



REPUBLIC OF LIBERIA

**PUBLIC PROCUREMENT & CONCESSIONS COMMISSION**

EXECUTIVE MANSION GROUNDS, CAPITOL HILL, MONROVIA, LIBERIA

WEBSITE: [www.ppcc.gov.lr](http://www.ppcc.gov.lr) EMAIL: [Info@ppcc.gov.lr](mailto:Info@ppcc.gov.lr) PHONE SHORT CODE: 4357 Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Ref. **PPCC/RL/CEO/0322/25'**

March 10, 2025

Hon. Samuel S. Dean, Sr.

**EXECUTIVE DIRECTOR**

National Commission on Disabilities

Oldest Congo Town

Paynesville, Liberia

Dear Hon. Dean:

Subj: **RECEIPT AND APPROVAL OF SPECIAL PROJECT (INTERVENTION TO REDUCE PERSONS WITH DISABILITIES LANGUISHING IN STREET CORNERS) PROCUREMENT PLAN FOR THE FISCAL YEAR 2024/2025**

We present our compliments and wish to acknowledge receipt of your communication, which sought the approval of the Commission for the National Commission on Disabilities (NCD) Special Project Procurement Plan. Following a thorough review, the Commission approves the National Commission on Disabilities' special project procurement plan for 2024/2025 by **Section 40 (3)** of the PPCA, 2010. The Commission further informs the NCD 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."**

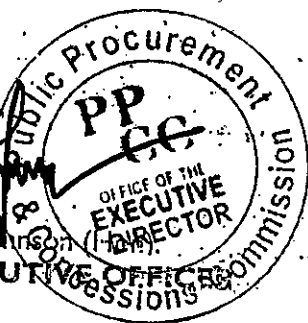
Please note that the Commission's full approval of a method on the procurement plan is deemed to be the approval of the Procuring Entity. As such, the Procuring Entity will not be required to request the use of said approved method again.

The Public Procurement and Concessions Commission admonishes and deems it a priority that you remain primarily compliant with the PPCA, 2010; as we jointly aspire to achieve transparency, accountability, fairness, equality, and public confidence in our procurement and concessions processes.

Sincerely yours,

Bodger Scott Johnson

**CHIEF EXECUTIVE OFFICER**





# Republic of Liberia

**NATIONAL COMMISSION ON DISABILITIES (NCD)**

Oldest Congo Town, Opposite the Korean Church

Monrovia, Liberia – West Africa

**Tel: (+231) 777-916-865/888-142-991**

**Email: Email: [ncd.liberia@gmail.com](mailto:ncd.liberia@gmail.com)**



## OFFICE OF THE EXECUTIVE DIRECTOR

February 20, 2025

Mr. Bodger Scott Johnson

**Executive Director**

Public Procurement Concession Commission (PPCC)

Capitol Hill, Monrovia, Liberia

Dear Mr. Johnson:

*Received:  
Theophilus S.B. Kollo  
Feb. 21, 2025  
Time: 10:31 AM*

### Ref: Submission of Project Procurement Plan Fiscal Year-2025

With compliment of highest esteem, we wish to submit to your Office the Commission's Project Procurement Plan for Fiscal Year 2025 for your approval.

In our Budget for the Fiscal Year 2025 received from the Government of Liberia the amount of **USD\$200,000.00** (Two Hundred Thousand United State Dollars) as PSIP.

The goal of the PSIP is to make intervention in reducing the number of persons with disabilities languishing in street corners begging for hand-outs by 150 and transform them into productive citizens and assets to national development.

The number of persons with disabilities in Montserrado, Nimba, Bong, Lofa and Grand Bassa who are living an independent life through income generating activities is increased by 150.

The National Commission on Disabilities (**NCD**) is the Autonomous Agency established by an Act of Legislation November 23, 2005 and printed into Handbill by the Ministry of Foreign Affairs December 29, 2005.

As part of the Commission's mandate, relative to its official mandate consistent with the Act establishing the National Commission on Disabilities (**NCD**) by the 51<sup>st</sup> National Legislature of the Republic of Liberia November 2005, **NCD** has jurisdiction over all matters involving and appertaining to the general welfare/wellbeing of all Persons with Disabilities within the territorial confines of the Republic of Liberia including but not limited to monitoring and providing as well as supervising effective delivery of social services and economic empowerment services for PWDs in the Country. The Commission works with over Seventy-Eight (78)

**MOTTO: NOTHING ABOUT US, WITHOUT US"**

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Organizations of Person with Disabilities including the G-77 and the National Union of Organization of the Disabled (**NUOD**).

