



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/0216/25'**

January 29, 2025

Hon. Jackson J. Paye
OFFICER-IN-CHARGE
Liberia Refugee Repatriation and Resettlement Commission
Tarr Town, Oldest Congo Town
Republic of Liberia

Dear Hon. Paye: ..

Subj: **APPROVAL OF ANNUAL PROCUREMENT PLAN FOR FISCAL YEAR 2025**

We present our compliments and wish to acknowledge receipt of your communication which sought the approval of the Commission for the Liberia Refugee Repatriation and Resettlement Commission (LRRRC) Annual Procurement Plan. Following a thorough review, the Commission hereby approves the LRRRC annual procurement plan for the fiscal year 2025 in accordance with **Section 40 (3)** of the PPCA, 2010. The Commission further informs the LRRRC 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.

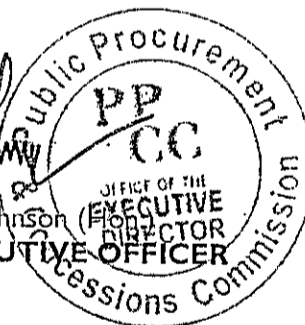
The Commission counsels that you observe **Section 40 (5) of the PPCA, 2010**, which states *"each Procuring Entity, shall, quarterly and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in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

Sincerely yours,


Bodger Scott Johnson (Executive Director)
CHIEF EXECUTIVE OFFICER



Regulating Procurement Compliance for National Development



REPUBLIC OF LIBERIA

LIBERIA REFUGEE REPATRIATION AND RESETTLEMENT COMMISSION

Tarr Town, Oldest Congo Town
1000 Monrovia, 10 Liberia



Office of the Executive Director/OIC

Ref#: LRRRC/ED-1/OIC/JJP/021/01-23-25/RL

January 23, 2025

Hon. Bodger Scott Johnson
Chief Executive Officer
Public Procurement and Concessions Commission (PPCC)
Capitol Hill
Executive Mansion Grounds
Monrovia, Liberia

Dear Hon. Johnson:

REF: Submission of LRRRC SBA Procurement Plan for FY (Jan. – Dec.) 2025

I present my compliments and wish to submit the Annual Budget Procurement Plan of the Liberia Refugee Repatriation and Resettlement Commission (LRRRC) for Fiscal Year 2025.

This submission is in accordance with section 40 of the Public Procurement and Concessions Act (PPCA), 2010.

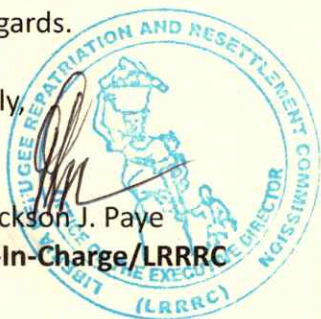
Attached herewith are the Annual Budget Procurement Plan 2025, lists of Procurement Committee, and Procurement Unit.

As I look forward to the timely approval of the Procurement Plan, I wish to extend my thanks and appreciation to the Commission for the level of support and assure you that the LRRRC shall continue to remain in compliance with the PPCA in order to maintain transparency, competition, and accountability within its procurement framework.

Kind regards.

Sincerely,

Hon. Jackson J. Paye
Officer-In-Charge/LRRRC



John Suro
01/24/2025

TIME: 12:33PM

Email: jaypayeus@yahoo.com | Website: www.lrrrc.gov.lr
Cell#: WhatsApp: +231880820158 | +231776509570


