



REPUBLIC OF LIBERIA  
MINISTRY OF PUBLIC WORKS  
South Lynch Street  
Monrovia, Liberia



## Abridged Service Delivery Charter

### *Our Vision:*

The Ministry of Public Works vision is to ensure that the Republic of Liberia is connected through improved road networks, infrastructure planning and development, community and sanitation services that underpin socioeconomic growth and create affordable, effective and sustainable built environment.

### *Our Mission:*

The Mission of the Ministry is to provide the required leadership, facilitate, and support to Developing a sustainable built environment/infrastructure through the development of policies, strategies, regulations, standards, procedures and guidelines to meet performance and securing funding for development and maintenance of assets, as well cooperating and coordinating with Our Development Partners to ensuring that our vision is met.

### *Our Core Value:*

**Professionalism:** Producing quality services through a competent and committed workforce.

**Integrity:** Maintaining moral conduct that respects human values and guarantees fairness.

**Transparency:** Ensuring corporate governance processes are open and accessible to the public.

**Accountability:** Enhance the Ministry effective and efficient utilization of both domestic and Foreign assistance by deploying or redeploying resources in demand in other areas;

**Innovation:** Developing and applying creative ideas for improved our services.

**Teamwork:** Exhibiting oneness in obtaining results from tasks.

## Our Key Services

*(Construction Company Certificate, Soil and Material Testing, and Construction Permits)*

Service	Eligibility	Cost	Timeline	Contact Point
<b>Building Construction (registration processes and required fees)</b>	Must be in good standing with Liberia Business registry; submit copy of Article of Incorporation, ALCC certificate; fill in and submit the attached form; allow the process of due diligence (inspection of company's assets); obtain manger's check from a local bank and proceed to LRA for flag receipt; return LRA receipt to MPW financial management division for verification and MPW official receipt; submit both receipts to CCCS at MPW for processing; receive CCCS.	<b>Local Company= 300US\$</b>  <b>Foreign Company 1,000USD</b>	Receive CCCS certificate within 3 working days	<p>Mr. Joseph J. Gray, Sr. Director-CCCS Contact: 0777002490 Email: josephjgray94@gmail.Com</p> <p>Madam Jartu Nyensoiah Filing Clerk Contact: 0777111555 Email: <a href="mailto:natashanyesioh@gmail.com">natashanyesioh@gmail.com</a></p> <p>Mr. Tony B. Johnson Comptroller Contact: 0777386209 Email: tbalohgarjohnson@gmail.Com</p> <p>Milender Bunch Carey File Clerk Contact: 0776809888 Email: milendercareybucnh@gmail.com</p>
<b>Building Construction (General Building works)</b>	Same as above	<b>B.0----B.12</b>  <b>Local Company 1,000USD</b>  <b>Foreign 4,000USD</b>	Same as above	Same as above
<b>Building Construction Hospital, Public Building</b>	Same as above	<b>B.10---- B.12</b>  <b>Local Company 150.00</b>	Same as above	Same as above

(Schools and Colleges)		Per category  Foreign 500.00 Per category		
<b>Building Construction</b> Administrative Building Air Port, Harbor and Train Station	Same as above	B.20----B.50  Local Company 1,000USD  Foreign 5000.00	Same as above	Same as above
<b>Building Construction</b> Mechanical Installation	Same as above	B.61-----B.69  Local Company 50USD Per category  Foreign 5000.00	Same as above	Same as above
<b>Building (Design &amp; Supervision-registration for consultancy)</b>	Same as above	Local Company 300USD  Foreign 1,000USD	See Above	See Above
<b>Building</b> (Architectural Design, Engineering Design, Consultancy and Supervision)	Same as above	B.13 Local Company 500USD Foreign 3,500USD	Same as above	Same as above

Service	Eligibility	Cost	Timeline	Contact Point
<b>Registration for Road Transportation</b>	Must be in good standing with Liberia Business registry; submit copy of	<b>General registration</b> <b>Local Company= 300US\$</b>  <b>Foreign</b>	Receive CCCS certificate within 3 working	Mr. Joseph Gray

