



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

WEBSITE: [www.ppcc.gov.lr](http://www.ppcc.gov.lr) PHONE SHORT CODE: 4357 Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Ref. **PPCC/RL/CEO/1124/25'**

October 29, 2025

Hon. Eudora Blay-Pritchard

**ACTING MINISTER**

Ministry of Mines and Energy

Capitol Hill, Executive Mansion Grounds

Republic of Liberia

Dear Hon. Pritchard:

Subj: **RECEIPT AND APPROVAL OF SPECIAL PROJECT (WORLD METEOROLOGICAL ORGANIZATION) 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 Mines (MME) Special Project (World Meteorological Organization) funded Procurement Plan. Following a thorough review, the Commission approves the Ministry's special project 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 Ministry 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.

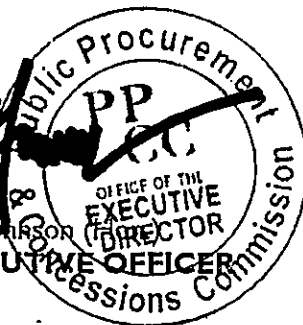
The Commission counsels that you observe **Section 40 (5) of the PPCA, 2010**, which states that **"each Procuring Entity, shall, quarterly and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes 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**





# REPUBLIC OF LIBERIA

## Ministry of Mines & Energy



Office of the Minister

minister@mme.gov.lr

RL/MME/WJMP/288/2025

October 14, 2025

Hon. Bodger Scott Johnson

**Executive Director**

Public Procurement and Concessions Commission (PPCC)

Executive Mansion Grounds, Capitol Hill

Monrovia, Liberia

**Subject: Request for Approval of the World Meteorological Organization (WMO)  
Funded Project Procurement Plan and No Objection for Specific Procurement  
Actions under the Project.**

### 1. Background and Context

The Ministry of Mines and Energy (MME), through its bureau, the Liberia Hydrological Services (LHS), signed a Project Implementation Arrangement with the World Meteorological Organization (WMO) early this year 2025. Under this Arrangement, the Republic of Liberia is the beneficiary, while activities and budgets are shared among Nigeria Meteorological Agency (NiMET), the Nigeria Hydrological Services Agency (NiHSA), the Liberia Meteorological Service (LMS), and the Liberia Hydrological Service (LHS)

### WMO-LHS-Project Document

For LHS, a total allocation of CHF 26,400 (equivalent to US\$ 29,756.10) was made. The Ministry received the funds in August 2025, confirmed by the Central Bank of Liberia (CBL) bank statement which was issued September 3, 2025.

In accordance with the Public Procurement and Concessions Act (PPCA) 2010, the Ministry has prepared a Project Procurement Plan for the implementation of LHS activities under the project.

### 2. Procurement Plan Preparation and Compliance

The procurement plan has been prepared consistent with the PPCA of 2010; and guidelines of the Funding Partner (WMO) as stipulated in the signed Arrangement-WMO-LHS-Project Document.

This submission seeks PPCC's statutory approval to proceed with procurement activities under the project.

www.mme.gov.lr

P.O.Box 10-9020, 1000 Monrovia, Liberia

Received  
Theophilus S.B. Kollie  
Oct. 14, 2025  
Time: 12:25 PM





## REPUBLIC OF LIBERIA

### Ministry of Mines & Energy



Office of the Minister

[ministeria.mme.gov.lr](http://ministeria.mme.gov.lr)

### 3. Existing Contracts and Request to Piggyback

During the planning process, the Ministry identified that several activities earmarked for procurement under the project already fall within the scope of existing contracts competitively awarded by the Ministry. These contracts are:

1. **Petroleum Products** – IFB No: MME/Proj/WMO/RFQ/002/25
2. **Printing & Binding Services** – IFB No: MME/Proj/WMO/RFQ/003/25
3. **Event Catering** – IFB No: MME/Proj/WMO/RFQ/006/25
4. **Stationery** – IFB No: MME/Proj/WMO/RFQ/007/25
5. **Vehicle Spare Parts** – IFB No: MME/Proj/WMO/RFQ/008/25
6. **Computer (Laptops & Desktops)** – IFB No: MME/Proj/WMO/RFQ/009/25

To ensure efficiency and avoid duplication of procurement processes, while maintaining compliance, the Ministry respectfully requests PPCC's No Objection to piggyback on these existing competitively awarded contracts for the above-listed procurement packages. All procurement records will be attached for PPCC's verification of process integrity.

