



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/1400/25'**

December 23, 2025

Cllr. Davidetta Browne-Lansanah

CHAIRPERSON

National Elections Commission
Tubman Boulevard, 9th & 10th Streets
Republic of Liberia

Dear Cllr. Lansanah:

Subj: **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 National Elections Commission (NEC) Updated Procurement Plan. Following a thorough review, the Commission hereby approves the NEC updated procurement plan for fiscal year 2025, in accordance with **Section 40(3)** of the PPCA, 2010. The Commission further informs the NEC 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.

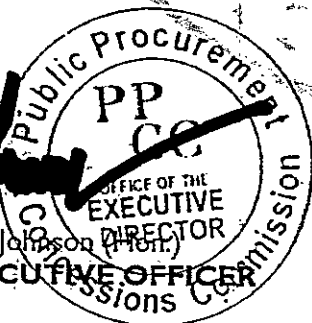
The Commission counsels that you observe **Section 40 (5) of the PPCA, 2010**, which states *"each Procuring Entity shall, quarterly and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in its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

Sincerely yours,


Berger Johnson (Per.)
CHIEF EXECUTIVE OFFICER





Republic of Liberia
NATIONAL ELECTIONS COMMISSION
TUBMAN BOULEVARD, 9th & 10th STREETS, SINKOR – P.O. BOX 2044
MONROVIA, LIBERIA
Email: info@necliberia.org



December 11, 2025

Hon. Bodger Scott Johnson

Chief Executive Officer
Public Procurement & Concession Commission (PPCC)
Executive Mansion Grounds, Capitol Hill
Monrovia, Liberia

Dear Hon. Johnson:

RE: **2025 UPDATED PROCUREMENT PLAN**

I convey compliments on behalf of the National Elections Commission (NEC), and herewith submit a 2025 Updated Procurement Plan along with a copy of a corresponding cash plan for your consideration.

Hon. Executive Director, the Procurement Plan and corresponding cash plan is for the 2025 annual year, which contain updated procurement contract package for Repair and Maintenance-Civil under a National Competitive Bidding (NCB) methods.

Thank you for your usual kind cooperation and please accept the assurance of my highest esteem.

Kind regards.

Sincerely,

Davidetta Browne-Lansanah

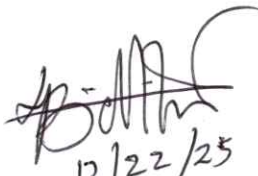
Chairperson/Procurement Committee

Josephine A. Gelesco
Dec. 11, 2025
3:39pm
07

National Elections Commission
Updated Procurement Plan (RECURRENT)-(Non-SBA)
Source of Funding: 2025 National Budget
Fiscal Year: January 1, 2025 – December 31, 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(s)	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. NEC/NCB/001/2025	Generators Spare Parts	C3314	3	40,500.00	NCB	1/6/2025	1/13/2025	1/20/2025	1/31/2025	2/28/2025	3/7/2025	3/14/2025	3/21/2025	N/A	12/2/2025	12/8/2025	
UPDATE																			
ACTUAL																			
PLANNED	2	IFB No. NEC/NCB/002/2025	Stationery	G4761	Assorted	16,939.00	NCB	1/3/2025	1/6/2025	1/13/2025	2/3/2025	3/3/2025	3/10/2025	3/17/2025	3/24/2025	N/A	12/3/2025	12/9/2025	
UPDATE																			
ACTUAL																			
PLANNED	3	IFB No. NEC/NCB/003/2025	Cleaning Materials	G4773	Assorted	16,200.00	NCB	1/3/2025	1/6/2025	1/13/2025	2/4/2025	3/4/2025	3/11/2025	3/18/2025	3/25/2025	N/A	12/3/2025	12/9/2025	
UPDATE																			
ACTUAL																			
PLANNED	4	IFB No. NEC/NCB/004/2025	Spare parts-Vehicles	C1812	Firm	70,125.00	NCB	1/6/2025	1/13/2025	1/20/2025	2/5/2025	3/5/2025	3/13/2025	3/20/2025	3/27/2025	N/A	12/2/2025	12/8/2025	
UPDATE																			
ACTUAL																			
Sub. Total						143,764.00													

Prepared By:  Date: 12/11/25
 Joseph Kerkulah
 Director/Procurement Unit


 12/22/25

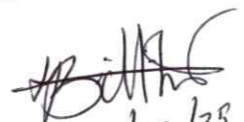


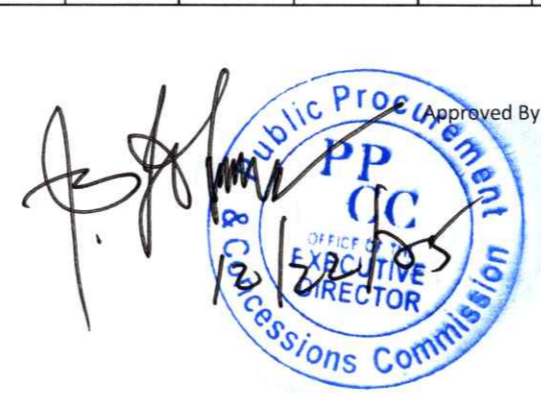
Approved By:  Date: 12/11/25
 Davidetta Browne Lansanah
 Chairperson-BOC/Procurement Committee

