



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/1395/25'**

December 16, 2025

Hon. R. Matenokay Tingban
MINISTER
Ministry of Mines and Energy
Executive Mansion Grounds, Capitol Hill
Republic of Liberia

Dear Hon. Tingban:

Subj: **APPROVAL OF ADDENDUM 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 Mines and Energy (MME) Addendum Procurement Plan. Following a thorough review, the Commission hereby approves MME addendum procurement plan for fiscal year 2025, in accordance with Section 40(3) of the PPCA, 2010. The Commission further informs the MME 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 "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 the 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 aspire to achieve transparency, accountability, fairness, equality, and ultimately public confidence in our procurement and concessions processes.

Sincerely yours,


Boniger Scott Johnson
CHIEF EXECUTIVE OFFICER



REPUBLIC OF LIBERIA

Ministry of Mines & Energy



Office of the Minister

minister@mme.gov.lr

RL/MME/RMT/26/2025

December 11, 2025

Hon. Bodger Scott Johnson

Executive Director

Public Procurement and Concessions Commission (PPCC)

Executive Mansion Grounds

Capitol Hill, Monrovia, Liberia

Subject: *Request for Prior Approval to Use the Single Source Procurement Method Pursuant to Section 55(1)(d) of the PPCA (2010) for the Refurbishment of Weasua, Lofa Bridge, and the Robert International Airport (RIA), Diamond Offices*

Dear Executive Director:

The Ministry of Mines and Energy (MME) presents its compliments and writes to respectfully request the prior approval of the Public Procurement and Concessions Commission (PPCC) to apply the Single Source procurement method, in accordance with Section 55(1)(d) of the *Amended and Restated Public Procurement and Concessions Act (PPCA), 2010*, for the Refurbishment of the Weasua, Lofa Bridge, and Roberts International Airport (RIA) Diamond Offices.

This request arises from the Ministry's urgent obligation to meet the minimum internal control and traceability requirements of the Kimberley Process Certification Scheme (KPCS) in preparation for the Kimberley Process Review Visit scheduled for March 2026. These offices represent critical components of Liberia's rough diamond internal control system and must be fully functional prior to the Review Mission.

In compliance with Section 55(3) of the PPCA, the Ministry hereby submits the Statement of Facts and Reasons Justifying the Use of the Single Source Procurement Method, approved and endorsed by the Ministry's Procurement Committee (PC) in its signed Resolution, December 11, 2025. The Statement establishes that the Ministry's request meets the conditions under Section 55(1)(d)—*extreme urgency not foreseeable by the Procuring Entity and not the result of dilatory conduct*—and that engaging Delta Architecture and Construction Company, a contractor with demonstrated competitive performance history, is essential for meeting the compliance timeline.



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Accordingly, and pursuant to its authority under the PPCA, the Procurement Committee has:

1. Approved the Addendum to the FY2025 Procurement Plan to include the Refurbishment of the three diamond offices; and
2. Endorsed the Single Source procurement method, selecting Delta Architecture and Construction Company based on its proven history of high-quality work, timely

The Ministry therefore respectfully requests the PPCC's No Objection to proceed with Single Source contracting of Delta Architecture and Construction Company for the execution of these urgent renovation works within the allocated budget of US\$ 37,000(**Thirty-Seven Thousand United States Dollars**).

Submission Package

In fulfillment of Section 55(3) requirements, the Ministry submits the following documents for the Commission's review:

1. Addendum Procurement Plan – FY2025, approved by the Procurement Committee.
2. Procurement Committee Resolution (December 11, 2025) approving the Addendum Procurement Plan and endorsing the Statement of Facts and Reasons.
3. Statement of Facts and Reasons Justifying the Use of Single Source Procurement, as required under Section 55(3).
4. Copy of Allotment for US\$ 37,000 (**Thirty-Seven Thousand United States Dollars**) from the Ministry of Finance and Development Planning.
5. Excerpt of the November 2025 Kimberley Process Plenary Administrative Decisions, highlighting acknowledgment of Liberia's request to host the 2026 Review Visit.
6. Copy of the Ministry's Communication to the KP Secretariat formally requesting the 2026 KP Review Visit.



