



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/0987/25'**

September 22, 2025

Hon. Gabriel H. Salee

ACTING MINISTER

Ministry of Foreign Affairs

Capitol Hill

Republic of Liberia

Dear Hon. Salee:

Subj: **RECEIPT AND APPROVAL OF UPDATED PROCUREMENT PLAN FOR THE FISCAL YEAR 2025**

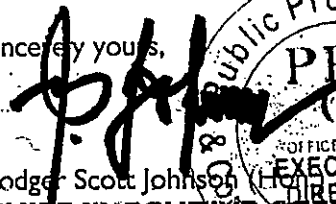
We present our compliments and wish to acknowledge receipt of your communication, which sought the approval of the Commission for the Ministry of Foreign Affairs (MFA) updated Procurement Plan. Following a thorough review, the Commission approves the Ministry of Foreign Affairs' updated procurement plan for Fiscal Year 2025, in accordance with Section 40(3) of the Public Procurement and Concessions Act, 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.

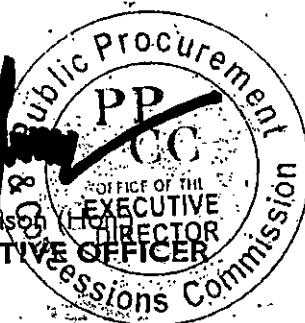
The Commission counsels that you observe **Section 40 (5) of the PPCA, 2010**, which states that **"each Procuring Entity, shall, quarterly and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes 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. 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 strive to achieve transparency, accountability, fairness, equality, and public confidence in our procurement and concession processes.

Sincerely yours,


Bodger Scott Johnson
CHIEF EXECUTIVE OFFICER



Regulating Procurement Compliance for National Development



REPUBLIC OF LIBERIA
MINISTRY OF FOREIGN AFFAIRS
MONROVIA, LIBERIA

August 26, 2025

Dear Mr. Executive-Director:

Re: Submission of UPDATE ON Core-budget Procurement Plan First Addendum As well As "No Objection" Request For Reduction in Lead-time

I present my compliments and write to submit the **First Update** Addendum to the Ministry of Foreign Affairs 2025 core budget procurement plan for your perusal and approval pursuant to section 40 of the public procurement and concession Acts of 2005 as amended and restated.

Besides, considering the time in which need arises and the allotment availability as well as sensitivity to the budget year closure, the Ministry of Foreign Affairs is also requesting a "**No Objection**" for the reduction in lead-time by two weeks, thereby allotting two weeks for bid submission consistent with Regulation 23(3) of the amended Public Procurement and Concessions Commission as amended and restated in 2010.

Therefore, please find attached the Procurement plan as updated with its explanatory note, as well as the provided allotment from the Ministry of Finance and Development Planning.

Thank you for your cooperation and consideration.

Kind regards.

Sincerely,


Gabriel H. Salea
Acting Minister



Mr. Bodger Scott Johnson
Executive Director
Public Procurement and Concession Commission (RL)
Executive Mansion Grounds, Capitol Hill
Monrovia, Liberia

Received
Theophilus B. Kollie
August 28, 2025
Time: 10:53 AM

MINISTRY OF FOREIGN AFFAIRS
UPDATE ONE(1) ADDENDUM 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/TEC	BID INVITATION & RELEASE	BID SUBMISSION/PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION	CONTRACT AWARD &	ADVANCE PAYMENT	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS
PLANNED	1	IFB No. MFA/RB/005/25	Vehicle Supply	G-4510	Four (4)	\$ 157,000.00	RB	19/01/2025	26/01/2025	02/02/2025	19/03/2025	19/04/2025	20/05/2025	27/05/2025	03/06/2025	N/A	17/06/2025	26/11/2025	
UPDATE					Eight (8)	\$ 307,000.00	RB	25/08/2025	29/08/2025	02/09/2025	16/09/2025	30/09/2025	05/10/2025	12/10/2025	19/10/2025	N/A	18/11/2025	10/12/2025	
ACTUAL																			
PLANNED	2	IFB No. MFA/RFQ/003/25	NEWSPAPER	G-4761	Assorted	2,500.00	RFQ	22/01/2025	29/01/2025	05/02/2025	17/03/2025	24/03/2025	31/03/2025	07/04/2025	14/04/2025	N/A	28/04/2025	14/11/2025	
UPDATE																			
ACTUAL																			
PLANNED	3	IFB No. MFA/RFQ/004/25	Books and Periodical	G-4761	Assorted	7,500.00	RFQ	22/01/2025	29/01/2025	05/02/2025	17/03/2025	24/03/2025	31/03/2025	07/04/2025	14/04/2025	N/A	28/04/2025	14/11/2025	
UPDATE																			
ACTUAL																			
PLANNED	4	IFB No. MFA/RFQ/005/25	Supply of Uniform	G-4777	Assorted	6,000.00	RFQ	22/01/2025	29/01/2025	05/02/2025	17/03/2025	24/03/2025	31/03/2025	07/04/2025	14/04/2025	N/A	28/04/2025	14/11/2025	
UPDATE																			
ACTUAL																			
PLANNED	5	IFB No. MFA/RB/006/25	Office Equipment	G-4756	Assorted	50,000.00	RB	22/01/2025	29/01/2025	05/02/2025	17/03/2025	18/04/2025	19/05/2025	26/05/2025	02/06/2025	N/A	16/06/2025	25/11/2025	
UPDATE																			
ACTUAL																			
PLANNED	6	IFB No. MFA/RB/007/25	ICT Software & License	G-4651	Assorted	\$ 40,000.00	RB	24/01/2025	31/01/2025	07/02/2025	19/03/2025	18/04/2025	19/05/2025	26/05/2025	02/06/2025	N/A	16/06/2025	25/11/2025	
UPDATE																			
ACTUAL																			
Total						\$ 263,000.00													
						\$ 413,000.00													

