



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/0271/25'**

February 17, 2025

Dr. Emmanuel Urey Yarkpawolo
EXECUTIVE DIRECTOR
Environmental Protection Agency
4th Street, Sinkor
Republic of Liberia

Dear Dr. Yarkpawolo:

Subj: **APPROVAL OF SPECIAL PROJECT (ENERGY AND ENVIRONMENT) PROCUREMENT PLAN FOR THE FISCAL YEAR 2025**

We present our compliments and wish to acknowledge receipt of your communication which sought the approval of the Commission for the Environmental Protection Agency (EPA) Special Project Procurement Plan. Following a thorough review, the Commission hereby approves the EPA special project procurement plan for the fiscal year 2025 in accordance with **Section 40 (3)** of the PPCA, 2010. The Commission further informs the EPA 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.

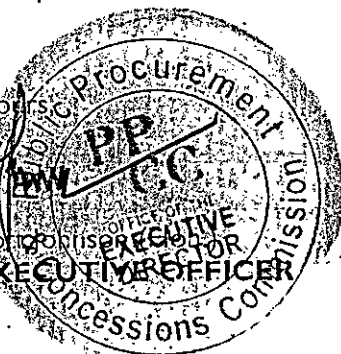
The Commission counsels that you observe **Section 40 (5) of the PPCA, 2010**, which states "each Procuring Entity, shall, quarterly and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in its plan. However, an updated procurement plan shall accompany said notice to the Commission."

Please note that the Commission's full approval of a method on the procurement plan is deemed to be the approval of the Procuring Entity, and as such, the Procuring Entity will not be required to request the use of said approved method again.

The Public Procurement and Concessions Commission admonishes and deems it a priority that you remain primarily compliant 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,

[Signature]
Bodger Scott
CHIEF EXECUTIVE OFFICER



Regulating Procurement Compliance for National Development



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 #s: +231888608224/ +231777596220
Email: info@epa.gov.lr/ www.epa.gov.lr



ED/EPA-01/0466/25/RL

February 10, 2025

Hon. Bodger Scott Johnson
CHIEF EXECUTIVE OFFICER
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 Procurement Plan for the Energy and Environment Project (E & E) for Fiscal Year 2025. The Energy & Environment Project is under the Environmental Protection Agency and is sponsored by the United Nations Development Programme (UNDP).

The listing of the Procurement Committee and Unit members are:

Procurement Committee members:

- | | |
|---|-------------|
| 1. Dr. Emmanuel Urey Yarkpawolo/ Executive Director/CEO | Chairman |
| 2. Dweh S. Boley/ Deputy Executive Director | Co-Chairman |
| 3. George M. Kawah / Manager Administration | Member |
| 4. Salimatu Gilayeneh/ E & E Project Coordinator | Member |
| 5. Fred J. Dehler / Acting Comptroller | Member |
| 6. John Jallah/ Manager Compliance & Enforcement | Member |
| 7. Rafeal S. Ngumbu/Manager Env't Research & Radiation Safety | Member |
| 8. Frances B. Seydou/ Manager Intersectorial | Member |
| 9. Pescee T. Doe/ Assistant Manager /Procurement | Secretary |

John Suro
02/13/2025
T.M.F: 1:02pm

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 | Assistant. Manager/ Procurement |
| 5. Hassan K. Jalieba | Procurement Supervisor |
| 6. Jartu Hall | Procurement Officer |
| 7. Leroy T. Dunn | 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 Lerey Yarkpawolo
EXECUTIVE DIRECTOR/CEO




