



REPUBLIC OF LIBERIA  
**PUBLIC PROCUREMENT & CONCESSIONS COMMISSION**  
EXECUTIVE MANSION GROUNDS, CAPITOL HILL, MONROVIA, LIBERIA

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



Ref. **PPCC/RL/CEO/0326/24'**

June 13, 2024

Hon. Luke L. Bawo

**MANAGING DIRECTOR**

Liberia Medicine & Health Products Regulatory Authority  
Sekou Toure Avenue, Mamba Point  
Monrovia, Liberia

Dear Hon. Bawo:

Subj: **RECEIPT AND APPROVAL OF ANNUAL PROCUREMENT PLAN FOR FISCAL YEAR 2024**

We present our compliments and wish to acknowledge receipt of your communication which sought the approval of the Commission for the Liberia Medicine & Health Products Regulatory Authority (LMHRA) Annual Procurement Plan. Following thorough review, the Commission hereby approves the LMHRA's annual procurement plan for fiscal year 2024 in accordance with **Section 40 (3)** of the PPCA, 2010, and informs the LMHRA 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**

**LIBERIA MEDICINES & HEALTH PRODUCTS REGULATORY AUTHORITY (LMHRA)**  
P. O. Box 1994, 2<sup>nd</sup> & 3<sup>rd</sup> Floors, Clay Building, Sekou Toure Avenue, Mamba Point  
1000 Monrovia, 10 Liberia - West Africa



Office of the Managing Director  
Email (official):

REF: RL/MD/0070/2024

June 18, 2024

**Hon. Bodger Scott Johnson**  
**Executive Director /CEO**  
**Public Procurement and Concession Commission**  
**Executive Mansion Grounds, Capitol Hill**  
**Monrovia, Liberia**

Dear Hon. Johnson:

**Ref: SUBMISSION OF LMHRA'S PROCUREMENT COMMITTEE AND PROCUREMENT UNIT: FY2024**

I present my compliments and through this medium write to submit to your honourable office the Liberia Medicines and Health Products Regulatory Authority (LMHRA)'s Procurement Committee for FY2024, as the list below:

- Hon. Luke L. Bawo --- Managing Director -- Chairman
- Hon. Patricia Quaye-Freeman --- Deputy Managing Director -- Member
- Mr. Steve N. Bundor --- Director, Fin. & Admin -- Member
- Mr. Johnathan L. Flomo --- Comptroller -- Member
- Rev. Joseph M. Redd --- Head of Human Resource -- Member
- Dr. S. Michael Chu Nepay --- Program Coordinator -- Member
- Mr. Alexander George --- Director, Q.C. Laboratory -- Member
- Mrs. Brenda K. Arzoaquoi-Jones --- Procurement Manager -- Secretary (Non-voting member)

And I would also through this medium like to present the Liberia Medicines and Health Products Regulatory Authority (LMHRA)'s Procurement Unit for FY2024 as listed below:

- Mrs. Brenda K. Arzoaquoi-Jones --- Procurement Manager
- Mr. Bruce M. Gotomo --- Deputy Procurement Manager
- Mr. Mark Deputy --- Procurement Officer

With the assurance of my highest esteem, I remain,

Yours truly

Hon. Luke L. Bawo  
Managing Director  
LMHRA



INTER OFFICE- MEMORANDUM

To: Bodger Scott Johnson  
Executive Director/CEO

Thru: Mr. Himmie E. Langford  
Director, CMD

From: Benetta S. Norman  
Compliance Officer

Date: June 18, 2024

*Theophilus Hollie  
June 18, 2024  
Time:  
12:28 pm*

Subject: Review of Liberia Medicines & Health Products Regulatory Authority (LMHRA) non-SBA, SBA and Consultancy Procurement Plan for Fiscal Year, January to December, 2024

Liberia medicines & health products regulatory Authority has submitted to the Commission in keeping with Section 40. (3)s its 2024 non-SBA, SBA and consultancy procurement plans for Approval.

Having reviewed the Procurement Plans including supporting documents of the entity, it is observed that the entity is in compliance with the PPCC Act.

Below are documents submitted for review:

- Non-SBA, SBA and Consultancy procurement plans
- Explanatory notes
- National budget
- Cover letter and
- Procurement Committee and Member Listing.

**Recommendation:**

In view of the above, it is recommended that Liberia medicines & health regulatory authority procurement plans be approved by the Commission.

Best regards.





**LIBERIA MEDICINES & HEALTH PRODUCTS REGULATORY AUTHORITY (LMHRA)**

2<sup>nd</sup> & 3<sup>rd</sup> FLOORS, CLAY BUILDING  
P. O. Box 1994, SEKOU TOURE AVENUE MAMBA POINT  
1000 Monrovia, 10 Liberia



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Ref: LMHRA/RL/MD/2024/0026

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

June 3, 2024

Dear Hon. Johnson:

**Ref: SUBMISSION OF LMHRA'S PROCUREMENT PLAN: FY2024**

I present my compliments and through this medium write to submit to your honourable office the Liberia Medicines and Health Products Regulatory Authority (LMHRA)'s Procurement Plan for FY2024 for your consideration.

Hon. Executive Director, as all contracts have expired on December 31, 2023 and due to the late passage of the national budget we seek your kind approval of our Procurement Plan to enable us to initiate our bid processes for FY2024; thus, we kindly implore your timely consideration.

With the assurances of my highest esteem, I remain,

Yours truly,

Hon. Luke L. Bawo  
Managing Director  
LMHRA



Josephine Celescia  
June 5, 2024  
7: 55 Am