

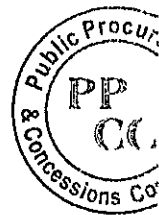


REPUBLIC OF LIBERIA

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/0285/25'

February 19, 2025

Dr. Emmanuel Urey Yarkpawolo
EXECUTIVE DIRECTOR
Environmental Protection Agency
Monrovia, Liberia

Dear Dr Yarkpawolo:

Subj: APPROVAL OF ANNUAL PROCUREMENT PLAN FOR FISCAL YEAR 2025

We present our compliments and wish to acknowledge receipt of your communication dated February 5, 2025, which sought the approval of the Commission for Environmental Protection Agency (EPA) Annual Core and SBA Procurement Plan for 2025.

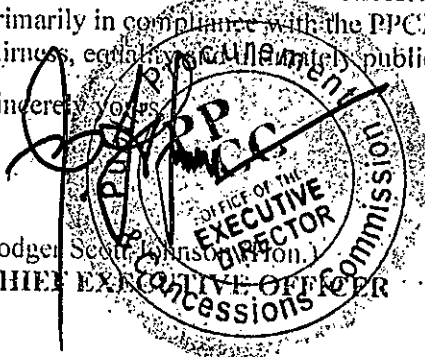
Following thorough review, the Commission hereby approves the Environmental Protection Agency (EPA) Annual Procurement Plan for fiscal year 2025 in accordance with *Section 40 (3)* of the PPCA, 2010, and informs Environmental Protection Agency that the procurement plan will be duly forwarded to the Ministry 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 mutually public confidence in our procurement and concessions processes.

Sincerely yours,

Bodger Scott
CHIEF EXECUTIVE OFFICER





Office of the Executive Director

REPUBLIC OF LIBERIA ENVIRONMENTAL PROTECTION AGENCY

P.O. Box 4024
4th Street Sinkor, Tubman Boulevard
1000 Monrovia, 10 Liberia
Cell #: +231888608224/ +231777596220
Email: info@epa.gov.lr/ www.epa.gov.lr



ED/EPA-01/0465/25/RL

February 5, 2025

Hon. Bodger Scott Johnson
EXECUTIVE DIRECTOR
Public Procurement & Concession Commission
Executive Mansion Ground
Capitol Hill
Monrovia, Liberia

Dear Hon. Johnson:

I present my compliments and to hereby submit to your good office the Environmental Protection Agency's Procurement Plan for Fiscal Year 2025 and the listing of the Procurement Committee and Unit members.

Procurement Committee members:

- | | |
|---|----------------|
| 1. Dr. Emmanuel Urey Yarkpawolo/ Executive Director/CEO | Chairperson |
| 2. Dweh Boley/ Deputy Executive Director | Co-Chairperson |
| 3. George M. Kawah / Manager Administration | Member |
| 4. Fred J. Dehfer/ Acting Comptroller | Member |
| 5. John Jallah/ Manager Compliance & Enforcement | Member |
| 6. Rafeal S. Ngumbu/Manager Env't Research & Radiation Safety | Member |
| 7. Frances B. Seydou/ Manager Intersectorial | Member |
| 8. Pescee T. Doe/ Assistant Manager /Procurement | Secretary |

Josephine Coleccio
Feb. 7, 2024
1:26 PM
[Signature]

In addition to the list of members of the EPA's Procurement Committee, I also submit to you members of the Procurement Unit.

Procurement Unit Members:

1. Pescee T. Doe
2. Hassan K. Jalieba
3. Jartu Hail
4. Leroy T. Dunn

Asst. Manager/ Procurement
Procurement Supervisor
Procurement Officer
Procurement Expediter

Please accept the assurance of my highest esteem and consideration as we strive for environmental sustainability for now and successive generations.

Kind regards




Dr. Emmanuel Grey Yarkpawolo
EXECUTIVE DIRECTOR/CEO




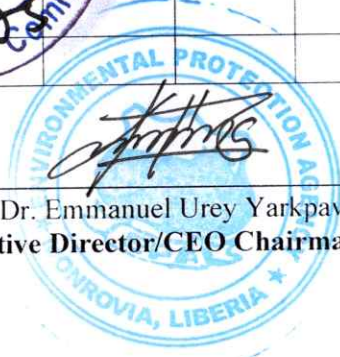
ENVIRONMENTAL PROTECTION AGENCY (EPA)
PROCUREMENT PLAN (SBA)
 Source of funding (GOL)
FISCAL YEAR JANUARY 1, - DECEMBER 31, 2025

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 Reg. Code	Qty.	Estimated Cost (USD)	Procurement Method	Technical specs./Boo /Drawings	Prepare Bid Doc.	PC Approval Bid Doc/Tech Specs	Bid Invitation & Release of Bid Doc.	Bid Subm. public Opening	Subm. of Bid Evaluation Report	PC Approval – Bid Evaluation Report	Contract Award & Signature	Advance payment (Mobilization)	Delivery Inspection (substantial Completion)	Accept. & Final Payment	Remarks	
planned	1	IFB NO. EPA/SBA/RB/001/25	Petroleum products	G-4661	57,584.56 @ 4.21	242,431.00	RB	01/06/25	01/10/25	01/15/25	01/20/25	02/20/25	02/27/25	03/05/25	03/17/25	N/A	12/12/25	12/31/25		
update																				
Actual																				
Planned	2	IFB NO. EPA/SBA/RFQ/001/25	Event Catering	H-5621	1 Firm	10,000.00	RFQ	01/06/25	01/10/25	01/15/25	01/20/25	02/07/25	02/17/25	02/24/25	03/06/25	N/A	12/12/25	12/31/25		
Update																				
Actual																				
Planned	3	IFB NO. EPA/SBA/RB/002/25	Personnel Non-life Insurance	K-6512	1 Firm	48,000.00	RB	01/06/25	01/10/25	01/15/25	01/20/25	02/20/25	02/27/25	03/05/25	03/17/25	N/A	12/12/25	12/31/25		
Update																				
Actual																				
		Sub Total				300,431.00														

