



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/1179/25

November 21, 2025

Hon. Loleyah Hawa Norris
SUPERINTENDENT
Bong County Administration / MIA
Republic of Liberia

Dear Hon. Norris:

Subject: RECEIPT AND APPROVAL OF THE MINISTRY OF INTERNAL AFFAIRS (BONG COUNTY ADMINISTRATION) PROCUREMENT PLAN FOR FISCAL YEAR 2025

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Bong County Administration (MIA) Procurement Plan for Fiscal Year 2025 in accordance with Section 40 of the PPCA, 2010. The Commission wishes to inform you that your Procurement Plan has been approved and will be duly forwarded to the Ministry of Finance and Development Planning (MFDP), which will process the relevant allotments in line with the approved Procurement Plans.

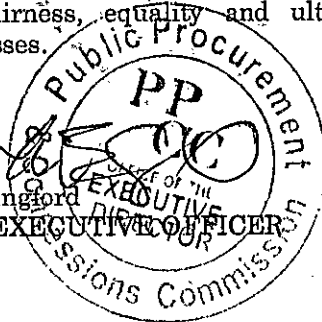
The Commission counsels that you observe Section 40(5) of the PPCA, 2010 which states "each Procuring Entity, shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plan. The Commission and the Ministry responsible for finance should be notified in writing of any material changes in the procurement plan and provide with a copy of the updated procurement plan.

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,

Mr. Himmie E. Langford
ACTING CHIEF EXECUTIVE OFFICER





Office of the Superintendent

REPUBLIC OF LIBERIA
MINISTRY OF INTERNAL AFFAIRS



LHN/BC-01/L0082/11/11/25

The Executive Director/Chief Officer
Public Procurement and Concession Commission (PPCC)
Monrovia, Liberia

Dear Hon. Director,

Ref: Submission of Bong County Annual Procurement Plan for Fiscal Year 2025 for Approval and Request for Single Source and Reduction in the Lead Time

We present sincere compliments and herein submit the Bong County Annual Procurement Plan for the Fiscal Year 2025, in accordance with the requirements set forth by the Public Procurement and Concessions Commission (PPCC). In the same vein, we also request for the reduction in the Lead Time to Two (2) weeks for our Restricted Bidding (RB) Procurement Methods, for the usage of Single Source (Ss) and a letter of no objection.

In light of this Annual Procurement Plan, we kindly request the issuance of a letter of no objection from the PPCC. This letter will provide us with the necessary approval to proceed efficiently with our procurement activities and ensure that we can meet the timelines for implementation.

We appreciate your attention to this matter and look forward to your support.

Sincerely yours,

 11/11/25

Hon. Loleyah Hawa Norris
Superintendent, Bong County

Cc: File



John Sambo
November 13/2025
Time 9:10AM

"Vision Statement: A Bong County that is peaceful, secured, prosperous all-inclusive and Economic opportunities for all"

**Ministry of Internal Affairs
Bong Count Administration
PROCUREMENT PLAN**

Source of Funding: COUNTY and Social DEVELOPMENT FUND
Fiscal year: 2025

Source of Funding: COUNTY and Social Development																				
Fiscal year: 2025																				
1	2	3	4	BASIC DATA					IMPLEMENTATION DATES											20
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	QTY	BUSINESS ACTIVITY CODE	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 (SUBSTANTIALLY COMPLETE)	ACCEPTANCE & FINAL PAYMENT	REMARKS	
PLANNED	1	IFB NO BCA/RB/001/25	Construction of Sanoyea Market Building	Firm	F4100	40,000	RB	9/02/2025	9/9/2025	9/23/2025	9/30/2025	10/29/2025	11/05/2025	11/12/2025	11/19/2025			12/31/2025	03/31/2026	
UPDATE																				
ACTUAL																				
PLANNED	2	IFB NO BCA/RB/002/25	Construction of Konoowolia Commissioner Compound	Firm	F4100	40,000	RB	9/02/2025	9/9/2025	9/23/2025	9/30/2025	10/29/2025	11/05/2025	11/12/2025	11/19/2025			12/31/2025	03/31/2026	
UPDATE																				
ACTUAL																				
PLANNED	3	IFB NO BCA/RB/002/25	Construction of extension Belefina sch.	Firm	F4100	25,000	RFQ	9/02/2025	9/9/2025	9/23/2025	10/22/2025	10/29/2025	11/05/2025	11/12/2025	11/20/2025			12/31/2025	03/31/2026	
UPDATE																				
ACTUAL																				
Sub Total						107,000														