Prepared by:

Cyrus G. Flahun, Sr

Procurement Director

Approved by:

Hon. Gabriel H. Salee
Acting Minister

Date: August 27, 2025

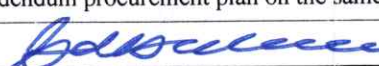


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09/22/25

UPDATE TO Explanatory Note-ADDEDNDUM Core budget 2025 Procurement Plan			
No.	Code	Contract Package	Contents
1	IFB. No. MFA/RB/005/25	Planned	This concerned procurement contract package derived from the budget line Transportation equipment and will be used to procure four vehicles which include : 2-jeeeps, a pickup and a-mini-bus. Hence, this contract is considered on the addendum Procurement plan on grounds that is was not earlier appropriated for , but based on the request made by the MOFA to the MFDP to regard transfer to this budget line on February 6, 2025, the transfer was effected on March 7, 2025 in the system (Budget Control type- Allotment, March, 7, 2025). Kindly fiind attached the request as well as
		Update	This update emerges as the result of budgetary transfer request made by the the Ministry to the MFDP on August 4, 2025 for funding in the tone of 260,000 for which the transfer of 150,000 was effected in the system (Budget Control type- Allotment, August, 2025), thus facilitating additional funding (US\$150,000) availability to procure additional four (4) vehicles and make provision for the procurement of the pickup which was earlier planned for but was excluded due to the ministry vehicle need scale of perference. The new vehicles include: 4 Suv @ 30,087.50= US\$ 120,350 and the earlier planned for vehicle(i.e. Pickup) 9/11/202: 1pickup @ US\$ 29,650 a totaling US\$150,000.00 as the total additional funding. Thereby moving the earlier planned amount for vehicle from 157,000 to 307,000 and quantity from 4-8 vehicles .Hence, this material change in the estimated budget for vehicles also impacted the overall planned procurement budget for this addendum procurement plan upward by increasing it from USD 263,000 to USD 413,000. Therefore, kindly fiind attached the request as well as the allotment showing the effect of the request in the system. Besides, considering the nature of the goods to be procured which is available from limited vendors in the line of business, the use of the Restricted bidding is here by considered for use consistent with section 50(a). However, considering the time in which need arises and the allotment availability as well as sensitivity to the budget year, the MOFA is also requesting a "No Objection" for the reduction in leadtime for bid submission by two weeks consistent with Regulation 23(3) of the amended Public procurement and Concessions Commission as amended and restated in 2010.
2	IFB No. MFA/RFQ/003/25	Newspaper	This concerned procurement contract package derived from the budgetline Newspaper, books and periodical and will be used for the procuring of goods to satisfy the procurement need in this context . It is considered on this addendum procurement plan on the same basis as applied to the immdiate above contract package(Vehicle supply).
3	IFB No. MFA/RFQ/004/25	Books and Periodicals	This concerned procurement contract package derived from the budgetline Newspaper, books and periodical and will be used for the procuring of goods to satisfy the procurement need in this context as it relates to procurment of books and peridical for the MOFA library to enhance research . It is considered on this addendum procurement plan on the same basis as applied to the immdiate above contract package.
4	IFB No. MFA/RFQ/005/25	Uniform	This concerned procurement contract package derived from the budgetline Uniform and specialized cloths and will be used for the procuring of goods(i.e <i>assorted uniform for both the Diplomatic Security Service and the Protocol staff</i>) to satisfy the procurement need in this context . It is considered on this addendum procurement plan on the same basis as applied to the immdiate above contract package.
5	IFB No. MFA/RB/006/25	Office Equipment	This concerned procurement contract package derived from the budgetline items Ict infrastructure and will be used for the procuring of goods in this context to facilitate the equipping of the offices at the Ministry. The equipment will include: ICT equipment (i.e. Laptop, Desktop, Printer, Network cables, Network cards...), Cooling purpose equipment (Air Conditioners) etc. It is considered on this addendum procurement plan on the same basis as applied to the immdiate above contract package.
6	IFB. No. MFA/RB/007/25	ICT Software Application	This concerned procurement contract package derived from the budgetline items Ict infrastructure, Hardware, network & facility and will be used for the procuring of goods in this context of the mentioned package so as to facilitate the building of ICT infrastructure for the Ministry .It is considered on this addendum procurement plan on the same basis as applied to the immdiate above contract package.

Prepared by: 

Cyrus G. Flahn, Sr.
PROCUREMENT DIRECTOR

Signed: 

Hon. Gabriel H. Salee
ACTING MINISTER

Date: August 27, 2025




09/22/25