Submitted By: 
 Pescee T. Doe
 Assistant Manager/Procurement Unit

Date: Feb. 4, 2025


Approved: 
 Dr. Emmanuel Urey Yarkpawolo
 Executive Director/CEO Chairman Procurement Committee



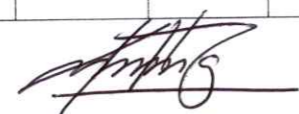

 2/19/25


**ENVIRONMENTAL PROTECTION AGENCY (EPA)
PROCUREMENT PLAN (SBA)
Source of funding (GOL)
FISCAL YEAR JANUARY 1, - DECEMBER 31, 2025**

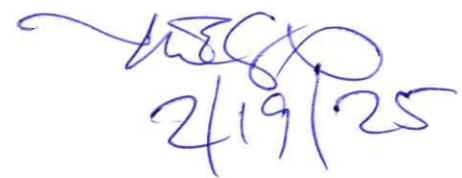
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
BASIC DATA								IMPLEMENTATION DATES												
Item NO.	Package number (Code)	Contract Package	Business Reg. Code	Qty.	Estimated Cost (USD)	Procure Method	Technical specs./Boo/ Drawings	Prepare Bid Doc.	PC Approval Bid Doc/Tech Specs	Bid Invitation & Release of Bid Doc.	Bid Subm. public Opening	Subm. of Bid Evaluation Report	PC Approval – Bid Evaluation Report	Contract Award & Signature	Advance payment (Mobilization)	Delivery Inspection (substantial Completion)	Accept. & Final Payment	Remarks		
Planned	4	IFB NO. EPA/SBA/RFQ/002/25	Vehicle Rental	H-4922	1 Firm	10,000.00	RFQ	01/06/25	01/10/25	01/15/25	01/20/25	02/07/25	02/17/25	02/24/25	03/06/25	N/A	12/12/25	12/31/25		
Update																				
Actual																				
Planned	5	IFB NO. EPA/SBA/SS/001/25	Vehicle Insurance	K-6512	1 Firm	25,000.00	SS	01/06/25	01/10/25	01/15/25	01/20/25	02/07/25	02/17/25	02/24/25	03/06/25	N/A	12/12/25	12/31/25		
Update																				
Actual																				
Planned	6	IFB NO. EPA/SBA/RB/003/25	Air Tickets	N-7911	1 Firm	30,000.00	RB	01/06/25	01/10/25	01/15/25	01/20/25	02/20/25	02/27/25	03/05/25	03/17/25	N/A	12/12/25	12/31/25		
Update																				
Actual																				
Sub Total						65,000.00														

Submitted By: 
Pescee T. Doe
Assistant Manager/Procurement Unit

Date: Feb 4, 2025


Dr. Emmanuel Urey Yarkpawolo
Executive Director/CEO Chairman Procurement Committee




2/19/25

**ENVIRONMENTAL PROTECTION AGENCY (EPA)
PROCUREMENT PLAN (SBA)
Source of funding (GOL)
FISCAL YEAR JANUARY 1, - DECEMBER 31, 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 Reg. Code	Qty.	Estimated Cost (USD)	Procure Method	Technical specs./Boo/Drawings	Prepare Bid Doc.	PC Approval Bid Doc/Tech Specs	Bid Invitation & Release of Bid Doc.	Bid Subm. public Opening	Subm. of Bid Evaluation Report	PC Approval - Bid Evaluation Report	Contract Award & Signature	Advance payment (Mobilization)	Delivery Inspection (substantial Completion)	Accept. & Final Payment	Remarks	
planned	7	IFB NO. EPA/SBA/RFQ/003/25	Printing & Blinding	C-1812	1 Firm	10,000.00	RFQ	01/06/25	01/10/25	01/15/25	01/20/25	02/07/25	02/17/25	02/24/25	03/06/25	N/A	12/12/25	12/31/25	
update																			
Actual																			
Planned	8	IFB NO. EPA/SBA/RFQ/004/25	Repair & maintenance office machinery & equipment	C-3312	1 Firm	10,000.00	RFQ	01/06/25	01/10/25	01/15/25	01/20/25	02/07/25	02/17/25	02/24/25	03/06/25	N/A	12/12/25	12/31/25	
Update																			
Actual																			
Planned	9	IFB NO. EPA/SBA/RB/005/25	Garbage Collection	E3811	1 Firm	25,990.00	RB	01/06/25	01/10/25	01/15/25	01/20/25	02/07/25	02/17/25	03/05/25	03/17/25	N/A	12/12/25	12/31/25	
Update																			
Actual																			
Sub Total					45,990.00														


