

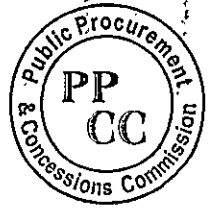


REPUBLIC OF LIBERIA

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/1353/25'**

December 2, 2025

Hon. Magdalene Ellen Dagoseh

MINISTER

Ministry of Commerce & Industry

EJS Ministerial Complex

Congo Town

Republic of Liberia

Dear Hon. Dagoseh:

Subj: **RECEIPT AND APPROVAL OF SPECIAL PROJECT (MICRO, SMALL AND MEDIUM ENTERPRISE-MSME CONFERENCE) 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 Commerce & Industry (MoCI) Special Project, Procurement Plan. Following a thorough review, the Commission approves the Ministry of Commerce and Industry'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 Ministry 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.

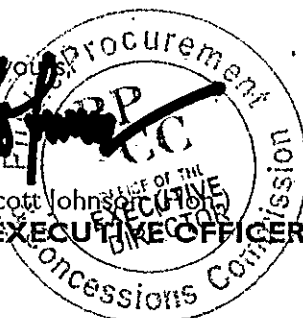
The Commission counsels that you observe **Section 40 (5) of the PPCA, 2010**, which states that **"each Procuring Entity, shall, quarterly and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes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


Bodger Scott Johnson
CHIEF EXECUTIVE OFFICER





Office of the MINISTER

REPUBLIC OF LIBERIA
MINISTRY OF COMMERCE & INDUSTRY
MONROVIA



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Email: mdagoseh@moci.gov.lr
Website: www.moci.gov.lr

Ref: MCI/MED-M/0414/'2025

November 24, 2025

Hon. Bodger Scott Johnson
Executive Director
Public Procurement and Concession Commission
Capitol Hill
Monrovia, Liberia

Dear Hon. Johnson:

Ref: Approval of SBA Procurement Plan & Special Procurement Plan 2025 for Micro Small & Medium Enterprise (MSME) Conference

Accept my profound compliments. I wish to inform you that the Ministry of Commerce and Industry is herewith submitting the Special Project Procurement Plan for FY 2025 for your review and approval.

We also respectfully request a reduction in lead times to facilitate timely implementation of this project.

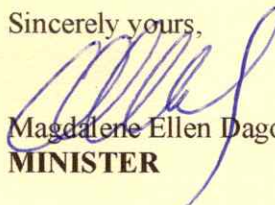
In furtherance of compliance with the PPCC Act, the Ministry is therefore seeking the Commission's approval of the **Special Procurement Plan 2025 for Micro Small & Medium Enterprise (MSME) Conference**.

For your consideration, please find attached the following documents:

- Procurement Plan
- Budget
- Explanatory Notes

We thank you for your usual cooperation and timely consideration

Sincerely yours,


Magdalene Ellen Dagoseh
MINISTER

John Sam
November 24/2025
TIME 1:47PM

MINISTRY OF COMMERCE & INDUSTRY
SPECIAL PROJECT PROCUREMENT PLAN- MICRO SMALL & MEDIUM ENTERPRISES (MSME) CONFERENCE (SBA)
 Source of Funding: GOL
 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	QTY	BUSINESS ACTIVITY CODE	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	IFB NO.MOCI/PROJ/MSME/SBA/RB/001/2025	Catering Service	1 Firm	I-5621	\$55,000.00	RB	11/10/2025	11/14/2025	11/18/2025	11/19/2025	12/02/2025	12/08/2025	12/15/2025	12/22/2025	N/A	12/28/2025	12/31/2025	
SUB TOTAL						\$55,000USD													

Prepared by: _____

Lanfia M. Weritay
 Procurement Director/ Manager

Approved by: _____

Hon. Magdalene Ellen Dagoseh
 Head of Entity/Chairman Proc. Committee

Date: Nov. 11/24/25

[Signature]
 12/02/25



MINISTRY OF COMMERCE & INDUSTRY
SPECIAL PROJECT PROCUREMENT PLAN- MICRO SMALL & MEDIUM ENTERPRISES (MSME) CONFERENCE (SBA)

Source of Funding: GOL

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	QTY	BUSINESS ACTIVITY CODE	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	2	IFB NO.MOCI/PROJ/MSME/SBA/R FQ/001/2025	Stationery	Assorted	G-4761	\$2,500.00	RFQ	11/10/2025	11/14/2025	11/18/2025	11/19/2025	11/24/2025	11/25/2025	11/26/2025	11/28/2025	N/A	12/01/2025	12/31/2025	
UPDATE																			
ACTUAL																			
PLANNED	3	IFB NO.MOCI/PROJ/MSME/SBA/S S/001/2025	Hall Rental	1building (EJS. Ministerial Complex)	I-6810	\$10,500.00	SS	11/10/2025	11/14/2025	11/18/2025	N/A	N/A	N/A	N/A	12/27/2025	N/A	12/28/2025	12/31/2025	
UPDATE																			
ACTUAL																			
PLANNED	4	IFB NO.MOCI/PROJ/MSME/SBA/R FQ/002/2025	Hall Decoration	1building (EJS. Ministerial Complex)	I-6810	\$3,000.00	RFQ	11/10/2025	11/14/2025	11/18/2025	11/19/2025	11/24/2025	11/25/2025	11/26/2025	11/28/2025	N/A	12/01/2025	12/31/2025	
UPDATE																			
ACTUAL																			
SUB TOTAL						\$16,000USD													

