



PUBLIC PROCUREMENT AND CONCESSIONS COMMISSION (PPCC)

Ref: Circular No. 005/FISCAL YEAR/2025

Date: September 29, 2025

From: Public Procurement and Concessions Commission (PPCC)

To: All Ministers, Executive Directors, Director Generals, Managing Directors, Chief Administrators, Presidents, Principals, Superintendents and Mayors, Procurement Practitioners of Public Procurement and Concessions Granting Entities.

Subject: SUBMISSION OF QUARTERLY REPORTS

WHEREAS, the public Procurement and Concessions Commission was established in 2006 by the enactment of the Public Procurement and Concessions Act of 2005 by the National Legislature to regulate all forms of public procurement and concessions activities by the Government of Liberia;

WHEREAS, the 2010 Restated Act mandated in Section 27(g), 43(2 a-l) and 43(9) that all public procurement entities as well as subsidized institutions must on a quarterly basis submit quarterly reports on the progress of their procurement activities.

WHEREAS, the Commission will communicate officially with those failing to submit such report in a timely manner and conduct scheduled and unscheduled visits to entities in non-compliance with PPCA Section 43.

WHEREAS, the Commission deemed this requirement as mandatory for acquiring information to improve compliance with the PPCA 2010; and overall to track general performance and reporting of Government Procurement and Concessions transaction during the course of a fiscal year.

WHEREAS, the PPCC is now mandating procuring and concession granting entities to submit the first quarter (January-March), second quarter (April-June), and third quarter (July-September) for Fiscal Year 2025.



The PPCC, now therefore, mandates the following:

- That the first, second, and third Quarter reports for Fiscal Year 2025 is now due and must be submitted on or before October 15, 2025;
- That all procuring and concession granting entities must use the template attached to this circular for their quarterly reporting to the PPCC; To ensure full compliance with the standard reporting templates, all procuring entities head of procurement are hereby required to attend a procurement reporting engagement session at the Commission, on the date and time specified in the attached schedule.
- That procuring and concession granting entities failing to comply with the aforementioned sections of the Act are at risk of their institutions being placed on a list to be published as noncompliant entities to this requirement and will be subject to procedures for penalties aligned with Section 138 (1) of the PPCA 2010.

Signed:

Hon. Bodger Scott Johnson
Chief Executive Officer





Republic of Liberia
Public Procurement & Concessions Commission
Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



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FY 2025 QUARTERLY REPORTING ENGAGEMENT SCHEDULE

No.	ENTITY	DAY	TIME	PLACE
October 2, 2025				
1.	Ministry of Finance and Development Planning	Thursday	11:00-11:30 am	PPCC Conference Room
2.	General Auditing Commission	Thursday	11:00-11:30 am	
3.	HOR	Thursday	11:00-11:30 am	
4.	Liberia Land Authority	Thursday	11:00-11:30 am	
5.	Ministry of National Defense	Thursday	11:00-11:30 am	
6.	Liberia National Fire & Rescue Service	Thursday	11:00-11:30 am	
7.	Monrovia Consolidated School System	Thursday	11:00-11:30 am	
8.	Liberia Medical and Dental Council	Thursday	11:00-11:30 am	
9.	Law Reform Commission	Thursday	11:00-11:30 am	
10.	Ministry of Education	Thursday	11:00-11:30 am	
11.	Agricultural and Industrial Training Bureau	Thursday	12:00-12:30 pm	PPCC Conference Room
12.	Aircraft Accident Investigation Bureau (AAID)	Thursday	12:00-12:30 pm	
13.	National Commission on Small Arms	Thursday	12:00-12:30 pm	
14.	National Oil Company of Liberia	Thursday	12:00-12:30 pm	
15.	National Fisheries and Aquaculture Authority	Thursday	12:00-12:30 pm	
16.	Cuttington University	Thursday	12:00-12:30 pm	
17.	Ministry of Youth and Sports	Thursday	12:00-12:30 pm	
18.	National Commission on Higher Education	Thursday	12:00-12:30 pm	
19.	Civil Service Agency	Thursday	12:00-12:30 pm	
20.	Liberia Revenue Authority	Thursday	12:00-12:30 pm	
21.	Executive Protective Services	Thursday	2:00-2:30 pm	PPCC Conference Room
22.	Liberia College of Physicians & Surgeons	Thursday	2:00-2:30 pm	
23.	Ministry of Agriculture	Thursday	2:00-2:30 pm	