**Liberia Refugee Repatriation and Resettlement Commission (LRRRC)
 PROCUREMENT PLAN (SBA Core Budget)
 Source of Funding: GOL
 Budget Period/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.	PACKAGE NUMBER (CODE)	BASIC DATA						IMPLEMENTATION DATES												
		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		
LANNED	1	IFB. No.: LRRRC/SBA/RB/001/25	Petroleum Product (Diesel & Gasoline)	G4661	4,710.9 gal @4.31	20,304.00	RB	02/01/2025	21/01/2025	30/01/2025	10/02/2025	20/03/2025	31/03/2025	11/04/2025	30/04/2025	N/A	20/05/2025	30/12/2025		
PDATE																				
CTUAL																				
LANNED	2	IFB. No.: LRRRC/SBA/RFQ/001/25	Stationery	G4761	Assorted	10,000.00	RFQ	02/01/2025	13/01/2025	22/01/2025	31/01/2025	12/02/2025	21/02/2025	04/03/2025	14/03/2025	N/A	25/03/2025	30/12/2025		
PDATE																				
CTUAL																				
LANNED	3	IFB. No.: LRRRC/SBA/RFQ/002/25	Scratch Cards	J6190	1800 pcs @ 5.00	9,000.00	RFQ	02/01/2025	13/01/2025	22/01/2025	31/01/2025	12/02/2025	21/02/2025	04/03/2025	14/03/2025	N/A	25/03/2025	30/12/2025		
PDATE																				
CTUAL																				
SUB TOTAL						39,304.00														

Prepared by: *Abraham N. Addison, II* 23/01/25
 Abraham N. Addison, II
 Act. Procurement Director

WJLP
 1/28/25

Approved by: *Hon. Jackson J. Paye*
 Hon. Jackson J. Paye
 Officer-In-Charge/Head of Proc. C'mttee

Date: 01/23/2025


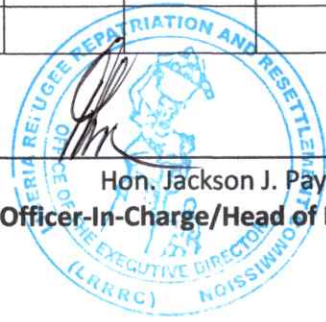

Liberia Refugee Repatriation and Resettlement Commission (LRRRC)
PROCUREMENT PLAN (SBA Core Budget)
Source of Funding: GOL
Budget Period/Fiscal year: 2025

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ITEM NO.	PACKAGE NUMBER (CODE)	BASIC DATA						IMPLEMENTATION DATES												REMARK
		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			
PLANNED	1	IFB No.: LRRRC/SBA/RFQ/003/25	Vehicle Repairs & Maintenance Services	G4520	1 Firm	6,000.00	RFQ	02/01/2025	13/01/2025	22/01/2025	31/01/2025	12/02/2025	21/02/2025	04/03/2025	14/03/2025	N/A	25/03/2025	30/12/2025		
UPDATE																				
ACTUAL																				
PLANNED	2	IFB. No.: LRRRC/SBA/RFQ/004/25	Event Catering Services	H5621	1 firm	8,000.00	RFQ	02/01/2025	13/01/2025	22/01/2025	31/01/2025	12/02/2025	21/02/2025	04/03/2025	14/03/2025	N/A	25/03/2025	30/12/2025		
UPDATE																				
ACTUAL																				
PLANNED	3	IFB. No.: LRRRC/SBA/RFQ/005/25	Hall Rental	L6810	1	2,000.00	RFQ	02/01/2025	13/01/2025	22/01/2025	31/01/2025	12/02/2025	21/02/2025	04/03/2025	14/03/2025	N/A	25/03/2025	30/12/2025		
UPDATE																				
ACTUAL																				
SUB TOTAL						16,000.00														

Prepared by: Abraham N. Addison, II 23/01/25
 Act. Procurement Director
 [Signature] 1/28/25

Approved by: Hon. Jackson J. Paye
 Officer-In-Charge/Head of Proc. C'mttee
 [Signature]

Date: 23/01/25
 [Signature]
 [Stamp: Public Procurement & Concessions Commission Executive Director]



Liberia Refugee Repatriation and Resettlement Commission (LRRRC)
PROCUREMENT PLAN (\$BA Core Budget)
Source of Funding: GOL
Budget Period/Fiscal year: 2025