Submitted By: 
Pescee T. Doe

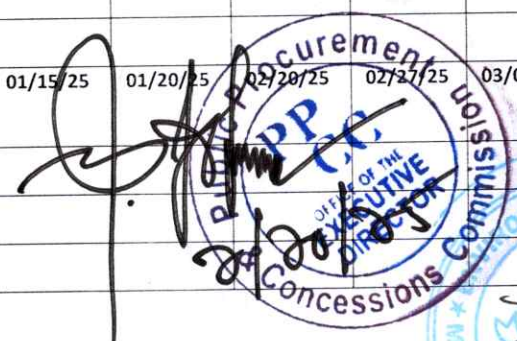
Assistant Manager/ Procurement Unit

Date: Feb 4, 2025

Approved: 
Dr. Emmanuel Urey Yarkpawolo

Executive Director/CEO Chairman Procurement Committee

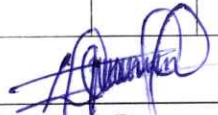

2/19/25



**ENVIRONMENTAL PROTECTION AGENCY (EPA)
PROCUREMENT PLAN (SBA)
Source of funding (GOL)
FISCAL YEAR JANUARY 1, - DECEMBER 31, 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 Reg. Code	Qty.	Estimated Cost (USD)	Procure Method	Technical specs./Books/Drawings	Prepare Bid Doc.	PC Approval Bid Doc/Tech Specs	Bid Invitation & Release of Bid Doc.	Bid Subm. public Opening	Subm. of Bid Evaluation Report	PC Approval - Bid Evaluation Report	Contract Award & Signature	Advance payment (Mobilization)	Delivery Inspection (substantial Completion)	Accept. & Final Payment	Remarks		
planned	10	IFB NO. EPA/SBA/RFQ/005/25	Publication	M-7310	1 Firm	5,000.00	RFQ	01/06/25	01/10/25	01/15/25	01/20/25	02/07/25	02/17/25	02/24/25	03/06/25	N/A	12/12/25	12/31/25		
update																				
Actual																				
Planned	11	IFB NO. EPA/SBA/SS/002/25	Internet Service Provider	J-6120	1 Firm	52,854.00	SS	01/06/25	01/10/25	01/15/25	01/20/25	02/07/25	02/17/25	02/24/25	03/06/25	N/A	12/12/25	12/31/25		
Update																				
Actual																				
Planned	12	IFB NO. EPA/SBA/RFQ/006/25	Repair & Maintenance Air Cond.	S-9522	1 Firm	7,000.00	RFQ	01/06/25	01/10/25	01/15/25	01/20/25	02/07/25	02/17/25	02/24/25	03/06/25	N/A	12/12/25	12/31/25		
		Sub Total				64,854.00														
		Total				\$476,275.00														



Submitted By: 
Pescee T. Doe
Assistant Manager/Procurement Unit

Date: Feb. 4, 2025

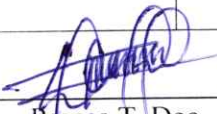
Approved: 
Dr. Emmanuel Urey Yarkpawolo
Executive Director/CEO Chairman Procurement Committee

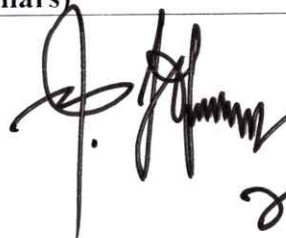



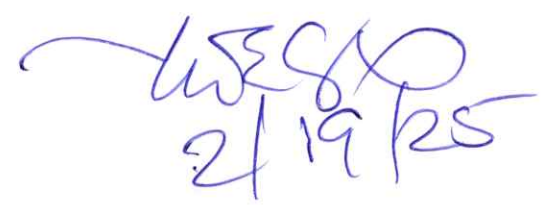

2/19/25

**Environmental Protection Agency
SBA-Procurement Plan Explanatory Notes
Fiscal Year: January 1, - December 31, 2025**

Item No.	Contract package code	Contract Package	Content of Contract Package
1	IFB NO. EPA/SBA/RB/001/ 25	Petroleum Product	US\$242,431.00 from two separate budget lines fuel and lubricant generator, vehicle and Motorbikes was consolidated. This contract package is intended to hire a firm to supply Petroleum Product: Forty-Four Thousand Seven Hundred Fifty-Point Five-Seven Four (57,584.56) gallons of diesel @ 4.21 per gallon the estimated cost for this contract package is \$242,431.00 (Two Hundred -Forty-Two Thousand Three Hundred Thirty-One United States Dollars Fifty-Six Cents) .
2	IFB NO. EPA/SBA/RFQ/001/25	Event Catering	This contract package is intended to hire/contract catering services for several workshops, meetings, and trainings and other EPA programs at different location and time. This comes from two separate budget lines, Budget, workshop, conference, seminar, and EPA Annual Retreat. The estimated cost for this package is \$10,000.00 (Ten Thousand United States Dollars) .
3	IFB NO. EPA/SBA/RB/002/ 25	Personnel Non-life Insurance	This contract package is intended to hire a firm to provide medical insurance for all of EPA's staffs and senior management. This is from the budget line Staff Medical Insurance and the estimated cost for this contract package is \$48,000.00 (Forty-Eight Thousand United States Dollars) .
4	IFB NO. EPA/SBA/RFQ/002/25	Vehicle Rental	This contract package is intended to hire a firm for the renting of vehicles for staffs of the EPA or its guests in and around Monrovia and some rural areas in Liberia. This is from two separate budget lines, Budget, conference Workshop, seminar and EPA Annual Retreat the estimated cost of this contract package is \$10,000.00 (Ten Thousand United States Dollars) .
5	IFB NO. EPA/SBA/SS/001/25	Vehicle Insurance	This package is intended to Single Source (NICOL) National Insurance Company of Liberia. This company is supported 50% from the National Budget every year. This firm/ insurance company to cover the insurance for 16 vehicles in the EPA that are not insured. The estimated cost of this contract package is \$25,000.00 (Twenty-Five Thousand United States Dollars) .

