



REPUBLIC OF LIBERIA  
**PUBLIC PROCUREMENT & CONCESSIONS COMMISSION**  
 EXECUTIVE MANSION GROUNDS, CAPITOL HILL, MONROVIA, LIBERIA  
 WEBSITE: www.ppcc.gov.lr PHONE SHORT CODE: 4357 Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Ref. PPCC/RL/CEO/0062/26'

January 21, 2026

Hon. Augustine Kpehe Ngafuan  
**MINISTER**  
 Ministry of Finance and Development Planning  
 Republic of Liberia

Dear Hon. Ngafuan:

Subject: APPROVAL OF THE MINISTRY OF FINANCE AND DEVELOPMENT PLANNING /CENTRAL BANK OF LIBERIA WAMZ 2025 YEAR END JOINT MEETING SPECIAL PROJECT PROCUREMENT PLAN FOR FISCAL YEAR 2026.


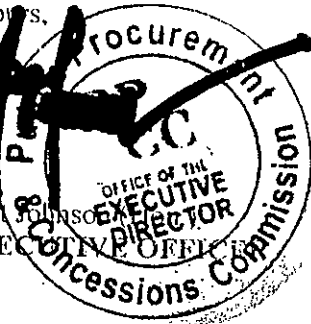
We present our compliments and wish to acknowledge receipt of your letter dated January 13, 2026, which sought the approval of the Commission for the Ministry of Finance and Development Planning (MFDP)/Central Bank of Liberia (CBL) West African Monetary Zone (WAMZ) 2025 Year-End meeting Special Project Procurement Plan 2026 so as to prepare and host the West African Monetary Zone (WAMZ) and Regional Institutions Statutory Meeting scheduled to be held from February 4 to 13, 2026.

Following thorough review, the Commission hereby grants approval to the Ministry of Finance and Development Planning's Special Project ( West African Monetary Zone and Regional Institutions Statutory Meetings) Procurement Plans for Fiscal Year 2025 in accordance with *Section 40 (3)* of the PPCA, 2010, and informs Ministry of Finance that its Special Project Procurement Plans for 2025 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,

  
 Bodger Scott Johnson  
 CHIEF EXECUTIVE OFFICER  




**REPUBLIC OF LIBERIA**  
**MINISTRY OF FINANCE & DEVELOPMENT PLANNING**  
P. O. BOX 10 - 9016  
1000 MONROVIA, 10 LIBERIA



OFFICE OF THE MINISTER

GOL/MFDP/2-1/AKN/ymj/14173/26

January 13, 2026

Hon. Bodger Scott Johnson  
Executive Director  
Public Procurement and Concessions Commission (PPCC)  
Monrovia, Liberia

*Josephine Gelesca*  
*Jan. 19, 2026*  
*10:18 AM*

**Subject: Justification for the Use of Sole Source Procurement Method for the Joint ECOWAS/WAMA, WAMI and WAIFEM Statutory Meetings (February 4–13, 2026)**

I present my compliments and write to formally submit, for your consideration, the following requests:

1. Approval to undertake the procurement process outside of the e-GP System, due to the urgency of hosting this event; and
2. Authorization to use the **Single Source** and **Request for Quotations** methods of procurement for the hiring of the vendors and service providers listed in the attached Procurement Plan.

The proposed use of the Single Source procurement method applies to selected packages identified in the attached plan for the hosting of the **Joint ECOWAS/WAMA, WAMI and WAIFEM Statutory Meetings**, scheduled to take place in Liberia from **February 4–13, 2026**.

These statutory meetings are high-level regional obligations of the Government of Liberia, involving Governors, Directors General, and technical experts from ECOWAS Member States and affiliated regional financial institutions. Their successful hosting is critical to Liberia's credibility, standing, and continued engagement within the ECOWAS monetary and financial governance framework.

**1. Justification for the Use of Single Source Procurement**

The Sole Source procurement method is proposed for a limited number of packages where:

- Time-sensitive requirements linked to the fixed statutory meeting dates render competitive alternatives infeasible.

This circumstance is consistent with the provisions of the **PPCCA (Restated 2010), Section 55(d)**, which permits sole source procurement where competition is not possible or would not yield effective results. Each Single Source action will be fully documented, cost-justified, and subjected to internal controls to ensure reasonableness of price and accountability.

