



REPUBLIC OF LIBERIA
Ministry of Mines & Energy



Office of the Minister

minister@mme.gov.lr

RL/MME/WJMP/320/2025

November 3, 2025

Honorable Bodger Scott Johnson
Executive-Director
Public Procurement and Concessions Commission (PPCC)
Monrovia, Liberia

Dear Executive Director,

Subject: **Submission of Addendum Procurement Plan for FY2025 — Request for Prior Approval**

The Ministry of Mines and Energy (MME) presents its compliments and extends appreciation to the Public Procurement and Concessions Commission (PPCC) for its continued technical guidance and support in ensuring compliance and efficiency in the implementation of the Ministry's procurement activities.

Following the Commission's recent technical review and recommendations on the Ministry's updated FY2025 Procurement Plan, the Smartphone Procurement Contract Package was removed from the main plan and scheduled for resubmission under an Addendum Procurement Plan. This adjustment was made in accordance with the PPCC's guidance to ensure full compliance with the established procurement planning and approval procedures.

Accordingly, the Ministry has now finalized and hereby submits the Addendum Procurement Plan for FY2025, incorporating the Smartphone Procurement Contract Package under the budget line item "Revenue Enhancement." This package is intended to support the Ministry's field data collection and monitoring efforts, particularly in the areas of mineral inspection, artisanal mining regulation, and energy service oversight.

The acquisition of these smartphones is critical to enhancing the Ministry's data-driven management functions, improving efficiency in field reporting, and strengthening the ongoing decentralization and revenue enhancement initiatives.

John Suro
11/03/2025
TIME: 3:36 PM



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In view of the above, the Ministry respectfully requests the Commission's prior approval of the attached Addendum Procurement Plan to enable timely commencement of the procurement process in line with the approved FY2025 budget.

Please find attached the following documents for your review and consideration:

- Addendum Procurement Plan (FY2025)
- **Extract of Budget Line: Revenue Enhancement – Smartphone Procurement**

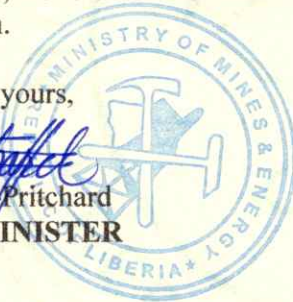
The Ministry assures the Commission of its continued commitment to uphold the principles of transparency, accountability, and compliance as enshrined in the Public Procurement and Concessions Act (2010) and its associated Regulations.

We count on the Commission's usual cooperation and timely consideration.

Please accept, Honorable Executive Director, the assurances of our highest esteem and consideration.

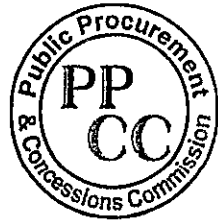
Respectfully yours,


Eudora Blay Pritchard
ACTING-MINISTER





REPUBLIC OF LIBERIA
PUBLIC PROCUREMENT & CONCESSIONS COMMISSION
EXECUTIVE MANSION GROUNDS, CAPITOL HILL, MONROVIA, LIBERIA
WEBSITE: www.ppsc.gov.lr PHONE SHORT CODE: 4357 Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Ref. PPCC/RL/CEO/1142/25'

November 5, 2025

Hon. Eudora Blay-Pritchard
ACTING MINISTER
Ministry of Mines and Energy
Monrovia, Liberia

Dear Hon. Pritchard:

Subj: **APPROVAL OF MINISTRY OF MINES AND ENERGY ADDENDUM PROCUREMENT PLAN FOR FISCAL YEAR 2025**

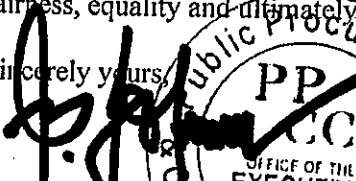
We present our compliments and wish to acknowledge receipt of your communication dated November 3, 2025, which sought the approval of the Commission for the Ministry of Mines and Energy (MME) Addendum Procurement Plan for 2025.

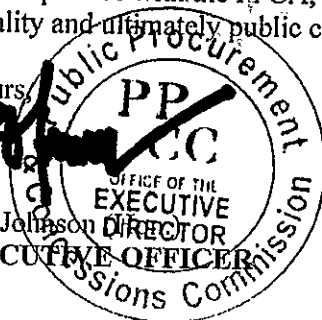
Following thorough review, the Commission hereby approves the Ministry of Mines and Energy's Addendum Procurement Plan for 2025 in accordance with *Section 40 (3)* of the PPCA, 2010, and informs MME that its Addendum Procurement Plan for 2025 will be duly forwarded to the Ministry of Finance and Development 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,


Bodger Scott Johnson
CHIEF EXECUTIVE OFFICER

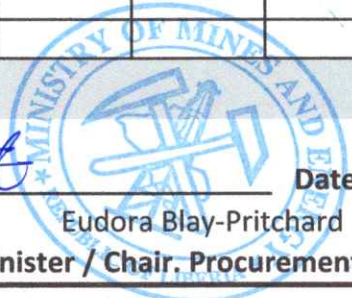


MINISTRY OF MINES AND ENERGY
ADDENDUM PROCUREMENT PLAN (NON SBA CORE BUDGET)
 Source of Funding: GOL NATIONAL BUDGET
 Fiscal Year: 2025

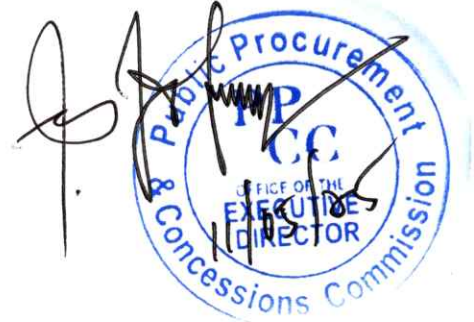
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
	ITEM NO.	BASIC DATA						IMPLEMENTATION DATES											
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ /DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL BID DOC/TECH SPECS	BID 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 (MOBILATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	
PLANNED	1	IFB NO: MME/RFQ/007/25	Smart Phone	G4651	1 Firm	\$ 7,500.00	RFQ	1/8/2025	3/8/2025	5/8/2025	11/8/2025	25/08/2025	29/08/2025	3/9/2025	10/11/2025	N/A	28/11/2025	31/12/2025	
UPDATE																			
ACTUAL																			
GRAND TOTAL:						\$ 7,500.00													

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

Approved by:  Date: 3/11/2025
 Eudora Blay-Pritchard
 Actg. Minister / Chair, Procurement Committee






 10/5/25




MINISTRY OF MINES AND ENERGY
NOTES TO THE ADDENDUM NON SBA PROCUREMENT PLAN

Fiscal Year: 2025

NO.	Contract Package Code		Content of Contract Package
1	IFB NO: MME/RFQ/007/25	Smart Phones	The amount of US\$7,500.00 has been allocated for the procurement of thirty (30) Smart Phones for the county mines officers in the fifteen political sub division of the country. This amount comes from the budget line, Transferred to Revenue Enhancement Initiative.

Prepared by:  Approved by:  Date: 3/11/2025

Absalom S. F. Kendor
Procurement Specialist/Actg. Procurement Director


Eudora Blay-Pritchard
Actg. Minister / Chair, Procurement Committee


11/5/23



PPCC
EXECUTIVE DIRECTOR
Public Procurement Commission