



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/0408/25'

March 20, 2025

Hon: Gabriel H. Salee
ACTING MINISTER
Ministry of Foreign Affairs
Monrovia, Liberia

Dear Hon. Salee:

Subj: APPROVAL OF ADDENDUM PROCUREMENT PLAN FOR FISCAL YEAR 2025

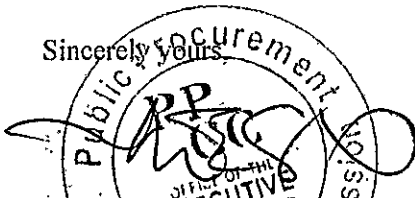
We present our compliments and wish to acknowledge receipt of your communication dated March 14, 2025, which sought the approval of the Ministry of Foreign Affairs (MOFA) Addendum Procurement Plan for 2025.

Following thorough review, the Commission hereby approves the Ministry of Foreign Affairs (MOFA) Addendum Core and SBA Procurement Plan for fiscal year 2025 in accordance with *Section 40 (3)* of the PPCA, 2010, and informs Ministry of Foreign Affairs that the Addendum 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,


Himmie Eugene Langford (Hon.)
ACTING CHIEF EXECUTIVE OFFICER

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ACTING CHIEF EXECUTIVE OFFICER

Regulating Procurement Compliance for National Development

MINISTRY OF FOREIGN AFFAIRS
ADDENDUM CORE BUDGET PROCUREMENT PLAN (Core Budget)
 Source of Funding: GOVERNMENT OF LIBERIA (GOL)
 Fiscal year: 2025 (January - December)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
	BASIC DATA						IMPLEMENTATION DATES													REMARKS
	ITEM NO.	PACKAGE NUMBER (CODE)	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	BID SUBMISSION/PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOR)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT		
PLANNED	1	IFB No. MFA/RB/005/25	Vehicle Supply	G-4510	Four (4)	\$ 157,000.00	RB	1/19/2025	1/26/2025	2/2/2025	3/19/2025	4/19/2025	5/20/2025	5/27/2025	6/3/2025	N/A	6/17/2025	11/26/2025		
UPDATE																				
ACTUAL																				
PLANNED	2	IFB No. MFA/RFQ/003/25	NEWSPAPER	G-4761	Assorted	2,500.00	RFQ	1/22/2025	1/29/2025	2/5/2025	3/17/2025	3/24/2025	3/31/2025	4/7/2025	4/14/2025	N/A	4/28/2025	11/14/2025		
UPDATE																				
ACTUAL																				
PLANNED	3	IFB No. MFA/RFQ/004/25	Books and Periodical	G-4761	Assorted	7,500.00	RFQ	1/22/2025	1/29/2025	2/5/2025	3/17/2025	3/24/2025	3/31/2025	4/7/2025	4/14/2025	N/A	4/28/2025	11/14/2025		
UPDATE																				
ACTUAL																				
PLANNED	4	IFB No. MFA/RFQ/005/25	Supply of Uniform	G-4771	Assorted	6,000.00	RFQ	1/22/2025	1/29/2025	2/5/2025	3/17/2025	3/24/2025	3/31/2025	4/7/2025	4/14/2025	N/A	4/28/2025	11/14/2025		
UPDATE																				
ACTUAL																				
PLANNED	5	IFB No. MFA/RB/006/25	Office Equipment	G-4756	Assorted	50,000.00	RB	1/22/2025	1/29/2025	2/5/2025	3/17/2025	4/18/2025	5/19/2025	5/26/2025	6/2/2025	N/A	6/16/2025	11/25/2025		
UPDATE																				
ACTUAL																				
PLANNED	6	IFB No. MFA/RB/007/25	ICT Software & License	G-4651	Assorted	\$ 40,000.00	RB	1/24/2025	1/31/2025	2/7/2025	3/19/2025	4/18/2025	5/19/2025	5/26/2025	6/2/2025	N/A	6/16/2025	11/25/2025		
UPDATE																				
ACTUAL																				
Grand Total						\$ 263,000.00														

Prepared by: 
 Cyrus G. Flahn, Sr.
 Procurement Director



Approved by: 
 Hon. Gabriel H. Salee
 Acting Minister


 03/21/25

Date: 3/17/25

Explanatory Note-ADDEDNDUM Core budget 2025 Procurement Plan			
No.	Code	Contract Package	Contents
1	IFB. No. MFA/RB/005/25	Vehicles Supply	This concerned procurement contract package derived from the budget line Transportation equipment and will be used to procure four vehicles which include : 2-jeeps, a pickup and a-mini-bus. Hence, this contract is considered on the addendum Procurement plan on grounds that is was not earlier appropriated for , but based on the request made by the MOFA to the MFDP to regard transfer to this budget line on February 6, 2025, the transfer was effected on March 7, 2025 in the system (Budget Control type- Allotment, March, 7, 2025). Kindly fiind attached the request as well as the allotment showing the effect of the request in the system.
2	IFB No. MFA/RFQ/003/25	Newspaper	This concerned procurement contract package derived from the budgetline Newspaper, books and periodical and will be used for the procuring of goods to satisfy the procurement need in this context . It is considered on this addendum procurement plan on the same basis as applied to the immidate above contract package(Vehicle supply).
3	IFB No. MFA/RFQ/004/25	Books and Periodicals	This concerned procurement contract package derived from the budgetline Newspaper, books and periodical and will be used for the procuring of goods to satisfy the procurement need in this context as it relates to procurment of books and peridical for the MOFA library to enhance research . It is considered on this addendum procurement plan on the same basis as applied to the immidate above contract package.
4	IFB No. MFA/RFQ/005/25	Uniform	This concerned procurement contract package derived from the budgetline Uniform and specialized cloths and will be used for the procuring of goods(i.e assorted uniform for both the Diplomatic Security Service and the Protocol staff) to satisfy the procurement need in this context . It is considered on this addendum procurement plan on the same basis as applied to the immidate above contract package.
5	IFB No. MFA/RB/006/25	Office Equipment	This concerned procurement contract package derived from the budgetline items Ict infrastructure and will be used for the procuring of goods in this context to facilitate the equiping of the offices at the Ministry. The equipment will include: ICT equipment (i.e. Laptop, Desktop, Printer, Network cables, Network cards...), Cooling purpose equipment (Air Conditioners) etc. It is considered on this addendum procurement plan on the same basis as applied to the immidate above contract package.
6	IFB. No. MFA/RB/007/25	ICT Software Application	This concerned procurement contract package derived from the budgetline items Ict infrastructure, Hardware, network & facility and will be used for the procuring of goods in this context of the mentioned package so as to facilitate the building of ICT infrastructure for the Ministry .It is considered on this addendum procurement plan on the same basis as applied to the immidate above contract package.

Prepared by: 

Cyrus G. Flahn, Sr.

PROCUREMENT DIRECTOR

Signed: 

Date: 3/17/25

Hon. Gabriel H. Salee

ACTING MINISTER


3/21/25


3/20/25