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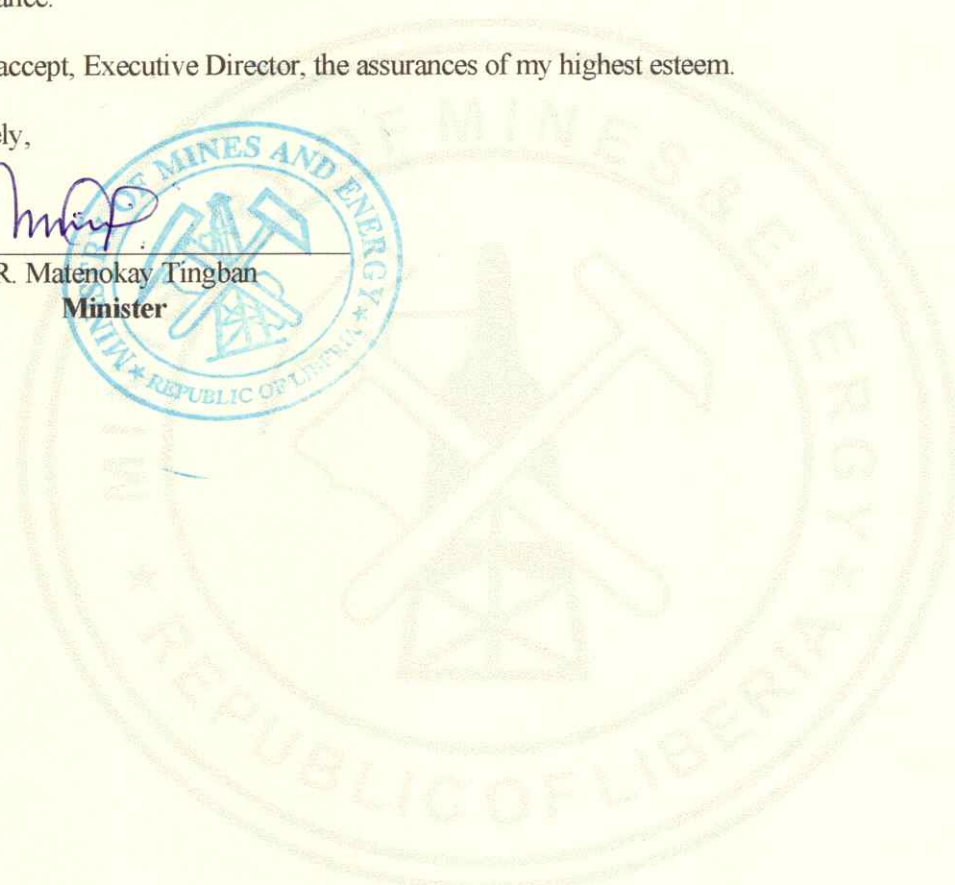
These documents collectively demonstrate the urgency, compliance imperatives, fiscal readiness, and operational justification underpinning the Ministry's request.

The Ministry appreciates the Commission's timely consideration of this request, given the narrow implementation window and the national importance of Liberia's KPCS compliance.

Please accept, Executive Director, the assurances of my highest esteem.

Sincerely,


R. Matenokay Tingban
Minister



MINISTRY OF MINES AND ENERGY
ADDENDUM PROCUREMENT PLAN
 Source of Funding: GOL NATIONAL BUDGET
 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	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 N & 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. MME/ADD/SSS/001/2025	Refurbishment of GOL Diamond Offices	F4100	1 Firm	\$ 37,000.00	SSS	1/12/2025	3/12/2025	11/12/2025	13/12/2025	N/N	N/A	N/A	19/12/2025	N/A	26/05/2025 26/12/25	31/12/2025		
UPDATE																				
ACTUAL																				
GRAND TOTAL						\$ 37,000.00														

Prepared by: *Absalom S. F. Kendor*
 Absalom S. F. Kendor
 Procurement Specialist / Actg. Director of Procurement




Approved by: *R. Matenokay Tingban* Date: 11/12/25
 R. Matenokay Tingban
 Minister / Chair. Procurement Committee

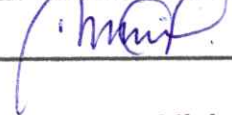
Absalom S. F. Kendor
 12/16/25



MINISTRY OF MINES AND ENERGY
NOTES TO THE ADDENDUM PROCUREMENT PLAN
Fiscal Year: 2025

NO.	Contract Package Code	Contract Package	Content of Contract Package
1	IFB NO. MME/ADD/SSS/001/25	Refurbishment of GOL Diamond Offices	This contract package comes from the budget line Repair and Maintenance - Civil in the amount of US\$37,000.00. This contract package is intended to refurbish the Government of Liberia Local Diamond offices at Roberts International Airport (RIA), Lofa Bridge, and Weasua in order to meet the Kimberly Process Certification Schemes (KPCS) structural requirement.

Prepared by: 
 Absalom S. F. Kendor
 Procurement Specialist/Actg. Director of Procurement

Approved by:  Date: 11/12/25
 R. Matenokay Tingban
 Minister / Chair. Procurement Committee




 12/16/25