*shw*



**REPUBLIC OF LIBERIA**  
**MINISTRY OF FINANCE & DEVELOPMENT PLANNING**  
P. O. BOX 10 - 9016  
1000 MONROVIA, 10 LIBERIA



OFFICE OF THE MINISTER

**2. Assurance of Compliance and Accountability**

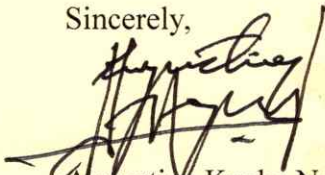
I wish to assure the Commission that:

- The application of the Single Source method will be limited strictly to the procurement packages identified in the attached plan;
- All procurement actions will adhere to the principles of economy, efficiency, transparency, and accountability;
- Comprehensive records will be maintained for post-procurement review, audit, and PPCC oversight;
- The Ministry's Procurement Unit will ensure strict compliance with the PPCCA, PPCC guidelines, and applicable financial management regulations.

In light of the above, I request the PPCC's concurrence and approval for the use of the Single Source procurement method, as justified herein, to enable the timely and successful hosting of these important regional statutory meetings.

Please accept the assurances of my highest consideration.

Sincerely,

  
Augustine Kpehe Ngafuan  
**MINISTER**

**Attachment:** Approved Draft Procurement Plan – Joint ECOWAS/WAMA, WAMI and WAIFEM Statutory Meetings

# Central Bank of Liberia and Ministry of Finance & Development Planning

WAMA 2025 END-YEAR Joint Statutory Meetings

Procurement Plan - 2026

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 Activities Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/TOR/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	
JNED	1	IFB No. CBL/MFDP/SS/001/2026	Vehicle Rental (lux and Suv)	H-4922	2 Firms	141,550.00	SS	1/19/2026	1/20/2026	1/21/2026	1/23/2026	1/26/2026	2/2/2026	2/3/2026	2/4/2026	N/A	2/14/2026	2/15/2026	
ATE																			
JAL																			
JNED	2	IFB No. CBL/MFDP/SS/0002/2026	Petroleum Products (Diesel & Gasoline)	G - 4661	7500 Gallons	33,750.00	SS	1/15/2026	1/16/2026	1/23/2026	1/28/2026	2/25/2026	3/4/2026	3/11/2026	3/18/2026	N/A	2/14/2026	2/15/2026	
ATE																			
JAL																			
JNED	3	IFB No. CBL/MFDP/SS/0003/2026	Hall Rental	L - 6810	2 Piece	70,650.00	SS	1/15/2026	1/16/2026	1/23/2026	1/28/2026	2/25/2026	3/4/2026	3/11/2026	3/18/2026	N/A	2/14/2026	2/15/2026	
ATE																			
JAL																			
JNED	4	IFB No. CBL/MFDP/SS/0004/2026	Exterior Decoration: Face lift for the CBL Auditorium	N-8230	Assorted	30,025.00	SS	1/15/2026	1/16/2026	1/23/2026	1/28/2026	2/25/2026	3/4/2026	3/11/2026	3/18/2026	N/A	2/14/2026	2/15/2026	
ATE																			
JAL																			
JNED	5	IFB No. CBL/MFDP/SS/0005/2026	Accommodation for Governors, Deputy Governors, Ministers etc	N - 7730	Assorted	70,650.00	SS	1/15/2026	1/16/2026	1/23/2026	1/28/2026	2/25/2026	3/4/2026	3/11/2026	3/18/2026	N/A	2/14/2026	2/15/2026	
ATE																			
JAL																			
<b>SUB TOTAL</b>					<b>346,625.00</b>														



Signed: \_\_\_\_\_  
DIRECTOR OF PROCUREMENT

*[Handwritten Signature]*  
01/20/26

Date: 16/01/2026

Approved: \_\_\_\_\_  
CHAIRMAN, PROCUREMENT COMMITTEE

# Central Bank of Liberia and Ministry of Finance & Development Planning

WAMA 2025 END-YEAR Joint Statutory Meetings

Procurement Plan - 2026

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
BASIC DATA								IMPLEMENTATION DATES											
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JNED	6	IFB No. CBL/MFDP/SS/006/2026	Catering services	I-5621	4 Firm	196,000.00	SS	1/19/2026	1/20/2026	1/21/2026	1/22/2026	1/23/2026	1/24/2026	1/25/2026	1/26/2026	N/A	2/14/2026	2/15/2026	
ATE																			
JAL																			
JNED	7	IFB No. CBL/MFDP/SS/007/2026	Specialized Uniforms	G-4771	1 Firm	10,000.00	SS	1/3/2022	1/4/2022	1/5/2022	1/6/2022	1/7/2022	1/8/2022	1/9/2022	1/10/2022	N/A	2/14/2026	2/15/2026	
ATE																			
JAL																			
JNED	8	IFB No. CBL/MFDP/SS/008/2026	Translation Equipment & Accessories	G-4649	Assorted	34,100.00	SS	1/3/2022	1/4/2022	1/5/2022	1/6/2022	1/7/2022	1/8/2022	1/9/2022	1/10/2022	N/A	2/14/2026	2/15/2026	
ATE																			
JAL																			
JNED	9	IFB No. CBL/MFDP/RFQ/001/2026	Stationery and Supplies	G-4761	1 Piece	6,500.00	RFQ	1/3/2022	1/4/2022	1/5/2022	1/6/2022	1/7/2022	1/8/2022	1/9/2022	1/10/2022	N/A	2/14/2026	2/15/2026	
ATE																			
JAL																			
JNED	10	IFB No. CBL/MFDP/RFQ/002/2026	Heavy Duty Printers (All-in-One)	G-4741	1 Piece	8,000.00	RFQ	1/3/2022	1/4/2022	1/5/2022	1/6/2022	1/7/2022	1/8/2022	1/9/2022	1/10/2022	N/A	2/14/2026	2/15/2026	
ATE																			
JAL																			
<b>SUB TOTAL</b>					<b>254,600.00</b>														