### 4. Request for No Objection to Single Source Procurement

Additionally, the procurement plan further includes an allocation of US\$ 5,000 for the upgrade of the dedicated LHS website, which was initially developed and funded under a similar WMO-supported arrangement and is currently hosted and maintained by the original developer.

In view of its dedicated nature and the specialized role of the existing vendor, the Ministry requests PPCC's No Objection to apply the Single Source Procurement method, consistent with Section 55(b) of the Public Procurement and Concessions Act (2010), which permits single sourcing:

*"For additional deliveries of goods by the original supplier which are intended either as replacement parts for existing goods, services or installations or as the extension of existing goods, services or installations where a change of supplier would compel the Procuring Entity to procure equipment or services not meeting requirements of interchangeability with already existing equipment or services."*

Upgrading the existing dedicated website with the current host/developer clearly falls within this provision, as engaging a new supplier would result in technical incompatibility, loss of interchangeability with the existing platform, additional costs, and risk of service disruption. This approach ensures continuity, technical integrity, and value for money in the execution of the project.



# REPUBLIC OF LIBERIA

## Ministry of Mines & Energy



Office of the Minister

[minister@mme.gov.lr](mailto:minister@mme.gov.lr)

### 5. Conclusion and Requests

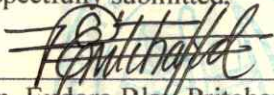
In view of the above, the Ministry of Mines and Energy respectfully requests PPCC to:

1. Approve the LHS Project Procurement Plan for the implementation of activities funded under the WMO Arrangement.
2. Grant No Objection to piggyback on the existing contracts listed in Section 3.
3. Grant No Objection to single source the LHS website upgrade to the current host/developer.

All supporting documents, including the signed Project Arrangement, the prepared procurement plan, evidence of funding receipt, and records of existing contracts, are hereby attached for PPCC's review.

We remain available to provide any additional clarifications or documentation that may be required.

Respectfully submitted,

  
\_\_\_\_\_  
Hon. Eudora Blay-Pritchard  
**Acting-Minister**  
Ministry of Mines and Energy



