



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/0244/25'

February 4, 2025

Hon. Lwopu G. Kandakai
REGISTRAR GENERAL
Cooperative Development Agency
Monrovia, Liberia

Dear Hon. Kandakai:

Subj: APPROVAL OF ANNUAL PROCUREMENT PLAN FOR FISCAL YEAR 2025

We present our compliments and wish to acknowledge receipt of your communication dated January 24, 2025, which sought the approval of the Commission for Cooperative Development Agency (CDA) Annual Core and SBA Procurement Plan for 2025.

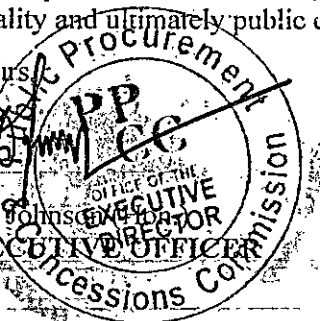
Following thorough review, the Commission hereby approves the Cooperative Development Agency Annual Procurement Plan for fiscal year 2025 in accordance with *Section 40 (3)* of the PPCA, 2010, and informs Cooperative Development Agency that the procurement plan will be duly forwarded to the Ministry 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
CHIEF EXECUTIVE OFFICER





REPUBLIC OF LIBERIA COOPERATIVE DEVELOPMENT AGENCY



RL/CDA/RG/LGK/022/'25

January 24, 2025

Hon. Bodger Scott Johnson
EXECUTIVE DIRECTOR
Public Procurement and Concessions Commission (PPCC)
Executive Mansion Grounds
Monrovia, Liberia

Ref: Submission of CDA Procurement Plan for the Calendar Year 2024

Dear Hon. Johnson:

I present my compliments and submit to your office for your approval CDA 2025 Procurement Schedule Plan on Capital Expenditures.

Below are names of Procurement Committee members and Staff of CDA.

Committee Members


1. Hon. Lwopu G. Kandakai-----Chair
2. Hon. Joseph Toumed-----Co-Chair
3. Jerome Gonkpala -----Secretary
4. Leroy M. Lincoln -----Member
5. Malcolm Sando -----Member

Procurement Unit Staff

1. Jerome Gonkpala ----- Act. Director
2. Allen S. Tiabor ----- Assistant Director
3. Jamil G. Maroun ----- Procurement Officer

Thank you in advance.

Sincerely,


Hon. Lwopu G. Kandakai
REGISTRAR GENERAL OF COOPERATIVES, R.L



Office of the Registrar General

Kandakailwopu2@gmail.com
Contacts:0777-926272/0886-517174
0887373164



72 SKD Boulevard, Paynesville City.
Montserrado County

“Initiating Self Help Development Through Cooperative

John Sando
01/24/2025
Time: 3:21pm

Cooperative Development Agency (CDA)

SBA PROCUREMENT PLAN

Source of Funding: GoL National Budget

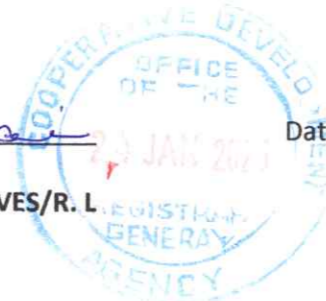
Fiscal Year 2025

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	ITEM NO.	BASIC DATA						IMPLEMENTATION DATES												
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PLANNED	1	IFBNO:CDA/SBA/RB/001/25	G-4761	Stationery	ASSORTED	20,500	RB	2/10/2025	2/20/2025	2/27/2025	3/6/2025	4/3/2025	4/10/2025	4/17/2025	4/24/2025	N/A	11/3/2025	12/30/2025		
UPDATE																				
ACTUAL																				
PLANNED	2	IFB: No. CDA/SBA/RB//002/25	G-4741	Computer Supplies	ASSORTED	17,000	RB	2/10/2025	2/20/2025	2/27/2025	3/6/2025	4/3/2025	4/10/2025	4/17/2025	4/24/2025	N/A	11/3/2025	12/30/2025		
UPDATE																				
ACTUAL																				
UPDATE	3	IFB: No. CDA/SS/SBA/001/25	G-6810	OFFICE BUILDING RENTAL	1BUILDING	38,000	SS	2/10/2025	2/20/2025	2/27/2025	N/A	N/A	N/A	N/A	4/8/2025	N/A	11/3/2025	12/30/2025		
ACTUAL																				
UPDATE	4	IFB: No. CDA/SBA/RFQ/SBA/001/25	G-4773	CLEANING MATERIALS	ASSORTED	6,000	RFQ	2/10/2025	2/20/2025	2/27/2025	3/6/2025	3/20/2025	3/27/2025	3/31/2025	4/8/2025	N/A	11/3/2025	12/30/2025		
ACTUAL																				
Sub. TOTAL						81,500														

Prepared by
 Jerome Gonkpa
 ACT. PROCUREMENT DIRECTOR/CDA

Handwritten signature and date
 2/4/25

Approved by
 Hon. Lwopu G. Kandakai
 REGISTRAR GENERAL OF COOPERATIVES/R. L.




