



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/0129/25'**

January 21, 2025

Hon. Sam Gaye

DIRECTOR

Executive Protection Service

Executive Mansion Grounds, Capitol Hill

Monrovia, Liberia

Dear Hon. Gaye:

Subj: **APPROVAL OF ANNUAL PROCUREMENT PLAN FOR FISCAL YEAR 2025**

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

Bodger Scott Johnson (Hon.)
CHIEF EXECUTIVE OFFICER





Office of the Director

REPUBLIC OF LIBERIA
EXECUTIVE PROTECTION SERVICE
EXECUTIVE MANSION
MONROVIA, LIBERIA



Ref: SG/D/EPS/EM/RL/037/'25

January 2, 2025

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

Dear Hon. Johnson:

**SUBMISSION OF EPS PROCUREMENT PLAN AND OTHER
RELATED DOCUMENTS FOR FY 2025**

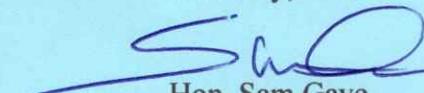
In the wake of the passage of the National Budget for Fiscal Year 2025 in conjunction with appropriate budgetary allotments for procurable items, the Executive Protection Service (EPS) is pleased to submit its Fiscal Year 2025 Procurement Plan, Cash Plan, Procurement Committee listing, and Procurement Unit listing for your awareness and subsequent endorsement. In view of the foregoing, the EPS now seeks your indulgence to allow it proceed with its procurement activities for FY 2025 as per scheduled.

Meanwhile, the EPS herein requests a letter of no-objection to use the "Restricted Bidding and Request for Quotation" procurement methods to procure the following procurable items as indicated in its attached procurement plan to enable the EPS adequately meets its operational and administrative objectives within the given time limit.

While the Executive Protection Service awaits a favorable response in the soonest possible time, it remains confident of your usual cooperation and support in this regard as urgency is greatly attached in relations to the nature of its statutory mandate.

Please see attached documents for your ease of reference.

Sincerely,


Hon. Sam Gaye
DIRECTOR



John Sune

01/02/2025

TIME 3:05

EXECUTIVE PROTECTION SERVICE

PROCUREMENT PLAN- (SBA-Budget)

Source of Funding: GOL

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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ACTUAL																				
PLANNED	2.	IFB NO.EPS/SBA RB/002/2025	Stationery	Assorted	G-4761	\$ 35,000.00	RB	11/25/2024	12/11/2024	12/20/2024	12/24/2024	1/23/2025	1/30/2025	2/12/2025	3/13/2025	N/A	12/31/2025	12/31/2025		
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ACTUAL																				
PLANNED	3.	IFB NO.EPS/RB/SBA /003/2025	Petroleum Product(Diesel & Gasoline)	77,744.51 gallons @ 5.01	G-4661	\$ 539,500.00	RB	11/25/2024	12/11/2024	12/20/2024	12/24/2024	1/23/2025	1/30/2025	2/12/2025	3/13/2025	N/A	12/31/2025	12/31/2025		
UPDATE																				
ACTUAL																				
SUB TOTAL						\$674,500.00 USD														



Prepared by: *[Signature]*
 ASAC, Nelson N. Gborlay
PROCUREMENT DIRECTOR

Approved by: *[Signature]*
 Hon. Sam Gaye
HEAD OF ENTITY/ CHAIRMAN PROCUREMENT COMMITTEE

Date: Jan 18, 2025
[Signature]

[Handwritten signature]

EXECUTIVE PROTECTIVE SERVICES

PROCUREMENT PLAN- (\$BA budget)

Source of Funding: GOL

Fiscal year: 2025

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PLANNED	4.	IFB NO.EPS/RB/SBA/004/2025	Building Materials	Assorted	G-4663	\$ 66,000.00	RB	11/25/2024	12/11/2024	12/20/2024	12/24/2024	1/23/2025	1/30/2025	2/12/2025	3/13/2025	N/A	12/31/2025	12/31/2025		
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PLANNED	5.	IFB NO.EPS/RB/SBA/005/2025	Vehicle Spare Parts	1 Firm	G-4530	\$ 330,000.00	RB	11/25/2024	12/11/2024	12/20/2024	12/24/2024	1/23/2025	1/30/2025	2/12/2025	3/13/2025	N/A	12/31/2025	12/31/2025		
UPDATE																				
ACTUAL																				
SUB TOTAL						\$ 396,000.00 USD														