	Article of Incorporation, ALCC certificate; fill in and submit the attached form; allow the process of due diligence (inspection of company's assets); obtain manger's check from a local bank and proceed to LRA for flag receipt; return LRA receipt to MPW financial management division for verification and MPW official receipt; submit both receipts to CCCS at MPW for processing; receive CCCS.	<b>Company</b> <b>1,000US\$</b>		
<b>Road Transportation</b> <b>General road works</b>	Same as above	<b>A.1</b> <b>Local Company</b> 1,500US\$  <b>Foreign</b> <b>5,000US\$</b>	Same as above	Same as above
<b>Road Transportation</b> <b>General road works</b>	Same as above	<b>A.2--- A.18</b> <b>Local Company</b> 50US\$ per unit  <b>Foreign</b> <b>250US\$ per unit</b>	Same as above	Same as above
Airport Field and Run Way Construction, Harbor Construction, Railway Construction, River Dredging and Construction, Gallery,	Same as above	<b>A.20,A.30,A.40, A.50,A.60,A.70</b>  <b>Local Company</b> 2000US\$ per unit  <b>Foreign</b>	Same as above	Same as above

Tunnel & Caverns and Sewer and Waste Treatment Facilities.		1000US\$ per unit		
Service	Eligibility	Cost	Timeline	Contact Point
Land use site inspection	Copies of probated land deed; lease agreement; specification, detail designs, site map, soil test report, official drawing signed and stamped,	N/A	3 working days	<p>Mr. Edmond K.P.P. Lloyd Director-Zoning Contact: 0770204781 Email: <a href="mailto:ekpplloyd@gmail.com">ekpplloyd@gmail.com</a></p> <p>Mr. Nuquah O. Dounkpo Zoning Coordinator Contact: 0778469555 Email: <a href="mailto:orsinodounkpo@gmail.com">orsinodounkpo@gmail.com</a></p>
Review and approval of architecture design and drawings	Submission of detailed drawing to include: floor plans, sections, elevation, perspectives, etc	N/A	3-5 working days	Same as above
Electron-mechanical review and approval	Submit electrocal plans, electrocal panel plans, power source, plumbing plans, and waste management and drainage plans	N/A	1 working day	Same as above
Payment for construction permit	Submit MPW billing slip, visit MPW financial management division for payment information, proceed to LRA, return payment to MPW financial management division, submit permit receipt to	<p>Based on sq. Area or footage of the building</p> <p>Residential (schools, religious building)=0.01 per sq area</p> <p>Clinic/Health Facility=0.03 per sq area</p>	1 working day	Same as above

	the Zoning Division	Commercial=0.05 per sq area		
Structural & Soil Testing Review & Approval	Submit structural drawings, designs, calculation, soil test report and procedures	5,000 USD	3-10 working days	Same as above

Service	Eligibility	Cost	Timeline	Contact Point
Particle Size Analysis of Soil	Forward a written letter to the Office of the Minister, Ministry of Public Works, visit the Stander Material & Soil. Proceed to MPW Financial Management Division for payment information. Proceed to LRA to do payment and obtain LRA receipt. Submit LRA receipt to MPW Finance Department for verification and MPW and MPW receipt. Forward both receipts to MPW Stander Material Testing and Soil Lab to commence test paid for.	35.00 USD	3-5 working days	Bill Landlord Gontor Director of Stander Soil and Material Testing Lab Contact: Email:  Karmaseh A.J. Darh Asst. Director Contact: 0777588405 Email: <a href="mailto:karmasehdahr@gmail.com">karmasehdahr@gmail.com</a>
Determination of Liquid Limit of Soil	Same as above	40.00 USD	3-5 working days	See Above
Determination of Plastic and Plasticity Index of soil	Same as above	30.00 USD	3-5 working days	See Above
Moisture Density	Same as above	50.00 USD	3-5 working days	See Above