**MINISTRY OF MINES AND ENERGY**  
**LIBERIA HYDROLOGICAL SERVICE PROJECT PROCUREMENT PLAN**  
 Source of Funding: World Meteorological Organization (WMO)  
 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. | BASIC DATA                           |                             |                        |                        |                      |                    | IMPLEMENTATION DATES         |                       |                                |                                       |                                |                                       |                                   |                          |                                |                                               |                            |         |
|           |          | 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 N & RELEASE OF BID DOC | BID SUBMISSION /PUBLIC OPENING | SUBMISSION N 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: MME/PROJ/WMO/ RFQ / 001 / 25 | Internet Connectivity       | J6120                  | 1Firm                  | \$ 1,000.00          | RFQ                | 25/09/2025                   | 6/10/2025             | 10/10/2025                     | 14/10/2025                            | 28/10/2025                     | 30/10/2025                            | 31/10/2025                        | 3/11/2025                | N/A                            | 7/11/2025                                     | 31/12/2025                 |         |
| UPDATE    |          |                                      |                             |                        |                        |                      |                    |                              |                       |                                |                                       |                                |                                       |                                   |                          |                                |                                               |                            |         |
| ACTUAL    |          |                                      |                             |                        |                        |                      |                    |                              |                       |                                |                                       |                                |                                       |                                   |                          |                                |                                               |                            |         |
| PLANNED   | 2        | IFB NO: MME/PROJ/WMO/ SSS/ 002 / 25  | Petroleum Products          | G4661                  | 236.24gals. @ US\$4.33 | \$ 1,022.96          | SSS                | 25/09/2025                   | 6/10/2025             | 10/10/2025                     | N/A                                   | N/A                            | N/A                                   | N/A                               | N/A                      | N/A                            | 7/11/2025                                     | 31/12/2025                 |         |
| UPDATE    |          |                                      |                             |                        |                        |                      |                    |                              |                       |                                |                                       |                                |                                       |                                   |                          |                                |                                               |                            |         |
| ACTUAL    |          |                                      |                             |                        |                        |                      |                    |                              |                       |                                |                                       |                                |                                       |                                   |                          |                                |                                               |                            |         |
| PLANNED   | 3        | IFB NO: MME/PROJ/WMO/ SSS / 002 / 25 | Printing & Binding Services | C1812                  | 1 Firm                 | \$ 150.00            | SSS                | 25/09/2025                   | 6/10/2025             | 10/10/2025                     | N/A                                   | N/A                            | N/A                                   | N/A                               | N/A                      | N/A                            | 7/11/2025                                     | 31/12/2025                 |         |
| UPDATE    |          |                                      |                             |                        |                        |                      |                    |                              |                       |                                |                                       |                                |                                       |                                   |                          |                                |                                               |                            |         |
| ACTUAL    |          |                                      |                             |                        |                        |                      |                    |                              |                       |                                |                                       |                                |                                       |                                   |                          |                                |                                               |                            |         |
| SUB TOTAL |          |                                      |                             |                        |                        | \$ 2,172.96          |                    |                              |                       |                                |                                       |                                |                                       |                                   |                          |                                |                                               |                            |         |

Prepared by: *[Signature]*  
 Absalom S. F. Kendor  
 Procurement Specialist/ Actg. Procurement Director

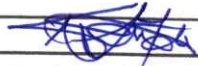
Approved by: *[Signature]* Date: 24/10/25  
  
 Wilmot J. M. Paye  
 Minister / Chair. Procurement Committee

*[Signature]*  
 10/24/25



**MINISTRY OF MINES AND ENERGY**  
**LIBERIA HYDROLOGICAL SERVICE PROJECT PROCUREMENT PLAN**  
 Source of Funding: World Meteorological Organization (WMO)  
 Fiscal Year: 2025

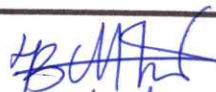
| 1         | 2        | 3                                  | 4                  | 5                      | 6        | 7                    | 8                  | 9                            | 10                    | 11                             | 12                                    | 13                             | 14                                  | 15                                | 16                       | 17                             | 18                                            | 19                         | 20      |
|-----------|----------|------------------------------------|--------------------|------------------------|----------|----------------------|--------------------|------------------------------|-----------------------|--------------------------------|---------------------------------------|--------------------------------|-------------------------------------|-----------------------------------|--------------------------|--------------------------------|-----------------------------------------------|----------------------------|---------|
|           | ITEM NO. | BASIC DATA                         |                    |                        |          |                      |                    | IMPLEMENTATION DATES         |                       |                                |                                       |                                |                                     |                                   |                          |                                |                                               |                            |         |
|           |          | 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 N & 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   | 4        | IFB NO: MME/PROJ/WMO/RFQ/002/25    | Building Materials | G4663                  | Assorted | \$ 800.00            | RFQ                | 25/09/2025                   | 6/10/2025             | 10/10/2025                     | 14/10/2025                            | 28/10/2025                     | 30/10/2025                          | 31/10/2025                        | 3/11/2025                | N/A                            | 7/11/2025                                     | 31/12/2025                 |         |
| UPDATE    |          |                                    |                    |                        |          |                      |                    |                              |                       |                                |                                       |                                |                                     |                                   |                          |                                |                                               |                            |         |
| ACTUAL    |          |                                    |                    |                        |          |                      |                    |                              |                       |                                |                                       |                                |                                     |                                   |                          |                                |                                               |                            |         |
| PLANNED   | 5        | IFB NO: MME/PROJ/WMO/RFQ/003/25    | Smart Television   | G4651                  | 1 Firm   | \$ 825.00            | RFQ                | 25/09/2025                   | 6/10/2025             | 10/10/2025                     | 14/10/2025                            | 28/10/2025                     | 30/10/2025                          | 31/10/2025                        | 3/11/2025                | N/A                            | 7/11/2025                                     | 31/12/2025                 |         |
| UPDATE    |          |                                    |                    |                        |          |                      |                    |                              |                       |                                |                                       |                                |                                     |                                   |                          |                                |                                               |                            |         |
| ACTUAL    |          |                                    |                    |                        |          |                      |                    |                              |                       |                                |                                       |                                |                                     |                                   |                          |                                |                                               |                            |         |
| PLANNED   | 6        | IFB NO: MME/PROJ/WMO/SSS / 003/ 25 | Event Catering     | H5621                  | 1 Firm   | \$ 2,172.00          | SSS                | 25/09/2025                   | 6/10/2025             | 10/10/2025                     | N/A                                   | N/A                            | N/A                                 | N/A                               | N/A                      | N/A                            | 7/11/2025                                     | 31/12/2025                 |         |
| UPDATE    |          |                                    |                    |                        |          |                      |                    |                              |                       |                                |                                       |                                |                                     |                                   |                          |                                |                                               |                            |         |
| ACTUAL    |          |                                    |                    |                        |          |                      |                    |                              |                       |                                |                                       |                                |                                     |                                   |                          |                                |                                               |                            |         |
| SUB TOTAL |          |                                    |                    |                        |          | \$ 3,797.00          |                    |                              |                       |                                |                                       |                                |                                     |                                   |                          |                                |                                               |                            |         |

