



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/0213/25'**

January 29, 2025

Hon. Cooper W. Kruah, Sr.

MINISTER

Ministry of Labour

Republic of Liberia

Dear Hon. Kruah:

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 Ministry of Labour (MoL) Annual Procurement Plan. Following a thorough review, the Commission hereby approves the MoL annual procurement plan for the fiscal year 2025 in accordance with **Section 40 (3)** of the PPCA, 2010. The Commission further informs the MoL 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.

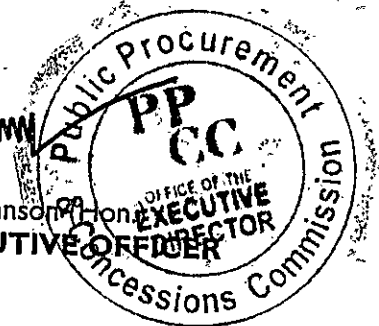
The Commission counsels that you observe **Section 40 (5) of the PPCA, 2010**, which states "each Procuring Entity, shall, quarterly and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in its 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, Hon.
CHIEF EXECUTIVE OFFICER



Regulating Procurement Compliance for National Development



Office of the Minister

Republic of Liberia
MINISTRY OF LABOUR

P.O. Box 10-9040
1000 Monrovia 10, Liberia



RL/MOL/CWK/601/25"

January 20, 2025

Hon. Bodger Scott Johnson
Executive Director
Public Procurement and Concessions Commission
Executive Mansion Grounds, Capitol Hill
Monrovia Liberia

Dear Hon. Johnson:

I present my compliments and herewith submit the Ministry of Labour's 2025 procurement plan for your review and approval.

As always, I look forward to your usual cooperation as we all strive to achieve transparency and accountability in the procurement process.

Kind regards.

Sincerely yours,


Cllr. Cooper W. Kruah, Sr.

MINISTER

*John Guro
01/22/2025*

Time: 10:25AM

MINISTRY OF LABOUR
PROCUREMENT PLAN (CORE BUDGET)
 Source of Funding: GOL National Budget
 Fiscal year: 2025

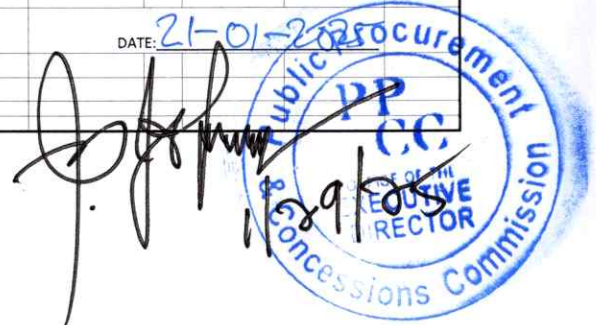
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
BASIC DATA								IMPLEMENTATION DATES											
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code(s)	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL BID DOC/TECH SPECS	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	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS	
PLANNED	1	IFB NO. MOL/NCB/CB/001/25	Air Tickets	N-7911	Assorted	\$ 22,000.00	NCB	13/01/25	17/01/2025	24/01/25	30/01/25	28/02/25	10/3/2025	17/03/25	3/4/2025	N/A	5/5/2025	31/12/2025	
UPDATE																			
ACTUAL																			
PLANNED	2	IFB NO. MOL/RFQ/CB/001/24	Stationery	G-4761	Assorted	\$ 10,000.00	RFQ	13/01/25	17/01/2025	24/01/25	31/01/25	14/2/2025	21/2/2025	28/02/2025	14/03/25	N/A	5/5/2025	31/12/2025	
UPDATE																			
ACTUAL																			
PLANNED	3	IFB NO. MOL/NCB/CB/002/25	Computer Supplies/ITC	G-4651	Assorted	\$ 35,000.00	NCB	13/01/25	17/01/2025	24/01/25	30/01/25	28/02/25	10/3/2025	17/03/25	3/4/2025	N/A	5/5/2025	31/12/2025	
UPDATE																			
ACTUAL																			
PLANNED	4	IFB NO. MOL/RB/CB/001/25	Transport Equipment	G-4510	3	\$ 102,382.00	RB	13/01/25	17/01/2025	24/01/25	30/01/25	28/02/25	10/3/2025	17/03/25	3/4/2025	N/A	5/5/2025	31/12/2025	
UPDATE																			
ACTUAL																			
PLANNED	5	IFB NO. MOL/RB/CB/003/25	Petroleum Products	G-4661	9,501 gals @ \$4.21	\$ 40,000.00		13/01/25	17/01/2025	24/01/25	30/01/25	28/02/25	10/3/2025	17/03/25	3/4/2025	N/A	5/5/2025	31/12/2025	
		Grand Total				\$ 209,382.00													

Prepared By: *PPMAD* 1/20/25
 Crystal Mehn
 Procurement Director

Approved By: *[Signature]*
 Clr. Cooper W. Kruah, Sr.
 Head of Entity/ Chairman Proc. Cmttee

DATE: 21-01-2025

[Handwritten Signature]
 1/29/25



MINISTRY OF LABOUR

PROCUREMENT PLAN (SBA)