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

DIRECTOR OF PROCUREMENT

01/20/26

Date: \_\_\_\_\_

10/01/2026

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

CHAIRMAN, PROCUREMENT COMMITTEE

# Central Bank of Liberia and Ministry of Finance & Development Planning

WAMA 2025 END-YEAR Joint Statutory Meetings

Procurement Plan - 2026

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 Activities Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/TOR/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	
JNED	11	IFB No. CBL/MFDP/SS/009/2026	Scratch Cards	J - 6190	Assorted	5,000.00	SS	1/3/2022	1/4/2022	1/5/2022	1/6/2022	1/7/2022	1/8/2022	1/9/2022	1/10/2022	N/A	2/14/2026	2/15/2026		
ATE																				
JAL																				
JNED	12	IFB No. CBL/MFDP/SS/10/2026	Billborad	G-4761, M-7310	Assorted	15,000.00	SS	1/15/2026	1/16/2026	1/17/2026	1/18/2026	1/19/2026	1/20/2026	1/21/2026	1/22/2026	N/A	2/14/2026	2/15/2026		
ATE																				
JAL																				
JNED	13	IFB No. CBL/MFDP/SS/11/2026	Printing and binding	G-4761,	Assorted	18,925.00	SS	1/15/2026	1/16/2026	1/17/2026	1/18/2026	1/19/2026	1/20/2026	1/21/2026	1/22/2026	N/A	2/14/2026	2/15/2026		
ATE																				
JAL																				
JNED	14	IFB No. CBL/MFDP/SS/12/2026	PA Systems/Multimedia	G-4761	1 firm	5,000.00	SS	1/15/2026	1/16/2026	1/17/2026	1/18/2026	1/19/2026	1/20/2026	1/21/2026	1/22/2026	N/A	2/14/2026	2/15/2026		
ATE																				
JAL																				
<b>SUB TOTAL</b>						<b>43,925.00</b>														
<b>GRAND TOTAL-SBA</b>						<b>645,150.00</b>														