Submitted By: 
Pascee T. Doe
Assistant Manager/Procurement Unit


2/19/25

**Environmental Protection Agency
SBA-Procurement Plan Explanatory Notes
Fiscal Year: January 1, - December 31, 2025**

Item No.	Contract package code	Contract Package	Content of Contract Package
6	IFB NO. EPA/SBA/RB/003/25	Air Tickets	This contract package is intended to purchase air tickets for EPA staffs and foreign guests. This is from the budget line Foreign Travel Means of Travel and the estimated cost for this contract package is \$205,000.00 (Two-Hundred Five Thousand United States Dollars) .
7	IFB NO. EPA/SBA/RFQ/003/25	Printing & Blinding	This contract package is intended to hire a firm for the printing and binding the following: This is from the budget lines, Printing, Binding & Publication. A. Printing of documents G. Printing of Stickers B. Binding of documents H. Printing of Flyers C. Printing of call cards I. Printing of Souvenir programs D. Printing of invitations J. Printing of T-Shirt E. Printing of banners F. Printing on National Reports The cost of this contract package is \$15,000.00 (Fifteen Thousand United States Dollars) . (10,000.00) Ten Thousand goes to towards Printing & Binding
8	IFB NO. EPA/SBA/RFQ/004/25	Repair and maintenance Office machinery & equipment	This contract package is intended to repair and maintain the follow items: A. Desktop computers B. Laptop computers C. Printers This is from the budget line Routine repair & maintenance of office equipment and the cost of this contract package is \$10,000 (Ten Thousand United States Dollars) .
9	IFB NO. EPA/SBA/RB/004/25	Garbage Collection	This contract package is to collect garbage from the EPA compound. This comes from the budged line Waste Disposal /Libra Sanitation . The estimated cost of this contract package is \$25,990.00 (Twenty-Five Thousand Nine Hundred Ninety United States dollars) .
10	IFB NO. EPA/SBA/RFQ/005/25	Publication	This contract package is intended for advertising in different local dallies for the publication of IFB, REOI and IPQ. This comes from the budged line Printing Binding & Publication and the estimated cost for this contract package is \$15,000.00 (Five Thousand United States dollars goes towards Publication) .
11	IFB NO. EPA/SBA/SS/002/25	Internet Service Provider	This contract package is intended to Single Source a firm to provide internet services to the EPA. This comes from budget lines Internet Provider LITECO. The estimated cost for this package is (\$52,854.00) Fifty-Two Thousand Eight Hundred Fifty-Four United States Dollars .

Submitted by: _____

Pescee T. Doe/Assistant Manager/Procurement Unit

[Handwritten Signature]
[Handwritten Signature]
 2/19/25

[Handwritten Signature]


**Environmental Protection Agency
SBA-Procurement Plan Explanatory Notes
Fiscal Year: January 1, - December 31, 2025**

Item No.	Contract package code	Contract Package	Content of Contract Package
12	IFB NO. EPA/SBA/RFQ/006/25	Repair & Maintenance of Air Conditioners	This contract package is intended to repair and service all of EPA's Air conditions. It is from budget lines Refiguration/Air Condition. The estimated cost of this contract package is \$15,000.00 (Fifteen Thousand United States Dollars) of this amount, Seven Thousand (\$7,000) goes towards Repair & Maintenance Air Conditioners.

Submitted By: _____

[Signature]
Pescee T. Doe
Assistant Manager/Procurement Unit

[Handwritten Signature]
2/19/25



**ENVIRONMENTAL PROTECTION AGENCY (EPA)
ANNUAL PROCUREMENT PLAN (NON-SBA)
Source of funding: (GOL)
FISCAL YEAR JANUARY 1, - DECEMBER 31, 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 Reg. Code	Qty.	Estimated Cost (USD)	Procure. Method	Technical specs./Boo/Drawings	Prepare Bid Doc.	PC Approval Bid Doc/Tech Specs	Bid Invitation & Release of Bid Doc.	Bid Subm. public Opening	Subm. of Bid Evaluation Report	PC Approval – Bid Evaluation Report	Contract Award & Signature	Advance payment (Mobilization)	Delivery Inspection (substantial Completion)	Accept. & Final Payment	Remarks	
Planned	1	IFB NO. EPA/NCB/001/25	Computer supplies	G-4741	Assorted	16,350.00	NCB	01/06/25	01/10/25	01/15/25	01/20/25	02/20/25	02/27/25	03/05/25	03/17/25	N/A	12/12/25	12/31/25		
Update																				
Actual																				
Planned	2	IFB NO. EPA/NCB/002/25	Stationery	G-4761	Assorted	35,144.00	NCB	01/06/25	01/10/25	01/15/25	01/20/25	02/20/25	02/27/25	03/05/25	03/17/25	N/A	12/12/25	12/31/25		
Update																				
Actual																				
Planned	3	IFB NO. EPA/NCB/003/25	Furniture & Fixture	G-4659	Assorted	20,000.00	NCB	01/06/25	01/10/25	01/15/25	01/20/25	02/20/25	02/27/25	03/05/25	03/17/25	N/A	12/12/25	12/31/25		
Update																				
Actual																				
						Sub -Total														
						\$71,494.00														