Date January 24, 2025


Cooperative Development Agency (CDA)
SBA PROCUREMENT PLAN
 Source of Funding: GoL National Budget
 Fiscal Year 2025

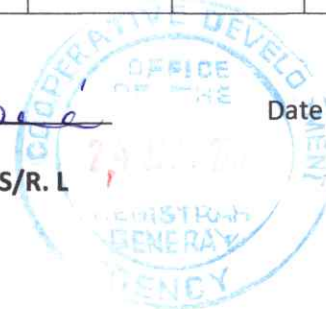
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PLANNE D	5	IFBNO:CDA /SBA/RFQ/002/2025	J-6190	SCRATCH CARD	600pcs @ 5usd	3,000	RFQ	2/10/2025	2/20/2025	2/27/2025	3/6/2025	3/20/2025	3/27/2025	3/31/2025	4/8/2025	N/A	11/3/2025	12/30/2025		
UPDATE																				
ACTUAL																				
PLANNE D	6	IFBNO:CDA /SBA/RFQ/003/2025	J-6120	Internet Connectivity	1 FIRM	5,000	RFQ	2/10/2025	2/20/2025	2/27/2025	3/6/2025	3/20/2025	3/27/2025	3/31/2025	4/8/2025	N/A	11/3/2025	12/30/2025		
UPDATE																				
ACTUAL																				
PLANNE D	7	IFBNO:CDA /SBA/RB/003/25	G-4653	Agriculture Supplies and inputs	ASSORTED	38,000	RB	2/10/2025	2/20/2025	2/27/2025	3/6/2025	4/3/2025	4/10/2025	4/17/2025	4/24/2025	N/A	11/3/2025	12/30/2025		
UPDATE																				
ACTUAL																				
Sub-Total						46,000														

Prepared by 
 Jerome Gonkpala
 ACT. PROCUREMENT DIRECTOR

Approved by 
 Hon. Lwopu G. Kandakai
 REGISTRAR GENERAL OF COOPERATIVES/R. L

Date January 24, 2025


 2/4/25



Cooperative Development Agency (CDA)

SBA PROCUREMENT PLAN

Source of Funding: GoL National Budget

Fiscal Year 2025

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ITEM NO.	BASIC DATA							IMPLEMENTATION DATES											
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PLANNED	8	IFBNO:CDA/SBARB/004/25	G-4661	Petroleum Products (Diesel)	11,353.919 Gal @4.21	47,800	RB	2/10/2025	2/20/2025	2/27/2025	3/6/2025	4/3/2025	4/10/2025	4/17/2025	4/24/2025	N/A	11/3/2025	12/30/2025	
UPDATE																			
ACTUAL																			
PLANNED	9	IFB No. CDA/SBARB/005/25	C-1812	Printing and Binding Services	1 Firm	6,500	RB	2/10/2025	2/20/2025	2/27/2025	3/6/2025	3/20/2025	3/27/2025	3/31/2025	4/8/2025	N/A	11/3/2025	12/30/2025	
UPDATE																			
ACTUAL																			
Sub-Total						61,500.00													

Prepared by *[Signature]* Date _____
 Jerome Gonkpala
 ACT. PROCUREMENT DIRECTOR/CDA

[Handwritten Signature]
 2/4/25

Approved by *[Signature]* Date _____
 Hon. Lwopu G. Kandakai
 REGISTRAR GENERAL OF COOPERATIVES/R. L



January 24, 2025
[Handwritten Signature]
 Public Procurement Commission
 Director

**Cooperative Development Agency (CDA)
SBA PROCUREMENT PLAN**

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)	BUSINESS ACTIVITY CODE	CONTRACT PACKAGE	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 DOC	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		
PLANNED	10	IFBNO:CDA/SBA/RFQ/004/25	L-6810	Hall Rental	1Firm	1,200	RFQ	2/10/2025	2/20/2025	2/27/2025	3/6/2025	3/20/2025	3/27/2025	3/31/2025	4/8/2025	N/A	11/3/2025	12/30/2025		
UPDATE																				
ACTUAL																				
PLANNED	11	IFBNO:CDA/SBA/RFQ/006/25	I-5621	Event Catering	1Firm	20,000	RB	2/10/2025	2/20/2025	2/27/2025	3/6/2025	4/3/2025	4/10/2025	4/17/2025	4/24/2025	N/A	11/3/2025	12/30/2025		
UPDATE																				
ACTUAL																				
PLANNED	12	IFBNO:CDA/SBA/RFQ/007/25	G4761	Training Materials	Assorted	6,500	RFQ	2/10/2025	2/20/2025	2/27/2025	3/6/2025	3/20/2025	3/27/2025	3/31/2025	4/8/2025	N/A	11/3/2025	12/30/2025		
UPDATE																				
ACTUAL																				
Sub Total						1 27,700														
Grand Total						202,200.00														