ENVIRONMENTAL PROTECTION AGENCY (EPA)
Mainstreaming Energy & Environment in Development Processes in Liberia
ANNUAL PROCUREMENT PLAN (NON-SBA)
Source of funding: UNDP
FISCAL YEAR (January 1, 2024 – 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/E&E/R FQ/001/25	Stationery	G 4761	1 firm	10,000.00	RFQ	01/06/25	01/10/25	01/31/25	02/14/25	03/07/25	03/14/25	03/20/25	03/27/25	N/A	12/12/25	12/31/25	
Update																			
Actual																			
Planned	2	IFB NO. EPA/E&E/R FQ/002/25	Event Catering	1 5621	3 firms	10,000.00	RFQ	01/06/25	01/10/25	01/31/25	02/14/25	03/07/25	03/14/25	03/20/25	03/27/25	N/A	12/12/25	12/31/25	
Updated																			
Actual																			
Planned	3	IFB NO. EPA/E&E/R FQ/003/25	Hall Rental	L 6810	3 firms	10,000.00	RFQ	01/06/25	01/10/25	01/31/25	02/14/25	03/07/25	03/14/25	03/20/25	03/27/25	N/A	12/12/25	12/31/25	
Update																			
Actual																			
Planned	4	IFB NO. EPA/E&E/R FQ/004/25	Computers Supplies	G4741	1 Firm	8,175.00	RFQ	01/06/25	01/10/25	01/31/25	02/14/25	03/07/25	03/14/25	03/20/25	03/27/25	N/A	12/12/25	12/31/25	
			Sub -Total			38,175.00													

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

Date: Feb 7 2025


 2/17/25

Approved: 
 Dr. Emmanuel K. Urey Yarpawolo
 Executive Director/Chairman Procurement Committee


 PUBLIC PROCUREMENT COMMISSION
 EXECUTIVE DIRECTOR
 2/18/25

ENVIRONMENTAL PROTECTION AGENCY (EPA)
Mainstreaming Energy & Environment in Development Processes in Liberia
ANNUAL PROCUREMENT PLAN (NON-SBA)

Source of funding: UNDP

FISCAL YEAR (January 1, 2024 – 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	5	IFB NO. EPA/E&E/ RFQ/005/25	Printing Materials	G-5813	3 firms	8,500.00	RFQ	01/06/25	01/10/25	01/31/25	02/14/25	03/07/25	03/14/25	03/20/25	03/27/25	N/A	12/12/25	12/31/25		
Update																				
Actual																				
Planned	6	IFB NO. EPA/E&E/ RB/001/25	Other Electrical Appliances*	G- 4759	1 firm	26,000.00	RB	01/06/25	01/10/25	01/31/25	02/14/25	03/07/25	03/14/25	03/20/25	03/27/25	N/A	12/12/25	12/31/25		
Updated																				
Actual																				
Planned	7	IFB NO. EPA/E&E/ RFQ/006/25	Publication	M-7310	1 firm	1,500.00	RFQ	01/06/25	01/10/25	01/31/25	02/14/25	03/07/25	03/14/25	03/20/25	03/27/25	N/A	12/12/25	12/31/25		
Update																				
Actual																				
Planned	8	IFB NO. EPA/E&E/ RB/002/25	Office Furniture	G-4659	1 firm	29,500.00	RB	01/06/25	01/10/25	01/31/25	02/14/25	03/07/25	03/14/25	03/20/25	03/27/25	N/A	12/12/25	12/31/25		
			Sub -Total			65,500.00														

Submitted by: _____

Pescee T. Doe
 Assistant Manager/Procurement Unit

Date: Feb 7, 2025

Approved: _____

Dr. Emmanuel K. Urey Yarpawolo
 Executive Director/Chairman Procurement Committee

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2/7/25


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ENVIRONMENTAL PROTECTION AGENCY (EPA)
Mainstreaming Energy & Environment in Development Processes in Liberia
ANNUAL PROCUREMENT PLAN (NON-SBA)
Source of funding: UNDP
FISCAL YEAR (January 1, 2024 – 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	9	IFB NO. EPA/E&E/ RFQ/007/25	Air conditioners	G-4759	Firms	1,500.00	RFQ	01/06/25	01/10/25	01/31/25	02/14/25	03/07/25	03/14/25	03/20/25	03/27/25	N/A	12/12/25	12/31/25		
Update																				
Actual																				
Planned	10	IFB NO. EPA/E&E/ RFQ/008/25	Household Utensils	G- 4759	1 firm	3,500.00	RFQ	01/06/25	01/10/25	01/31/25	02/14/25	03/07/25	03/14/25	03/20/25	03/27/25	N/A	12/12/25	12/31/25		
Updated																				
Actual																				
						Sub -Total														
						5,000.00														
						Grand Total														
						108,675.00														

