



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/1368/25'**

December 12, 2025

Hon. Jackson J. Paye

EXECUTIVE DIRECTOR

Liberia Refugee Repatriation and Resettlement Commission

Tarr Town, Oldest Congo Town

Republic of Liberia

Dear Hon. Paye:

Subj: RECEIPT AND APPROVAL OF SPECIAL PROJECT (STRENGTHENING THE RESILIENCE AND SUPPORT TO VULNERABLE REFUGEES/RETURNEES, FLOOD VICTIMS IN LIBERIA) 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 Liberia Refugee Repatriation and Resettlement Commission (LRRRC) Special Project, Procurement Plan. Following a thorough review, the Commission approves the Liberia Refugee Repatriation and Resettlement Commission's special project procurement plan for Fiscal Year 2025, in accordance with Section 40(3) of the Public Procurement and Concessions Act, 2010. The Commission further informs the LRRRC 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 that **"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. 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 strive to achieve transparency, accountability, fairness, equality, and public confidence in our procurement and concession processes.

Sincerely yours,


Bonjer Scott Johnson (Hon.)
CHIEF EXECUTIVE OFFICER



REPUBLIC OF LIBERIA

LIBERIA REFUGEE REPATRIATION AND RESETTLEMENT COMMISSION

Tarr Town, Oldest Congo Town
1000 Monrovia, 10 Liberia



Office of the Executive Director

Ref#: LRRRC/ED/ED-1/OIC/01/JJP/171/10/30/25/RL

October 30, 2025

Hon. Bodger Scott Johnson

Executive Director

Public Procurement and Concession Commission (PPCC)

Capitol Hill

Monrovia, Liberia

Dear Hon. Johnson:

Subject: Submission of LRRRC's Procurement Plan for Special Project

Please accept my compliments.

The Liberia Refugee Repatriation and Resettlement Commission (LRRRC) presents its compliments, and is pleased to submit its Special Project Procurement Plan as per the approved budget for the LRRRC/AU – Funded Project – **Titled: Strengthening the Resilience and Support to Vulnerable Refugees/Returnees, Flood victims in Liberia for approval.**

As the title indicates, this special project is funded by the African Union (AU) in the amount of \$ 150,000.00 USD (One Hundred and Fifty Thousand United States Dollars) for targeted counties and beneficiaries, as resolved by the Board of Directors of the Commission, in its sitting dated October 22, 2025.

Attached are the procurement plan and Procurement Committee Meeting Minutes for your reference.

Please accept sentiments of our highest esteem.

Kind regards.

Hon. Jackson J. Paye

Executive Director LRRRC / (OIC)



Received
Theophilus B. Kollie
Nov 5, 2025
Time: 10:55 AM

Liberia Refugee Repatriation Resettlement Commission (LRRRC)
Special Project Procurement Plan – (SBA- Budget)
Source of Funding: African Union (AU)
Nov, 2025- June, 2026/ 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)	BASIC DATA					IMPLEMENTATION DATES												REMARKS
			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		
PLANNED	1	IFB No. LRRRC /SBA/RFQ/001/25	Printing, Binding & Branding	C1811	Assorted	8,000.00	RFQ	11/07 /25	11/21/25	11/28/25	12/05//25	12/12/25	12/19/25	12/26/25	01/09 /26	NA	03/20/ 26	06/30/26		
UPDATE																				
ACTUAL																				
PLANNED	2	IFB No. LRRRC/ SBA/RFQ/002/25	Scratch Cards	J6120	90 Pcs	450	RFQ	11/07/25	11/21/25	11/28/25	12/05/25	12/12/25	12/19/25	12/26/25	01/09/26	NA	03/20/26	06/30/26		
UPDATE																				
ACTUAL																				
PLANNED	3	IFB No. LRRRC /SBA/RB/001/25	Provision of School Material	P8550	Assorted	17,500.00	RB	11/07/25	11/28/25	12/05/25	12/12/25	01/09/26	01/23 /26/	02/06/26	02/27/26	NA	04/03/26	06/30/26		
UPDATE																				
ACTUAL																				
SUB - TOTAL						25,950														

Prepared by: Patricia Wede Kun - Pyne
 Acting Procurement Director /LRRRC

Approved by: _____

Hon. Jackson J. Paye
 Executive Director LRRRC/ (OIC)

Date: _____

11/14/2025



Liberia Refugee Repatriation and Resettlement Commission (LRRRC)
Special Project Procurement Plan – (SBA – Budget)
Source of Funding: African Union (AU)
Nov, 2025 – June, 2026/ 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)	BASIC DATA					IMPLEMENTATION DATES												REMARK
			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		
PLANNED	4	IFB No. LRRRC /SBA/RFQ/003/25	Purchase of Three Motorcycles	C450	3	3,000.00	RFQ	11/07/25	11/21/25	11/28/25	12/05/25	12/12/25	12/19/25	12/26/25	01/09/26	NA	03/20/26	06/30/26		
UPDATE																				
ACTUAL																				
PLANNED	5	IFB No. LRRRC /SBA/RFQ/004 /25	Petroleum Product	G 4661	1.014	4,493.1	RFQ	11/07/25	11/21/25	11/28/25	12/05/25	12/12/25	12/19/25	12/26/25	01/09/26	NA	03/20/26	06/30/26		
UPDATE																				
ACTUAL																				
PLANNED	6	IFB No. LRRRC /SBA/RFQ/005/25	Maintenance of Vehicles	G4520	4	10,000.00	RFQ	11/07/25	11/21/25	11/28/25	12/05/25	12/12/25	12/19/26	12/26/25	01/09/26	NA	03/20/26	06/30/26		
UPDATE																				
ACTUAL																				
SUB -TOTAL						17,493.1														

