



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/0416/26'**

January 5, 2025

Hon. Gabriel H. Salee  
**DEPUTY MINISTER FOR ADMINISTRATION**  
Ministry of Foreign Affairs  
Capitol Hill  
Republic of Liberia

Dear Hon. Salee:

Subj: REQUEST FOR NO OBJECTION TO SINGLE SOURCE MEDICARE INSURANCE CORPORATION FOR THE PROVISION OF MEDICAL INSURANCE FOR THE FISCAL YEAR 2025

We present our compliments and wish to acknowledge receipt of your communication responding to the Commission's query on the Ministry of Foreign Affairs request as indicated above.


The Commission, after a thorough review of your documentation submitted, is pleased to highlight the following:

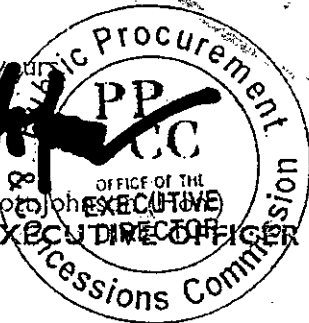
- ❖ The Ministry of Foreign Affairs submitted a comprehensive procurement package to include a transmittal letter, addendum procurement plan, budget, proposed suppliers' quotation and qualification documents, and draft contract.
- ❖ The MFA request to sole source is consistent with **Section 55 (1)(d)** of the PPCA, 2010

Based on the above finding, the Commission herewith **grants** the Ministry of Foreign Affairs approval of **"No Objection"** to single-source **Medicare Insurance Corporation** for the provision of Medical Insurance Coverage at an estimated value of **US\$ 104,992:80 (One Hundred Four Thousand Nine Hundred Ninety-Two United States Dollars Eighty-Cents)** for the Fiscal Year 2025.

The Public Procurement and Concessions Commission emphasizes that it is a priority for you to remain compliant with the PPCA, 2010, as we jointly strive to achieve transparency, accountability, fairness, equality, and ultimately, public confidence in our procurement and concessions processes.

Sincerely yours,

  
Roger Scott Johnson  
**CHIEF EXECUTIVE DIRECTOR**





REPUBLIC OF LIBERIA  
**MINISTRY OF FOREIGN AFFAIRS**  
MONROVIA, LIBERIA

RL/MFA/2-3C/003/'25

December 15, 2025

Dear Mr. Johnson;

Re: Request for No Objection

The Ministry of Foreign Affairs presents its compliments and writes to inform that, consistent with section 55(1C) of the Public Procurement and Concession Act of 2010 as amended and restated, is pleased to request a "**No Objection**" for the employment of the **Single Source Method** for the Procurement contract package as specified below:

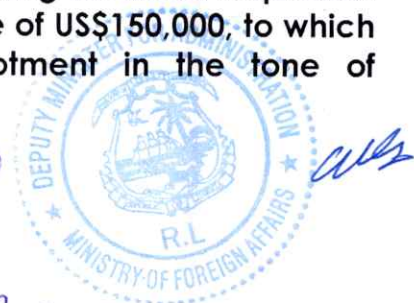
PROCUREMENT CONTRACT PACKAGE	ESTIMATED AMOUNT
Medical Insurance	US\$ 105, 000.00

This request for "No Objection" stemmed from the following:

The Ministry of Foreign Affairs submits this request for No Objection to proceed with the procurement of services using the Single Source Procurement Method in the context of Contract Package Medical **Insurance**. This request is based on the following reasons;

1. That the Ministry has an urgent need to provide Medical Services for its employees in keeping with Section 55 (d) of the PPCCA, as amended and restated
2. That the Ministry has just received allotment for this contract package, which was not planned and budgeted for during the beginning of the 2025 budget year.
3. That the MOFA on November 11, 2025, after seeing the need requested for a budgetary transfer to be made in the tone of US\$150,000, to which the MDFP responded by providing an allotment in the tone of US\$105,000 on December 12, 2025.

*John Senuo*  
*Dec 19/2025*  
*TIME 10:03AM*



The selected service provider, **Medicare Insurance Corporation**, has demonstrated the necessary capacity, experience, and capability to deliver the required service in accordance with their proposal.

Therefore, your approval tailored to this request, being consistent with the Law is anticipated.

Attached is the Procurement Plan for your ease of reference.

Thank you for your kind understanding and cooperation.

Kind regards.

Sincerely,



Gabriel H. Salee

**Deputy Minister for Administration**



Budger Scott Johnson

**Chief Executive Officer**

Public Procurement and Concession Commission (RL)

Executive Mansion Grounds, Capitol Hill

Monrovia, Liberia


MINISTRY OF FOREIGN AFFAIRS  
SINGLE SOURCE PLAN  
Source of Funding: GOVERNMENT OF LIBERIA (GOL)  
Small Business Act (SBA) Procurement Plan Fiscal year: 2025

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	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	
PLANNED	1 IFB No. MFA/SS/002/25	Personnel Insurance	K6512	ONE(1) FIRM	105,000.00	SS	12/12/2025	12/15/2025	12/17/2025	12/20/2025	12/30/2025	1/6/2026	1/13/2026	1/20/2026	N/A	3/27/2026	4/27/2026		
UPDATE																			
				TOTAL	105,000.00														

Prepared By:   
Cyrus G. Flahn, Sr.  
PROCUREMENT DIRECTOR

Approved by:   
Gabriel H. Salee  
DEPUTY MINISTER FOR ADMINISTRATION

Date: 12/17/25

  
12/30/25






**MFA-2025 SBA SINGLE SOURCE PROCUREMENT PLAN EXPLANATORY NOTE**

No.	Code	Contract Package	Contents
1	IFB No.MFA/SBA/SS/03/25	Personnel Insurance	This contract package Personnel Insurance is taken from the Ministry of Foreign Affairs budget line item to provide urgent medical services for its employee in keeping with Section 55(d) of the PPCCA as amended and restated. The Ministry intend to reduce financial liabilities, and comply with public service labor and insurance regulations for budget year 2025. However, on November 11, 2025, the MOFA requested a budgetary transfer to be made in the tone of US\$150,000, to which the MDFA responded to by providing an allotment in the tone of one Hundred Five Thousand United States Dollars(105,000USD) on December 12, 2025. As such, on the basis of this agency , the Ministry is using the single source procurement method.

Prepared By:   
**Cyrus G. Flahn, Sr.**  
 PROCUREMENT DIRECTOR

Approved by:   
**Gabriel H. Salee**  
 DEPUTY MINISTER FOR ADMINISTRATION

Date: 12/17/25

  
 12/30/25