Prepared by: 
Procurement Director

Approved by: 
Hon. Loleyah Hawa Norris, Chairman Proc. Committee

Date: 


11/20/25



Ministry of Internal Affairs Bong Count Administration

PROCUREMENT PLAN Source of Funding: COUNTY and Social DEVELOPMENT FUND Fiscal year: 2025

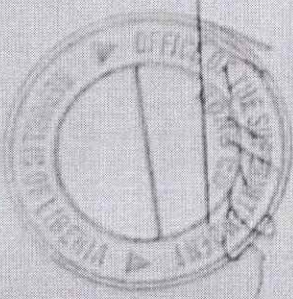
Source of Funding: COUNTY and Social DEVELOPMENT																				
Fiscal year: 2025																				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BASIC DATA				IMPLEMENTATION DATES												REMARKS
				QTY	BUSINESS ACTIVITY CODE	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPEC/BOQ/ DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION /PUBLIC OPENING	BID SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION & ACCEPTANCE	CE & FINAL PAYMENT		
PLANNED	4	IFB NO BCA/RB/003/2 5	Construction of Governmental Public School	Firm	F4100	40,000	RB	9/02/2025	9/9/2025	9/23/2025	9/30/2025	10/29/2025	11/05/2025	11/12/2025	11/19/2025	N/A	12/31/2025	03/31/2026		
UPDATE																				
ACTUAL																				
PLANNED	5	IFB NO BCA/RB/004/2 5	Sanctory Material waiting home construction	Firm	F4100	50,000	RB	9/02/2025	9/9/2025	9/23/2025	9/30/2025	10/29/2025	11/05/2025	11/12/2025	11/19/2025	N/A	12/31/2025	03/31/2026		
UPDATE																				
ACTUAL																				
PLANNED	6	IFB NO BCA/RB/002/25	Construction of Quaryakoya School	Firm	F4100	30,000	RFQ	9/02/2025	9/9/2025	9/23/2025	10/22/2025	10/29/2025	11/05/2025	11/12/2025	11/20/2025		12/31/2025	03/31/2026		
UPDATE																				
ACTUAL																				
Sub Total						105,000														

Prepared by: 
Procurement Director

Approved by: 
Hon. Loleyah Hava Norris, Chairman Proc. Committee

Date: 


11/20/25



Ministry of Internal Affairs Bong Count Administration

PROCUREMENT PLAN Source of Funding: COUNTY and Social DEVELOPMENT FUND 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																			
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	QTY	BUSINESS ACTIVITY CODE	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOOK/ 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 AMT)	DELIVERY, INSPECTION & SUBSTANTIATION AT COMPLETION	ACCEPTANCE & FINAL PAYMENT	REMARKS	
7	IEB NO BCA/RB/006/2 5	Construction of Main Warehouse School Annex	Firm	F4100	35,000	RB	9/02/2025	9/9/2025	9/23/2025	9/30/2025	10/29/2025	11/05/2025	11/12/2025	11/19/2025	25	12/31/2025	03/31/2026	26	
UPDATE																			
ACTUAL																			
PLANNED	8	IEB NO BCA/SS/001/2 5	Repair and Maintenance Vehicle	Firm	G4520	6,000	SS	9/02/2025	9/9/2025	9/23/2025	N/A	N/A	N/A	11/20/2025	N/A	12/31/2025	12/31/2025	25	
UPDATE																			
ACTUAL																			
PLANNED	9	IEB NO BCA/RB/006/2 5	Petroleum Product	4,347.82 @ 4 busd	G4661	20,000	RB	9/02/2025	9/9/2025	9/23/2025	9/30/2025	10/29/2025	11/05/2025	11/12/2025	11/19/2025	25	12/31/2025	12/31/2025	25
UPDATE																			
ACTUAL																			
Sub Total						115,000													