Prepared by:   
 Absalom S. F. Kendor  
 Procurement Specialist/ Actg. Procurement Director

Approved by: pp.

  
 Wilmot J. M. Paye  
 Minister / Chair, Procurement Committee

Date: 24/10/25

  
 10/29/25



**MINISTRY OF MINES AND ENERGY**  
**LIBERIA HYDROLOGICAL SERVICE PROJECT PROCUREMENT PLAN**  
 Source of Funding: World Meteorological Organization (WMO)  
 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. | BASIC DATA                           |                              |                        |          |                      |                    | IMPLEMENTATION DATES          |                       |                                |                                       |                                |                                     |                                   |                          |                                |                                               |                            |         |
|           |          | PACKAGE NUMBER (CODE)                | CONTRACT PACKAGE             | BUSINESS ACTIVITY CODE | QTY      | ESTIMATED COST (USD) | PROCUREMENT METHOD | TECHNICAL SPECS/BOQS/DRAWINGS | PREP. OF BID DOCUMENT | PC APPROVAL BID DOC/TECH SPECS | BID INVITATION N & 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   | 7        | IFB NO: MME/PROJ/WMO / SSS/ 004 / 25 | Stationery                   | G4761                  | Assorted | \$ 300.00            | SSS                | 25/09/2025                    | 6/10/2025             | 10/10/2025                     | N/A                                   | N/A                            | N/A                                 | N/A                               | N/A                      | N/A                            | 7/11/2025                                     | 31/12/2025                 |         |
| UPDATE    |          |                                      |                              |                        |          |                      |                    |                               |                       |                                |                                       |                                |                                     |                                   |                          |                                |                                               |                            |         |
| ACTUAL    |          |                                      |                              |                        |          |                      |                    |                               |                       |                                |                                       |                                |                                     |                                   |                          |                                |                                               |                            |         |
| PLANNED   | 8        | IFB NO: MME/PROJ/WMO / SSS/ 005 / 25 | Vehicle Spare Parts          | G4530                  | Assorted | \$ 837.00            | SSS                | 25/09/2025                    | 6/10/2025             | 10/10/2025                     | N/A                                   | N/A                            | N/A                                 | N/A                               | N/A                      | N/A                            | 7/11/2025                                     | 31/12/2025                 |         |
| UPDATE    |          |                                      |                              |                        |          |                      |                    |                               |                       |                                |                                       |                                |                                     |                                   |                          |                                |                                               |                            |         |
| ACTUAL    |          |                                      |                              |                        |          |                      |                    |                               |                       |                                |                                       |                                |                                     |                                   |                          |                                |                                               |                            |         |
| PLANNED   | 9        | IFB NO. MME/PROJ/WMO / SSS/ 006 / 25 | Computers (Laptops/Desktops) | G4741                  | 1 Firm   | \$ 4,050.00          | SSS                | 25/09/2025                    | 6/10/2025             | 10/10/2025                     | N/A                                   | N/A                            | N/A                                 | N/A                               | N/A                      | N/A                            | 7/11/2025                                     | 31/12/2025                 |         |
| UPDATE    |          |                                      |                              |                        |          |                      |                    |                               |                       |                                |                                       |                                |                                     |                                   |                          |                                |                                               |                            |         |
| ACTUAL    |          |                                      |                              |                        |          |                      |                    |                               |                       |                                |                                       |                                |                                     |                                   |                          |                                |                                               |                            |         |
| SUB TOTAL |          |                                      |                              |                        |          | \$ 5,187.00          |                    |                               |                       |                                |                                       |                                |                                     |                                   |                          |                                |                                               |                            |         |

