



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/0584/25'

May 19, 2025

Hon. T. Mike Swengbe
SUPERINTENDENT
River Gee County
Buchanan, Liberia

Dear Hon. Swengeb:

Subj: **APPROVAL OF RIVER GEE COUNTY SERVICE CENTER PROCUREMENT PLAN FOR FISCAL YEAR 2025**

We present our compliments and wish to acknowledge receipt of your communication dated April 21, 2025, which sought the approval of the Commission for River Gee County Service Center Procurement Plan for Fiscal Year 2025.

Following thorough review, the Commission hereby approves the River Gee County Service Center Procurement Plan for Fiscal Year 2025 in accordance with *Section 40 (3)* of the PPCA, 2010, and informs **River Gee County Administration** that its County Service Center 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,


Bogger Mott Johnson (Hon.)
CHIEF EXECUTIVE DIRECTOR





REPUBLIC OF LIBERIA
Ministry Of Internal Affairs
Fish Town City, River Gee County



OFFICE OF THE SUPERINTENDENT

April 21, 2025

Hon. Bodger Scott Johnson
Executive Director
Public Procurement & Concession Commission (PPCC)
Capitol Hill, Monrovia
Republic of Liberia

Hon. Director:

I am pleased to present compliments and to inform you that River Gee County Administration is about to conduct a procurement process in favor of the County Service Center as per the attached Procurement Plan and Cash Plan from its FY2024 Budget.

In view of the above, the River Gee County Administration requests **"No Objection"** to use the **Request for Quotation Procurement Method** to invite suppliers to participate in this process.

River Gee County Administration wishes to state the following fact and reason for the use of *Request for Quotation Procurement Method* to conduct the procurement process for goods contained in the attached Procurement Plan for the running of the County Service Center:

STATEMENT OF FACTS

1. River Gee County Service Center currently lacks essential Stationery items required for effective administrative operation.
2. The County Service also requires 32.313 Gallons Fuel & Lubricants for its AG100 Yamaha Motorbike assigned for used by the Coordinator.
3. The Service Center intends to procure spare parts for its AG100 Yamaha Motorbike assigned to the County Service Center which has been almost permanently grounded and requires serious repair works. This motorbike has been one of the most important transport equipment used by all Line Ministries and Agencies assigned at the Service Center in facilitating their movement across the County.
4. The Service Center further intends to procure Cleaning Materials for the maintenance of all administrative offices and lavatories.
5. Additionally, the Service Center building requires renovation works to repair damaged parts of the building. We therefore intend to procure some building materials to carry out the repair work on the building.


Thanks for your usual Cooperation.

Sincerely,
Hon. *[Signature]*
K. Swengbe
COUNTY SUPERINTENDENT
PUBLIC PROCUREMENT COMMITTEE
Hon. *[Signature]*
Republic of Liberia

John Samu
MAY 9/2025
TIME: 3:36PM

RIVER GEE COUNTY ADMINISTRATION
NON- SBA COUNTY SERVICE CENTER PROCUREMENT PLAN
SOURCE OF FUNDING: GOL CORE BUDGET
Fiscal Year : 2025