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24.	Booker Washington Institute	Thursday	2:00-2:30 pm	
25.	Ministry of State for Presidential Affairs	Thursday	2:00-2:30 pm	
26.	National Wash & Sanitation Commission	Thursday	2:00-2:30 pm	
27.	Rural Renewable Energy Agency	Thursday	2:00-2:30 pm	
28.	Liberia Post Graduate Medical College	Thursday	2:00-2:30 pm	
29.	Ministry of Transport	Thursday	2:00-2:30 pm	
30.	Ministry of Post Telecommunication	Thursday	2:00-2:30 pm	
31.	Ministry of Commerce and Industry	Thursday	3:00-3:30 pm	PPCC Conference Room
32.	University of Liberia	Thursday	3:00-3:30 pm	
33.	Forestry Training Institute	Thursday	3:00-3:30 pm	
34.	Ministry of Labor	Thursday	3:00-3:30 pm	
35.	Liberia Telecommunication Authority	Thursday	3:00-3:30 pm	
36.	National Roads Fund	Thursday	3:00-3:30 pm	
37.	Ministry of Foreign Affairs	Thursday	3:00-3:30 pm	
38.	Liberia Petroleum Refining Company	Thursday	3:00-3:30 pm	
39.	National Elections Commission	Thursday	3:00-3:30 pm	
40.	Liberia Extractive Industry Transparency Initiatives	Thursday	3:00-3:30 pm	
October 3, 2025				
41.	Liberia Pharmacy Board	Friday	11:00-11:30 am	PPCC Conference Room
42.	Ministry of Gender, Children, and Social Protection	Friday	11:00-11:30 am	
43.	Liberia Standards Authority	Friday	11:00-11:30 am	
44.	West African Examination Council	Friday	11:00-11:30 am	
45.	Liberia Electricity Regulatory Commission	Friday	11:00-11:30 am	
46.	Ministry of Public Works	Friday	11:00-11:30 am	
47.	Liberia Civil Aviation Authority	Friday	11:00-11:30 am	
48.	National Bureau of Concessions	Friday	11:00-11:30 am	
49.	National Public Health Institute of Liberia	Friday	11:00-11:30 am	
50.	Ministry of Justice	Friday	11:00-11:30 am	



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51.	Liberia Maritime Authority	Friday	12:00-12:30 pm	PPCC Conference Room
52.	Liberia National Police	Friday	12:00-12:30 pm	
53.	Internal Audit Agency	Friday	12:00-12:30 pm	
54.	Webbo Rural Teacher Training Inst.	Friday	12:00-12:30 pm	
55.	Ministry of Health	Friday	12:00-12:30 pm	
56.	Liberia Anti- Corruption Commission	Friday	12:00-12:30 pm	
57.	Gabriel L. Dennis Foreign Service Institute	Friday	12:00-12:30 pm	
58.	National Aids Commission	Friday	12:00-12:30 pm	
59.	National Port Authority	Friday	12:00-12:30 pm	
60.	Office of the Vice President	Friday	12:00-12:30 pm	
61.	Liberia Domestic Airport Authority/JSPA	Friday	2:00-2:30 pm	PPCC Conference Room
62.	Liberia Airport Authority/ RIA	Friday	2:00-2:30 pm	
63.	Liberia Intellectual Property Office	Friday	2:00-2:30 pm	
64.	Redemption Hospital	Friday	2:00-2:30 pm	
65.	Judiciary Branch	Friday	2:00-2:30 pm	
66.	Public Procurement and Concessions Commission	Friday	2:00-2:30 pm	
67.	Liberia Water and Sewer Corporation	Friday	2:00-2:30 pm	
68.	Liberia National Police Training Academy	Friday	2:00-2:30 pm	
69.	National Lotteries Authority	Friday	2:00-2:30 pm	
70.	Harbel College	Friday	2:00-2:30 pm	
71.	National Identification Registry	Friday	3:00-3:30 pm	PPCC Conference Room
72.	Bureau of State-Owned Enterprise	Friday	3:00-3:30 pm	
73.	Monrovia City Corporation	Friday	3:00-3:30 pm	
74.	Center for National Documents, Records and Archives	Friday	3:00-3:30 pm	
75.	Liberia Telecommunications Corporation	Friday	3:00-3:30 pm	
76.	Gbarpolu County Admin.	Friday	3:00-3:30 pm	
77.	Liberia Medicines &Health Products Regulatory Authority	Friday	3:00-3:30 pm	
78.	Jackson F. Doe Hospital	Friday	3:00-3:30 pm	
79.	William V.S Tubman University	Friday	3:00-3:30 pm	