Submitted By: _____

Pescee T. Doe
Assistant Manager/Procurement Unit

[Handwritten Signature]
2/19/25

Date: Feb. 4, 2025



Approved: _____
Dr. Emmanuel Urey Yarkpawolo
Executive Director/CEO Chairman Procurement Committee

**ENVIRONMENTAL PROTECTION AGENCY (EPA)
ANNUAL PROCUREMENT PLAN (NON-SBA)
Source of funding: (GOL)
FISCAL YEAR JANUARY 1, - DECEMBER 31, 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 Reg. Code	Qty.	Estimated Cost (USD)	Procure. Method	Technical specs. /Boo/Drawings	Prepare Bid Doc.	PC Approval Bid Doc/Tech Specs	Bid Invitation & Release of Bid Doc.	Bid Subm. public Opening	Subm. of Bid Evaluation Report	PC Approval – Bid Evaluation Report	Contract Award & Signature	Advance payment (Mobilization)	Delivery Inspection (substantial Completion)	Accept. & Final Payment	Remarks	
Planned	4	IFB NO. EPA/RFQ/001/25	Air conditioners	G-4759	Firms	8,000.00	RFQ	01/06/25	01/10/25	01/15/25	01/20/25	02/07/25	02/17/25	02/24/25	03/06/25	N/A	12/12/25	12/31/25	
Update																			
Actual																			
Planned	5	IFB NO. EPA/RFQ/002/25	Website Hosting	J-6311	1 Firm	10,000.00	RFQ	01/06/25	01/10/25	01/15/25	01/20/25	02/07/25	02/17/25	02/24/25	03/06/25	N/A	12/12/25	12/31/25	
Update																			
Actual																			
Planned	6	IFB NO. EPA/RB/001/25	Vehicles	G-4510	7 Units	254,627.00	RB	01/06/25	01/10/25	01/15/25	01/20/25	02/20/25	02/27/25	03/05/25	03/17/25	N/A	12/12/25	12/31/25	
Update																			
Actual																			
			Sub –Total			272,627.00													

Submitted By: _____

Pescee T. Doe
Assistant Manager/Procurement Unit

Date: Feb. 4, 2025

Approved: _____

Dr. Emmanuel Urey Yarkpawolo
Executive Director/CEO Chairman Procurement Committee

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2/19/25

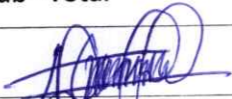


**ENVIRONMENTAL PROTECTION AGENCY (EPA)
ANNUAL PROCUREMENT PLAN (NON-SBA)**

Source of funding: (GOL)

FISCAL YEAR JANUARY 1, - DECEMBER 31, 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 Reg. Code	Qty.	Estimated Cost (USD)	Procure. Method	Technical specs./Boo/Drawings	Prepare Bid Doc.	PC Approval Bid Doc/Tech Specs	Bid Invitation & Release of Bid Doc.	Bid Subm. public Opening	Subm. of Bid Evaluation Report	PC Approval – Bid Evaluation Report	Contract Award & Signature	Advance payment (Mobilization)	Delivery Inspection (substantial Completion)	Accept. & Final Payment	Remarks	
Planned	7	IFB NO. EPA/RB/002/25	Repair and maintenance Vehicle	G-4520	1 Firm	45,000.00	RB	01/06/25	01/10/25	01/15/25	01/20/25	02/20/25	02/27/25	03/05/25	03/17/25	N/A	12/12/25	12/31/25	
Update																			
Actual																			
Planned	8	IFB NO. EPA/RFQ/003/25	Hall rental	L-6810	4 Firms	10,000.00	RFQ	01/06/25	01/10/25	01/15/25	01/20/25	02/07/25	02/17/25	02/24/25	03/06/25	N/A	12/12/25	12/31/25	
Update																			
Actual																			
Planned	9	IFB NO. EPA/RB/003/25	Motorbikes Repair and maintenance Services	G-4540	1 Firm	18,538.00	RB	01/06/25	01/10/25	01/15/25	01/20/25	02/20/25	02/27/25	03/05/25	03/17/25	N/A	12/12/25	12/31/25	
Update																			
			Sub -Total			73,538.00													

Submitted By: 
Pescee T. Doe
Assistant Manager/Procurement Unit

Date: Feb. 4, 2025


Dr. Emmanuel Urey Yarkpawolo
Executive Director/CEO Chairman Procurement Committee


2/19/25



**ENVIRONMENTAL PROTECTION AGENCY (EPA)
ANNUAL PROCUREMENT PLAN (NON-SBA)
Source of funding: (GOL)
FISCAL YEAR JANUARY 1, - DECEMBER 31, 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 Reg. Code	Qty.	Estimated Cost (USD)	Procure. Method	Technical specs./Boo/Drawings	Prepare Bid Doc.	PC Approval Bid Doc/Tech Specs	Bid Invitation & Release of Bid Doc.	Bid Subm. public Opening	Subm. of Bid Evaluation Report	PC Approval – Bid Evaluation Report	Contract Award & Signature	Advance payment (Mobilization)	Delivery Inspection (substantial Completion)	Accept. & Final Payment	Remarks	
Planned	10	IFB NO. EPA/RFQ/004/25	Repair and maintenance Generator	C-3314	1 Firm	9,969.00	RFQ	01/06/25	01/10/25	01/15/25	01/20/25	02/07/25	02/17/25	02/24/25	03/06/25	N/A	12/12/25	12/31/25	
Update																			
Actual																			
Planned	11	IFB NO. EPA/RB/004/25	Scratch Card	J-6190	Assorted	41,000.00	RB	01/06/25	01/10/25	01/15/25	01/20/25	02/20/25	02/27/25	03/05/25	03/17/25	N/A	12/12/25	12/31/25	
Update																			
Actual																			
Planned	12	IFB NO. EPA/RB/005/25	Cleaning Materials	G-4773	Assorted	27,180.00	RB	01/06/25	01/10/25	01/15/25	01/20/25	02/20/25	02/27/25	03/05/25	03/17/25	N/A	12/12/25	12/31/25	
Update																			
Actual																			
			Sub -Total		78,149.00														

