



REPUBLIC OF LIBERIA

**PUBLIC PROCUREMENT & CONCESSIONS COMMISSION**

EXECUTIVE MANSION GROUNDS, CAPITOL HILL, MONROVIA, LIBERIA

WEBSITE: www.pccc.gov.lr EMAIL: info@pccc.gov.lr PHONE SHORT CODE: 4357 Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Ref. PPCC/RL/CEO/0266/25'

February 17, 2025

Hon. James M. Fromayan  
**CHAIRMAN**  
Liberia National Commission on Arms  
Monrovia, Liberia

Dear Hon. Fromayan:

Subj: APPROVAL OF ANNUAL PROCUREMENT PLAN FOR FISCAL YEAR 2025

We present our compliments and wish to acknowledge receipt of your communication dated February 3, 2025, which sought the approval of the Commission for Liberia National Commission on Arms (LiNCA) Annual Core and SBA Procurement Plan for 2025.

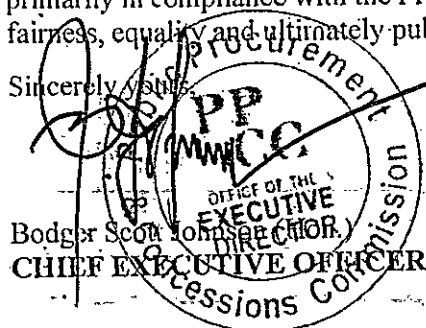
Following thorough review, the Commission hereby approves the Liberia National Commission on Arms Annual Procurement Plan for fiscal year 2025 in accordance with *Section 40 (3)* of the PPCA, 2010, and informs Liberia National Commission on Arms that the procurement plan will be duly forwarded to the 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, on a quarterly basis 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,

  
Bodger Scott Johnson (CHOR)  
CHIEF EXECUTIVE OFFICER



Regulating Procurement Compliance for National Development



Office of the Chairman

**REPUBLIC OF LIBERIA**  
**LIBERIA NATIONAL COMMISSION ON ARMS (LiNCA)**

Executive Mansion Grounds  
Capitol Hill

Monrovia, Liberia

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Website: [www.linca.gov.lr](http://www.linca.gov.lr)



LiNCA /JMF/C/162/24

January 3, 2025

Hon. Bodger Scott Johnson  
**Executive Director**  
Public Procurement and Concession Commission (PPCC)  
Capitol Hill  
Monrovia, Liberia

Dear Hon Johnson:

We extend compliments and herewith submit to your office the Commission's approved Budget, Cash Plan, Procurement Plan and Explanatory Notes of the Liberia National Commission on Arms (LiNCA) FY 2025 consistent with Section 40 (1) & (2) of the Public Procurement and Concession Act of 2010 as amended and restated for your approval.

Thanks,

Sincerely yours,


  
James M. Fromayan  
**Chairman**

Josephine Gelescia  
Feb. 3, 2025  
2:48 pm

**Liberia National Commission on Arms (LiNCA)**  
**PROCUREMENT PLAN (SBA)**  
**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	
	ITEM NO.	BASIC DATA						IMPLEMENTATION DATES												REMARKS
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE (S)	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/B OQ/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		
PLANNED	1	IFB No. LiNCA/GOL/RB/004/2025	Renovation	F4100	1 Firm	50,000	RB	1-Jan-25	8-Jan-25	20-Jan-25	27-Jan-25	24-Feb-25	3-Mar-25	10-Mar-25	17-Mar-25	N/A	28-Nov-25	31-Dec-25		
UPDATE																				
ACTUAL																				
PLANNED	2	IFB No. LiNCA/GOL/SBA/RB/003/2025	Stationery	G4761	Assorted	9,150	RFQ	1-Jan-25	8-Jan-25	20-Jan-25	27-Jan-25	24-Feb-25	3-Mar-25	10-Mar-25	17-Mar-25	N/A	28-Nov-25	31-Dec-25		
UPDATE																				
ACTUAL																				
PLANNED	3	IFB No. LiNCA/GOL/SBA/RB/002/2025	Printing and Binding	G4772	1 Firm	8,500	RFQ	1-Jan-25	8-Jan-25	20-Jan-25	27-Jan-25	24-Feb-25	3-Mar-25	10-Mar-25	17-Mar-25	N/A	28-Nov-25	31-Dec-25		
UPDATE																				
ACTUAL																				
Sub Total						67,650														
GRAND TOTAL						67,650														

