



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/0294/25'**

February 24, 2025

Cllr. Cooper W. Kruah, Sr.

**MINISTER**

Ministry of Labour

E.J.S. Ministerial Complex

Oldest Congo Town

Republic of Liberia

Dear Cllr. Kruah:

Subj: **APPROVAL OF UPDATED AND ADDENDUM PROCUREMENT PLAN FOR THE 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) Updated and Addendum Procurement Plan. Following a thorough review, the Commission hereby approves the MoL updated 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.

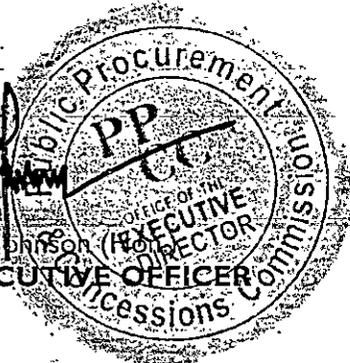
The Commission counsels that you observe **Section 40 (5) of the PPCA, 2010**, which states "each Procuring Entity, shall, quarterly and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in its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

February 6, 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 addendum procurement plan for Fiscal Year 2025 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**



**Name of Entity: Ministry of Labour**  
**Procurement Plan / Explanatory Note (Revenue Enhancement)**  
**Fiscal Year 2025**

Item No.	Contract Package Code	Contract Package	Content of Contract Package
1.	IFB NO. MOL/RFQ/002/25	Spare Parts (Vehicles)	This contract package in the tone of US\$10,000.00 is intended to procure spare parts for the Ministry's vehicles.
<p><b>Note:</b> The total of US\$75,600.00 was taken from Revenue Enhancement to procure Spare Parts (vehicles), Petroleum Products (vehicles) and Transport Equipment (vehicle) and the balance of US\$39,632.00 from Revenue Enhancement will be used for non-procurable items in subsequent time.</p>			

Signed: \_\_\_\_\_

Crystal Mehn  
**Procurement Director**

*Crystal Mehn*  
 2/24/25

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

Cllr. Cooper W. Kruah, Sr.  
**Head of Entity/Chairman Proc. Committee**

*Cooper W. Kruah, Sr.*

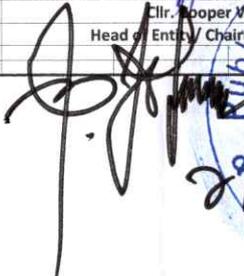


**MINISTRY OF LABOUR**  
**PROCUREMENT PLAN (CORE BUDGET)**  
 Source of Funding: GOL National Budget  
 Fiscal Year: 2025

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
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/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/ICT	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 (Vehicles)	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	5/31/2025		
UPDATE	4	IFB NO. MOL/RB/CB/001/25	Transport Equipment (Vehicles)	G-4510	5	\$ 159,382.00	RB	2/10/2025	2/17/2025	2/24/2025	3/3/2025	4/3/2025	4/10/2025	4/17/2025	5/1/2025	N/A	5/15/2025	6/15/2025		
ACTUAL																				
PLANNED	5	IFB NO. MOL/RB/CB/003/25	Petroleum Products (Vehicles)	G-4661	9,501 gals @ \$4.21	\$ 40,000.00	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	5	IFB NO. MOL/RB/CB/003/25	Petroleum Products (Vehicles)	G-4661	11,544 gals @ \$4.21	\$ 48,600.00	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		
ACTUAL																				
		<b>Grand Total</b>				<b>\$ 274,982.00</b>														

Prepared By:   
 Crystal Mehn  
 Procurement Director

DATE: 02/06/25

Approved By:   
 Clr. Cooper W. Kraah Sr.  
 Head of Entity / Chairman Procurement Committee

DATE: 02/06/25



*Handwritten signature and date:*  
 WESKO  
 2/24/25

## MINISTRY OF LABOUR

### PROCUREMENT PLAN (SBA)

Source of Funding: GOL National Budget

Fiscal Year: 2025

Fiscal Year: 2025																			
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/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  
Procurement Director

Date: 02/06/25

Approved by:   
Cllr. Cooper W. Kruah, Sr.  
Head of Entity/Chairman Procurement Committee

Date: 02/06/25

2/24/25



**Name of Entity: Ministry of Labour**  
**Procurement Plan / 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 \$22,000.00 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 \$10,000.00 is intended to procure the following stationery items for the ministry: (Pens, reams of sheets, markers, steno Pad, folders, correction fluid, etc.)
3.	IFB NO.MOL/NCB/CB/002/25	Computer Supplies/ICT	This contract package in the tone of US\$35,000.00 is intended to procure desktop computers, laptops, etc. for the Ministry.
4.	IFB NO.MOL/RB/CB/001/25	Transport Equipment (Vehicles)	This contract package in the tone of US\$159,382.00 is intended to procure five (5) vehicles for Assistant Ministers and staff of the MOL and is divided into two lots: 1. Lot A – (4 Pick-Ups) @ US\$25,595.50 each from Core Budget 2. Lot B – ( One Bus) @ US\$57,000.00 (from Revenue Enhancement)
5.	IFB NO. MOL/RB/CB/002/25	Petroleum Products (Vehicles)	This contract package, in the tone of \$48,600.00 is intended to procure petroleum products for MOL's fleet of vehicles (US\$40,000.00 will be taken from Core Budget while US\$8,600.00 from Revenue Enhancement).

Signed: \_\_\_\_\_

Crystal Mehn

**Procurement Director**

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

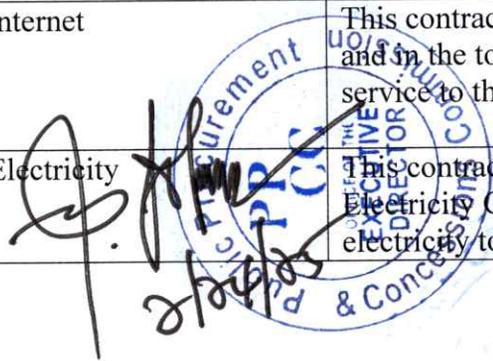
Cllr. Cooper W. Kruah, Sr.

**Head of Entity/Chairman Procurement Committee**

2/24/25

**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 Cards	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: (Sanitizer, Dettol, liquid soap, chlorine, Clorox, air-freshener, broom, soap, floor Mop, etc.)
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	This contract package, single sourced through the Liberia Electricity Corporation (LEC), is intended to provide electricity to the Ministry.



Signed: \_\_\_\_\_  
 Crystal Mehn  
**Procurement Director**

Approved: \_\_\_\_\_  
 Cllr. Cooper W. Kruah, Sr.  
**Head of Entity/Chairman Procurement Committee**

*Handwritten signature and date:*  
 2/24/25