Submitted By: _____

Pescee T. Doe

Assistant Manager/Procurement Unit

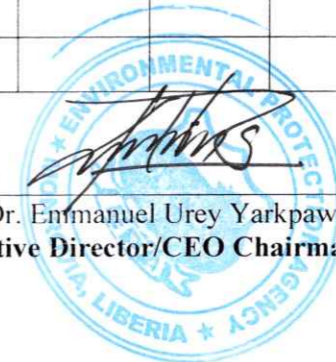
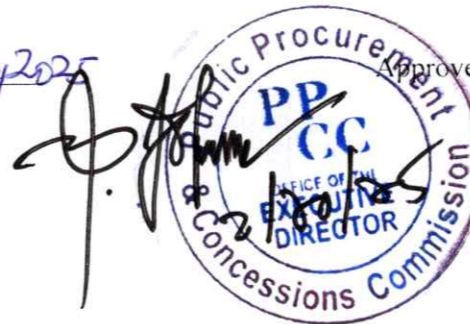
Date: Feb. 4/2025

Approved: _____

Dr. Emmanuel Urey Yarkpawolo


Executive Director/CEO Chairman Procurement Committee

WSSG
2/19/25



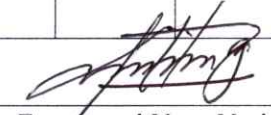
**ENVIRONMENTAL PROTECTION AGENCY (EPA)
ANNUAL PROCUREMENT PLAN (NON-SBA)
Source of funding: (GOL)
FISCAL YEAR JANUARY 1, - DECEMBER 31, 2025**

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 Reg. Code	Qty.	Estimated Cost (USD)	Procure. Method	Technical specs./Boo/Drawings	Prepare Bid Doc.	PC Approval Bid Doc/Tech Specs	Bid Invitation & Release of Bid Doc.	Bid Subm. public Opening	Subm. of Bid Evaluation Report	PC Approval - Bid Evaluation Report	Contract Award & Signature	Advance payment (Mobilization)	Delivery Inspection (substantial Completion)	Accept. & Final Payment	Remarks	
Planned	13	IFB NO. EPA/RB/006/25	Uniforms & Specialized Clothing	G-4771	Assorted	15,000.00	RB	01/06/25	01/10/25	01/15/25	01/20/25	02/20/25	02/27/25	03/05/25	03/17/25	N/A	12/12/25	12/31/25	
Update																			
Actual																			
Planned	14	IFB NO. EPA/RB/007/25	Food Stuff	G-4711	Assorted	30,000.00	RB	01/06/25	01/10/25	01/15/25	01/20/25	02/20/25	02/27/25	03/05/25	03/17/25	N/A	12/12/25	12/31/25	
Actual																			
Planned	15	IFB NO. EPA/NCB/004/25	Laboratory Equipment	G-4659	1 Firm	120,000.00	NCB	01/06/25	01/10/25	01/15/25	01/20/25	02/20/25	02/27/25	03/05/25	03/17/25	N/A	12/12/25	12/31/25	
Actual																			
						Sub -Total													
						165,000.00													
						Total													
						\$660,808.00													

Submitted By: 
Pescee T. Doe

Assistant Manager/Procurement Unit

Date: Feb. 4, 2025

Approved: 
Dr. Emmanuel Urey Yarkpawolo

Executive Director/CEO Chairman Procurement Committee


2/9/25



**Environmental Protection Agency
NON-SBA-Procurement Plan Explanatory Notes
Fiscal Year: January 1, - December 31, 2025**

Item No.	Contract package code	Contract Package	Content of Contract Package
1	IFB NO. EPA/NCB/001/25	Computer Supplies	<p>This contract package is intended for the purchase of Computers and accessories for the EPA. This is from the budget line Computer supply & ICT Related Activities. The package is broken down into the following:</p> <ul style="list-style-type: none"> A. Desktop computers B. Laptop computers C. Extended Hard drive D. Pen drive E. Wireless mouse <p>The estimated cost for this contract package is \$16,350.00 (Sixteen-Thousand Three Hundred Fifty United States Dollars).</p>
2	IFB NO. EPA/NCB/002/25	Stationery	<p>This contract package is intended to purchase assorted stationery supply for various departments, units, sections. This is taken from budget lines Stationery Supplies. The items to be purchase are:</p> <ul style="list-style-type: none"> A. A4 Paper B. HP 61 C. HP 63 D. Cartridge 85A E. Cartridge 737 F. Cartridge 440/441 G. Cartridge 445/446 H. Cartridge I. Legal paper J. Folder A4 Size K. Royal Bond paper L. 207A Ink M. Staple machines N. 30A Cartridge O. Note pads P. pens Q. Flip charts & stand R. Name tag S. Plastics folders <p>The estimated cost for this package is \$35,144.00 (Thirty-Five Thousand One Hundred Forty-Four United States Dollars).</p>
3	IFB NO. EPA/NCB/003/25	Furniture & Fixture	<p>This contract package is intended to hire a firm for the supply of assorted furniture & fixture. Below are the furniture & fixture to be procured:</p> <ul style="list-style-type: none"> a. Desk (Executive, semi-executive, regular) b. Chairs (Executive, semi-executive, regular & visitor) c. Carpet d. Curtains e. Shelves <p>The estimated cost for this contract package is \$20,000.00 (Twenty Thousand United States Dollars).</p>