Source of Funding: GoL National Budget
Fiscal Year 2025

*159/10
2/4/25*

Prepared by *[Signature]* Date _____
Jerome Gonkpa
ACT. PROCUREMENT DIRECTOR

Approved by *[Signature]* Date January 24, 2025
Hon. Lwopu G. Kandakai
REGISTRAR GENERAL OF COOPERATIVES/R. L

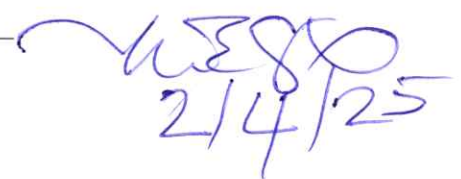



Cooperative Development Agency (CDA)
SBA EXPLANATORY NOTE
Fiscal Year 2025

Items	Package Number (Code)	Contract Package	Detailed Description
1	IFBNO:CDA/SBA/RB 001/25	Stationery	This contract package is intended to procure assorted stationery materials for CDA. Note: the amount of 1,500.00 was extracted from the budget line workshop conference and seminar increasing the total amount of the stationery package to 20,500.00 List of Items 1. A4—Papers 2. Ball Pen 3. Manila Folders 4. Staple Pin 5. Etc
2	IFBNO:CDA/SBA/RB/002/2025	Computer Supplies	This contract package is intended to procure computers and accessories for CDA, it is drawn from the budget line computer supplies and ICT Services.
3	IFBNO:CDA/SBA/SS/001/2025	Office Building and Rental	This contract package is intended to rent/lease CDA Head Quarters Office in Monrovia, it is drawn from the budget line Office Building. Rental and Lease.
4	IFBNO:CDA/SBA/FRQ/001/2025	Cleaning Materials	This contract package is intended to procure assorted cleaning materials for CDA, including: soap, clorax, detol, tissue, etc... it is drawn from the budget line Cleaning Materials.
5	IFBNO:CDA/SBA/RFQ 002/25	Scratch Cards	This contract package is drawn from the budget line Scratch Card, it is intended to procure both Lonestar and Orange.
6	IFBNO:CDA/SBA/RFQ/003/2025	Internet Connectivity	
7	IFBNO:CDA/SBA/RB/003/25	Agriculture supplies and inputs	This contract package is intended to procure agriculture supplies and inputs tools for Cooperatives in and around Liberia List of assorted Items 1. Heavy duty wheel barrow 2. Watering can 3. Seeds 4. Fertilizer 5. Pesticide 6. Shovel & etc.




Signed 
 Jerome Gonkpala
 ACT. Procurement Director/CDA


 2/4/25

Approved: 
 Hon. Lwopu G. Kandakai
 Registrar General of Cooperatives/R. L

Date: January 24, 2025

Cooperative Development Agency (CDA)

SBA EXPLANATORY NOTE

Fiscal Year 2025

Items	Package Code	Contract Package	Detailed Description
8	IFBNO:CDA/SBA RB/004/25	Petroleum Products	This contract package is intended to procure Petroleum Products for CDA. Note: the amount of 12,800 was extracted from the budget line Domestic Means of Travel thereby increasing the total amount of the Petroleum Products value from US\$35,000 to US\$47,800 .
9	IFB No. CDA/SBA/RB/005/25	Printing and Binding Services	This contract package is intended to hire printing and binding services for CDA. It is drawn from the budget line printing, Binding and Publication.
10	IFBNO:CDA/SBA/FRQ/004/25	Hall Rental	This contract package is intended to rent a hall for CDA capacity building workshops. Note: the amount of One Thousand Two Hundred United States Dollars (1,200.00) was extracted from the budget line workshop, conference and seminar thereby creating this procurement package.
11	IFBNO:CDA/SBA/RB/006/25	Event Catering	This contract package is intended to hire catering services for CDA workshops. Note: the amount of Twelve thousand United States Dollars (20,000.00) was extracted from the budget line workshop, conference and seminar thereby creating this procurement package.
12	IFBNO:CDA/SBA/RFQ/007/25	Training Materials	This contract package is intended to procure training materials for training sections that will be conducted. It is drawn from the budget line workshop, conference, seminar. Items such as: custom marker, white board,
13		Workshop, conferences, seminars	The balance of US\$15,897 will be use for the up keep of CDA staff travelling in the various counties.