Prepared by: Patricia Wede Kun - Pyne
Acting Procurement Director/LRRRC

Approved by: Hon. Jackson J. Paye
Executive Director/LRRRC (OIC)

Date: 11/14/2025

Liberia Refugee Repatriation and Resettlement Commission (LRRRC)

Special Project Procurement Plan - (SBA – Budget)

Source of Funding: African Union (AU)

Nov 2025 – June 2026/Ffiscal 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
PLANNED	7	IFB No. LRRRC SBA/Rfq/006/25	Vehicle Rental	M7710	1	4,000.00	RFQ	11/07/25	11/21/25	11/28/25	12/05/25	12/12/25	12/19/25	12/26/25	01/09/26	NA	03/20/26	06/30/26	
UPDATE																			
ACTUAL																			
PLANNED	8	IFB No. LRRRC/ SBA/Rfq/007 /25	Stationery Supplies	G4761	Assorted	1,501.90	RFQ	11/07/25	11/21/25	11/28/25	12/05/25	12/12/25	12/19/25	12/26/25	01/09/26	NA	03/20/26	06/30/26	
UPDATE																			
ACTUAL																			
PLANNED																			
UPDATE																			
ACTUAL																			
SUB TOTAL						5,501.90													
GRAND TOTAL						48,945.00													

Prepared by:

Patricia Wede Kun - Pyne
Acting Procurement Director/ LRRRC

Approved by:

Hon. Jackson J. Paye
Executive Director/ LRRRC (OIC)

Date:

11/14/2025



Liberia Refugee Repatriation and Resettlement Commission (LRRRC)
Special Project Procurement Explanatory Note - (SBA BUDGET)
Source of Funding: African Union (AU)

NO	BUDGET CODE	CONTRACT PACKAGE	EXPLANATION
1	IFB No. LRRRC/SBA/RFQ/001/25	Printing, Binding And Branding	This Contract Package is funding from the budget line description "Printing, Binding, and Branding", the allocation of US\$8,000.00 is available and intends to Procure Printing, binding and Branding for LRRRC/AU project
2	IFB No. LRRRC/SBA/RFQ/002/25	Scratch Cards	This Contract Package is funding from the budget line description "Scratch Cards", the allocation of U\$ 450.00 is available and intendeds to purchase Scratch cards for LRRRC/ AU Funded Project.
3	IFB No. LRRRC/SBA/RB/001/25	Provision of School Materials	This contract packaged from the budget line description "Provision of School Assorted Materials", the allocation of US\$ 17,500.00 is available and intends to procure Assorted School Materials for LRRRC /Funded project
4	IFB No. LRRRC/SBA/RFQ/003/25	Purchase of Three Motorcycles	This Contract package is from the budget line description budget line to "purchase three (3) Motorcycles", the allocation of U\$ 3,000.00 is available and intendeds to purchase three Motorcycles for LRRRC AU/Funded Project.
5	IFB No. LRRRC/SBA/RFQ/004/25	Petroleum Product	This Contract package is from the budget line descriptions " Petroleum Product", the allocation US\$ 4,493.1 and intends to procure Petroleum Product for Vehicles and Motorcycles Movements for LRRRC /AU Project
6	IFB No. LRRRC/SBA/RFQ/005	Maintenance of Vehicles	This contract package is from The budget line description of "Maintenance of Vehicles Service" the allocation of USD\$10,000.00 is available and Intends to Procure "Maintenance of Vehicle service" for LRRRC/ AU special project.
7	IFB No. LRRRC/SBA/RFQ/006/25	Vehicle Rental	This contract packaged is from the budget line description "Vehicles Rental" allocation of USD\$ 4,000.00 is available and Intend to Procure Vehicles Rental service for LRRRC / AU project.
8	IFBNo. LRRRC/SBA/RFQ/008/25	Stationery Supplies	This Contract package is from the budget line description assorted " Stationery Supplies" allocation USD\$1,501.90 is available and intends to procure Stationery Supplies for LRRRC/AU project

Prepared by:

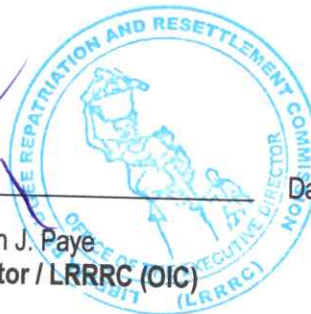
Patricia W. Kun - Pyne 11/14/25

Patricia W. Kun - Pyne
Acting Procurement Director / LRRRC

Approved by:

Hon. Jackson J. Paye

Hon. Jackson J. Paye
Executive Director / LRRRC (OIC)



Date:

11/14/2025