



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/1151/25

November 11, 2025

Hon. Ibrahim Al-Bakri Nyei
ACTING MINISTER
Ministry of Foreign Affairs
Republic of Liberia

Dear Hon. Nyei:

Subject: RECEIPT AND APPROVAL OF THE MINISTRY OF FOREIGN AFFAIRS ADDENDUM
PROCUREMENT FOR FISCAL YEAR 2025

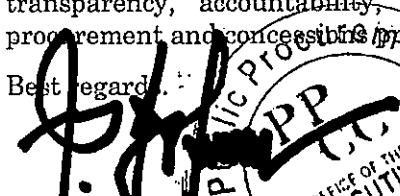
We present our compliments and wish to acknowledge receipt of your letter, which sought the approval of the Commission for the Ministry of Foreign Affairs (MoFA) Addendum Procurement Plan for Fiscal Year 2025 in accordance with Section 40 of the PPCA, 2010. The Commission, upon review of your documents, informs you that your Procurement Plan has been approved and 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 Plans.

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 plan. The Commission and the Ministry responsible for finance should be notified in writing of any material changes in the procurement plan and provide with a copy of the updated procurement plan.

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.

Best regard,


Bodner Scott Johnson (Rok)
CHIEF EXECUTIVE OFFICER



REPUBLIC OF LIBERIA
MINISTRY OF FOREIGN AFFAIRS
MONROVIA, LIBERIA

October 14, 2025

Dear Mr. Executive Director:

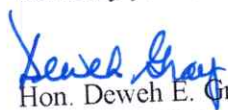
Re: Submission of Core-budget Procurement Plan Third Addendum

Compliments, the Ministry of Foreign Affairs writes to submit the Third Addendum to its 2025 core budget procurement plan for your perusal and approval pursuant to section 40 of the public procurement and concession Acts of 2005 as amended and restated.

Therefore, please find attached the Addendum Procurement with its explanatory note, contract package derivation as well as the provided allotment from the Ministry of Finance and Development Planning.

Kind regards.

Sincerely yours,


Hon. Deweh E. Gray (Cllr)
Acting Minister

Mr. Bodger Scott Johnson
Executive Director
Public Procurement and Concession Commission (RL)
Executive Mansion Grounds, Capitol Hill
Monrovia, Liberia

Received:
Theophilus S. B. Kollie
OCT 16, 2025
Time: 3:03 pm



REPUBLIC OF LIBERIA
MINISTRY OF FOREIGN AFFAIRS
MONROVIA, LIBERIA

October 27, 2025

Dear Mr. Executive-Director:

Re: Submission of UPDATE2 ON Core-budget Addendum Procurement Plan

I present my compliments and write to submit the **Second Update** to the Ministry of Foreign Affairs 2025 core budget Addendum procurement plan for your perusal and approval pursuant to Section 40 of the Public Procurement and Concession Acts of 2005 as amended and restated.

Therefore, please find attached the Procurement plan as updated the second time with its explanatory note, as well as the provided allotment from the Ministry of Finance and Development Planning.

Thank you for your cooperation and consideration.

Kind regards.

Sincerely,

Ibrahim Al-Bakri Nyei, PhD
Acting Minister

Mr. Bodger Scott Johnson
Executive Director
Public Procurement and Concession Commission (RL)
Executive Mansion Grounds, Capitol Hill
Monrovia, Liberia

Received
Theophilus S. B. Kollie
November 3, 2025
Time: 10:17 AM

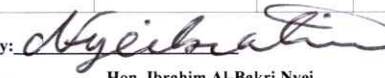
MINISTRY OF FOREIGN AFFAIRS
UPDATE ONE(1) ADDENDUM CORE BUDGET PROCUREMENT PLAN (Core Budget)
Source of Funding: GOVERNMENT OF LIBERIA (GOL)
Fiscal year: 2025(January - December)

