



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/0984/25'**

September 19, 2025

Hon. Cornelia Wonkerleh Kruah

DEPUTY MINISTER FOR ADMINISTRATION

Ministry of State for Presidential Affairs

Executive Mansion

Republic of Liberia

Dear Hon. Kruah:

Subj: **RECEIPT AND APPROVAL OF SPECIAL PROJECT (DIASPORA ANNUAL CONFERENCE)
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 State for Presidential Affairs (MoSPA) Special Project Procurement Plan. Following a thorough review, the Commission approves the Ministry of State for Presidential Affairs 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 MoSPA 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.

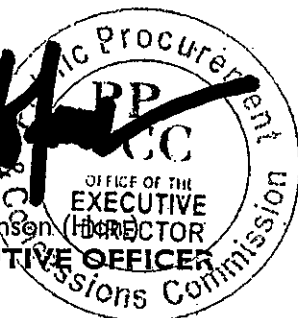
The Commission counsels that you observe **Section 40 (5) of the PPCA, 2010, which states that "each Procuring Entity, shall, quarterly and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in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





MINISTRY OF STATE FOR PRESIDENTIAL AFFAIRS

THE EXECUTIVE MANSION
MONROVIA, LIBERIA

Office of the
Deputy Minister / Administration

CWK/DMA/MOS/0269/2025/RL

September 17, 2025

Mr. Bodger Scott Johnson
Executive Director
Public Procurement and Concessions Commission (PPCC)
Capitol Hill
Monrovia, Liberia

Dear Mr. Johnson:

Subject: Submission of Special Project Procurement Plan

Compliments!

In line with Section 40 (5) of the Public Procurement and Concessions Act, we are pleased to submit to you this Special Project Procurement Plan for the Diaspora Annual Conference for your review and approval.

Due to urgent and timely nature of this event, we request the use of a single source procurement method to cover the packages on the plan.

This request is being made in accordance with **Section 55 (1)(b) and (d)** of the **Public Procurement and Concessions Act (PPC Act)**, which permits the use of Single Source procurement under specific conditions.

We trust that this communication will be given due consideration, and assure you of our commitment to ensuring adherence to Procurement principles in all processes.

We shall appreciate your timely consideration of our request.

Your sincerely,

Atty. Cornelia Wonkerleh Kruah
Deputy Minister/Administration



Josephine Gelescia
Sept. 18, 2025
2:31PM

Ministry of State for Presidential Affairs
 Special Project Procurement Plan
 Source of Funding: GOL
 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 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/MOS/SS/001/25	Air Ticket	N7911	3	7,500.00	SS	15-Sep-25	17-Sep-25	20-Sep-25	N/A	N/A	N/A	N/A	23-Sep-25	N/A	31-Oct-25	31-Oct-25	
Update																			
Actual																			
Planned	2	IFB No/MOS/SS/002/25	Audio Visuals	N7730	1	20,000.00	SS	15-Sep-25	17-Sep-25	20-Sep-25	N/A	N/A	N/A	23-Sep-25	N/A	31-Oct-25	31-Oct-25		
Update																			
Actual																			
Planned	3	IFB No/MOS/SS/003/25	Gifts	Assorted	20,000.00	SS	15-Sep-25	17-Sep-25	20-Sep-25	N/A	N/A	N/A	N/A	23-Sep-25	N/A	31-Oct-25	31-Oct-25		
Update																			
Actual																			
Planned	4	IFB No/MOS//SS/004/25	Printing	C1812	Assorted	12,000	SS	15-Sep-25	17-Sep-25	20-Sep-25	N/A	N/A	N/A	23-Sep-25	N/A	31-Oct-25	31-Oct-25		
Update																			
Actual																			
Planned	5	IFB No/MOS//SS/004525	Media Coverage	J5813	1	4,000	SS	15-Sep-25	17-Sep-25	20-Sep-25	N/A	N/A	N/A	23-Sep-25	N/A	31-Oct-25	31-Oct-25		
Update																			
Actual																			
TOTAL						63,500.00													

Signed: 
 Siaffa Kessette
 Procurement Director

Date: Sept. 17, 2025

Approved: 
 Cornelat Wonkerleh Kruah
 Deputy Ministry for Administration

Date: 09/17/25



MINISTRY OF STATE FOR PRESIDENTIAL AFFAIRS
SPECIAL PROJECT PROCUREMENT PLAN EXPLANATORY NOTES (Diaspora Annual Conference)
YEAR /2025

Item NO	Contract Package Code	Contract Package	Content of Contract Package
1	IFB No/MOS/SS/001/25	Air Ticket	<p>This contract package is intended to procure:</p> <ul style="list-style-type: none"> • Air Tickets for Attendees of the Liberia Diaspora Annual Conference <p><i>Please note that the Ministry of State for Presidential Affairs has a contract with Expert Travels for which we intend to single source for this package.</i></p>
2.		Security - VIP	<p>This package is intended to provide Compensation to:</p> <ul style="list-style-type: none"> • 4- US State Securities for the VIPs <p>Please note that, a total of US\$ 3,600 will be disbursed to 4- Security Personnel.</p>
3.	IFB No/MOS/SS/002/25	Audio Visuals	<p>This Contract Package is intended to rent the below items:</p> <ul style="list-style-type: none"> • Microphones • LED Screens • Projector • Cameras <p>Please note that Dove Company has been requested to perform the service.</p>
4.		Participant Support and Engagement	<p>This package is intended to provide Honorarium for:</p> <ul style="list-style-type: none"> • Key Note Speakers • Moderators and • Session Facilitators <p>Please note that US\$10,000 will be used to fund this package.</p>

[Handwritten Signature]
09/22/25



[Handwritten Signature]
9/20/25

OFFICE OF THE
EXECUTIVE
DIRECTOR
Public Procurement Commission

[Handwritten Initials]

5.	IFB No/MOS/SS/003/25	Gifts	<p>This contract package is intended to procure the below items:</p> <ul style="list-style-type: none"> • Assorted Conference Bags • Pens • Folders • Name badges • Lanyards • Notepads and • Participant Kits <p>Please note that US\$15,000 initially allotted to be used for “Report Documentation” will be added to fund this contract package. Additionally, JPS Print is earmarked to perform this contract.</p>
6.	IFB No/MOS/SS/004/25	Printing	<p>This contract package is intended to procure the below items:</p> <ul style="list-style-type: none"> • Design and Printing of Programs • Banners • Background Panels • Reports • ID Cards and • Signage Materials <p>Please note that, JPS Print is earmarked to perform this contract.</p>
7.	IFB No/MOS/SS/005/25	Media Coverage	<p>This contract package is intended to underwrite cost for the below:</p> <ul style="list-style-type: none"> • Post Event Media Packages • Photography • Videography • Social Media Promotion • Marketing and • Press Coverage


 4/30/15
 09/22/25



8.		Townhall Meeting	This package is intended to provide for: <ul style="list-style-type: none">• A lumpsum amount to be disbursed to the event planners <i>Please note that US\$10,000 will be used to fund this package</i>
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OK

Prepared by: *[Signature]*
PROCUREMENT DIRECTOR

Date: Sept. 17, 2025