Prepared by: _____

ASAC. Nelson N. Gborlay

PROCUREMENT DIRECTOR

Approved by: _____

Hon. Sam Gaye

HEAD OF ENTITY/ CHAIRMEN PROCUREMENT COMMITTEE



Date: Jan. 15, 2025

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1/20/25

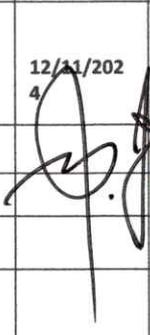
EXECUTIVE PROTECTION SERVICES

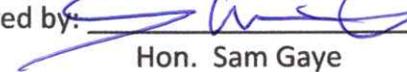
PROCUREMENT PLAN- (SBA budget)

Source of Funding: GOL

Fiscal year: 2025

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PLANNED	6.	IFB NO.EPS/SBA/RFQ/001/2025	Cleaning Materials	Assorted	G-4773	\$ 10,000.00	RFQ	12/18/2024	12/26/2024	12/30/2024	1/10/2025	1/28/2025	2/7/2025	2/14/2025	2/16/2025	N/A	12/31/2025	12/31/2025		
UPDATE																				
ACTUAL																				
PLANNED	7.	IFB NO: EPS/SBA/RB/006 /2025	Vehicle Purchase	2	G-4510	\$ 150,000.00	RB	11/25/2024	12/11/2024	12/20/2024	12/24/2024	1/23/2025	1/30/2025	2/12/2025	3/13/2025	N/A	12/31/2025	12/31/2025		
UPDATE																				
ACTUAL																				
PLANNED	8.	IFB NO.EPS/SBA/NCB/001/2025	Uniforms & Specialized Clothing	20 sets	G4771	\$ 120,000.	RB	11/25/2024	12/11/2024	12/20/2024	12/24/2024	1/23/2025	1/30/2025	2/12/2025	3/13/2025	N/A	12/31/2025	12/31/2025		
UPDATE																				
ACTUAL																				
SUB TOTAL						\$ 280,000.00														
GRAND TOTAL						\$ 1,350,500.00														


 ASAC. Nelson N. Gborlay
 PROCUREMENT DIRECTOR

Approved by: 
 Hon. Sam Gaye
 HEAD OF ENTITY/ PROCUREMENT COMMITTEE

Date: Jan 15, 2025


 1/20/25



**EXECUTIVE PROTECTION SERVICES
EXPLANATORY NOTES
FISCAL YEAR- 2025**



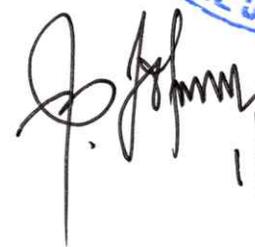
1.	IFB NO.EPS/RB/SBA/001/2025	Air Ticket	This contract package is funded from the budget of line foreign means of travel which is intended to hire Aviation company to facilitate EPS personnel's official Travel abroad. Therefore, in the Amended and restated Procurement and Concession Acts, Section 50 {a} when the goods, works or services are only available from a limited number of bidders.
2.	IFB NO.EPS/RB/SBA/002/2025	Stationery	This contract package is funded from the budget line Stationery which is intended to purchase the following stationery items such as: Ink, A-4 Paper, Legal Sheet, File, Folders, Manilla Folders, glue, pin, paper clips, pen, pencil for clerical use. Meanwhile, in the Amended and restated Procurement and Concession Acts, Section 50 {a} when the goods, works or services are only available from a limited number of bidders
3	IFB NO.EPS/SBA/RB/003/2025	Petroleum Product(Diesel & Gasoline)	This contract package is funded from the budget line of fuel and Lubricant generator and Vehicles which is intended to purchase 77,744.51 gallons @ 5.01 of both fuel and lubricants for the entity during their operations for FY 2025. Therefore, in the Amended and restated Procurement and Concession Acts, Section 50 {a} when the goods, works or services are only available from a limited number of bidders.
4.	IFB NO.EPS/SBA RB/004/2025	Building Materials	This contract package is funded from the budget line of Repair and Maintenance – Civil which is intended to purchase building material for used by the entity.
5.	IFB NO.EPS/RB/SBA/005/2025 <i>[Handwritten signature and date 11/20/25]</i>	Vehicles Spare Parts	This contract package is funded from the budget line of Repair and Maintenance – Vehicles which is intended to purchase Vehicle Spare Parts to service vehicles on the presidential motorcade and all EPS vehicles. However, in the Amended and Restated Procurement and Concession Acts, Section 50 {a} when the goods, works or services are only available from a limited number of bidders.
6.	IFB NO.EPS/RFQ/SBA/001/2025	Cleaning Material and Services	This contract package is funded from the budget line Cleaning Material and Services which is intended to purchase cleaning materials for used by the entity.