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 ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TEC	BID INVITATION & RELEASE	BID SUBMISSION/PUBLIC	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS
PLANNED	1	IFB. No. MFA/RB/005/25	Vehicle Supply	G-4510	Four (4)	\$ 157,000.00	RB	19/01/2025	26/01/2025	02/02/2025	19/03/2025	19/04/2025	20/05/2025	27/05/2025	03/06/2025	N/A	17/06/2025	26/11/2025	
UPDATE1		IFB. No. MFA/RB/005/25	Vehicle Supply	G-4510	five (8)	\$ 307,000.00	RB	25/08/2025	29/08/2025	02/09/2025	16/09/2025	30/09/2025	05/10/2025	12/10/2025	19/10/2025	N/A	18/11/2025	10/12/2025	
UPDATE2		IFB. No. MFA/RB/005/25	Vehicle Supply	G-4510		US\$ 297,850.00													
ACTUAL																			
PLANNED	2	IFB No. MFA/RFQ/003/25	NEWSPAPER	G-4761	Assorted	2,500.00	RFQ	22/01/2025	29/01/2025	05/02/2025	17/03/2025	24/03/2025	31/03/2025	07/04/2025	14/04/2025	N/A	28/04/2025	14/11/2025	
UPDATE																			
ACTUAL																			
PLANNED	3	IFB No. MFA/RFQ/004/25	Books and Peridical	G-4761	Assorted	7,500.00	RFQ	22/01/2025	29/01/2025	05/02/2025	17/03/2025	24/03/2025	31/03/2025	07/04/2025	14/04/2025	N/A	28/04/2025	14/11/2025	
UPDATE																			
ACTUAL																			
PLANNED	4	IFB No. MFA/RFQ/005/25	Supply of Uniform	G-4777	Assorted	6,000.00	RFQ	22/01/2025	29/01/2025	05/02/2025	17/03/2025	24/03/2025	31/03/2025	07/04/2025	14/04/2025	N/A	28/04/2025	14/11/2025	
UPDATE																			
ACTUAL																			
PLANNED	5	IFB No. MFA/RB/006/25	Office Equipment	G-4756	Assorted	50,000.00	RB	22/01/2025	29/01/2025	05/02/2025	17/03/2025	18/04/2025	19/05/2025	26/05/2025	02/06/2025	N/A	16/06/2025	25/11/2025	
UPDATE																			
ACTUAL																			
PLANNED	6	IFB. No. MFA/RB/007/25	ICT Software & License	G-4651	Assorted	\$ 40,000.00	RB	24/01/2025	31/01/2025	07/02/2025	19/03/2025	18/04/2025	19/05/2025	26/05/2025	02/06/2025	N/A	16/06/2025	25/11/2025	
UPDATE																			
ACTUAL																			
Total						\$ 263,000.00													
						\$ 413,000.00													
						\$ 403,850.00													

Prepared by: 
Cyrus G. Flahn, Sr.
Procurement Director


11/10/25



Approved by: 
Hon. Ibrahim Al-Bakri Nyei
Acting Minister

Date: 10-27-25

UPDATE TO Explanatory Note-ADDEDNDUM Core budget 2025 Procurement Plan			
No.	Code	Contract Package	Contents
9	IFB. No. MFA/RB/005/25	Planned	This concerned procurement contract package derived from the budget line Transportation equipment and will be used to procure four vehicles which include : 2-jeeps, a pickup and a mini-bus. Hence, this contract is considered on the addendum Procurement plan on grounds that is was not earlier appropriated for , but based on the request made by the MOFA to the MFDP to regard transfer to this budget line on February 6, 2025, the transfer was effected on March 7, 2025 in the system (Budget Control type- Allotment, March, 7, 2025). Kindly fiind attached the request as well as
		Update	This update emerges as the result of budgetary transfer request made by the the Ministry to the MFDP on August 4, 2025 for funding in the tone of 260,000 for which the transfer of 150,000 was effected in the system (Budget Control type- Allotment, August, 2025), thus facilitating additional funding (US\$150,000) availability to procure additional four (4) vehicles and make provision for the procurement of the pickup which was earlier planned for but was excluded due to the ministry vehicle need scale of performance. The new vehicles include: 4 Suv @ 30,087.50= US\$ 120,350 and the earlier planned for vehicle(i.e. Pickup) 9/11/202: 1pickup @ US\$ 29,650 a totaling US\$150,000.00 as the total additional funding. Thereby moving the earlier planned amount for vehicle from 157,000 to 307,000 and quantity from 4-8 vehicles .Hence, this material change in the estimated budget for vehicles also impacted the overall planned procurement budget for this addendum procurement plan upward by increasing it from USD 263,000 to USD 413,000 . Therefore, kindly fiind attached the request as well as the allotment showing the effect of the request in the system. Besides, considering the nature of the goods to be procured which is available from limited vendors in the line of business, the use of the Restricted bidding is here by considered for use consistent with section 50(a). However, considering the time in which need arises and the allotment availability as well as sensitivity to the budget year, the MOFA is also requesting a "No Objection" for the reduction in leadtime for bid submission by two weeks consistent with Regulation 23(3) of the amended Public procurement and Concessions Commission as amended and restated in 2010.
		Update2	This update emerges as the result of the reduction in the earlier updated amount for vehicles supply from US\$ 307,000 to US\$ 297,850 and the overall procurement budget for this plan from US\$ 413,000.00 to US\$ 403,850.00 on grounds that a saving of US\$ 9,150.00 was realized after the two front procurement processes (i.e. the process for the first set of four (4) vehicles in the amount of 157,000 and the process for the second set of four (4) vehicles in the amount of 150,000.00 as an additional amount provided) were done . Hence, this saving is hereby considered for the procurement of motor bikes as have been planned for in third (3rd) addendum procurment plan.
11	IFB No. MFA/RFQ/003/25	Newspaper	This concerned procurement contract package derived from the budgetline Newspaper, books and periodical and will be used for the procuring of goods to satisfy the procurement need in this context . It is considered on this addendum procurement plan on the same basis as applied to the immdiate above contract package(Vehicle supply).
	IFB No. MFA/RFQ/004/25	Books and Periodicals	This concerned procurement contract package derived from the budgetline Newspaper, books and periodical and will be used for the procuring of goods to satisfy the procurement need in this context as it relates to procurment of books and peridical for the MOFA library to enhance research . It is considered on this addendum procurement plan on the same basis as applied to the immdiate above contract package.
	IFB No. MFA/RFQ/005/25	Uniform	This concerned procurement contract package derived from the budgetline Uniform and specialized cloths and will be used for the procuring of goods(i.e <i>assorted uniform for both the Diplomatic Security Service and the Protocol staff</i>) to satisfy the procurement need in this context . It is considered on this addendum procurement plan on the same basis as applied to the immdiate above contract package.
12	IFB No. MFA/RB/006/25	Office Equipment	This concerned procurement contract package derived from the budgetline items Ict infrastructure and will be used for the procuring of goods in this context to facilitate the equipping of the offices at the Ministry. The equipment will include: ICT equipment (i.e. Laptop, Desktop, Printer, Network cables, Network cards...), Cooling purpose equipment (Air Conditioners) etc. It is considered on this addendum procurement plan on the same basis as applied to the immdiate above contract package.
13	IFB. No. MFA/RB/007/25	ICT Software Application	This concerned procurement contract package derived from the budgetline items Ict infrastructure, Hardware, network & facility and will be used for the procuring of goods in this context of the mentioned package so as to facilitate the building of ICT infrastructure for the Ministry. It is considered on this addendum procurement plan on the same basis as applied to the immdiate above contract package.