Submitted by: _____



Pescee T. Doe/Assistant Manager/Procurement Unit

Handwritten signature and date
2/19/25



**Environmental Protection Agency
NON-SBA-Procurement Plan Explanatory Notes
Fiscal Year: January 1, - December 31, 2025**

Item No.	Contract package code	Contract Package	Content of Contract Package
4	IFB NO. EPA/RFQ/001/25	Air conditioners	This contract package is intended for the purchase of Air conditioners for the EPA. It is from budget lines Refrigeration/Air Condition. The estimated cost of this contract package is \$15,000.00 (Fifteen Thousand United States Dollars) of this amount, Eight Thousand (\$8,000.00) goes towards purchase of Air Conditioners.
5	IFB NO. EPA/RFQ/002/25	Website Hosting	This contract package is intended to procure for website development for the EPA. The estimated cost is \$10,000.00 (Ten Thousand United States Dollars).
6	IFB NO. EPA/RB/001/25	Vehicle	This contract package is intended to procure seven (7) vehicles for EPA. The estimated cost for this package is \$254,627.00 (Two Hundred Fifty-Four Thousand Six Hundred Twenty-Seven United States Dollars).
7	IFB NO. EPA/RB/002/25	Repair and maintenance vehicle	This contract package is intended to hire a firm or garage for the servicing of all EPA vehicles. The estimated cost for this package is \$45,000.00 (Forty-Five Thousand United States Dollars)
8	IFB NO. EPA/RFQ/003/25	Hall rental	This contract package is for hall rental for EPA workshops, trainings, conferences and seminars at different location and time. This is from two separate budget line Budget, workshop & seminar and EPA Annual Retreat. The estimated cost for this contract package is \$10,000.00 (Fifteen Thousand United States Dollars).
<p>Note: Total amount allotted for Budget, conference, workshop & Seminar, World Environmental Day & World Wetland Day is \$69,715.00. Expenditure activities from three separate budget lines Budget: Event Catering \$10,000.00, Hall Rental \$10,000.00. Grand Total \$20,000.00. Balance \$49,715.00. This amount is for Daily Subsistence Allowance (DSA) for workshop, conference, seminar, World Environmental Day & World Wetland Day.</p>			

Submitted By: _____

Pescee T. Doe
Pescee T. Doe
Assistant Manager/Procurement Unit

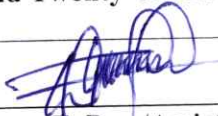
WES
2/19/25



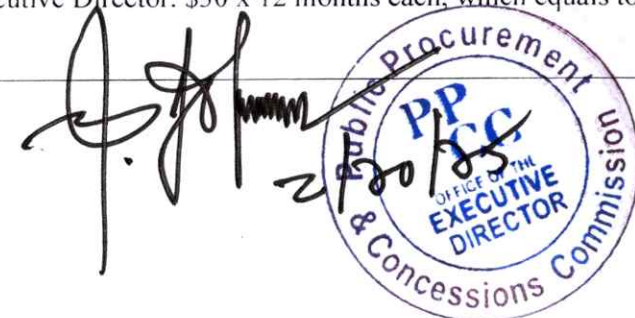
**Environmental Protection Agency
NON-SBA-Procurement Plan Explanatory Notes
Fiscal Year: January 1, - December 31, 2025**

Item No.	Contract package code	Contract Package	Content of Contract Package						
9	IFB NO. EPA/RB/003/25	Motorbikes Repair and maintenance Services	This package is intended to procure the service of a firm to carry out the routine repairs and maintenance of the EPA'S Motorbikes. The estimate cost of this package is \$18,538.00 (Eighteen Thousand Five Hundred Thirty-Eight United States Dollars).						
10	IFB NO. EPA/RFQ/004/25	Repair and maintenance Generator	This package is intended to procure the service of a firm to carry out the routine repairs and maintenance of the EPA'S generators. The estimated cost of this package is \$9,969.00 (Nine Thousand Nine Hundred Sixty-Nine United States Dollars).						
11	IFB NO. EPA/RB/004/25	Scratch Card	<p>This contract package is taken from the budget line Telecommunication, internet, Postage & Courier and is intended to procure scratch cards for the Executive Director, Deputy Executive Director and other Managers and Assistant Managers.</p> <table border="1"> <tr> <td>Lot 1.</td> <td>Lonstar scratch cards</td> <td>Qty. 4,100</td> </tr> <tr> <td>Lot 2</td> <td>Orange Liberia</td> <td>Qty. 4,100</td> </tr> </table> <p>The estimated cost for this contract package is \$41,000.00 (Forty-One Thousand United States Dollars).</p>	Lot 1.	Lonstar scratch cards	Qty. 4,100	Lot 2	Orange Liberia	Qty. 4,100
Lot 1.	Lonstar scratch cards	Qty. 4,100							
Lot 2	Orange Liberia	Qty. 4,100							
12	IFB NO. EPA/RB/005/25	Cleaning Materials	This contract package is intended to hire a firm to supply assorted cleaning materials to the EPA. This is from the budget line Cleaning Materials and the estimated cost of this contract package is \$34,179.96 (Thirty-Four Thousand One Hundred Seven-Nine United States Dollars Ninety-Six Cents).						
13	IFB NO. EPA/RB/006/25	Uniforms & Specialized clothing	This contract package is intended to hire a firm to supply assorted uniforms materials to the EPA. This is from the budget line Uniforms & specialized clothing and the estimated cost of this contract package is \$15,000.00 (Fifteen Thousand United States Dollars).						
14	IFB NO. EPA/RB/007/25	Food Stuff	This contract package is intended to procure for assorted entertainment items for the Executive Director, Deputy Executive Director, Managers and Assistant Managers. This is taken from the budget line Department. The estimated cost is \$30,000.00 (Thirty Thousand United States Dollars).						