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80.	Liberia Agriculture Commodity Regulatory Authority	Friday	3:00-3:30 pm	
October 6, 2025				
81.	House of Senate	Monday	11:00-11:30 am	PPCC Conference Room
82.	Corporative Development Agency	Monday	11:00-11:30 am	
83.	National Housing Authority	Monday	11:00-11:30 am	
84.	National Insurance Company of Liberia	Monday	11:00-11:30 am	
85.	Montserrado County Admin.	Monday	11:00-11:30 am	
86.	Environmental Protection Agency	Monday	11:00-11:30 am	
87.	Ministry of Information Cultural Affairs & Tourism	Monday	11:00-11:30 am	
88.	Ministry of Internal Affairs	Monday	11:00-11:30 am	
89.	Independent Information Commission	Monday	11:00-11:30 am	
90.	Liberia Drug Enforcement Agency	Monday	11:00-11:30 am	
91.	Liberia Board for Nursing & Midwifery	Monday	12:00-12:30 pm	PPCC Conference Room
92.	Liberia Refugee Repatriation and Resettlement Commission	Monday	12:00-12:30 pm	
93.	Liberia Agency for Community Empowerment	Monday	12:00-12:30 pm	
94.	National Veterans Bureau	Monday	12:00-12:30 pm	
95.	Office for the Establishment of War & Economic Crimes Court for Liberia (OWECC-L)	Monday	12:00-12:30 pm	
96.	Liberia Petroleum Regulatory Authority	Monday	12:00-12:30 pm	
97.	Central Agricultural Research Inst.	Monday	12:00-12:30 pm	
98.	National Transit Authority	Monday	12:00-12:30 pm	
99.	National Investment Commission	Monday	12:00-12:30 pm	
100.	Board of Tax Appeals	Monday	12:00-12:30 pm	
101.	Liberia Institute of Statistics & Geo-Information Services	Monday	2:00-2:30 pm	PPCC Training Room
102.	Liberia Broadcasting System	Monday	2:00-2:30 pm	
103.	National Commission on Disabilities	Monday	2:00-2:30 pm	
104.	National Disaster Management Agency	Monday	2:00-2:30 pm	
105.	Liberia Institute of Public Administration	Monday	2:00-2:30 pm	



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106.	Paynesville City Corporation	Monday	2:00-2:30 pm	PPCC Training Room	
107.	Independent National Human Rights Commission	Monday	2:00-2:30 pm		
108.	Bomi County Community College	Monday	2:00-2:30 pm		
109.	Lofa County Admn.	Monday	2:00-2:30 pm		
110.	OMBUDSMAN Office	Monday	2:00-2:30 pm		
111.	Pleebo Technical College	Monday	3:00-3:30 pm		
112.	National Drugs Service	Monday	3:00-3:30 pm		
113.	Liberia Electricity Corporation	Monday	3:00-3:30 pm		
114.	National Social Security Corporation (NASSCORP)	Monday	3:00-3:30 pm		
115.	Ministry of Mines & Energy	Monday	3:00-3:30 pm		
116.	Liberia Immigration Service	Monday	3:00-3:30 pm	PPCC Training Room	
117.	Asset Recovery & Property Retrieval Core Task Force	Monday	3:00-3:30 pm		
118.	Universal Access Fund	Monday	3:00-3:30 pm		
119.	John F. Kennedy Medical Center	Monday	3:00-3:30 pm		
120.	General Services Agency	Monday	3:00-3:30 pm		
October 7, 2025					
121.	Forestry Development Authority	Tuesday	11:00-11:30 am		PPCC Training Room
122.	National Investment Commission	Tuesday	11:00-11:30 am		
123.	Bong County Admin.	Tuesday	11:00-11:30 am		
124.	National Council of Chiefs and Elders	Tuesday	11:00-11:30 am		
125.	Governance Commission	Tuesday	11:00-11:30 am		
126.	Financial Intelligence Agency	Tuesday	11:00-11:30 am		
127.	River Gee County Adm.	Tuesday	11:00-11:30 am		
128.	Phebe Hospital & School of Nursing	Tuesday	11:00-11:30 am		
129.	Liberia Special Economic Zones Authority	Tuesday	11:00-11:30 am		
130.	Liberia Standard Authority	Tuesday	11:00-11:30 am		
131.	Kakata Rural Teacher Training Institute	Tuesday	12:00-12:30 pm	PPCC Training Room	
132.	Nimba County Community College	Tuesday	12:00-12:30 pm		
133.	Rubber Dev. Fund Incorporation	Tuesday	12:00-12:30 pm		
134.	Grand Bassa County Admin.	Tuesday	12:00-12:30 pm		