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

DIRECTOR OF PROCUREMENT

Billings  
01/26/26

Date: 16/01/2026

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



CHAIRMAN, PROCUREMENT COMMITTEE

# Central Bank of Liberia and Ministry of Finance & Development Planning

## WAMA 205 END-YEAR Joint Statutory Meetings Procurement Plan - 2026

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No	Contract Package	Description	Explanatory note
1	IFB No. CBL/MFDP/SS/001/2026	Vehicle Rental (lux and Suv)	As indicated in the approved budget, the transportation component of the proposed 2026 Joint Statutory Meetings accounts for 12% of the total budget, amounting to US\$141,300. SS method is proposed for this solicitation processes. The CBL and MFDP will hire two (2) that have experience in delivering such high-level service
2	IFB No. CBL/MFDP/SS/002/2026	Petroleum Products (Diesel & Gasoline)	The total cost of fuel for the entire program is projected at US\$33,750. This includes US\$2,025 for the Governors' vehicles for six days, calculated at US\$4.50 per gallon with an allocation of 15 gallons per vehicle per day. Fuel for the Ministers' vehicles is estimated at US\$1,013 for three days under the same rate and consumption. The Director Generals' vehicles are budgeted at US\$2,633 for thirteen days. The remaining 48 vehicles will consume fuel costing US\$28,080 over thirteen days, based on a daily allocation of 10 gallons per vehicle at US\$4.50 per gallon
3	IFB No. CBL/MFDP/SS/003/2026	Hall Rental	Two venues, Farmington Hotel and Bella Casa halls will be rented for separate meetings.
4		Souvenirs for Delegates (Bags, caps, backpack, pens, mousepad etc.)	As illustrated in the approved budget, the souvenirs component represents 2% of the total proposed budget, amounting to US\$14,185. Souvenirs will be provided for all delegates attending the 2026 Joint Statutory Meetings and are categorized according to delegate groups: VIPs, Main Technical Committee (TC), Colleges, and TC delegates. This will be given as gifts to the delegates.
5	IFB No. CBL/MFDP/SS/004/2026	Exterior Decoration: Face lift for the CBL Auditorium	refers to cost for hiring a contractor to paint the exterior and hallways of the CBL's Building and auditorium to be funded from the Budgetary Line item Repairs and Maintenance. Two vendors will be hired to carry out the service.
6	IFB No. CBL/MFDP/SS/005/2026	ACCOMODATION for (Governors, Deputy Governors, Ministers etc.)	As illustrated in the approved budget, the accommodation component accounts for 9% of the total proposed budget, amounting to US\$70,650. This allocation covers lodging expenses for Governors, Deputy Governors, Ministers, Deputy Ministers, and other key delegates attending the 2026 Joint Statutory Meetings. Two Hotels are designated for this line.
7	IFB No. CBL/MFDP/SS/006/2026	Cateering Services (Bfast, tea breaks, lunch)	As presented in the table above, the catering services component represents 20% of the total proposed budget for the 2026 Joint Statutory Meetings, amounting to US\$196,000. This allocation covers meals and refreshments for delegates and support staff throughout the duration of the meetings. Four local reputable firms will be selected to support this activity

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*[Handwritten Signature]*  
01/20/26

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01/23/26

No	Contract Package	Description	Explanatory note
8	IFB No. CBL/MFDP/SS/007/2026	Specialized Uniforms	As illustrated in the approved budget, the total cost for Ushering is US\$30,125 and it covers 4% of the total cost of the budget. Ushering includes the training of twenty-five persons for US\$2,500 for lunch and transportation to Trainees, five set of uniforms to Ushers (US\$4,375). As shown in the approved budge, protocol accounts for 4% (US\$30,000) of the total cost of the budget. The cost for three coat suits for 25 Protocol Officers is US\$5,625. Gratuities to the 25 Protocol Officers for 13 days at \$75 per day.
9	IFB No. CBL/MFDP/SS/008/2026	Translation Equipment & Accessories	As shown in the approved budget table, the translation equipment and accessories component accounts for 4% of the total proposed budget, amounting to US\$34,100. This allocation covers all necessary translation equipment, accessories, and translator fees required to facilitate effective communication during the 2026 Joint Statutory Meetings. The cost of translation equipment and accessories for the regular meetings over nine days is US\$9,500, while two sets of equipment and accessories for the College meetings over four days are budgeted at US\$5,700. In addition, the fees for translators are included in this component. For the regular meetings, fees for three translators amount to US\$10,500, while for the College meetings, fees for two translators amount to US\$8,400. Overall, the total cost for translators is US\$18,900.
10	IFB No. CBL/MFDP/RFQ/001/2026	Stationery and Supplies	As per the table above, stationery and supplies made up 2% (US\$15,000) of the total cost of the budget. Assorted stationery and supplies account for US\$6,500. The cost of four pieces of heavy duties printers and binding machines is US\$8,000. Name tags for delegates amount to US\$500. At least three vendors quotations will be collect and the least cost technically accepted will be used
11	IFB No. CBL/MFDP/RFQ/002/2026	Heavy Duty Printers (All-in-One)	As per the table above, stationery and supplies made up 2% (US\$15,000) of the total cost of the budget. Assorted stationery and supplies account for US\$6,500. The cost of four pieces of heavy duties printers and binding machines is US\$8,000. Name tags for delegates amount to US\$500. At least three vendors quotations will be collect and the least cost technically accepted will be used
12	IFB No. CBL/MFDP/SS/9/2026	Scratch Cards	As seen above, wi-fi coverage accounts for 1% (US\$5,000) of the total Budget. The wi-fi coverage will be used at the CBL auditorium.
13	IFB No. CBL/MFDP/SS/10/2026	Billborad	Billboard printed for airport and strategic areas.
14	IFB No. CBL/MFDP/SS/11/2026	Printing and binding	Printing program sheet, flyers, awareness.
14	IFB No. CBL/MFDP/SS/12/2026	PA Systems/Multimedia	Sound sytem rental for outdoor event
15		AFL Band hire	Hiring service of the Government to provide service doing the event
13		National Cultural Troop	Hiring service of the Government to provide service doing the event
14		Sound language	Hiring a sound langue person to support the event.
15			

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

Director of Procurement

Date: \_\_\_\_\_

19/01/2024

*[Handwritten Signature]*  
6/20/26