Prepared by: *Absalom S. F. Kendor*  
 Absalom S. F. Kendor  
 Procurement Specialist/ Actg. Procurement Director

*10/29/25*



Approved by: *Wilmot J. M. Paye* Date: 24/10/25  
 Wilmot J. M. Paye  
 Minister / Chair. Procurement Committee



**MINISTRY OF MINES AND ENERGY**  
**LIBERIA HYDROLOGICAL SERVICE PROJECT PROCUREMENT PLAN**  
 Source of Funding: World Meteorological Organization (WMO)  
 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. | BASIC DATA                      |                      |                        |        |                      |                    | IMPLEMENTATION DATES          |                       |                                |                                       |                                |                                       |                                   |                          |                                |                                               |                            |         |
|             |          | PACKAGE (CODE)                  | CONTRACT PACKAGE     | BUSINESS ACTIVITY CODE | QTY    | ESTIMATED COST (USD) | PROCUREMENT METHOD | TECHNICAL SPECS/BOQS/DRAWINGS | PREP. OF BID DOCUMENT | PC APPROVAL BID DOC/TECH SPECS | BID INVITATION N & RELEASE OF BID DOC | BID SUBMISSION /PUBLIC OPENING | SUBMISSION N OF BID EVALUATION REPORT | PC APPROVAL BID EVALUATION REPORT | CONTRACT AWARD & SIGNING | ADVANCE PAYMENT (MOBILIZATION) | DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION) | ACCEPTANCE & FINAL PAYMENT | REMARKS |
| PLANNED     | 10       | IFB NO: MME/PROJ/WMO/SSS/007/25 | Website Upgrade      | G4651                  | 1 Firm | \$ 5,000.00          | SSS                | 25/09/2025                    | 6/10/2025             | 10/10/2025                     | N/A                                   | N/A                            | N/A                                   | N/A                               | 28/10/2025               | N/A                            | 7/11/2025                                     | 31/12/2025                 |         |
| UPDATE      |          |                                 |                      |                        |        |                      |                    |                               |                       |                                |                                       |                                |                                       |                                   |                          |                                |                                               |                            |         |
| ACTUAL      |          |                                 |                      |                        |        |                      |                    |                               |                       |                                |                                       |                                |                                       |                                   |                          |                                |                                               |                            |         |
| PLANNED     | 11       | IFB NO: MME/PROJ/WMO/RFO/004/25 | Boat & Engine Repair | G4520                  | 1 Firm | \$ 150.00            | RFQ                | 25/09/2025                    | 6/10/2025             | 10/10/2025                     | 14/10/2025                            | 28/10/2025                     | 30/10/2025                            | 31/10/2025                        | 3/11/2025                | N/A                            | 7/11/2025                                     | 31/12/2025                 |         |
| UPDATE      |          |                                 |                      |                        |        |                      |                    |                               |                       |                                |                                       |                                |                                       |                                   |                          |                                |                                               |                            |         |
| ACTUAL      |          |                                 |                      |                        |        |                      |                    |                               |                       |                                |                                       |                                |                                       |                                   |                          |                                |                                               |                            |         |
| SUB TOTAL   |          |                                 |                      |                        |        | \$ 5,150.00          |                    |                               |                       |                                |                                       |                                |                                       |                                   |                          |                                |                                               |                            |         |
| GRAND TOTAL |          |                                 |                      |                        |        | \$ 16,306.96         |                    |                               |                       |                                |                                       |                                |                                       |                                   |                          |                                |                                               |                            |         |