Prepared by:   
 Procurement Director

Approved By:   
 Head of Entity / Chairman Proc. Committee

*12/13/25*

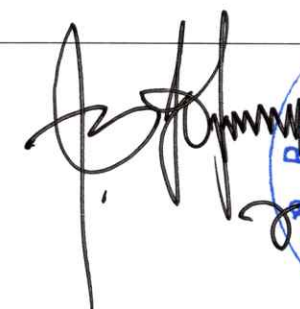
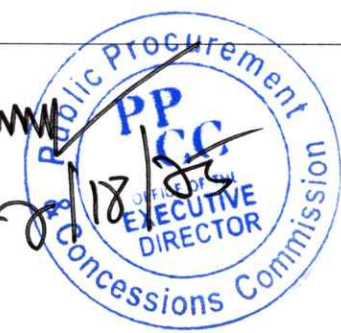
Date: Jan 3, 2025




**LIBERIA NATIONAL COMMISSION ON ARMS (LiNCA)**  
**PROCUREMENT PLAN (Core Budget)**  
**Source of Funding: GOL**  
**Fiscal Year: 2025**

**LiNCA- SBA PROCUREMENT PLAN EXPLANATORY NOTES FY2025**

ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	PROCUREMENT CONTRACT PACKAGE CONTENT
1.	IFB No. LiNCA/GOL/RB/004/2025	Renovation	This contract package is funded from the budget line Repair and Maintenance civil which is intended to carry out renovation works on the Office building of the Commission.
2.	IFB No. LiNCA/GOL/SBA/RB/003/2025	Stationery	This contract package is funded from the budget line Stationery and it is intended to procure assorted stationery items including: Sheets A4, Legal, Pens, Folder, Envelop, etc
3.	IFB No. LiNCA/GOL/SBA/RB/002/2025	Printing and Binding	This contract package is funded from the budget line Printing, Binding and Publication Services. It is intended to carry out binding of document, letter heads, etc...

  
 2/13/25

Prepared by:   
 Procurement Director

Approved by:   
 Head of Entity/Chairman Proc. Committee

Date: Jan 3, 2025



**LIBERIA NATIONAL COMMISSION ON ARMS (LiNCA)**  
**PROCUREMENT PLAN (Core Budget)**  
**Source of Funding: GOL**  
**Fiscal Year: 2025**


LiNCA- Non-SBA PROCUREMENT PLAN EXPLANATORY NOTES FY2025

ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	PROCUREMENT CONTRACT PACKAGE CONTENT
1.	IFB No: LiNCA/ RB/001/25	Transportation Equipment	This contract package is funded from the budget line Transportation Equipment which is intended to purchase six (6) vehicles to be use by employees at the Commission.
2.	IFB No: LiNCA/RFQ/001/25	Repair/ Maintenance - Vehicles	This line refers to the repairs and maintenance of vehicle belonging to the entity which is funded from the budget line Repair/ Maintenance -Vehicles.
3.	IFB No: LiNCA/RFQ/002/25	Cleaning Materials	This contract package is funded from the budget line Cleaning Materials & Services which is intended to purchase cleaning materials to clean the offices and environments of the Commission.
4.	IFB No: LiNCA/RB/002/25	Petroleum Product	This line item refers to the procurement of petroleum products funded from the budget line Fuel and Lubricants – Vehicles which is intended to procure 1,812-gals worth of diesel @ a rate of \$ 4.21 for the Commission.
5.	IFB No: LiNCA/ RFQ/003/25	Internet Provider Services	This contract package is funded from the budget line Internet Provider Service which is intended to provide access to internet for employees at the Commission.