Prepared by: _____

Lanfia M. Waritay
Procurement Director/ Manager

Approved by: _____

Hon. Magdalene Ellen Dagoseh
Head of Entity/Chairman Proc. Committee

Date: _____

Nov. 11/24/25

[Signature]
12/02/25



MINISTRY OF COMMERCE & INDUSTRY
SPECIAL PROJECT PROCUREMENT PLAN- MICRO SMALL & MEDIUM ENTERPRISES (MSME) CONFERENCE (SBA)
Source of Funding: GOL
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	QTY	BUSINESS ACTIVITY CODE	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	5	IFB NO.MOCI/PROJ/MSME/SBA/NRFQ/003/2025	Rental for Trade Fair	3Days	I-6810	\$8,250.00	RFQ	11/10/2025	11/14/2025	11/18/2025	11/19/2025	11/24/2025	11/25/2025	11/26/2025	11/28/2025	N/A	12/01/2025	12/31/2025	
UPDATE																			
ACTUAL																			
SUBTOTAL						\$8,250.00													
GRAND TOTAL						\$79,250.00USD													

Prepared by: Lanfia M. Waritay
Procurement Director/ Manager

Approved by: Hon. Magdalene Ellen Dagoseh
Head of Entity/Chairman Proc. Committee

Date: Nov 11/24/25



12/02/25

MINISTRY OF COMMERCE & INDUSTRY
SPECIAL PROJECT PROCUREMENT PLAN- MICRO SMALL & MEDIUM ENTERPRISES (MSME) CONFERENCE (SBA)

EXPLANATORY NOTES

FISCAL YEAR- 2025

ITEM NO:	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	CONTRACT PACKAGE DESCRIPTION
1	IFB NO.MOCI/PROJ/MSME/SBA/RB/001/2025	Catering Service	This contract package is funded from the budget Catering Service which is intended for Catering Services during the Micro Small Medium Enterprise MSME Conference THE TOTAL AMOUNT IS \$55,000USD Breakdown Catering Breakfast (for 3 days) ----- \$15,000USD Catering Launch (for 3 days) ----- \$30,000USD Catering Dinner Night ----- \$10,000USD
2	IFB NO.MOCI/PROJ/MSME/SBA/RFQ/001/2025	Stationery	This contract package is funded from the budget Line Stationery it is intended to .Purchase Stationery Materials to be used by the Micro Small Medium Enterprise Conference THE TOTAL AMOUNT IS \$2,500USD Flip Chat, Markers & Training Materials \$2,500USD
3	IFB NO.MOCI/PROJ/MSME/SBA/SS/001/2025	Hall Rental	This contract package is funded from the budget Line Hall Rental that is intended to pay rental fees for the EJS Ministerial Complex event Hall , Please note that the Ministry seek your NO Objection to Single Source General Service Agency (GSA) for the Event Hall at the Ministerial Complex. THE TOTAL AMOUNT IS \$10,500USD • Conference Hall Rental ----- \$9,000USD • Hall Rental for use of Ballroom (1 Night) ----- \$1,500USD



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4	IFB NO.MOCI/PROJ/MSME/SBA/RFQ/002/2025	Hall Decoration	This contract package is funded from the budget Line Hall Decoration that is intended to carry on Decoration that the EJS Ministerial Complex During the Micro Small Medium Enterprises Conference THE TOTAL AMOUNT IS \$3,000USD • Conference Hall Decoration - - - - - \$3,000USD
5	IFB NO.MOCI/PROJ/MSME/SBA/NRFQ/003/2025	Rental for Trade Fair	This contract package is funded from the budget Lines Trade Fair (Rantal), which is intended to rent Canopies , Tables and Chairs during the Micro Small Medium Enterprises (MSME) Conference . THE TOTAL AMOUNT IS \$8,250USD Breakdown • Canopies Rental for Trade Fair - - - - - \$5,250USD • Tables Rental for Trade Fair - - - - - \$1,800USD • Chairs Rental for Trade Fair - - - - - \$1,200USD

Prepared by: _____

Lanfia M. Warrtay
Procurement Director/ Manager



[Signature]
12/02/25

Approved by: _____

Hon. Magdalene Ellen Dagoseh
Head of Entity/Chairman Proc. Committee

[Signature]

Date: 12/24/25