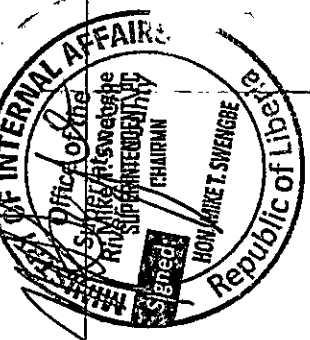
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	BASIC DATA							IMPLEMENTATION DATES												
	Item No.	Package Number (CODE)	Contract PACKAGE	BUSINESS ACTIVITIES CODE	QTY	ESTIMATED COST USD	PROCUREMENT METHOD	TECHNICAL SPECS/BO D/DRAWING	PREP. OF BID DOCUMENT	PC APPROVAL-BID	BID INVITATION & RELEASE	BID SUBMISSION N/PUBLIC	BID SUBMISSION OF AWARDBID	CONTRACT SIGNING	ADVANCE PAYMENT(MOBILIZATION)	DELIVERY, INSPECTION(SUBSTANT)	ACCEPTANCE & FINAL PAYMENT	REMARKS		
Planned	1	IFB NO.RGC/RFQ/001/2025	Stationery	64761	Assorted	1,375	RFD	05\01\2025\05\08\2025\05\16\2025\05\22\2025\05\29\2025\06\05\2025\06\11\2025							N/A	06\18\2025\06\27\2025				
Update																				
Actual																				
Planned	2	IFB NO.RGC/RFQ/002/2025	Purchase of Building Materials	64653	Assorted	1,654	RFD	05\02\2025\05\08\2025\05\15\2025\05\20\2025\05\27\2025\06\03\2025\06\10\2025							N/A	06\23\2025\06\27\2025				
Update																				
Actual																				
Planned	3	IFB NO.RGC/RFQ/003/2025	Purchase Of Cleaning Materials	64773	Assorted	498.00	RFD	05\01\2025\05\10\2025\05\17\2025\05\23\2025\06\03\2025\06\10\2025\06\19\2025							N/A	06\26\2025\07\03\2025				
Update																				
Actual																				
Planned	4	IFB NO.RGC/RFQ/004/2025	Purchase of Motorbike Spare Parts	64540	Assorted	1,200.00	RFD	05\02\2025\05\19\2025\05\26\2025\06\03\2025\06\10\2025\06\24\2025							N/A	07\01\2025\07\08\2025				
Update																				
Actual																				
Planned	5	IFB NO.RGC/RFQ/005/2025	Purchase of Gasoline	64661	32.313 Gls	162.00	RFD	05\01\2025\05\10\2025\05\17\2025\05\23\2025\06\03\2025\06\10\2025\06\19\2025							N/A	06\26\2025\07\03\2025				
Update																				
Actual																				
Grand Total						\$5,088.00														



Paul S. SWENGRE
PROCUREMENT OFFICER

DATE: May 9, 2025

Approved: _____



Office of Internal Affairs
Minister of Internal Affairs
Hon. Mike T. Swengre
Chairman

Date: May 9, 2025

5/19/25



REPUBLIC OF LIBERIA

Ministry Of Internal Affairs
Fish Town City, River Gee County



OFFICE OF THE SUPERINTENDENT

PROCUREMENT PLAN (SBA) EXPLANATORY NOTES FISCAL YEAR: 2024

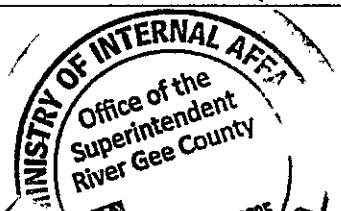
NO.	Contract Package code	Contract Package	Content of the contract Package
1.	IFB NO.RGC\RFQ\001\2025	Stationery	<p>This contract package is intended to procure office Stationery to be used by the Line Ministries and Agencies assigned at the County Service Center.</p> <p>A-4 Paper ----- 10 Ctns Legal Size Paper ----- 5 Ctns Manila Folder: All Sizes ----- 2 ctns Staple Machines ----- 2 dz Ball point Pen ----- 2 Pks Refill Liquid Ink (4 Colors – LIS) ----- 5 sets</p>
2.	IFB NO.RGC\RFQ\002\2025	Purchase of Building Materials	<p>This contract package is intended to procure assorted building materials including paint, zinc and flexible commode tubes to be used for the renovation of the building and some bathrooms at the service center</p>
3.	IFB NO.RGC\RFQ\003\2025	Purchase of Cleaning Materials	<p>This contract package is intended to procure cleaning materials to be used for the maintenance of the offices and bathrooms used by Line Ministries and Agencies at the Service Center.</p>
4.	IFB NO.RGC\RFQ\004\2025	Purchase of Motorbike Spare Parts	<p>This contract package is intended to procure spare parts for the repair of the Yamaha AG 100 Motorbike assigned at the Service Center. This motorbike is the most important tool the facilitates the movement of key staff of all Line Ministries and Agencies assigned at the Service Center.</p>
5.	IFB NO.RGC\RFQ\005\2025	Purchase of 32.313 Gallons Gasoline for Motorbike	<p>This contract package is intended to procure 32.313 Gallons Fuel (@LRD\$1,000.00 per Gallon) & Lubricants for the motorbike which is an important means of transport that facilitates the movement of key staff of all Line Ministries and Agencies assigned at the Service Center.</p>

Prepared by: _____

Paul S. Weesaye
PROCUREMENT OFFICER

Approved By: _____

T. Mike Swengbe
SUPERINTENDENT/CHAIRMAN/PC



5/19/25