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135.	Sinoe County Admn.	Tuesday	12:00-12:30 pm	PPCC Training Room
136.	Grand Gedeh County Admn.	Tuesday	12:00-12:30 pm	
137.	Grand Kru County Admin	Tuesday	12:00-12:30 pm	
138.	Grand Bassa University	Tuesday	12:00-12:30 pm	
139.	Bomi County Admin.	Tuesday	12:00-12:30 pm	
140.	Nimba County Admin.	Tuesday	12:00-12:30 pm	
141.	Grand Gedeh Community College	Tuesday	2:00-2:30 pm	
142.	Rivergee Technical College	Tuesday	2:00-2:30 pm	
143.	Bong County Technical College	Tuesday	2:00-2:30 pm	
144.	Grand Kru Community College	Tuesday	2:00-2:30 pm	
145.	Grand Cape Mount County Admin.	Tuesday	2:00-2:30 pm	
146.	Sinoe County Community College	Tuesday	2:00-2:30 pm	
147.	Maryland County Admn.	Tuesday	2:00-2:30 pm	
148.	Rivercess County Admin.	Tuesday	2:00-2:30 pm	
149.	Lofa County Community College	Tuesday	2:00-2:30 pm	
150.	Margibi County Admin.	Tuesday	2:00-2:30 pm	
151.	Zorzor Rural Teacher Training Inst.	Tuesday	2:00-2:30 pm	

Note: In line with the reporting requirements mandated under Sections 27(g), 43(2)(a-l), and 43(9) of the PPCA, unscheduled visits by PPCC Compliance and Monitoring Officers will be conducted at Procuring Entities at any time following the engagement session, to ensure full adherence to the law.

Transmittal Letter

[Insert Entity's Letter head, which will normally reflect the name and address of the procuring entity]

Ref: *[Insert reference number of the letter]*

Date: *[Indicate date on which the Quarterly report will be sent to the Commission]*

Executive Director
Public Procurement & Concessions Commission
Executive Mansion Grounds
Capitol Hill
Monrovia, Liberia

Dear *[Indicate name of PPCC's Executive Director]*:

The Procurement Committee of *[Insert name of procuring entity]* herewith submits to your office its *[Indicate the specific Quarter for which the report is being submitted: 1st, 2nd, 3rd, or 4th] Quarter* Procurement Report for Fiscal Year *[Indicate the Fiscal Year under review]*.

This report summarizes the procurement activities implemented at the *[Insert name of procuring entity]* for the period *[Indicate the specific Quarter for which the report is being submitted: 1st (July 1, 20XX to September 30, 20XX), 2nd (October 1, 20XX to December 31, 20XX), 3rd (January 1, 20XX to March 31, 20XX) and 4th (April 1, 20XX to June 30, 20XX)]*.

Kind Regards.

Sincerely yours

[Indicate the name and position of the head of the procuring entity].

General Information
[Insert name of procuring entity]
Quarterly Procurement Report
[Indicate Quarter & Fiscal Year]

			SUMMARY OF PROCUREMENTS IN PROGRESS, PROCUREMENTS COMPLETED & CONTRACTS SIGNED																	
			SPECIFIC INFORMATION																	
Item No.	Package Code	Contract Package Description	Procurement Method	Source of Funding	Date of Advertisement /Bids Invitation	Date of Closing of Bids Submission	Number of Bids Received	Date of Transmission of Contract Award Notice by PC	Procurement Plan Est. Value	Actual Contract Value	Name of Supplier/Contractor/Consultant/Service Provider	Supplier / Contract or/Consultant/Service Provider PPCC VR Status	Business Legal Owner	Business Beneficiary Owner	Date Signed	Contract	Date of Delivery/Inspection	Proposed Contract Completion Date	Contract progress Status (Amount Paid)	Remarks
Annual Procurement Plan (SBA & Non SBA Budget)																				
Special Project (Indicate project name)																				

Prepared by: _____
[Insert name]
Procurement Director

Date: _____

Approved by: _____
[Insert name]
Head of Entity/ Chairman PC

Date: _____

Annex B: Copies of the quarterly actualized procurement plans

[Attach copies of Approved Procurement Plans implemented during the quarter for which the report is being submitted]

Annex C: Copies of notice of award

[Attach copies of all notice of intent to award contracts submitted to the Commission in accordance with Section 31 of the PPCA during the quarter under consideration]

Annex D: Copies of signed contracts

[Attach copies of all contracts signed during the quarter]

Annex E: Copy of PC quarterly meeting minutes endorsing the quarterly procurement report

[Attach a copy of the minutes of the Procurement Committee meeting during which the quarterly procurement report was approved]