Prepared by: *[Signature]*  
 Absalom S. F. Kendor  
 Procurement Specialist/ Actg. Procurement Director

Approved by: *[Signature]*

Date: 24/10/25

Wilmot J. M. Paye  
 Minister / Chair. Procurement Committee

*[Signature]*  
 10/29/25





**MINISTRY OF MINES AND ENERGY**  
**NOTES TO THE PROJECT PROCUREMENT PLAN**  
**Fiscal Year: 2025**

| NO. | Contract Package Code              | Contract Package               | Content of Contract Package                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----|------------------------------------|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1   | IFB NO:<br>MME/PROJ/WMO/RFQ/001/25 | Internet Connectivity          | This contract package, in the amount of <b>US\$1,000.00</b> comes from the activity ( <b>Internet for LMS &amp; LHS</b> ) in the project document. This contract package is intended to procure the services of an Internet Provider to install a stand alone internet equipment that would serve as a conduit in providing internet access to staff of the Liberia Hydrological Service (LHS) directly involved with the project.                                                                                                                                                                                                                                                                                                                                                                                                  |
| 2   | IFB NO:<br>MME/PROJ/WMO/SSS/001/25 | Petroleum Product              | This contract package, in the amount of <b>US\$1,022.96</b> comes from the Activity ( <b>Assessing, refurbishment and procurement of stations (outside GBON and SDFP scope))</b> in the amount of <b>US\$792.96</b> and activity ( <b>Developing a training plan and conducting trainings (ICT, observing networks, data management and processing, service delivery)</b> in the amount of <b>US\$230.00</b> indicated in the project document. This contract package is intended to procure petroleum products (diesel in coupons) to be used to fuel vehicles that will be conveying Liberia Hydrological Service (LHS) staff to various water Stations across the country. The Ministry will use existing contract under the Government of Liberia budgetary allocation for Fiscal Year 2025 for the vendor to supply the goods. |
| 3   | IFB NO:<br>MME/PROJ/WMO/SSS/002/25 | Printing, Binding Services     | This contract package, in the amount of <b>US\$150.00</b> comes from the activity ( <b>Developing a training plan and conducting trainings (ICT, observing networks, data management and processing, service delivery)</b> in the project document. This contract package will be used to procure the services of a printing and binding company in order to print certificates LHS Staff participating in various training relevant to L.H.S. The Ministry will use existing contract under the Government of Liberia budgetary allocation for Fiscal Year 2025 for the vendor to perform the service.                                                                                                                                                                                                                             |
| 4   | IFB NO:<br>MME/PROJ/WMO/RFQ/002/25 | Building Materials             | This contract package in the amount of <b>US\$800.00</b> is intended to procure assorted building materials for the refurbishment of water stations around the country and it comes from activity ( <b>Assessment, refurbishment and procurement of stations (outside GBON and SDFP scope))</b> in the project document.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 5   | IFB NO:<br>MME/PROJ/WMO/RFQ/003/25 | Smart Television               | The amount of <b>US\$825.00</b> will be used to procure smart television by the project office at Ministry of Mines and Energy. This package comes from activity ( <b>Procurement of IT equipment and cloud services for LMS and LHS (Data rescue, data sharing, forecasting and service delivery)</b> ).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 6   | IFB NO:<br>MME/PROJ/WMO/SSS/003/25 | Event Catering                 | This contract package, Event Catering, in the amount of <b>US\$2,172.00</b> will be used to procure the services of a reputable company engaged in event catering to provide catering service (breskfast, lunch & dinner) for participants participating in the L. H. S Training. This contract package comes from the activity ( <b>Developing a training plan and conducting trainings (ICT, observing networks, data management and processing, service delivery)</b> in the amount of <b>US\$300.00</b> . The Ministry will use existing contract under the Government of Liberia budgetary allocation for Fiscal Year 2025 for the vendor to perform the service.                                                                                                                                                              |