Prepared by:

Cyrus G. Flahn, Sr.

PROCUREMENT DIRECTOR

[Signature]
11/10/25

Signed:

Hon. Ibrahim Al-Bakri Nyei

ACTING MINISTER

Date:

10-27-25



MINISTRY OF FOREIGN AFFAIRS
ADDENDUM TWO (2), CORE BUDGET PROCUREMENT PLAN

Source of Funding: GOVERNMENT OF LIBERIA(GOL)
 FISCAL YEAR: January 1, 2025- December 31, 2025

FISCAL YEAR : January 1, 2025- December 31, 2025																				
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 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)	ACCEPTANCE & FINAL PAYMENT	REMARKS		
PLANNED	1	IFB NO.MFA/RPQ/005/2025	Supply of Motor bike	G-4540	Three(3) @ 3000	\$ 9,000.00	RFQ	10/7/2025	10/11/2025	10/18/2025	10/25/2025	11/1/2025	11/5/2025	11/7/2025	11/9/2025	N/A	12/31/2025			
UPDATE																				
ACTUAL																				
PLANNED	2	IFB NO.MFA/NCB/004/2025	Repair and Maintenance- Civil	F-4330	One(1) Firm	180,000.00	NCB	10/13/2025	10/16/2025	10/20/2025	10/24/2025	11/23/2025	11/27/2025	11/29/2025	12/1/2025	N/A	12/30/2025			
UPDATE																				
ACTUAL																				
					TOTAL	\$ 189,000.00														

Prepared by:

Prepared by:

Cyrus G. Mahu, SR.
 Procurement Director

Approved by:

Hon. Deweh E. Gray (Cllr.)
 Acting Minister

Date:

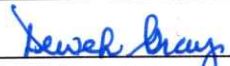
14/10/25

[Handwritten Signature]
 11/10/25

ADDENDUM SBA PROCUREMENT PLAN EXPLANATORY NOTE

No.	Code	Contract Package	Contents
1	IFB NO.MFA/RFQ/005/25	Motor Bike supply	Funding for this procurement contract package was derived from the budgetline Transport equipment. This need emerged prior to the staging of the procurement process for eight vehicles whose estimated contract price was set at US\$307,000 in the exact tone of the budget available then , predicated upon which the Ministry could not plan for the procurement of motor bikes due to budgetary constraint tailor to its need priority. However, after the procurement process as it relates to evaluation(i.e. Preliminary examination, Technical evaluation and Price analysis) leading to the contracting stage of vendors for the eight vehicles, the total actual contract values for all the vehicles resulted to US\$297,850 instead of the US\$ 307,000 , thus resulting to a balance available funding of US\$9,150.00 on the line. As such, since the budgetline(<i>Transport Equipment</i>) in this context is generic which gives allowance for the derivation of transport equipment related procurement packages such as , <i>Vehicles, Motor bike, bicycle etc</i> , staging a procurement process for motor bikes is here in now necessitated on the basis of funding availability consistent with section 72 of the PPCC so as to satisfy the procurement need of the Ministry in this context as was earlier on hand , but could not be accommodated due to budgetary constraint. Please see attached the contract package derivation log for a complete concept in this regard.
2	IFB NO.MFA/NCB/004/25	Repair and maintenance- Civil	Funding for this procurement contract package stemmed from an existing needs as it related to the Passport Applicants Hall extension inclusive of a walk-way into the main building as well as the painting of the entire building from the basement to the six floor, for which an allotment in tone of US\$180,000 was made avaliable to the ministry on September 19, 2025 as effected in the MFDP Financial budget Inquiry Summary Report system of the Mofa printed and highlighted in the the attached allotment copy.

Prepared by 
Cyrus G. Flahn Sr.
PROCUREMENT DIRECDTOR

Approved by:  Date: 14/10/25
Hon. Deweh E. Gray (llr)
ACTING MINISTER


21/10/25