National Elections Commission
Updated Procurement Plan (RECURRENT)-(SBA)
Source of Funding: 2025 National Budget
Fiscal Year: January 1, 2025 – December 31, 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												
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PLANNED	1	IFB No. NEC/SBA/NCB/001/2025	Advertising and Public Relations	J5813	Firms	15,600.00	NEB	1/8/2025	1/14/2025	1/21/2025	2/6/2025	3/6/2025	3/13/2025	3/20/2025	3/27/2025	N/A	12/10/2025	12/17/2025		
UPDATE																				
ACTUAL																				
PLANNED	2	IFB No. NEC/SBA/RB/001/2025	Petroleum Products	G4661	54,778.32 Gals.	222,400.00	RB	1/3/2025	1/6/2025	1/31/2025	2/21/2025	2/28/2025	3/7/2025	3/14/2025	3/21/2025	N/A	12/3/2025	12/9/2025		
UPDATE																				
ACTUAL																				
PLANNED	3	IFB No. NEC/SBA/NCB/002/2025	Repair and Maintenance-Civil Work	F-4390	1 Firm	165,000.00	NCB	1/8/2025	1/14/2025	1/21/2025	2/3/2025	3/3/2025	3/10/2025	3/17/2025	3/24/2025	N/A	12/10/2025	12/17/2025		
UPDATE		IFB No. NEC/SBA/NCB/002/2025	Repair and Maintenance-Civil Work	F-4390	Firms	1,135,628.83	NCB	1/8/2025	1/14/2025	1/21/2025	6/1/2025	6/29/2025	10/1/2025	10/15/2025	10/22/2025	11/11/2025	12/26/2025	12/31/2025		
ACTUAL																				
PLANNED	4	IFB No. NEC/SBA/NCB/003/2025	Conference Halls Rental	L6810	17	23,510.00	NCB	1/8/2025	1/14/2025	1/21/2025	2/5/2025	3/5/2025	3/13/2025	3/20/2025	3/27/2025	N/A	12/10/2025	12/17/2025		
UPDATE																				
ACTUAL																				
Sub. Total						1,397,138.83														

Prepared By:  Date: 12/11/25
 Joseph Kerkulah
 Director/Procurement Unit


 12/22/25




Approved By:  Date: 12/11/25
 Davidetta Browne Lansanah
 Chairperson-BOC/Procurement Committee

Notes to Procurement Plan-(Non-SBA)

NO	CONTRACT PACKAGES	EXPLANATION/BREAKDOWN
1	IFB No. NEC/NCB/001/2025- Generators Spare Parts & Lubricants	This line item will be used to procure various spare parts based on needs and to obtain those parts that are needed on a routine basis, and such servicing materials include: spare plots, oil filters, fuel filters, air filters, batteries, assorted spare parts, etc. In addition, the procurement of lubricants for the generators will be done from this contract package. This package will be financed from the line Repairs & Maintenance-Generators as indicated on the cash plan, and the national competitive bidding method will be used for this procurement.
2	IFB No. NEC/NCB/002/2025- Stationery	This procurement package represents assorted stationery materials. Items to be procured include: A4 sheets, Legal paper, Royal Executive Bond, A3 sheets, Manila folder, Staple pins, Calculator, Stick on pads, Highlighter, Brown envelope, Stapler, Marker, Handling folder, 728 Ink, 737 Ink, Computer cartridges, note pads, assorted markers, masking tape, mega phone, batteries for mega phone, yellow notepads, masking tapes, envelopes, flipchart, notice boards, paper glue, LaserJet printer, steno pads, flipchart pads, brown packing envelope, etc. This package will be financed from the line Stationery as indicated on the cash plan
3	IFB No. NEC/NCB/003/2025- Cleaning Materials	This line item is slated for the procurement of detergents: Hand sanitizers, Air Fresheners, Cloroxes. Spuds cleansers, etc. Sanitary cleaning materials: bathroom brushes, and other essential cleaning items to be used in all the NEC's offices around the country. This will be funded from the cleaning materials and services Cash Plan line.
4	IFB No. NEC/NCB/004/2025- Spare parts & Lubricants-Vehicles	To procure various spare parts for the Commission's fleet of vehicles based on needs and to obtain those parts that are needed on a routine basis such as fuel filters, air filters, hydraulic arm seal, hydraulic oil, brake fluid, battery, pressure plate, clutch disc, tires, release bearing, universal joint brake pad, differential oil, horns, gear oil, spark plugs, water separate filter, master cylinder, priming pump, etc. In addition, the procurement of lubricants for the vehicles and will be done from this contract package. Note: our mechanics are available to install the parts and do the repairs. This contract package will be funded from the budget line Repairs & Maintenance-Vehicles as indicated on the Cash Plan.