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PLANNED	1	IFB. No.: LRRRC/SBA/RFQ/006/25	Air Ticket	N7911	1 Firm	8,000.00	RFQ	02/01/2025	13/01/2025	22/01/2025	31/01/2025	12/02/2025	21/02/2025	04/03/2025	14/03/2025	N/A	25/03/2025	30/12/2025			
UPDATE																					
ACTUAL																					
PLANNED	2	IFB. No.: LRRRC/SBA/RB/002/25	Vehicle Rental & Lease	N7710	1 firm	12,000.00	RB	02/01/2025	21/01/2025	30/01/2025	10/02/2025	20/03/2025	31/03/2025	11/04/2025	30/04/2025	N/A	20/05/2025	30/12/2025			
UPDATE																					
ACTUAL																					
PLANNED	3	IFB. No.: LRRRC/SBA/RFQ/007/25	Internet Connectivity	J6120	1 firm	7,000.00	RFQ	02/01/2025	13/01/2025	22/01/2025	31/01/2025	12/02/2025	21/02/2025	04/03/2025	14/03/2025	N/A	20/05/2025	30/12/2025			
UPDATE																					
ACTUAL																					
SUB TOTAL						27,000.00															

Prepared by: Abraham N. Addison, II 23/01/25

Abraham N. Addison, II
Act. Procurement Director

Handwritten signature and date: 1/28/25

Approved by: Hon. Jackson J. Paye
Officer-in-Charge/Head of Proc. C'mttee



Date: 23/01/2025



**Liberia Refugee Repatriation & Resettlement Commission (LRRRC)
 PROCUREMENT PLAN (SBA Core Budget)
 Source of Funding: GOL
 Budget Period/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.	PACKAGE NUMBER (CODE)	BASIC DATA						IMPLEMENTATION DATES													REMARKS
		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				
PLANNED	1	IFB No.: LRRRC/SBA/RFQ/008/25	Training Materials/Stationery	G4761	Assorted	5,000.00	RFQ	02/01/2025	13/01/2025	22/01/2025	31/01/2025	12/02/2025	21/02/2025	04/03/2025	14/03/2025	N/A	20/05/2025	30/12/2025			
UPDATE																					
ACTUAL																					
PLANNED	2	IFB No.: LRRRC/SBA/RFQ/009/25	Printing & Binding Services	C1812	1 Firm	3,000.00	RFQ	02/01/2025	13/01/2025	22/01/2025	31/01/2025	12/02/2025	21/02/2025	04/03/2025	14/03/2025	N/A	20/05/2025	30/12/2025			
UPDATE																					
ACTUAL																					
PLANNED	3	IFB No.: LRRRC/SBA/010/25	Publication Services	J5813	1 firm	2,000.00	RFQ	02/01/2025	13/01/2025	22/01/2025	31/01/2025	12/02/2025	21/02/2025	04/03/2025	14/03/2025	N/A	20/05/2025	30/12/2025			
UPDATE																					
ACTUAL																					
SUB TOTAL						10,000.00															
GRAND TOTAL						U\$ 92,304.00															

Prepared by:

Abraham N. Addison, II 23/01/25
 Abraham N. Addison, II
 Act. Procurement Director

Approved by:

Hon. Jackson J. Paye
 Hon. Jackson J. Paye
 Officer-In-Charge/Head of Proc. C'mttee

Date:

01/23/2025

J. J. Payne
 1/28/25

Liberia Refugee Repatriation & Resettlement Commission (LRRRC)

Explanatory Notes (SBA Core Budget)

