



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/0194/25'**

January 22, 2025

Hon. Arthur Bestman

ACTING EXECUTIVE DIRECTOR

National Center for the Coordination of Response Mechanism

VP Road, Old Road

Republic of Liberia

Dear Hon. Bestman:

Subj: **APPROVAL OF ANNUAL 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 National Center for the Coordination of Response Mechanism (NCCRM) Annual Procurement Plan. Following a thorough review, the Commission hereby approves the NCCRM annual procurement plan for the fiscal year 2025 in accordance with **Section 40 (3)** of the PPCA, 2010. The Commission further informs the NCCRM 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.

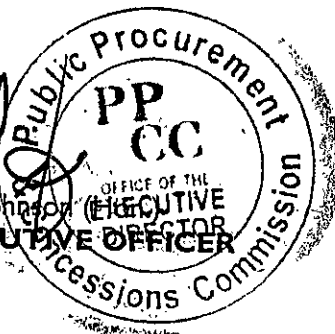
The Commission counsels that you observe **Section 40(5) of the PPCA, 2010**, which states *“each Procuring Entity, shall, quarterly and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in its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



Regulating Procurement Compliance for National Development



REPUBLIC OF LIBERIA
NATIONAL CENTER FOR THE COORDINATION OF RESPONSE MECHANISM
"An Early Warning Response Coordination Center"
C. Leona Chesson LN, VP Road, Old Road, Sinkor



Office of the Acting Executive Director

arthur.bestman33@gmail.com

+231886525919/+231770525919

Ref No: NCCRM/RL/AB-ED/01/'057

January 21, 2025

Hon. Bodger Scott Johnson
Executive Director
Public Procurement and Concession Commission
Republic of Liberia

Dear Honorable Johnson:


Re: Request for Approval of NCCRM FY2025 Procurement Plan

On behalf of the National Center for the Coordination of Response Mechanism (NCCRM), I extend my compliments and respectfully submit the procurement plan for **Fiscal Year 2025** consistent with Section 40 of the Restated Public Procurement and Concession Act of 2010.

The detailed procurement plan, procurement structure, spending plan, and our approved budget for FY2025 are attached for your review. We look forward to your favorable consideration to ensure the smooth operation of the NCCRM.

Please accept, Honorable Executive Director, the renewed assurances of my highest regard and consideration.


Warm regards,


 1/21/2025
Arthur Bestman
Acting Executive Director


Received:
Theophilus D. B. Kelly
Jan. 21, 2025
Time: 12:07pm

National Center for the Coordination of the Response Mechanism (NCCRM)
 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												
		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 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	
PLANNED	1	IF NO: NCCRM/SBA/RB/001/25	Air tickets	Firm	N7911	5,000	RB	2/1/2025	8/1/2025	14/01/25	20/01/25	17/02/25	21/02/25	27/02/25	3/3/2025		7/3/2025	14/03/25		
UPDATE																				
ACTUAL																				
PLANNED	2	IFB NO: NCCRM/SBA//RB/002/25	Petroleum Products	5,936 Gals @US\$4.21	G4661	24,989	RB	2/1/2025	8/1/2025	14/01/25	20/01/25	17/02/25	21/02/25	27/02/25	3/3/2025		7/3/2025	14/03/25		
UPDATE																				
ACTUAL																				
PLANNED	3	IFB No: NCCRM/SBA/RFQ/001/25	Stationery	Assorted	J6190	6,000	RFQ	2/1/2025	8/1/2025	14/01/25	20/01/25	27/01/25	3/2/2025	7/2/2025	13/02/25		7/3/2025	14/03/25		
UPDATE																				
ACTUAL																				
SUB TOTAL						35,989														

Prepared by: 
 Procurement Officer

Approved by: 
 Hon. Authur Bestman
 Superintendent / Chairman- Procurement Committee


 1/22/25


Date: 1/21/2025




National Center for the Coordination of the Response Mechanism (NCCRM)
 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.	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 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	
BASIC DATA								IMPLEMENTATION DATES												
PLANNED	4	IFB No: NCCRM/SBA/ RFQ/ 002/25	Scratch-Cards	1500 pcs @5usd	J6190	7,500	RFQ	2/1/2025	8/1/2025	14/01/25	20/01/25	24/01/25	13/02/25	19/02/25	25/02/25	3/3/2025	7/3/2025	14/03/25		
UPDATE																				
ACTUAL																				
PLANNED	5	IFB NO: NCCRM/SBA/RB/003/25	Repair and Maintenance Civil	Firm	G4761	17,525	RB	2/1/2025	8/1/2025	14/01/25	20/01/25	24/01/25	13/02/25	19/02/25	25/02/25	3/3/2025	7/3/2025	14/03/25		
UPDATE																				
ACTUAL																				
PLANNED	6	IFB NO: NCCRM/SBA/RFQ/003/25	Repair and Maintenance Veh	Firm	G4761	6,500	RFQ	2/1/2025	8/1/2025	14/01/25	20/01/25	24/01/25	13/02/25	19/02/25	25/02/25	3/3/2025	7/3/2025	14/03/25		
UPDATE																				
ACTUAL																				
SUB TOTAL						31,525														

