



REPUBLIC OF LIBERIA  
**PUBLIC PROCUREMENT & CONCESSIONS COMMISSION**  
EXECUTIVE MANSION GROUNDS, CAPITOL HILL, MONROVIA, LIBERIA  
WEBSITE: [www.ppcc.gov.lr](http://www.ppcc.gov.lr) EMAIL: [info@ppcc.gov.lr](mailto:info@ppcc.gov.lr) PHONE SHORT CODE: 4357 Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Ref. **PPCC/RL/CEO/0343/24'**

June 25, 2024

Hon. D. Nelson Bearngar  
**DIRECTOR GENERAL**  
Center for National Documents & Records Agency  
12<sup>th</sup> Street, Sinkor  
Monrovia, Liberia

Dear Hon. Bearngar:

Subj: **RECEIPT AND APPROVAL OF ANNUAL PROCUREMENT PLAN FOR FISCAL YEAR 2024**

We present our compliments and wish to acknowledge receipt of your communication which sought the approval of the Commission for the Center for National Documents & Records Agency (CHDRA) Annual Procurement Plan. Following a thorough review, the Commission hereby approves the CNDRA's annual procurement plan for the fiscal year 2024 in accordance with **Section 40 (3)** of the PPCA, 2010, and informs the CNDRA 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 an approval of a method on the procurement plan is deemed as the Commission's full approval and as such, a Procuring Entity will not be required to again request the use of said approved method.

The Public Procurement and Concessions Commission admonishes and deems it a priority that you remain primarily in compliance 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,

  
Roger Scott Johnson (Hon.)  
**CHIEF EXECUTIVE OFFICER**



**CENTER FOR NATIONAL DOCUMENTS & RECORDS AGENCY  
NATIONAL ARCHIVES BUILDING  
12TH STREET SINKOR  
MONROVIA, LIBERIA**



*Office of the Director General*



**RL/CNDRA/DNB/034 -'24**

June 24, 2024

Hon. Bodger Scott Johnson  
**EXECUTIVE DIRECTOR**  
Public Procurement Concession Commission (PPCC)  
Executive Mission Grounds, Capitol Hill  
Republic of Liberia

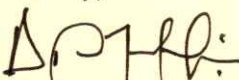
Dear Hon. Johnson:

On behalf of the National Archives, I present my complements and wish to kindly submit our Annual Procurement Plan for Fiscal Year 2024, for your perusal and subsequent approval as enshrined in Section 40 of the Public Procurement and Concession Act of 2010, which provides that "Procuring Entities in accordance to their approved programs, should prepare an annual Procurement Plan for goods, works and services".

Contained in the attached package are: Spending Plan, Explanatory Notes, List of Procurement Committee Members and Unit, as well as attached Budget Spread for your consideration.

Our offices remain open for any further clarity/information where necessary. Meanwhile, we look forward to your support as we strive together to attain transparency and accountability in our procurement processes for the success of the "**RESCUE MISSION**".

Sincerely,

  
D. Nelson Bearngar  
**DIRECTOR GENER**


Josephina Gelescio  
June 28, 2024  
12:32pm




INTER OFFICE- MEMORANDUM

To: Bodger Scott Johnson  
Executive Director/CEO

Thru: Mr. Himmie E. Langford  
Director, CMD

From: Benetta S. Norman   
Compliance Officer

Date: June 27, 2024

  
June 26, 2024  
Time: 11:13 AM

Subject: Review of Center for National Documents & Record Agency SBA non-SBA and Consultancy Final Procurement Plan for Fiscal Year, January to December, 2024

Center for national record & documents has submitted to the Commission, its final procurement plans in keeping with section 40 for Approval.

Having reviewed the Procurement Plans including supporting documents of **CNDRA**, it is observed that the entity is in compliance with the **PPCC Act**.

Below are documents submitted for review:

- SBA non-SBA & Consultancy procurement plans
- Explanatory notes
- National budget
- Cover letter and
- Procurement Committee and unit listing

**Recommendation:**

In view of the above, it is recommended that center for Nation record procurement plans be approved by the Commission.

Best regards.