Signed



Jerome Gonkpala

ACTING PROCUREMENT DIRECTOR

Handwritten signature and date
2/7/25

Approved:

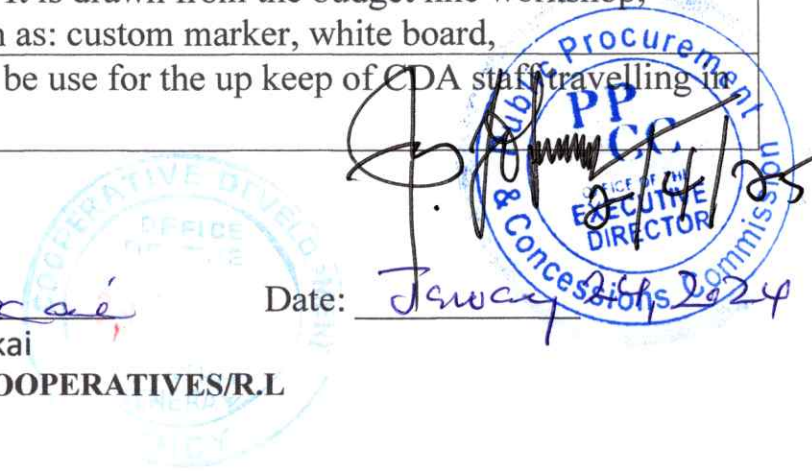


Hon. Lwopu G. Kandakai

REGISTRAR GENERAL OF COOPERATIVES/R.L

Date:

Handwritten date
January 2024



Cooperative Development Agency (CDA)

NON SBA PROCUREMENT PLAN

Source of Funding: GoL National Budget

Fiscal Year 2025

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
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PLANNED	1	IFBNO:CDA/RB/001/25	G-4510	PURCHASE OF VEHICLE	1 Unit	45,000	RB	2/10/2025	2/20/2025	2/27/2025	3/6/2025	4/3/2025	4/10/2025	4/17/2025	4/24/2025	N/A	11/3/2025	12/30/2025		
UPDATE																				
ACTUAL																				
PLANNED	2	IFBNO:CDA/RB/002/25	N-7911	AIR TICKETS	1FIRM	16,750	RB	2/10/2025	2/20/2025	2/27/2025	3/6/2025	4/3/2025	4/10/2025	4/17/2025	4/24/2025	N/A	11/3/2025	12/30/2025		
UPDATE																				
ACTUAL																				
PLANNED	3	IFBNO:CDA/RB/003/25	G-4659	FUNITURES AND FIXTURES	1FIRM	25,500	RB	2/10/2025	2/20/2025	2/27/2025	3/6/2025	4/3/2025	4/10/2025	4/17/2025	4/24/2025	N/A	11/3/2025	12/30/2025		
UPDATE																				
ACTUAL																				
Sub Total						87,250														
GRAND TOTAL						87,250														

Prepared by: Jerome Gonkpala
 ACT. PROCUREMENT DIRECTOR/CDA

WBGK
2/4/25

Approved by: Lwopu G. Kandakai
 Hon. Lwopu G. Kandakai
 REGISTRAR GENERAL OF COOPERATIVES/R. L

Date: January 20, 2025



Cooperative Development Agency (CDA)

NON-SBA EXPLANATORY NOTE

Fiscal Year 2025

Items	Package Code	Contract Package	Detailed Description
1	IFBNO:CDA/RB/001/20/25	Purchase of Vehicle	This contract package is intended to procure one vehicle for CDA. It is drawn from the budget line Transport Equipment.
2	IFBNO:CDA/RB/002/2025	Air Tickets	This contract package is intended to procure Air Tickets for CDA Foreign Travels. It is drawn from the budget line Foreign Travel Means
3	IFBNO:CDA/RB/003/25	Furnitures and Fixtures	This contract package is intended to procure assorted Furniture and Fixtures for CDA. <u>List of assorted Items</u> 1. Office Desks 2. Office Chairs 3. Visitor's Chairs 4. Etc
4		Electricity	This contract package will be used to pay Electricity bills to the Liberia Electricity Corporation in the tone of US\$9,000.
5		Water and Sewage	This contract package is intended to pay CDA water bills to the Liberia Water and Sewer Corporation in the tone of US\$3,000.

Signed 
 Jerome Gonkpala
 ACT. PROCUREMENT DIRECTOR/CDA

Approved: 
 Hon. Lwopu G. Kandakai
 REGISTRAR GENERAL OF COOPERATIVES/R. L.

Date: January 24, 2025


 2/4/25


 2/4/25