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

Date: Feb. 7, 2025

Approved: 
 Dr. Emmanuel K. Urey Yarpawolo
 Executive Director/Chairman Procurement Committee

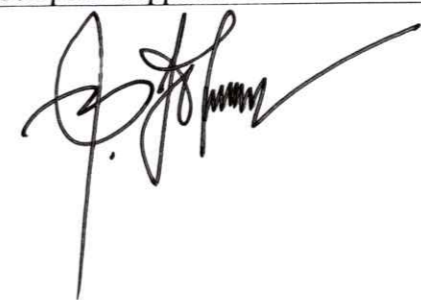

2/17/25



**Environmental Protection Agency
Procurement Plan Explanatory Notes
Fiscal Year: 2025**

Item No.	Contract Package Code	Contract Package	Content of Contract Package
1	IFB NO. EPA/E&E/RFQ/001/2025	Stationery	<p>This contract package comes from the budget line Activity 1.4, 1.2, 4.1, 4.2, NCSS & E & E for various meeting, training and workshop and is intended to procure the following items:</p> <ol style="list-style-type: none"> 1. A4 sheet 2. White Board 3. Posters 4. Makers 5. Note pad 6. Pen <p>This budget line comes from different Activities. Ten Thousand United States Dollars (10,000) of this amount goes towards stationery.</p>
2	IFB NO. EPA/E&E/RFQ/002/2025	Event Catering	<p>This contract package comes from the budget line Activity 1.3, 1.4, 1.2, 4.1, 4.2 & NCSS. This contract package intended to hire/contract catering services for several workshops, meetings, and trainings at different location and time.</p> <p>This budget line comes from different Activities. Ten Thousand United States Dollars (10,000) of this amount goes towards Event Catering.</p>
3	IFB NO. EPA/E&E/RFQ/003/2025	Hall Rental	<p>This contract package comes from the budget line Activity 1.3, 1.4, 1.2, 4.1, 4.2 & NCSS This contract package is intended for payment of all halls for meetings, workshops, and training for several activities under the Mainstreaming Energy & Environment in Development Processes in Liberia.</p> <p>The contract value is This budget line comes from different Activities. Ten Thousand United States Dollars (10,000) of this amount goes towards Hall Rental.</p>
4	IFB NO. EPA/E&E/RFQ/004/2025	Computers (Laptops/Desktops)	<p>This contract package comes from the budget line Activity 1.2. This contract package is intended to procure Laptops/Desktops under the Mainstreaming Energy & Environment in Development Processes in Liberia</p> <p>This budget line value Sixteen Thousand United States Dollars (\$16,000.00). Eight Thousand One Hundred Seventy-Five United States Dollars (\$8,175) of this amount goes towards Computer Supplies.</p>