Prepared by: \_\_\_\_\_

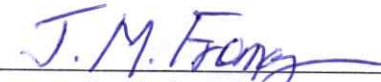
Procurement Director



  
 2/13/25

Approved by: \_\_\_\_\_

Head of Entity/Chairman Proc. Committee



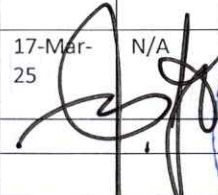


Date: \_\_\_\_\_

Jan 3, 2025



**Liberia National Commission on Arms (LiNCA)**  
**PROCUREMENT PLAN (Non-SBA)**  
**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		
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PLANNED	1	IFB No. LiNCA/GOL/SBA/RB/001/2025	Transport Equipment	G4510	6 Units	160,000	RB	1-Jan-25	8-Jan-25	20-Jan-25	27-Jan-25	24-Feb-25	3-Mar-25	10-Mar-25	17-Mar-25	N/A	28-Nov-25	31-Dec-25			
UPDATE																					
ACTUAL																					
PLANNED	2	IFB No. LiNCA/GOL/SBA/RB/001/2025	Repair & Maintenance - (Vehicle)	G4759	1 Firm	6,500	RFQ	1-Jan-25	8-Jan-25	20-Jan-25	27-Jan-25	24-Feb-25	3-Mar-25	10-Mar-25	17-Mar-25	N/A	28-Nov-25	31-Dec-25			
UPDATE																					
ACTUAL																					
PLANNED	3	IFB No. LiNCA/GOL/SBA/RB/002/2025	Cleaning Materials	G4772	Assorted	3,691	RFQ	1-Jan-25	8-Jan-25	20-Jan-25	27-Jan-25	24-Feb-25	3-Mar-25	10-Mar-25	17-Mar-25	N/A	28-Nov-25	31-Dec-25			
UPDATE																					
ACTUAL																					
<b>Sub Total</b>						<b>170,191</b>															

Prepared by:   
Procurement Director

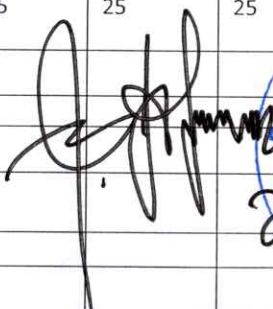
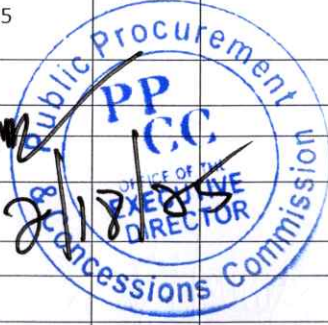
Approved By:   
Head of Entity / Chairman Proc. Committee

Date: Jan 31, 2025

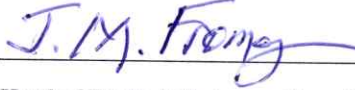



**Liberia National Commission on Arms (LiNCA)**  
**PROCUREMENT PLAN (CORE BUDGET)**  
 Source of Funding: GOL  
 FISCAL YEAR: 2025

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		
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		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE (S)	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/B OQ/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			
PLANNED	4	IFB No. LiNCA/GOL/RB/002/2025	Petroleum Products	G - 4661	1,812@ 4.21usd	7,628	RB	1-Jan-25	8-Jan-25	20-Jan-25	27-Jan-25	24-Feb-25	3-Mar-25	10-Mar-25	17-Mar-25	N/A	28-Nov-25	31-Dec-25			
UPDATE																					
ACTUAL																					
PLANNED	5	IFB No. LiNCA/GOL/RFQ/003/2025	Internet provider Services	J - 6120	1 Firm	2,215	RFQ	1-Jan-25	8-Jan-25	20-Jan-25	27-Jan-25	24-Feb-25	3-Mar-25	10-Mar-25	17-Mar-25	N/A	28-Nov-25	31-Dec-25			
UPDATE																					
ACTUAL																					
PLANNED																					
UPDATE																					
ACTUAL																					
Sub Total						9,843															
GRAND TOTAL						180,034															

Prepared by:   
 Procurement Director

Approved By:   
 Head of Entity / Chairman Proc. Committee

  
2/13/25

Date: Jan 3, 2025