Source of Funding: GOL

Budget Period/Fiscal year: 2025

Item No.	Contract Package Code	Contract Package	Content of Contract Package
1	IFB. No.: LRRRC/SBA/RB/001/25	Petroleum Products (Diesel & gasoline)	This contract package is from budget line descriptions “fuel and lubricant – vehicle and generators”. The LRRRC intends to procure 4,710.9 gallons @\$4.31 of diesel fuel for its Vehicle and generator. An accumulated budget of U\$ 20,304 is available from fuel and lubricant for fiscal year 2025.
2	IFB. No.: LRRRC/SBA/RFQ/001/25	Stationery	From budget line description “stationery”, the LRRRC intends to procure assorted stationery materials for operational use and workshops. An accumulated Budget of U\$ 10,000.00 from stationery for fiscal year 2025 is available. Items to be procured include: A4 sheets - xx cartoons, Legal sheet – xx cartoons, Royal E Bond xx team, A3 sheets – xx team, Executive ball pens – xx boxes, Manila Folder – xx boxes, Box file – xx cartoons, perforators – xx pieces, handling folder – xx boxes, 05A Ink – xx pieces, 35 A – xx pieces, computer cartridges xx pieces, note pads – xx boxes, calculator – xx pieces, stick on pads – 14 boxes, Highlighter – xx boxes, brown.
3	IFB. No.: LRRRC/SBA/RFQ/002/25	Scratch Cards	From budget line item description “Telecommunication, Internet, Postage and Courier”, the allocation of U\$ 9,000.00 is available and intended to procure 1,800 pieces of scratch cards @ U\$ 5.00 for fiscal year 2025.
4	IFB No.: LRRRC/SBA/RFQ/003/25	Vehicle Repairs & Maintenance Services	From budget line description Repairs & Maintenance-Vehicles, the allocation of U\$ 6000 is available and intended to procure vehicle repairs and maintenance services for LRRRC’s vehicles for budget year 2025.
5	IFB. No.: LRRRC/SBA/RFQ/004/25	Event Catering Services	This contract package is from budget line description” Food and Catering Services”; an accumulated amount of U\$ 8,000,00 is available and is intended to procure Event Catering for LRRRC for the budget year 2025.
6	IFB. No.: LRRRC/SBA/RFQ/005/25	Rental Hall	This contract package is from the budget line description “Workshop, conferences and symposium. An allocation of U\$ 2,000 is set aside and intended for the LRRRC to procure hall rental for Fiscal Year 2025.
7	IFB. No.: LRRRC/SBA/RFQ/006/25	Air Ticket	This contract package is from the budget line description “Foreign Means of Travel. The LRRRC intends to purchase Air Tickets from an allocation of U\$ 8,000.00 for the budget year 2025.
8	IFB. No.: LRRRC/SBA/RB/002/25	Vehicle Rental & Lease	From the budget line description “Domestic Means of Travel”, the LRRRC intends to procure vehicle Rental & Lease services from an allocation of \$12,000.00 for budget year 2025.

Prepared by:

Abraham N. Addison, II
Act. Procurement Director

Approved by:

Hon. Jackson J. Paye
Officer-In-Charge/LRRRC


Date:



Handwritten signature and date 1/28/25

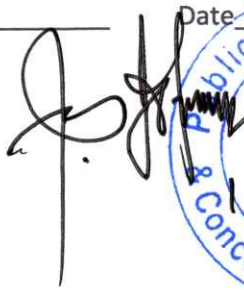
Liberia Refugee Repatriation & Resettlement Commission (LRRRC)
Explanatory Notes (SBA Core Budget)
Source of Funding: GOL
Budget Period/Fiscal year: 2025

9	IFB. No.: LRRRC/SBA/RFQ/007/25	Internet Connectivity	From the budget line description, "Telecommunication, Internet, Postage and Courier, the allocation of US\$ 7,000.00 is available for the provision of internet connectivity for the LRRRC for the budget year 2025.
10	IFB No.: LRRRC/SBA/RFQ/008/25	Training Materials/Stationery	From the budget line description, 'Workshop, conferences and symposium', the allocation of US\$ 5,000.00 was set aside to purchase training materials/stationery for the LRRRC for the fiscal year 2025.
11	IFB. No.: LRRRC/SBA/RFQ/009/25	Printing and Binding Services	From the budget line description "Printing, Binding and Publication services, the allocation of US\$ 3,000.00 was set aside for printing and binding services for fiscal year 2025.
12	IFB No.: LRRRC/SBA/010/25	Publication Services	From the budget line Description "Printing, Binding and Publication Services, the allocation of US\$ 2,000.00 is available to procure publication services for the LRRRC for budget period 2025
13		Supply of Non portable water and provision of sewage services	From the budget line description "Water and Sewage", the LRRRC intends to procure supply of non-portable and provision of sewage services from an allocation of \$3,000.00 for budget year 2025.
14		Supply of Electricity	From the budget line description "Electricity", the LRRRC intends to procure supply of electricity from an allocation of \$6,000 for budget year 2025.

Prepared by:  22/01/25
 Abraham N. Addison, II
 Act. Procurement Director


 1/28/25

Approved by:  Date: 01/23/2025
 Hon. Jackson J. Paye
 Officer-In-Charge/LRRRC


 Executive Director
 Public Procurement & Concessions Commission