Note: Satcom subscription is to be paid to Satcom Liberia to cover the monthly subscriptions for the Executive and Deputy Executive Director. \$30 x 12 months each, which equals to **\$ 720.00 (Seven Hundred and Twenty United States Dollars).** This is from the budget line Monthly Satcom Subscription.

Submitted by: 
Pescee T. Doe / Assistant Manager/Procurement Unit


2/9/25



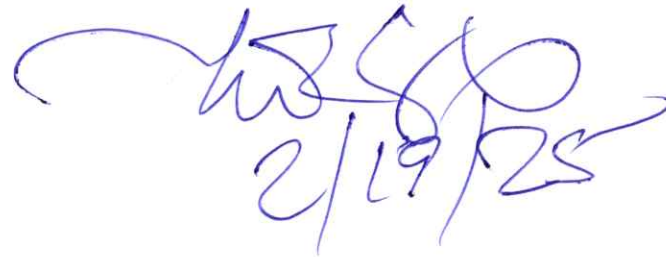
**Environmental Protection Agency
NON-SBA-Procurement Plan Explanatory Notes
Fiscal Year: January 1, - December 31, 2025**

Item No.	Contract package code	Contract Package	Content of Contract Package
15	IFB NO. EPA/NCB/004/25	Laboratory Equipment	This contract package is intended to hire a firm to procure assorted laboratory chemical and equipment. It is from the budget line Scientific & Technical Related Equipment and the estimated cost for this contract package is \$120,000.00 (One Hundred Twenty Thousand United States Dollars).

Submitted By: _____


Pescee T. Doe

Assistant Manager/Procurement Unit



2/19/25


2/19/25

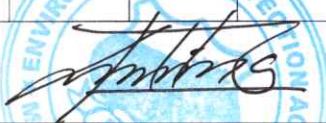


**ENVIRONMENTAL PROTECTION AGENCY (EPA)
ANNUAL PROCUREMENT PLAN (CONSULTANCY)
Source of funding: (GOL)
FISCAL YEAR JANUARY 1, - DECEMBER 31, 2025**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
ITEM NO.	BASIC DATA							IMPLEMENTATION DATES												
	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Reg. Code	No. of FIRMS/PERSONS	ESTIMATED COST (USD)	SELECTION METHOD	REQUEST FOR EXPRESSION OF INTEREST, if applicable					REQUEST FOR PROPOSALS AND APPROVAL OF AWARD								
							PREP. OF TOR & PC APPROVAL	PUBLICATION OF RFI	RFI CLOSING/OPENING	SUBMISSION OF EVALUATION REPORT	PC APPROVAL-EVALUATION REPORT/SHORTLIST	PREPARATION & SUBMISSION OF RFP DOCUMENT	PC APPROVAL - FINAL TOR/RFP DOCUMENT	INVITATION OF PROPOSALS	PROPOSAL SUBMISSION & OPENING	SUBMISSION OF TECHNICAL & FINANCIAL EVALUATION REPORT	PC APPROVAL-COMBINED EVALUATION REPORT	CONTRACT AWARD & SIGNING	COMPLETION (FINAL REPORT) AND PAYMENT	
PLANNED	1	EOI NO. EPA/CON/ICS/01/2025	Audit Services	M-6920	1	15,000.00	LCS	01/16/25	01/20/25	02/20/25	02/27/25	03/07/25	03/14/25	03/24/25	03/31/25	04/04/25	04/14/25	04/21/25	04/25/25	12/31/25
UPDATE																				
ACTUAL																				
SUB- TOTAL						\$15,000.00														
GRAND - TOTAL						\$675,808.00														

Submitted By: 
Pescee T. Doe
Assistant Manager/Procurement Unit

Date: Feb. 24, 2025


Approved: 
Dr. Emmanuel Urey Yarkpawolo
Executive Director/CEO Chairman Procurement Committee


2/19/25


2/19/25


Environmental Protection Agency
Procurement Plan Explanatory Notes (Consultancy)
Fiscal Year: January 1, - December 31, 2025

Item No.	Contract package code	Contract Package	Content of Contract Package
1	EOI NO. EPA/CON/LCS/001/2025	Audit Services	This contract package is intended to hire/contract an individual consultant to Audit all EPA's Activities and Projects. The contract value is \$15,000 (Fifteen Thousand United States Dollars) .

Submitted by: 
Pescee T. Doe/Assistant Manager/Procurement Unit


2/19/25

