANNED UPDATE ACTUAL	4	IFB No. NCCRM/SBA/RFQ/003/2026	Repairs and Maintenance - Civil	F-4100	1 Firm	\$6,000.00	RFQ	02/13/2026	02/17/2026	02/20/2026	02/24/2026	3/16/2026	03/18/2026	03/24/2024	04/02/2026	N/A	12/01/2026	12/30/2026		
PLANNED UPDATE ACTUAL	5	IFB No. NCCRM/SBA/RFQ/004/2026	Event Catering	I-5621	1 Firm	\$17,931.00	RFQ	02/13/2026	02/17/2026	02/20/2026	02/24/2026	3/16/2026	03/18/2026	03/24/2024	04/02/2026	N/A	12/01/2026	12/30/2026		
PLANNED UPDATE ACTUAL	6	IFB No. NCCRM/SBA/RFQ/005/2026	Hall Rental	I-6810	1 Firm	\$7,056.00	RFQ	02/13/2026	02/17/2026	02/20/2026	02/24/2026	3/16/2026	03/18/2026	03/24/2024	04/02/2026	N/A	12/01/2026	12/30/2026		
PLANNED UPDATE ACTUAL	7	IFB No. NCCRM/SBA/RFQ/006/2026	Publication Services	M-7310	1 Firm	\$450.00	RFQ	01/05/2026	01/09/2026	01/15/2026	01/21/2026	2/3/2026	6/3/2026	03/13/2026	03/19/2026	N/A	12/01/2026	12/30/2026		
	8	IFB No. NCCRM/SBA/RFQ/007	Air ticket	N-7911	1 firm	\$2,300.00	RFQ	01/05/2026	01/09/2026	01/15/2026	01/21/2026	2/3/2026	6/3/2026	03/13/2026	03/19/2026	N/A	12/01/2026	12/30/2026		
GRAND TOTAL						UDSS 78,751.00														

Prepared by: 
Albertina D. Mussah
Procurement Associate/NCCRM


b2/09/23

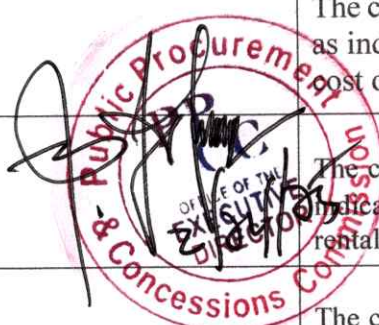
Approved by: 
Hon. Arthur Bestman
Executive Director /Chairman Procurement Committee

Date: 2/16/2026



**NATIONAL CENTER FOR THE COORDINATION OF RESPONSE MECHANISM
PROCUREMENT PLAN (SBA)
SOURCE OF FOUNDING: GOL NATIONAL BUDGET
FOR FISCAL YEAR: 2026 (JANUARY - DECEMBER)**


Item	Contract Package Code	Contract Package	Content of Contract Package
1.	IFB No.: NCCRM/SBA/RB/001/2026	Petroleum Products (Diesel & Gasoline)	The cost of US\$39,514.00 is drawn from the budget line-item Fuel and Lubricants Generator and Vehicles as indicated in Entity's Approved Budget FY 2026. This contract package is intended to cover the cost of 6,003 gallons of diesels and gasoline at \$4.50 for the Entity's use.
2.	IFB No.: NCCRM/SBA/RFQ/001/2026	Vehicles Rental	The cost of US\$3,000.00 is drawn from the budget line-item Domestic Travel – Means of Travels as indicated in Entity's Budget FY 2026. This contract package is intended to cover the cost of vehicles rental services.
3.	IFB No.: NCCRM/SBA/RFQ/002/2026	Printing & Binding Services	The cost of US\$2,000.00 is drawn from the budget line-item Printing, Binding and Publication Services as indicated in the Entity's Approved Budget FY 2026. This contract package is intended to cover the cost of printing and binding.
4.	IFB No.: NCCRM/SBA/RFQ/003/2026	Repairs & Maintenance – Civil	The cost of US\$6,000.00 is drawn from the budget line-item Repairs and Maintenance - Civil as indicated in the Entity's Approved Budget FY 2026. This contract package is intended to cover the cost of small civil works on office building.
5.	IFB No.: NCCRM/SBA/RFQ/004/2026	Event Catering	The cost of US\$17,931.00 is drawn from the budget line-item Workshops, Conferences, and Seminars as indicated in the Entity's Approved Budget FY 2026. This contract package is intended to cover the cost of catering services during workshops, conferences, and seminars respectively.
6.	IFB No.: NCCRM/SBA/RFQ/005/2026	Hall Rental	The cost of US\$7,056.00 is drawn from the budget line-item Workshops, Conferences, and Seminars as indicated in the Entity's Approved Budget FY 2026. This contract package is intended to cover the cost of hall rental for workshops, conferences, etc for the NCCRM.
7.	IFB No.: NCCRM/SBA/RFQ/001/2026	Publication Services	The cost of US\$450.00 is drawn from the budget line-item Printing, Binding and Publication as indicated in Entity's Approved Budget FY 2026. This contract package is intended to cover the cost of advertising procurement opportunities newspapers for NCCRM.

[Handwritten Signature]
02/09/23




8.		Non – Portable Water	The cost of US\$2,400.00 is drawn from the budget line-item Water and Sewage as indicated in the Entity's Approved Budget FY 2026 and it is intended to cover water bills from the LWSC.
9.		Staff Training-Local	The cost of USD 1,400.00 is drawn from the budget line-item Staff Training-Local as indicated in the Entity's Approved Budget FY 2026 and intended to conduct function specific training for NCCRM Staff .
10.		Employee ID	The cost of USD 500.00 is drawn from the budget line-item Employee as indicated in the Entity's Approved Budget FY 2026 and intended for Employee ID Card for NCCRM Staff .

Prepared by: 
Albertina D. Mussah
Procurement Associate

Approved: 
Hon. Arthur Bestman
Executive Director /Chairman PC

Date: 2/16/2026


02/09/23