Relations of soil using 2.5 kg Rammer and 305 Drop				
Specific Gravity of Soil	Same as above	30.00 USD	3-5 working days	See Above
Moisture density relations of soil using 4.54 kg Rammer and 457 mm Drop	Same as above	50.00 USD	3-5 working days	See Above
Density of soil in - place by the Sand Cone Method	Same as above	40.00 USD	2 working days	See Above
Laboratory determination of moisture content of soil	Same as above	10.00 USD	2 working days	See Above
Material finer than 75 micron sieve in mineral aggregate by washing	Same as above	20.00 USD	3 working days	See Above
Bulk density and voids in aggregate	Same as above	20.00 USD	3 working days	See Above
Sieve Analysis in fine and coarse aggregate	Same as above	30.00 USD	3 working days	See Above
Specific gravity and absorption of coarse aggregate	Same as above	38.00 USD	3-5 working days	See Above
Los Angeles Abrasion Test	Same as above	76.00 USD	5-7 working days	See Above
Clay Lump and friable particle in aggregate	Same as above	36.00 USD	2 working days	See Above
Total Evaporable content aggregate by drying	Same as above	15.00 USD	3 working days	See Above
Aggregate Impact Value Test	Same as above	35.00 USD	2 working days	See Above
Elongation and flakiness Index Test	Same as above	68.00 USD	2 working days	See Above
Compressive strength of Cylindrical concrete specimens	Same as above	25.00 USD	2 working days	See Above
Compressive strength of concrete cube	Same as above	25.00 USD	2 working days	See Above
Compressive strength of Cylindrical concrete Core	Same as above	25.00 USD	2 working days	See Above
Stander Test Methog for slum of hydraulic	Same as above	20.00USD	5-7 working days	See Above

cement concrete				
Design of concrete mixes (including test on cement and aggregate)	Same as above	1,560.00 USD	5-7 working days	See Above
Dynamic cone penetrometer In-Situ at 4m depth	Same as above	200.00 USD	3 working days	See Above
Density of hydraulic cement	Same as above	40.00 USD	3 working days	See Above
Compressive strength of hydraulic cement	Same as above	100.00 USD	3 working days	See Above
Fineness of hydraulic cement by 45 micron sieve	Same as above	30.00 USD	7 working days	See Above
Schmidt hammer test	Same as above	25.00 USD	2 working days	See Above
Tensile testing of steel material	Same as above	150.00 USD	2-3 working days	See Above
Material finer than 75 micron sieve in mineral aggregate by washing	Same as above	20.00 USD	3-5 working days	See Above
Bulk density and voids in aggregate	Same as above	20.00 USD	3-5 working days	See Above
Sieve analysis and fine coarse aggregate	Same as above	30.00 USD	3-5 working days	See Above
Specific gravity and absorption of fine aggregate	Same as above	40.00 USD	3-5 working days	See Above
Specific gravity and absorption of coarse aggregate	Same as above	38.00 USD	3-5 working days	See Above
Los Angeles Abrasion Test	Same as above	76.00 USD	3-5 working days	See Above
Clay lump and friable particles in aggregate	Same as above	36.00 USD	3-5 working days	See Above
Total evaporable moisture content aggregate by drying	Same as above	15.00 USD	3-5 working days	See Above
Aggregate Impact Value Test (AIV)	Same as above	35.00 USD	3-5 working days	See Above
Aggregate crushing value test (ACV)	Same as above	35.00 USD	3-3 working days	See Above
Elongation and flakiness index tests	Same as above	68.00 USD	2-3 working days	See Above
Compressive strength of cylindrical concrete	Same as above	25.00 USD	2-3 working days	See Above



specimens				
Compressive strength of concrete cube	Same as above	25.00 USD	2-5 working days	See Above
Compressive strength of cylindrical concrete cores	Same as above	25.00 USD	2-5 working days	See Above
Stander test for slum of hydraulic cement concrete	Same as above	20.00 USD	2-3 working days	See Above
Schmidht hammer test	Same as above	25.00 USD	2-3 working days	See Above
Density of hydraulic cement	Same as above	40.00 USD	3-5 working days	See Above
Compressive strength of hydraulic cement	Same as above	100.00 USD	3-5 working days	See Above

#### ***We Commit to:***

- ✓ Provide timely, efficient, and professional services.
- ✓ Acknowledge and resolve your complaints
- ✓ Provide equitable access to services for all citizens.

#### ***How You Can Reach Us:***

We value your feedback and are committed to improving our services.

- **In Person:** Visit our Security Desk at the front of our Building, Lynch Street for preliminary information.
- **Phone:** 0770880915 / 0770880915
- **Email:** amakijahh2015@gmail.com
- **Suggestion Boxes:** In Process.
- **Online:** [www.mpw.gov.lr](http://www.mpw.gov.lr)

***Quality Services for a Better Liberia***