7.	IFB NO: EPS/SBA/RB/006/2025	Vehicle Purchase	This contract package is funded from the budget line Transport Equipment which is intended to purchase specialized Vehicles to be used by the entity,
8.	IFB NO.EPS/SBA/NCB/001/2024	Uniform and Specialized Clothing	This contract package is funded from the budget line Uniform and Specialized Clothing which is intended to purchase sets of uniforms for used by staffs of the entity. in the Amended and Restated Procurement and Concession Acts, Section 50 {a} when the goods, works or services are only available from a limited number of bidders.
9.		Staff Training	This contract package is funded from the budget line Staff Training which is intended to conduct specialized Training for EPS employees, However, due to the sensitivity and covert operations surrounding this Training , that is why it is not indicated on the Procurement plan.

Prepared by: 
ASAC. Nelson N. Gborlay
Procurement Director/ Manager

Approved by:  Date: Jan. 25, 2025
Hon. Sam Gaye
Head of Entity/Chairman Proc. Committee


1/20/25


1/21/25




EXECUTIVE PROTECTION SERVICE

PROCUREMENT PLAN- (SBA-Budget)

Source of Funding: GOL

Fiscal year: 2025

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UPDATE																				
ACTUAL																				
SUB TOTAL						\$674,500.00 USD														



Prepared by: *[Signature]*
ASAC. Nelson N. Gborlay
PROCUREMENT DIRECTOR

[Handwritten signature]
11/20/25

Approved by: *[Signature]*
Hon. Sam Gaye
HEAD OF ENTITY/ CHAIRMAN PROCUREMENT COMMITTEE

[Handwritten signature]
11/21/25

Date: Jan. 15, 2025

EXECUTIVE PROTECTIVE SERVICES

PROCUREMENT PLAN- (SBA budget)

Source of Funding: GOL

Fiscal year: 2025

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Prepared by: 
ASAC. Nelson N. Gborlay

PROCUREMENT DIRECTOR

*WBS/PO
1/20/25*

Approved by: 
Hon. Sam Gaye

HEAD OF ENTITY/ CHAIRMEN PROCUREMENT COMMITTEE



Date: Jan. 15, 2025

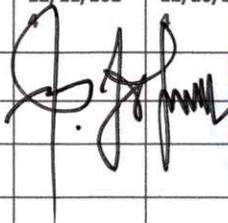
EXECUTIVE PROTECTION SERVICES

PROCUREMENT PLAN- (SBA budget)

Source of Funding: GOL

Fiscal year: 2025

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 Hon. Sam Gaye
 HEAD OF ENTITY/ PROCUREMENT COMMITTEE

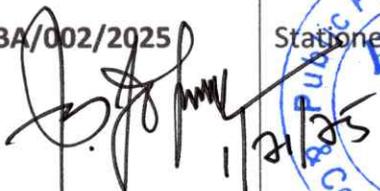
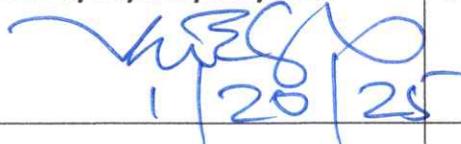


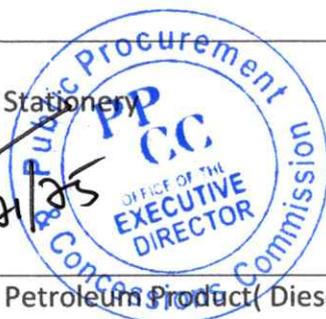
Prepared by: ASAC. Nelson N. Gborlay
PROCUREMENT DIRECTOR

Approved by: _____ Date: Jan. 15, 2025

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**EXECUTIVE PROTECTION SERVICES
EXPLANATORY NOTES
FISCAL YEAR- 2025**

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Prepared by: 
ASAC. Nelson N. Gborlay
Procurement Director/ Manager

Approved by: 
Hon. Sam Gaye
Head of Entity/Chairman Proc. Committee

Date: Jan. 15, 2025




1/20/25


1/21/25