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




2/17/25

**Environmental Protection Agency
SBA-Procurement Plan Explanatory Notes
Fiscal Year: 2025**

Item No.	Contract Package Code	Contract Package	Content of Contract Package
5.	IFB NO. EPA/E&E/RFQ/005/2025	Printing Materials	This contract package comes from the budget line Activity 1.3, 1.4, 1.2, 4.1, 4.2 & NCSS . This contract package is intended to procure, T-shirt, printing, flyers, brochures and banners for meetings, workshops, and training to be held under the Mainstreaming Energy & Environment in Development Processes in Liberia. Eight Thousand Five Hundred United States Dollars (\$8,500) of this amount goes towards printing Materials.
6	IFB NO. EPA/E&E/RB/001/2025	Other Electrical Appliances	This contract package comes from the budget line Activity 3.2 . This contract package intended to procure and install solar panel for eco-based infrastructure/facilities. This budget line value is Twenty-Six Thousand United States Dollars (\$26,000.00).
7	IFB NO. EPA/E&E/RFQ/006/2025	Publication	This contract package is intended for advertising in different local dallies for the publication of REOI & RFP. This comes from the budged line E & E/EPA and the estimated cost for this contract package is \$5,000.00 (One Thousand Five Hundred United States dollars goes towards Publication.
8	IFB NO. EPA/E&E/RB/002/2025	Office Furniture	This contract package comes from the budget line Activity 1.2., 3.3 & E & E /EPA . This contract package is intended to procure office furniture under the Mainstreaming Energy & Environment in Development Processes in Liberia. This budget line comes from different Activities. Twenty-Nine Thousand Five Hundred United States Dollars (29,500) of this amount goes towards Office Furniture.
9	IFB NO. EPA/E&E/RFQ/007/2025	Air conditioners	This contract package is intended for the purchase of Air conditioners under the Mainstreaming Energy & Environment in Development Processes in Liberia. It is from budget lines Activity 3.3 . The estimated cost of this contract package is \$25,500.00 (One Thousand Five Hundred (\$1,500.00) goes towards purchase of Air Conditioners.
10	IFB NO. EPA/E&E/RFQ/008/2025	Household Utensils	This contract package is intended for the purchase of assorted household Utensils under the Mainstreaming Energy & Environment in Development Processes in Liberia. It is from budget lines Activity 3.3 . The estimated cost of this contract package is \$25,500.00 (Three Thousand Five Hundred (\$3,500.00) goes towards purchase of Household Utensils.

Submitted by: _____

Pescee T. Doe/ Assistant Manager/Procurement Unit

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2/17/25



Name of Entity: Environmental Protection Agency
 Mainstreaming Energy & Environment in Development Processes in Liberia
PROCUREMENT PLAN (Project budget)/Budget Year: 2025
 Source of Funding: UNDP

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	PREP. OF TOR & PC APPROVAL	REQUEST FOR EXPRESSION OF INTEREST, if applicable					REQUEST FOR PROPOSALS AND APPROVAL OF AWARD								
								PUBLICATION OF REOI	REOI 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/E&E/CON/ICS/001/2025	Support to Reforestation of Degraded Forest Land	M7020	1 firm	40,000.00	ICS	01/31/25	02/14/25	03/07/25	03/14/25	03/20/25	03/27/25	04/03/25	04/10/25	04/16/25	04/23/25	04/30/25	05/07/25	12/31/25	
UPDATE																					
ACTUAL																					
PLANNED	2	EOI NO. EPA/E&E/CON/ICS/002/2025	Support the establishment of pilot botanical Garden & natural conservation center	M7020	1 firm	60,000.00	ICS	01/31/25	02/14/25	03/07/25	03/14/25	03/20/25	03/27/25	04/03/25	04/10/25	04/16/25	04/23/25	04/30/25	05/07/25	12/31/25	
UPDATE																					
ACTUAL																					
PLANNED	3	EOI NO. EPA/E&E/CON/ICS/003/2025	Support the establishment of pilot botanical Garden & natural conservation center	M7020	1 firm	27,000.00	ICS	01/31/25	02/14/25	03/07/25	03/14/25	03/20/25	03/27/25	04/03/25	04/10/25	04/16/25	04/23/25	04/30/25	05/07/25	12/31/25	
UPDATE																					
ACTUAL																					
SUB- TOTAL						127,000.00															



Prepared by: *Pescee T. Doe*
 Pescee T. Doe
 Assistant Manager/Procurement

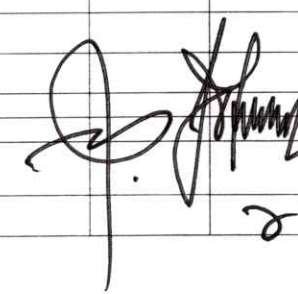

Approved by: *Dr. Emmanuel Urey Yarkpawolo*
 Dr. Emmanuel Urey Yarkpawolo
 Executive Director/CEO/-Chairman Procurement Committee