Prepared By:  Date: 12/11/25
 Joseph Kerkulah
 Director/Procurement Unit


Approved By:  Date: 12/11/25
 Davidetta Browne Lansanah
 Chairperson-BOC/Procurement Committee

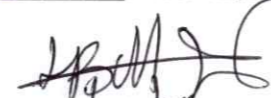

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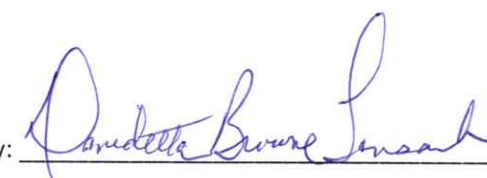


Notes to Procurement Plan-(SBA)

NO	CONTRACT PACKAGES	EXPLANATION/BREAKDOWN
1	IFB No. NEC/SBA/NCB/001/2025-Advertising and Public Relations	This line item will be used to transmit information/messages about the NEC to the public in and around the country. Taking into consideration the importance of these messages or information, the NEC ask the Commission approval to use most of the legally operating newspapers within the country. The NEC will request media institutions to submit legal require documents to qualify for the signing of a framework contract for this procurement. Some of the messages or information include training imformation, publication of information relating to the NEC. The NEC will enter a Framework Contract with those entities that will be selected to rounder this service based on price and coverage and payment will be done upon the submission of a cash invoices. This contract package will be funded from the budget line Advertising and Public Relations as indicated on the Cash Plan.
2	IFB No. NEC/SBA/RB/001/2025-Petroleum Products	This line item will be used for the procurement of fuel for all NEC vehicles, motorbikes, and generators for its operations during the 2025 annual year. A unit cost of US\$4.06 was used to derive at the quantity indicated in the plan. This contract package will be financed from the cash plan lines Fuel and Lubricants-Vehicle & Generators
3	IFB No. NEC/SBA/NCB/002/2025- Repairs & Maintenance-Civil Works	This line item will be used for the renovation of the main building, Chinese building, Warehouse, Yard Pavement, demolition and reconstruction of car Parking area, etc. at the NEC central office and it will consider the following: Main Building (roof structural works, drainage and plumbing works, façade refurbishment, ceiling replacement, doors and windows replacement, electrical and plumbing fixtures, etc.), Chinese Building and Warehouse renovation (terrazzo floor tiles and ceramic tiles-Restrooms, replacement of damaged plumbing and electrical fixtures, Chinese building roofing works, painting works, doors and window replacement, de-roofing and re-roofing of warehouse, etc.) Yard Pavement (construction of rigid pavement-M30 Concrete, surface water management and drainage integration, demolition and reconstruction of car parking area, extension of perimeter fence and installation of double razor wire, construction of reinforced concrete security booths, etc.) This contract package will be financed from the cash plan lines repair and maintenance-Civil.
4	IFB No. NEC/SBA/NCB/003/2025-Conference Halls Rental	This line will be used for the renting of conference and other hills that will accommodate the training and workshop for Workshop Supervisors, Office staff, party agents, civic voter educators, magistrates, etc. in the 15 counties. This contract package will be funded from the budget line workshops, conferences, symposia and seminars as indicated on the cash plan. The NEC will source proforma invoices from conference hall institutions for a particular training and conduct an analysis which will lead to the award of a framework contract to that institution. In consonance with the PPCA Section 48, Subsection (5), the NEC wishes to request the Commission approval for the Reduction in the Lead Time for this Procurement.
5	Electricity	This line item will be used for the procurement of electricity services through a mutual understanding with the Liberian Electricity Corporation (the sole provider for electricity services in Liberia), for the supply of Electricity to the NEC. Payments are made upon the submission of an invoice to the NEC. The budget allocation for the annual year 2025 is \$53,680.00 USD
6	Water and Sewage	There is a mutual understanding with the Liberia Water and Sewage Corporation (the sole provider of water and provision of sewage services in the country) for the supply of water to NEC and the cleaning of the sewage system of the NEC. Payments are made upon submission of an invoice by the LWSC. For this 2025 annual year, the NEC has a budget of US\$2,000.00 to cater for this.
7	Internet Fiber Optic	This line item for the procurement of internet services through a given mutual understanding with the Liberia Telecommunication Corporation (the sole provider of the Fiber cable subscription in the country) For the supply of internet services to the NEC. Payments are made upon submission of an invoice by the LIBTELCO. The NEC has a budget of US\$36,000.00 to attain this process for the 2025 budget year. This contract package will be funded from the budget line Telecommunication, Internet and Postage as indicated on the cash plan.

Prepared By:  Date: 12/11/25
Joseph Kerkulah
Director/Procurement Unit


12/22/25

Approved By:  Date: 12/11/25
Davidetta Browne Lansanah
Chairperson-BOC/Procurement Committee