Please find attached the Procurement Plan for Fiscal Year 2025, **NCD's** Budget for execution as of January 1, to December 31, 2025 and copy of the PSIP.

Kind regards.

Very truly yours,

  
Samuel S. Dean, Sr.  
Executive Director



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**NATIONAL COMMISSION ON DISABILITIES (NCD)**  
**PROJECT PROCUREMENT PLAN**  
**SOURCE OF FUNDING: GOVERNMENT OF LIBERIA**  
**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 activities 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 DOOC	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
PLNNED	1	IFB NO: NCD/SBA/RFQ/001/2025	Food and Catering Services	I5621	1Firm	25,000	RFQ	02/20/25	02/27/25	03/6/25	03/13/25	03/20/25	03/27/25	04/3/25	04/10/25	N/A	11/27/25	12/31/25	
UPDATE																			
PLNNED	2	IFB NO: NCD/SBA/RFQ/002/2025	Hall Rental	L6810	1Firm	4,250	RFQ	02/20/25	02/27/25	03/6/25	03/13/25	03/20/25	03/27/25	04/3/25	04/10/25	N/A	11/27/25	12/31/25	
UPDATE																			
PLNNED	3	IFB NO: NCD/SBA/RFQ/003/2025	Vehicle Rental	H4922	1Firm	1,500	RFQ	02/20/25	02/27/25	03/6/25	03/13/25	03/20/25	03/27/25	04/3/25	04/10/25	N/A	11/27/25	12/31/25	
UPDATE																			
PLNNED	4	IFB NO: NCD/SBA/RFQ/004/2025	Telecommunications, Internet, Postage & Courier	J6190	1Firm	1,500	RFQ	02/20/25	02/27/25	03/6/25	03/13/25	03/20/25	03/27/25	04/3/25	04/10/25	N/A	11/27/25	12/31/25	
UPDATE																			
		TOTAL				32,250													

Signed: \_\_\_\_\_

Moses G. Tarnue  
Procurement Officer

Approval: \_\_\_\_\_

Samuel S. Dean, Sr. (Hon)  
PC Head

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# NATIONAL COMMISSION ON DISABILITIES (NCD)

## PROCUREMENT PLAN

SOURCE OF FUNDING: GOVERNMENT OF LIBERIA

FISCAL YEAR 2025

CONTRACT CODE	CONTRACT PACKAGE	NOTES
IFB NO. NCD/SBA/RFQ/001/2025	FOOD AND CARTERING SERVICES 	<p>This package IS from the Budget line support to National Commission on Disabilities and portion of said amount will be used for food and catering Services for the awareness and consultation. The goal of the PISP is to make intervention in reducing the number of persons with disabilities languishing in the corner begging for handouts by 150 and transform them into productive citizen and assets to national development. The number of persons with disabilities in Montserrado, Nimba, Bong, Lofa and Grand Bassa who are living on independent life through income generating activities is increased by 150. As per the execution of the project activities, the workshop will be held in each of those five (5) counties mentioned herein for three (days) each.</p> <p>As for the Procurement Method, the Procurement Unit decided to use the RFQ due to the various venues of the workshop and activities, insufficient funds to underwrite other cost, such as hiring Caterer from Montserrado to the other counties; and also, the impossibility for vendors in the other Counties to participate in the procurement vetting processes are some of the reasons we thought of not using NCB or RB method. By using this RFQ Procurement Method, other vendors in those counties that will be selected for the workshop will be given the opportunity to participate in the process as well.</p>
IFB NO. NCD/SBA/RFQ/002/2025	HALL RENTAL	<p>This package is from the budget line support to National Commission on Disabilities and portion of said amount will be used for Hull rental for the hosting of awareness and consultation of the Disabilities empowerment program. As per the execution of the project activities, the hall for the workshop will be rented for the three (3) days each in those counties mentioned herein.</p>
IFB NO. NCD/SBA/RFQ/003/2025	VEHICLE RENTAL	<p>This package is from the budget line for support to the National Commission on Disabilities and portion of this amount will be used for the rental of vehicles for the awareness and consultation program</p>
IFB NO. NCD/SBA/RFQ/004/2025	TELECOM. INTERNET, POSTAGE & COURIER	<p>This package is from the budget line to support National Commission on Disabilities and portion of this amount will be used for the purchase of scratch cards for calling and internet purposes the awareness and consultation program.</p>

Signed: \_\_\_\_\_

Moses G. Tarnue  
Procurement Officer

Approval: \_\_\_\_\_

Samuel S. Dean, Sr. (Hon.)  
PC HEAD

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