



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/0411/25'

March 20, 2025

Cllr. Cooper W. Kruah, Sr.
MINISTER
Ministry of Labour
Monrovia, Liberia

Dear Cllr. Kruah:

Subj: **APPROVAL OF ANNUAL PROCUREMENT PLAN FOR FISCAL YEAR 2025**

We present our compliments and wish to acknowledge receipt of your communication dated March 17, 2025, which sought the approval of the Ministry of Labour (MOL) Core and SBA Procurement Plan for 2025.

Following thorough review, the Commission hereby approves the Ministry of Labour (MOL) Annual Core and SBA Procurement Plan for fiscal year 2025 in accordance with *Section 40 (3)* of the PPCA, 2010, and informs Ministry of Labour Core and SBA 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, 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."*

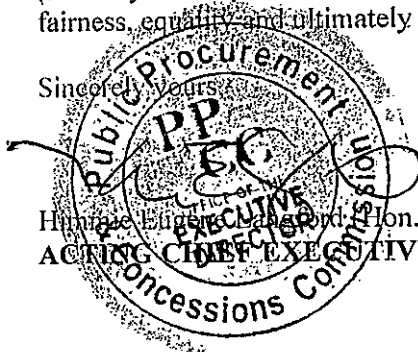
Please note that an approval of a method on the procurement plan is deemed as the Commission's full approval and as such, a Procuring Entity will not be required to again request the use of said approved method.

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,

Hammie Eugene Chappard (Hon.)

ACTING CHIEF EXECUTIVE OFFICER



Regulating Procurement Compliance for National Development



Office of the Minister

Republic of Liberia
MINISTRY OF LABOUR

P.O. Box 10-9040
1000 Monrovia 10, Liberia



RL/MOL/CWK/601/25"

March 4, 2025

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

Dear Hon. Johnson:

I present my compliments and herewith submit the Ministry of Labour's updated procurement plan for Fiscal Year 2025 for your review and approval.

Please be informed that the procurement need for two buses and one SUV Jeep in our initial procurement plan has changed to the need for four pick-ups for Assistant Ministers.

As always, I look forward to your usual cooperation as we all strive to achieve transparency and accountability in the procurement process.

Kind regards.


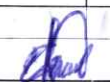
Sincerely yours,


Cllr. Cooper W. Kruah, Sr.
MINISTER

John Sumb

03/05/2025

Time: 3:35pm



MINISTRY OF LABOUR																			
PROCUREMENT PLAN (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	20
BASIC DATA								IMPLEMENTATION DATES											
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code(s)	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	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS	
PLANNED	1	IFB NO. MOL/NCB/CB/001/25	Air Tickets	N-7911	Assorted	\$ 22,000.00	NCB	13/01/25	17/01/2025	24/01/25	30/01/25	28/02/25	10/3/2025	17/03/25	3/4/2025	N/A	5/5/2025	31/12/2025	
UPDATE																			
ACTUAL																			
PLANNED	2	IFB NO. MOL/RFQ/CB/001/24	Stationery	G-4761	Assorted	\$ 10,000.00	RFQ	13/01/25	17/01/2025	24/01/25	31/01/25	14/2/2025	21/2/2025	28/02/2025	14/03/25	N/A	5/5/2025	31/12/2025	
UPDATE																			
ACTUAL																			
PLANNED	3	IFB NO. MOL/NCB/CB/002/25	Computer Supplies/ICT	G-4651	Assorted	\$ 35,000.00	NCB	13/01/25	17/01/2025	24/01/25	30/01/25	28/02/25	10/3/2025	17/03/25	3/4/2025	N/A	5/5/2025	31/12/2025	
UPDATE																			
ACTUAL																			
PLANNED	4	IFB NO.MOL/RB/CB/001/25	Transport Equipment (Vehicles)	G-4510	3	\$ 102,382.00	RB	13/01/25	17/01/2025	24/01/25	30/01/25	28/02/25	10/3/2025	17/03/25	3/4/2025	N/A	5/5/2025	5/31/2025	
UPDATE	4	IFB NO.MOL/RB/CB/001/25	Transport Equipment (Vehicles)	G-4510	4	\$ 102,382.00	RB	2/10/2025	2/17/2025	2/24/2025	3/3/2025	4/3/2025	4/10/2025	4/17/2025	5/1/2025	N/A	5/15/2025	6/15/2025	
ACTUAL																			
PLANNED	5	IFB NO.MOL/RB/CB/003/25	Petroleum Products (Vehicles)	G-4661	9,501 gals @ \$4.21	\$ 40,000.00	RB	13/01/25	17/01/2025	24/01/25	30/01/25	28/02/25	10/3/2025	17/03/25	3/4/2025	N/A	5/5/2025	31/12/2025	
UPDATE	5	IFB NO.MOL/RB/CB/003/25	Petroleum Products (Vehicles)	G-4661	8,888 gals @ \$4.5	\$ 40,000.00	RB	13/01/25	17/01/2025	24/01/25	30/01/25	28/02/25	10/3/2025	17/03/25	3/4/2025	N/A	5/5/2025	31/12/2025	
ACTUAL																			
		Grand Total				\$ 209,382.00													
<div style="display: flex; justify-content: space-between;"> <div> Prepared By:  Crystal Mehn Procurement Director </div> <div> DATE: 03-04-25 </div> <div> Approved By:  Clr. Cooper W. Kruah, Sr. Head of Entity/ Chairman Procurement Committee </div> <div> DATE: 03/04/25 </div> </div>																			