Source of Funding: GOL National Budget

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/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	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT			
PLANNED	1	IFB NO. MOL/NCB/SBA/001/25	Scratch Card	J-6120	Assorted	\$ 12,000.00	NCB	13/01/25	17/01/2025	24/01/25	30/01/25	28/02/25	10/3/2025	17/03/25	3/4/2025	N/A	5/5/2025	31/12/2025		
UPDATE ACTUAL																				
PLANNED	2	IFB NO. MOL/RFQ/SBA/001/25	Cleaning Materials	G-4773	Assorted	\$ 8,000.00	RFQ	13/01/25	17/01/2025	24/01/25	31/01/25	14/2/2025	21/2/2025	28/02/2025	14/03/25	N/A	5/5/2025	31/12/2025		
UPDATE ACTUAL																				
PLANNED	3	IFB NO. MOL/SS/SBA/001/25	Internet	J-6120	Assorted	\$ 2,500.00	SS	13/01/25	17/01/2025	24/01/25	31/01/25	14/2/2025	21/2/2025	28/02/2025	14/03/25	N/A	5/5/2025	31/12/2025		
UPDATE ACTUAL																				
PLANNED	4	IFB NO. MOL/SS/SBA/002/25	Electricity	D-3510	Assorted	\$ 7,000.00	SS	13/01/25	17/01/2025	24/01/25	31/01/25	14/2/2025	21/2/2025	28/02/2025	14/03/25	N/A	5/5/2025	31/12/2025		
UPDATE ACTUAL																				
GRAND TOTAL			GRAND TOTAL			29,500.00														

Prepared by: Crystal Mehn
Crystal Mehn
Procurement Director

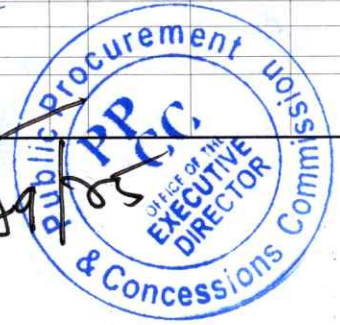
Date: 1/20/25

Approved by: Cllr. Cooper W. Kruah, Sr.
Cllr. Cooper W. Kruah, Sr.
Head of Entity/ Chairman Proc. Cmtee



Date: 21-01-2025

Crystal Mehn
1/29/25

[Signature]
1/29/25



Name of Entity: MINISTRY OF LABOUR
Procurement Explanatory Note (Core Budget)
Fiscal year 2025

Item No.	Contract Package Code	Contract Package	Content of Contract Package
1	IFB NO.MOL/NCB/CB/001/25	Foreign Travel/Air Tickets	This contract package, in the tone of \$22,000, is intended to procure air tickets for the ministry.
2	IFB NO. MOL/RFQ/CB/001/25	Stationery 	This contract package, in the tone of \$10,000, is intended to procure the following stationery items for the ministry: <ul style="list-style-type: none"> a. Pens b. Reams of sheets c. Markers d. Steno Pad e. Folders f. Correction fluid, etc
3	IFB NO.MOL/NCB/CB/002/25	Computer Supplies/ICT	This contract package, in the tone of \$35,000, is intended to procure desktop and laptop computers for the ministry.
4.	IFB NO.MOL/RB/CB/001/25 	Transport Equipment	This contract package, in the tone of \$102,382, is intended to procure 2 pieces of 32-seated buses @\$38,500 per piece and one SUV vehicle at \$25,382. Two pieces of 32- seated bus \$77,000 One SUV vehicle\$25,382 TOTAL \$102,382

U.	IFB NO. MOL/RB/CB/005/25	Petroleum Products	This contract package, in the total of \$40,000, is intended to procure petroleum products for MOL's fleet of vehicles
----	--------------------------	--------------------	--

Signed: PPC/M 1/20/25
 Crystal Mehn
 Procurement Director

Approved: [Signature]
 Cllr. Cooper W. Kruah, Sr.
 Head/Proc. Cm'Tee

[Signature]
 1/29/25

[Signature] 1/29/25


Name of Entity: **Ministry of Labour**

Procurement Plan Explanatory Note (SBA)


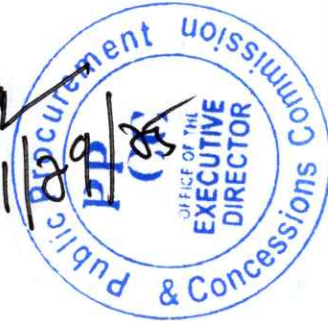

Fiscal year 2025

Item No.	Contract Package Code	Contract Package	Content of Contract Package
1	IFB NO.MOL/NCB/SBA/001/25	Scratch Card	This contract package, in the tone of \$12,000, is intended to procure orange and lonestar scratch cards for the ministry.
2	IFBNO.MOL/RFQ/SBA/001/25	Cleaning Materials	This contract package, in the tone of \$8,000 is intended to procure the following cleaning materials for the ministry: <ul style="list-style-type: none">a. Sanitizerb. Dettolc. Liquid soapd. Chlorinee. Cloroxf. Air-freshenerg. Broomh. Soapi. Floor Mop E.T.C.


[Handwritten signature]



[Handwritten signature]
1/29/25

Item No.	Contract Package Code	Contract Package	Content of Contract Package
3	IFBNO.MOL/SS/SBA/001/25	Internet	This contract package, single sourced through LIBTELCO, and in the tone of \$2,500, is intended to provide internet service to the Ministry.
4.	IFBNO.MOL/SS/SBA/002/25	Electricity	<p>This contract package, single sourced through the Liberia Electricity Corporation(LEC), and in the tone of \$7000, is intended to provide electricity to the Ministry.</p> <p style="text-align: right;">   </p> <p style="text-align: center;">  1/29/25 </p>

Signed: PPM 1/20/25
Crystal Mehn
Procurement Director

Approved: 
Cllr. Cooper W. Kruah, Sr.
Head/Proc. Cm'Tee