



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/1154/25

November 11, 2025

Hon. Sam K. Zinnah
SUPERINTENDENT
Ministry of Internal Affairs (Bopolu County Administration)
Republic of Liberia

Dear Hon. Zinnah:

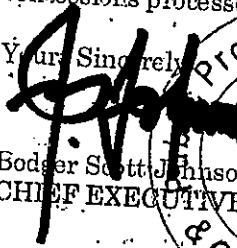
Subject: RECEIPT AND APPROVAL OF THE MIA (BOPOLU COUNTY ADMINISTRATION)
SPECIAL PROJECT PROCUREMENT PLAN WITH A TWO-WEEK REDUCTION IN
LEAD TIME TO USE THE RESTRICTED BIDDING METHOD - FISCAL YEAR 2025

We present compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Ministry of Internal Affairs (Bopolu County Administration) submission of its Special Project Procurement Plan with a two-week reduction in lead time for the use of a restricted bidding method of procurement. The Commission, upon review of your document, approves the Bopolu County Administration Special Project Procurement Plan and the aforementioned method of procurement as requested, for Fiscal Year 2025 in accordance with Sections 40 (3) and 72 of the PPCA, 2010. The Commission informs the Bopolu County Administration 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.

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.

Yours Sincerely,

Bodger Scott Johnson (Hon.)
CHIEF EXECUTIVE OFFICER
Public Procurement & Concessions Commission

Regulating Procurement Compliance for National Development



REPUBLIC OF LIBERIA
MINISTRY OF INTERNAL AFFAIRS

Bopolu City, Gbarpolu County

+231-880-335-358 / 776-388-465

E-mail: szinnah@gmail.com



Office of the Superintendent

October 29, 2025

Hon. Bodger Scott Johnson

Chief Executive Officer

Public Procurement & Concessions Commission

Executive Mansion Grounds, Capitol Hill,

Monrovia, Liberia

Dear Hon. Johnson:

We present compliments and wish to submit to you the **Gbarpolu County's Administration**, Ministry of Internal Affairs' Special Project Procurement Plan from the County Social Development Fund (**CSDF**) and County Development Fund for the fiscal year 2025 for your approval in compliance with Section (40) of the Public Procurement & Concessions Act (PPCA), 2010.

We wish to inform the commission that, fund is allotted in the County's budget under budget line affected communication for utilization.

There is an urgent need to construct a health facility within the Fallah clan due to the distance from Fallah to Bopolu, and there is no provision in the County's Budget for advertisement nor available operational funds; hence we request the commission to kindly grant us "No Objection" to use the Restricted Bidding procurement method for the procurement processes and two-week reduction In lead time.

Thanks for your understanding as we work together to ensure compliance and achievement of value for money in public expenditures.

Sincerely yours,

Hon. Sam K. Zinnah
Superintendent

Received:
Theophilus S.B. Kollie
Nov. 3, 2025
Time: 11:38 AM

GBARPOLU COUNTY ADMINISTRATION
SPECIAL PRORJECT PROCUREMENT PLAN (SBA)
SOURCE OF FUNDING: COUNTY DEVELOPMENT FUND(CDF)
Fiscal Year : 2025

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 ACTIVITIES CODE	QTY	ESTIMATED COST USD	PROCURE MENT METHOD	TECHNICAL SPECS/BO Q/DRAWIN	PREP. OF BID DOCUMENT T	PC APPROVAL BID DOC/TECH	BID INVITATIO N& RELEASE	BID SUBMISION/ PUBLIC OPENING	SUBMISSIO N OF BID EVALUATI ON REPORT	PC APPROVAL- BID EVALUATI	CONTRACT AWARD& SIGNING	ADVANC E PAYME NT(MOB	DELIVERY, INSPECTIO N(SUBSTAN T)	ACCEPTAN CE& FINAL PAYMENT	REMARKS
Planned	1	IFB NO.GC/SBA/RFQ/001/2025	Renovation of Adm. Building (Gungbeyeyah)	F4100	FIRM	\$7,645.00	RFQ	20-Oct-25	27-Oct-25	31-Oct-25	4-Nov-25	11-Nov-25	18-Nov-25	25-Nov-25	28-Nov-25	N/A	11-Dec-25	31-Dec-25	
Update																			
Actual																			
Planned	2	IFB NO.GC/SBA/RB/001/2025	Construction of Clinic (Fallah Clan)	F4100	FIRM	60,000.00	RB	20-Oct-25	27-Oct-25	3-Nov-25	6-Nov-25	20-Nov-25	27-Nov-25	4-Dec-25	8-Dec-25	N/A	21-Dec-25	31-Dec-25	
Update																			
Actual																			
Planned	3	IFB NO.GC/SBA/RFQ/002/2025	Motor Bike	G4540	2 units	2,000.00	RFQ	20-Oct-25	22-Oct-25	25-Oct-25	4-Nov-25	11-Nov-25	18-Nov-25	25-Nov-25	28-Nov-25	N/A	11-Dec-25	31-Dec-25	
Update																			
Actual																			
Grand Total						\$69,645.00													

Prepared BY: [Signature]
Procurement Officer

DATE: 10/29/2025

Approved BY: [Signature]
Suprintendent

DATE: 10/29/2025

[Signature]
11/10/25

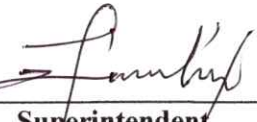


GBARPOLU COUNTY ADMINISTRATION
SPECIAL PROJECT PROCUREMENT PLAN(NON-SBA)
SOURCE OF FUNDING: COUNTY DEVELOPMENT FUND(CDF) SOCIAL DEVELOPMENT FUND (SDF)
FISCAL YEAR: 2025

NO.	Contract Package code	Contract Package	Content of the Contract Package
1.	IFB NO.GC/RFQ/001/2025	Renovation of Adm. Building (Gungbeyeyah)	This contract package is from the budget line Western Cluster Development fund for affected communities and is intended to renovate of office space attached to the administrative headquarter in Gungbeyeyah Bopolu District.
2.	IFB NO.GC/RB/001/2025	Construction of Clinic (Fallah Clan)	This contract package is from the budget line Western Cluster Development fund for affected communities and is intended to construct a clinic in Fallah Clan, Bopolu District. The County's Administration request the use of the Restricted Bidding procurement method and two weeks reduction in lead time to enable the timely completion of this Clinic project. Further, the timely completion will reduce the risk pose to citizen lives who try to seek medical attention. The current situation is very detrimental; dwellers from Gungbeyeyah have to walk miles to come at the Emirates Hospital Bopolu for treatment. This project is a great help for our people.
3.	IFB NO.GC/RFQ/002/2025	Motorbikes	This contract package is from the budget line Western Cluster Development fund for affected communities and is intended to procure Motorbikes for the county 1. Procure One (1) Gungbyeyah Development Committee (GDC) -----US\$ 1,000 2. One (1) Bike for the Employment Recommendation Committee (ERC)-----US\$ 1,000

Prepared by: 
Procurement Officer


11/10/25

Approved by: 
Superintendent



Date: 10/29/2025