3/20/25



3/20/25

MINISTRY OF LABOUR																				
PROCUREMENT PLAN (SBA)																				
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	
BASIC DATA								IMPLEMENTATION DATES												
ITEM NO	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code(s)	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	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS		
PLANNED	1	IFB NO. MOL/NCB/SBA/001/25	Scratch Card	J-6120	Assorted	\$ 12,000.00	NCB	13/01/25	17/01/2025	24/01/25	30/01/25	28/02/25	10/3/2025	17/03/25	3/4/2025	N/A	5/5/2025	31/12/2025		
UPDATE																				
ACTUAL																				
PLANNED	2	IFB NO. MOL/RFQ/SBA/001/25	Cleaning Materials	G-4773	Assorted	\$ 8,000.00	RFQ	13/01/25	17/01/2025	24/01/25	31/01/25	14/2/2025	21/2/2025	28/02/2025	14/03/25	N/A	5/5/2025	31/12/2025		
UPDATE																				
ACTUAL																				
PLANNED	3	IFB NO. MOL/SS/SBA/001/25	Internet	J-6120	Assorted	\$ 2,500.00	SS	13/01/25	17/01/2025	24/01/25	31/01/25	14/2/2025	21/2/2025	28/02/2025	14/03/25	N/A	5/5/2025	31/12/2025		
UPDATE																				
ACTUAL																				
PLANNED	4	IFB NO. MOL/SS/SBA/002/25	Electricity	D-3510	Assorted	\$ 7,000.00	SS	13/01/25	17/01/2025	24/01/25	31/01/25	14/2/2025	21/2/2025	28/02/2025	14/03/25	N/A	5/5/2025	31/12/2025		
UPDATE																				
ACTUAL																				
GRAND TOTAL			GRAND TOTAL			29,500.00														
Prepared by: 		Date: 03-04-25		Approved by: 		Date: 03/04/25														
Crystal Mehn Procurement Director				Cllr. Cooper W. Kruah, Sr. Head of Entity/Chairman Procurement Committee																




03/04/25

Name of Entity: Ministry of Labour
Procurement Plan / Explanatory Note (Core Budget)
Fiscal Year 2025

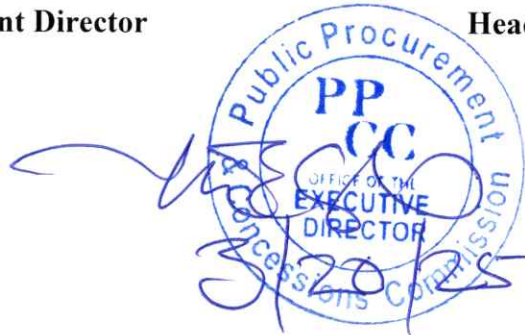
Item No.	Contract Package Code	Contract Package	Content of Contract Package
1.	IFB NO.MOL/NCB/CB/001/25	Foreign Travel/Air Tickets	This contract package, in the tone of \$22,000.00 is intended to procure air tickets for the ministry.
2.	IFB NO. MOL/RFQ/CB/001/25	Stationery	This contract package, in the tone of \$10,000.00 is intended to procure the following stationery items for the ministry: (Pens, reams of sheets, markers, steno Pad, folders, correction fluid, etc.)
3.	IFB NO.MOL/NCB/CB/002/25	Computer Supplies/ICT	This contract package in the tone of US\$35,000.00 is intended to procure desktop computers, laptops, etc. for the Ministry.
4.	IFB NO.MOL/RB/CB/001/25	Transport Equipment (Vehicles)	This contract package in the tone of US\$102,382.00 is intended to procure four (4) vehicles (4 Pick-Ups) @ US\$25,595.50 each for Assistant Ministers
5.	IFB NO. MOL/RB/CB/002/25	Petroleum Products (Vehicles)	This contract package, in the tone of \$40,000.00 is intended to procure petroleum products for MOL's fleet of vehicles

Signed: _____

Crystal Mehn
Procurement Director

Approved: _____

Cllr. Cooper W. Kruah, Sr.
Head of Entity/Chairman Procurement Committee



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03/24/25

Name of Entity: Ministry of Labour
Procurement Plan / Explanatory Note (SBA)
Fiscal Year 2025

Item No.	Contract Package Code	Contract Package	Content of Contract Package
1.	IFB NO.MOL/NCB/SBA/001/25	Scratch Cards	This contract package, in the tone of \$12,000, is intended to procure Orange and Lonestar scratch cards for the Ministry.
2.	IFBNO.MOL/RFQ/SBA/001/25	Cleaning Materials	This contract package, in the tone of \$8,000 is intended to procure the following cleaning materials for the ministry: (Sanitizer, dettol, liquid soap, chlorine, Clorox, air-freshener, broom, soap, floor mop, etc.)
3.	IFBNO.MOL/SS/SBA/001/25	Internet	This contract package in the tone of \$2,500, single sourced through LIBTELCO, is intended to provide internet service to the Ministry.
4.	IFBNO.MOL/SS/SBA/002/25	Electricity	This contract package in the tone of US\$7,000.00, single sourced through the Liberia Electricity Corporation (LEC), is intended to provide electricity to the Ministry.

Signed: _____

Crystal Mehn
Procurement Director

Approved: _____

Cllr. Cooper W. Kruah, Sr.

Head of Entity/Chairman Procurement Committee



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03/21/25