



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/0029/25'

January 20, 2025

Hon. Samuel S. Dean, Sr
EXECUTIVE DIRECTOR
National Commission on Disabilities
Monrovia, Liberia

Dear Hon. Dean:

Subj: APPROVAL OF ANNUAL PROCUREMENT PLAN FOR FISCAL YEAR 2025

We present our compliments and wish to acknowledge receipt of your communication dated January 13, 2025, which sought the approval of the Commission for National Commission on Disabilities (NCD) Annual Procurement Plan for 2025.

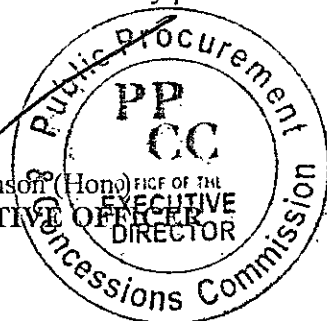
Following thorough review, the Commission hereby approves the National Commission on Disabilities (NCD) Annual Procurement Plan for fiscal year 2025 in accordance with *Section 40 (3)* of the PPCA, 2010, and informs NCD that the procurement plan will be duly forwarded to the Ministry of Finance and Development 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 "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 (Hon)
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



OFFICE OF THE EXECUTIVE DIRECTOR

January 13, 2025

Mr. Bodger Scott Johnson

Executive Director

Public Procurement Concession Commission (PPCC)

Capitol Hill, Monrovia, Liberia

Dear Mr. Johnson:

Ref: Submission of Procurement Plan Fiscal Year 2025

With compliment of highest esteem, we wish to submit to your office the Commission's Draft Procurement Plan for Fiscal year 2025.

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 51st 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) 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 2024 and the **NCD's** Budget for execution as of January 1, to December 2025.

Kind regards.

Very truly yours,

Samuel S. Dean, Sr.
Executive Director



MOTTO: NOTHING ABOUT US, WITHOUT US"

Received:
Theophilus B. B. Follie
Jan. 13, 2025
Time: 3:25 pm

NATIONAL COMMISSION ON DISABILITIES (NCD)
PROCUREMENT PLAN (SBA)
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.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BASIC DATA				TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOOC	BID SUBMISSION/ PUBLIC OPENING	IMPLEMENTATION DATES						REMARKS
				Business activities code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD						SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	
PLANNED	1	IFB NO: NCD/SBA/RB/001/2025	Petroleum Products	G4661	3301.662 @4.21	13,900	RB	01/6/25	01/21/25	01/28/25	2/7/25	3/7/25	3/14/25	3/21/25	3/28/25	N/A	11/28/25	12/31/25	
UPDATE																			
PLANNED	2	IFB NO: /SBA/SS/001/2025	SECURITY GUARDS AND SERVICES	N8010	1 firm	17,621	SS	01/6/25	01/21/25	01/28/25	N/A	N/A	2/28/25	3/7/25	3/14/25	N/A	11/28/25	12/31/25	
UPDATE																			
PLANNED	3	IFB NO: NCD/SBA/RFQ/001/2025	PRINTING & BINDING	C1811	Assorted	4,000	RFQ	01/6/25	01/21/25	01/28/25	2/7/25	2/14/25	2/28/25	3/7/25	3/14/25	N/A	11/28/25	12/31/25	
UPDATE																			
PLANNED	4	IFB NO: RFQ/SBA/RFQ/002/2025	CLEANING MATERIALS	G4773	Assorted	6,644	RFQ	01/6/25	01/21/25	01/28/25	2/7/25	2/14/25	2/28/25	3/7/25	3/14/25	N/A	11/28/25	12/31/25	
UPDATE																			
PLANNED	5	IFB NO: NCD/SBA/RFQ/003/2025	STATIONARIES	G-4761	ASSORTED	8,000	RFQ	01/6/25	01/21/25	01/28/25	2/7/25	2/14/25	2/28/25	3/7/25	3/14/25	N/A	11/28/25	12/31/25	
UPDATE																			
PLANNED	6	IFB NO: NCD/SBA/RFQ/004/25	PUBLICATIONS	M7310	FIRM	500	RFQ	01/6/25	01/21/25	01/28/25	2/7/25	2/14/25	2/28/25	3/7/25	3/14/25	N/A	11/28/25	12/31/25	
		TOTAL				50,665													

Signed: _____

Moses G. Tarnue
Procurement Officer

Approval: _____

Samuel S. Dean, Sr. (Hon.)
Chairperson



NATIONAL COMMISSION ON DISABILITIES (NCD)
PROCUREMENT PLAN
SOURCE OF FUNDING: GOVERNMENT OF LIBERIA
FISCAL YEAR 2025
NOTES

CONTRACT CODE	CONTRACT PACKAGE	NOTES
IFB NO: NCD/SBA/RB/001/2025	PETROLEUM PRODUCTS	This Package is from the budget line Fuel & Lubricants and is intended to procure petroleum products 3301.6627. per gallon.
IFB NO: RFQ/SBA/SS/001/2025	SECURITY GUARD AND SERVICES	Security Guards- A security firm will be hired to provide 8 Security Guards at the cost of US\$183.55 per Guard totaling to US\$17,621 FOR TWELVE CALENDER MONTHS PERIOD . This security firm/services have been dedicated to our entity for a period time, and the properties has been saved. Based upon their good/excellent performance, our entity has decided to use Single Source to maintain them
IFB NO: NCD/SBA/RFQ/001/2025	PRINTING & BINDING	This Package is intended to procure the following items: Call cards, Letter Heads and envelops (all sizes). This Contract Package is taken from the budget line Printing, Binding & Publication.
IFB NO: RFQ/SBA/RFQ/002/2025	CLEANING MATERIALS	This package is intended to procure the following items: Broom, Hands sanitizers Air Fresheners, Soaps, Tissues, Towels, etc.
IFB NO: NCD/SBA/RFQ/003/2025	STATIONARIES	This Package is intended to procure the following items: Ream of papers 12ctn@25.00, Staple machine-4pcs (LS)@2.50; Pen-1pk @1.00; correction fluid-1doz@3.00; Cartridge-5pcs@125.00; Note pad-1doz 25.00 & Official pen-1pk@3.00.
IFB NO: NCD/SBA/RFQ/004/2025	PUBLICATIONS	This Package is intended to do Publication of activities of the Commission. This Contract Package is taken from the budget line Printing, Binding & Publication.
	Lease	NCD Has an existing contract for office building with Mr. Thomas E. Major (Lessor), Government has appropriated USD\$25,000.00(TWENTY- FIVE THOUSAND UNITED STATES DOLLARS) for the Office building for the period of One (1) year, commencing from January 1-December 31, 2024.
	Water and Sewer	This package is intended to pay LWSC for Water and Sewer for the period. Government has appropriated USD\$1,000.00(ONE THOUSAND UNITED STATES DOLLARS).
	Workshop, Conference Symposia and Seminar	This Package is intended to conduct training for the staff. This Contract Package is taken from the budget line Workshop, Conference Symposia and Seminar.

Signed: _____

Moses G. Tarnue
Procurement Officer

[Handwritten signature]
1/20/25

Approval: _____

Samuel S. Dean, Sr. (Hon.)
CHAIRPERSON

