



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/1006/25'

October 8, 2025

Hon. George B. Gaybueh
CITY MAYOR
City Government of Buchanan
Monrovia, Liberia

Dear Hon. Gaybueh:

Subj: **APPROVAL OF CITY GOVERNMENT OF BUCHANAN UPDATED AND ADDENDUM PROCUREMENT PLAN FOR FISCAL YEAR 2025.**

We present our compliments and wish to acknowledge receipt of your communication dated September 25, 2025, which sought the approval of the Commission for the City Government of Buchanan Updated and addendum Procurement Plan for Fiscal Year 2025.

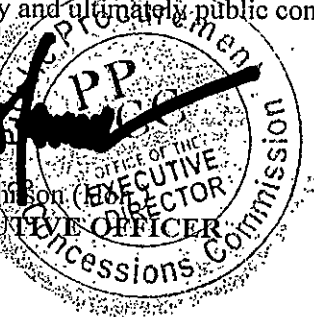
Following thorough review, the Commission hereby approves the City Government of Buchanan Updated and Addendum Procurement Plan for Fiscal Year 2025 in accordance with *Section 40 (3)* of the PPCA, 2010, and informs City Government of Buchanan that its updated and addendum Procurement Plan for 2025 will 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,


Bodge Scott Johnson
CHIEF EXECUTIVE OFFICER





City Government of Buchanan

REPUBLIC OF LIBERIA

Buchanan City Corporation

Fair Ground, Grand Bassa County

Office of the Mayor

Cell: +231-0777001874 Email: bcitycorp@gmail.com

September 25, 2025

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

Subject: **SUBMISSION OF THE BUCHANAN CITY CORPORATION PROCUREMENT PLAN FOR BUDGET YEAR 2025**

Dear Hon. Johnson;

We greet you with high esteem and best wishes.

We wish to submit to your good office our Buchanan City Corporation Procurement Plan for the Budget year 2025 for your review and approval as required by PPCCA.

Thanks for your consideration in helping public procuring entities to comply with the procurement law of the country.

Respectfully yours,

Hon. George B. Gaybueh
Mayor – City of Buchanan

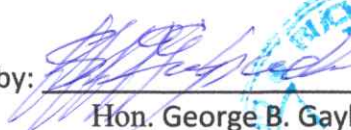


Received
Theophilus S. B. Kollé
Oct 3, 2025
Tues. 2:02 PM

Buchanan City Corporation
Addendum Procurement Plan (SBA)
Source of Funding: GOL (Allotment)
BUDGET YEAR: 2025

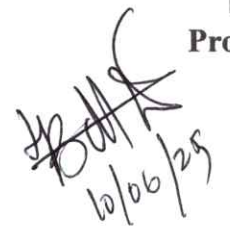
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
	ITEM NO.	BASIC DATA						IMPLEMENTATION DATES												REMARKS
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE (S)	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH 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 (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT		
PLANNED	1	IFB No. BCC/SBA/RFQ/001/2025	Cleaning Materials	G4773	Assorted	2,000	RFQ	3-02-2025	7-02-2025	10-02-2025	8/09/25	12/09/25 16/9/25	19/09/25	26/09/25	10/10/25	N/A	28/11/25	12/30/25		
UPDATE																				
ACTUAL																				
PLANNED	1	IFB No. BCC/SBA/RFQ/002/2025	Lubricant	G4661	Assorted	2,500	RFQ	3-02-2025	7-02-2025	10-02-2025	8/09/25	12/09/25 16/9/25	19/09/25	26/09/25	10/10/25	N/A	28/11/25	12/30/25		
UPDATE																				
ACTUAL																				
PLANNED																				
UPDATE																				
ACTUAL																				
Sub Total						4,500														
Grand Total						4,500														

Prepared by: 
Monkonyay Karr
Procurement Director

Approved by: 
Hon. George B. Gaybueh
Chair, Procurement Committee

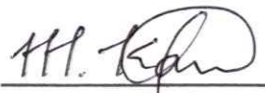
Date: 25-09-2025





 10/06/25

**Buchanan City Corporation
Addendum Procurement Plan (SBA)
Explanatory Notes**

S/N	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Detail Description
1	IFB No. BCC/SBA/RFQ/001/2025	Cleaning Materials	The contract package is taken from the additional allotment transferred to the BCC. It is intended to procure assorted cleaning materials for the BCC such as: Soap, Clorox, Tissue, Dettol, etc.
2	IFB No. BCC/SBA/RFQ/002/2025	Lubricant	The contract package is taken from the additional allotment transferred to the BCC. It is intended to procure Lubricant for use by the BCC.

Prepared by: 
 Monkonjay Karr
 Procurement Director

Approved by: 
 Hon. George B. Gaybueh
 Chair, Procurement Committee

Date: 25-09-2025


 10/06/25






**Buchanan City Corporation
Updated Procurement Plan (SBA)
Source of Funding: GOL (Allotment)
BUDGET 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 (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT			
PLANNED	1	IFB No. BCC/SBA/RFQ/001/2025	Repair & Maintenance Vehicle	C4520	1 Firm	1,200	RFQ	3-02-2025	7-02-2025	10-02-2025	12/03/25	19/03/25	24/03/25	28/03/25	4/04/25	N/A	28/11/25	12/30/25		
UPDATE					3,700															
ACTUAL																				
PLANNED	2	IFB No. BCC/SBA/RFQ/002/2025	Stationery	G4761	Assorted	800	RFQ	3-02-2025	7-02-2025	10-02-2025	12/03/25	19/03/25	24/03/25	28/03/25	4/04/25	N/A	28/11/25	12/30/25		
UPDATE					1,500															
ACTUAL																				
Sub Total						5,200														
Grand Total						5,200														

Prepared by: Monkonjay Karr
Monkonjay Karr
Procurement Director

[Handwritten Signature]
 10/06/25

Approved by: Hon. George B. Gaybueh
Hon. George B. Gaybueh
Chair, Procurement Committee


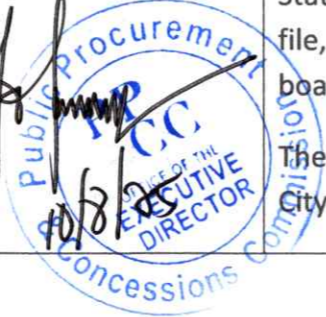


Date: 25-09-2025

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**Buchannan City Corporation
Updated Procurement Plan (SBA)
Explanatory Notes**

S/N	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Detail Description
1	IFB No. BCC/SBA/RFQ/001/2025	Repair & Maintenance Vehicle	<p>From the budget line Repair & Maintenance Vehicle this contract package is intended to procure Vehicle maintenance service for the Buchannan City Corporation vehicles.</p> <p>The difference of US\$2,500 is taken from the additional allotment transferred to the Buchannan City Corporation it is intended to service the vehicles use by the BCC.</p>
2	IFB No. BCC/SBA/RFQ/002/2025	Stationery	<p>This contract package is from the budget line Stationery , and it is intended to procure Stationery supplies which includes but not limited to the following: A-4 Paper, Legal paper, Box file, Ball pen, Cartridges (728, 737, 725 & etc.), Stipple machine & pins, Manila folder, white board marker, legal sheet, and etc.</p> <p>The difference of US\$700 is taken from the additional allotment transferred to the Buchannan City Corporation; it is intended to procure additional stationery for the BCC.</p>




Prepared by: 
 Monkonjay Karr
 Procurement Director

Approved by: 
 Hon. George B. Gaybueh
 Chair, Procurement Committee

Date: 25-09-2025


 10/06/25