| 7   | IFB NO:<br>MME/PROJ/WMO/SSS/004/25 | Stationery                     | The amount of <b>US\$300.00</b> will be used to procure Stationeries Supplies for training of LHS Staff and for use by the Project. This contract package comes from the activity ( <b>Developing a training plan and conducting trainings (ICT, observing networks, data management and processing, service delivery)</b> . The Ministry will use existing contract under the Government of Liberia budgetary allocation for Fiscal Year 2025 for the vendor to supply the goods.                                                                                                                                                                                                                                                                                                                                                  |
| 8   | IFB NO:<br>MME/PROJ/WMO/SSS/005/25 | Vehicle Spare Parts            | This contract package, Vehicle Spare Parts, in the amount of <b>US\$837.00</b> is intended to be used for the procurement of vehicle spare parts for routine maintenance of Ministry of Mines and Energy vehicles that will be used for various field trips throughout the length of the project. This contract package comes from the activity ( <b>Assessment, refurbishment and procurement of stations (outside GBON and SDFP scope))</b> . The Ministry will use existing contract under the Government of Liberia budgetary allocation for Fiscal Year 2025 for the vendor to supply the goods.                                                                                                                                                                                                                               |
| 9   | IFB NO:<br>MME/PROJ/WMO/SSS/006/25 | Computers (Laptops / Desktops) | This contract package is intended to procure assorted computer peripheral items such as laptop, desktop, UPS and external hard drive, for use by the project. This contract Package comes from the activity ( <b>Procurement of IT equipment and cloud services for LMS and LHS (Data rescue, data sharing, forecasting and service delivery)</b> ) in the amount of <b>US\$4,050.00</b> . The Ministry will use existing contract under the Government of Liberia budgetary allocation for Fiscal Year 2025 for the vendor to supply the goods.                                                                                                                                                                                                                                                                                    |
| 10  | IFB NO:<br>MME/PROJ/WMO/SSS/007/25 | Website Upgrade                | This contract package comes from the activity ( <b>Internet for LMS and LHS</b> ) in the amount of <b>US\$2,000.00</b> and activity ( <b>Website hosting for LMS</b> ) in the amount of <b>US\$3,000.00</b> . The total of <b>US\$5,000.00</b> will be used to hire a firm to upgrade the Liberia Hydrological Service (LHS) Website. The purpose of the Upgrade is to improve the overall user experience, enhance the website's visual appeal, and ensure that it remains up-to-date with the latest web design trends and technonogies. The service provider for this website upgrade is JAMEL Sp. z o. o. SKA, ul. Alfa Liczmanskiego 7/3, 80-322 Gdonsk, Poland, NIP PL 584-267-47-18, REGON, 220776820, KRS:0000328422, Tel+48587418941, Email: hello@jamel.pl that will be single sourced.                                   |
| 11  | IFB NO:<br>MME/PROJ/WMO/RFQ/004/25 | Boat and Engine Repair         | This contract package comes from the activity ( <b>Assessment, refurbishment and procurement of stations (outside GBON and SDFP scope))</b> in the amount of <b>US\$150.00</b> . This contract Package is intended to procure the services of a firm to repair the engine of boat that will be used by the LHS Staff in gathering data along various waterways.                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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Approved by: [Signature]  
Minister / Chair, Procurement Committee

Date: 24/10/25

[Signature]  
10/29/25