Prepared by: 
Procurement Director

Approved by: 
Hon. Loleyah Hawa Norris, Chairman Proc. Committee

Date: _____




11/26/23

Ministry of Internal Affairs Bong Count Administration

PROCUREMENT PLAN

Source of Funding: COUNTY and Social DEVELOPMENT FUND

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	QTY	BUSINESS ACTIVITY CODE	ESTIMATED COST (USD)	PROCUREMENT INT. METHOD	TECHNICAL SPECS/DOC/ 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 & SIGNED	ADVANCE PAYMENT (MONTHLY AMT)	DELIVERY, INSPECTION & FINAL PAYMENT	REMARKS		
PLANNED 10	FE No. BSA REQ 003 25	Cleaning Materials	Assorted	64773	3,666.66	RFG	9/02/2025	9/9/2025	9/23/2025	10/22/2025	10/29/2025	11/05/2025	11/12/2025	11/20/2025		12/01/2025	12/31/2025	25	
UPDATE																			
ACTUAL																			
PLANNED 11	FE No. BSA REQ 004 25	Security Guard Service	Firm	NS010	10,000	RFG	9/02/2025	9/9/2025	9/23/2025	10/22/2025	10/29/2025	11/05/2025	11/12/2025	11/20/2025	N/A	12/01/2025	12/31/2025	25	
UPDATE																			
ACTUAL																			
PLANNED																			
UPDATE																			
ACTUAL																			
Sub Total					29,666.66														
Grand Total																			

Prepared by:

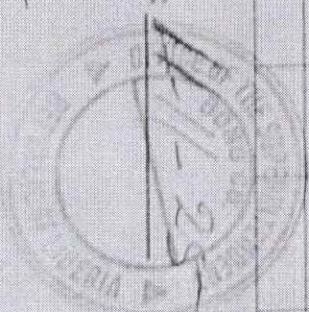
Procurement Director

Approved by:

Hon. Loleyah Hawa Norris, Chairman Procurement

Date:

11/20/25



Bong Count Administration PROCUREMENT PLAN Explanatory Notes

ITEM NO.	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	PACKAGE DESCRIPTION
1.	IFB: NO BCA/RB/001/25	Construction of Sanoyea Market Building	From the budget line Construction of sanoyea market building. this contract package is intended to construct a market building in District #7.
2.	IFB: NO BCA/RB/002/25	Construction of Konowolala Commissioner Compound	This contract package is drawn from the budget line construction of konowala commissioner compound district #6. It is intended to construct the commissioner compound in district #6.
3.	IFB: NO BCA/RFO/002/25	Construction of extension Belefina sch	From the budget line Belefana Public School District #4, this contract package is intended to construct an extension to the belefana public school.
4.	IFB: NO BCA/RB/003/25	Construction of Gornemai public school	From the budget line Gornemai Public School District #5, this contract package is intended to construct a public school Gornemai District #5.
5.	IFB: NO BCA/RB/004/25	Sanoyea Maternal waiting home construction	This contract package is intended to construct a maternal waiting home in Sanoyea. It is taken from the budget line Sanoyea Maternal Waiting Home.
6.	IFB: NO BCA/RFO/002/25	Construction of Quayakoyea School	From the budget line construction of Quayakolyea #2, this contract package is intended to construct a school in Quayakolyea district #2.
7.	IFB: No BCA/RB/005/25	Construction of Mano Weasue School Annex	From the budget line construction of Annex to elementary and junior sch. In Mano weasue, this contract package is intended to construction an Annex for the Mano Weasue School Annex.
8.	IFB: NO BCA/SS/001/25	Petroleum Product	From the budget line fuel and lubricant, this contract package is intended to procure gasoline and diesel fuel for the Administration.
9.	IFB: NO BCA/RB/006/25	Cleaning Materials	From the budget line cleaning materials, this contract package is intended to procure assorted cleaning materials including: soap, clorax, bleach, etc... for the Administration.
10	IFB: No BCA/RFO/003/25	Repair and Maintenance Vehicle	From the budget line vehicle maintenances, this contract package is intended to hire the service of a firm that will service the vehicles of the Bong County Administration. The Administration in this light request the PCC to approve the usage of the sole source procurement method to select the company that the vehicle was bought from to perform the service consistent with Section 55 (1) (a).
11	IFB: NO BCA/RFO/004/25	Security Guard Service	From the budget line private securities hire, this contract package is intended to hire a security firm that will provide security service from the Administration.

Prepared by: 
Procurement Director



Approved by: 
Hon. Loleyah Hawa Norris, Chairman Proc. Committee

Date: 11/11/25



Bong Count Administration

PROCUREMENT PLAN Explanatory Notes

ITEM NO.	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	PACKAGE DESCRIPTION
12.		Training	The Bong County Administration resolved to use US\$3,000 for internal training. This is in efforts to improve the working ethics and profession skills of the Staff of the Administration. It was be funded from the budget line workshop and symposium.

Prepared by: [Signature]
Procurement Director

[Signature]
21/20/25

Approved by: [Signature]
Hon. Loleyah Hawa Norris, Chairman Proc. Committee

Date: 1-11-25