2/17/25

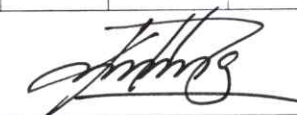
Date: *Feb. 7, 2025*

Name of Entity: Environmental Protection Agency
 Mainstreaming Energy & Environment in Development Processes in Liberia
PROCUREMENT PLAN (Project budget)/Budget Year: 2025
 Source of Funding: UNDP

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	Busine SS Reg. Code	No. of FIRMS/ PERSO NS	ESTIMATED COST (USD)	SELECT ION METH OD	PREP. OF TOR & PC APPROVAL	REQUEST FOR EXPRESSION OF INTEREST, if applicable					REQUEST FOR PROPOSALS AND APPROVAL OF AWARD								
									PUBLICATION OF REOI	REOI CLOSING/ OPENING	SUBMISSIO N OF EVALUATIO N REPORT	PC APPROVAL- REPORT/SHO RTLIST	PREPARATIO N & SUBMISSIO N OF RFP DOCUMENT	PC APPROVAL - FINAL TOR/RFP DOCUMENT	INVITATION OF PROPOSALS	PROPOSAL SUBMISSIO N & OPENING	SUBMISSION OF TECHNICAL & FINANCIAL EVALUATION REPORT	PC APPROVAL- COMBINED EVALUATION REPORT	CONTRACT AWARD & SIGNING	COMPLETIO N (FINAL REPORT) AND PAYMENT		
PLANNED	4	EOI NO. EPA/E&E/CON/ ICS/004/2024	To conduct impact assessment of eco-stove training beneficiaries across Liberia	M7490	1 firm	30,000.00	ICS	01/31/25	02/14/25	03/07/25	03/14/25	03/20/25	03/27/25	04/03/25	04/10/25	04/16/25	04/23/25	04/30/25	05/07/25	12/31/25		
UPDATE																						
ACTUAL																						
ACTUAL																						
	SUB- TOTAL					30,000.00																
	GRAND TOTAL					157,000.00																

Prepared by: 
 Pescee T. Doe
 Assistant Manager/Procurement

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

Date: Feb 7, 2025



Environmental Protection Agency
Mainstreaming Energy & Environment in Development Processes in Liberia
Procurement Plan Explanatory Notes
Fiscal Year: 2025

Item No.	Contract package code	Contract Package	Content of Contract Package
1	EOI NO. EPA/E&E/CON/ICS/001/2025	Support to Reforestation of Degraded Forest Landscapes in Grand Cape Mount County.	This contract package is drawn from Activity 2.1 and it is intended to hire/contract a consultant firm, for the support to Reforestation of Degraded Forest Landscapes in Grand Cape Mount County. The contract value is Forty Thousand United States Dollars (\$40,000) .
2	EOI NO. EPA/E&E/CON/ICS/002/2025	Support the establishment of pilot botanical Garden and nature conservation center Unity Park in Nimba County	This contract package is drawn from Activity 2.2 and it is intended to hire/contract a consultant firm to support the establishment of pilot botanical Garden and nature conservation center (Unity Park) in Nimba County. The contract value is Sixty Thousand United States Dollars (\$60,000) .
3	EOI NO. EPA/E&E/CON/ICS/003/2025	Support the establishment of pilot botanical Garden and nature conservation center in Montserrado County	This contract package is drawn from Activity 2.3 and it is intended to hire/contract a consultant firm to support the establishment of pilot botanical Garden and nature conservation center in Montserrado County. The contract value is Twenty-Seven Thousand United States Dollars (\$27,000) .
4	EOI NO. EPA/E&E/CON/ICS/004/2025	Hire firm to conduct impact assessment of eco-stoves training beneficiaries across Liberia and identify successful entrepreneurs that can be supported to scale up, and document lessons learned and challenges	This contract package is drawn from Activity 3.1 and it is intended to hire/contract a consultant firm to conduct impact assessment of eco-stoves training beneficiaries across Liberia and identify successful entrepreneurs that can be supported to scale up, and document lessons learned and challenges. The contract value is Thirty Thousand United States Dollars (\$30,000) .

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


 2/17/25