Prepared by: 
 Procurement Officer

Approved by: 
 Hon. Authur Bestman
 Superintendent / Chairman- Procurement Committee


 1/22/25


 Date: 1/21/2025


National Center for the Coordination of the Response Mechanism (NCCRM)


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												
		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 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	
PLANNED	7	IFB No: NCCRM/SBA/RB/004/25	Computer Supplies, assorted	Assorted	G4741	16,475	RB	2/1/2025	8/1/2025	14/01/25	20/01/25	24/01/25	13/02/25	19/02/25	25/02/25	3/3/2025	7/3/2025	14/03/25		
UPDATE																				
ACTUAL																				
PLANNED																				
UPDATE																				
ACTUAL																				
PLANNED																				
UPDATE																				
ACTUAL																				
SUB TOTAL						16,475														
Grand Total						83,989														

Prepared by: 
Procurement Officer

Approved by: 
Hon. Authur Bestman
Chairman- Procurement Committee

Date: 1/21/2025


1/22/25

National Center for the Coordination of the Response Mechanism (NCCRM)


Explanatory Notes (SBA)

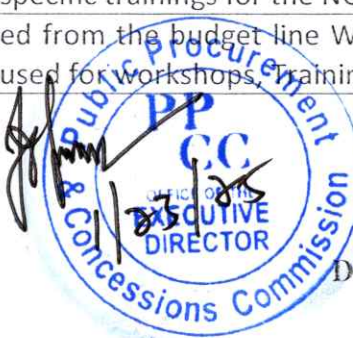
ITEM NO.	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	PACKAGE DESCRIPTION
1	IF NO: NCCRM/ SBA/RB/001/25	Air tickets	This contract package is funded from the budget line foreign Travel - Means, which is \$US5,000. It is intended to procure air tickets for NCCRM Travels.
2	IFB NO: NCCRM/SBA//RB/002/25	Petroleum Products	This contract package is funded from the budget line fuel and lubricant vehicle and fuel and Lubricant Generator. It is intended to procure petroleum Products (gasoline and diesel.) for NCCRM operation
3	IFB No: NCCRM/SBA/RFQ/001/25	Stationery	This contract package is drawn from the budget line Stationery. It is intended to procure items such as: sheets (A4, legal), pens, clips, box folders, etc.. For NCCRM operations.
4	IFB No: NCCRM/ SBA/ RFQ/ 002/25	Scratch-Cards	This contract package is drawn from the budget line Scratch Cards and it is intended to procure both Lonestar and Orange cards.
5	IFB NO: NCCRM/SBA/RB/003/25	Repair and Maintenance Civil	This contract package is funded from the budget line Repair and Maintenance-Civil. It is intended to carry out renovation on the main office of the NCCRM.
6	IFB NO: NCCRM/SBA/RFQ/003/25	Repair and Maintenance Veh	This contract package is funded from the budget line Vehicles Repair and Maintenance. It is intended to service all NCCRM cars.
7	IFB No: NCCRM/SBA/RB/005/25	Computer Supplies, assorted	This contract package is funded from the budget line Computers supplies, part and Cabling. It is intended to procure Computers and Accessories for NCCRM.
8		Water and Sewer	This is from the budget line Water and Sewer and it is intended to procure water for NCCRM usage. The amount of US\$600 is allocated.
9		Office Building Rental	This is drawn from the budget line Office Building Rental and Lease, and it is intended for the rent settlement of the Office of NCCRM in the tone of US\$40,000.
10		Staff Training-Local	This contract package is drawn from the budget line staff training – Local. It is intended to conduct function specific trainings for the NCCRM staff.
11		Workshops, Conferences, Seminars	This contract package is funded from the budget line Workshops, Conferences, Seminars. It is intended to be used for workshops, trainings, etc...

Prepared by:

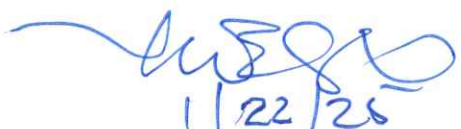

Procurement Officer

Approved by:


Hon. Authur Bestman
Chairman- Procurement Committee



Date: 1/21/2025


1/22/25