



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/0224/25'**

January 30, 2025

Hon. Luke L. Bawo

MANAGING DIRECTOR

Liberia Medicines and Health Product Regulatory Authority
Sekou Toure Avenue, Clay Building
Republic of Liberia

Dear Hon. Bawo:

Subj: **APPROVAL OF ANNUAL 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 Liberia Medicines and Health Product Regulatory Authority (LMHRA) Annual Procurement Plan. Following a thorough review, the Commission hereby approves the LMHRA annual procurement plan for the fiscal year 2025 in accordance with **Section 40 (3)** of the PPCA, 2010. The Commission further 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, 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."

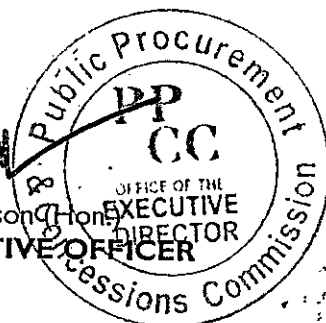
Please note that the Commission's full approval of a method on the procurement plan is deemed to be the approval of the Procuring Entity. As such, the Procuring Entity will not be required to request the use of said approved method again.

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



Regulating Procurement Compliance for National Development



REPUBLIC OF LIBERIA
LIBERIA MEDICINES & HEALTH PRODUCTS REGULATORY AUTHORITY (LMHRA)
P. O. Box 1994, 2nd & 3rd floor, Clay Building
Sekou Toure Avenue, Mamba Point
Monrovia, Liberia



Office of the Managing Director

January 29, 2025

REF/RL/MD/008/2025

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

Dear Hon. Johnson:


Ref: SUBMISSION OF LMHRA'S GOL PROCUREMENT PLAN: FY2025

I present my compliments and through this medium write to submit to your honorable office the Liberia Medicines and Health Products Regulatory Authority (LMHRA)'s Draft GOL Procurement Plan for FY2025 for your consideration.

Hon. Executive Director, as all contracts have expired on December 31, 2024 and in line with the budget received from the GOL for the Ministry of Finance and Development Planning, we seek your kind approval of our GOL Procurement Plan FY2025 to enable us to submit our Procurement Plan to MFDP; thus, we kindly implore your timely consideration.

With the assurances of my highest esteem, I remain,

Yours truly,


Hon. Luke L. Bawo
Managing Director

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

GOL PROCUREMENT PLAN FOR FY 2025

LIBERA MEDICINES AND HEALTH PRODUCTS REGULATORY AUTHORITY
PROCUREMENT PLAN (SBA)
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
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	IFBNO.LMHRA/SBA /RFQ/003/25	Stationery Materials	G4761	1 Firm	8,550.00	RFQ	01/17/25	01/21/25	01/23/25	01/24/25	01/31/25	02/03/25	02/05/25	02/06/25	N/A	12/18/25	12/31/25	
update																			
Actual																			
Planned	5	IFBNO.LMHRA/SBA /RB/002/25	Laboratory Consumables	G4669 G4659	1 Firm	14,004.00	RB	01/17/25	01/21/25	01/23/25	01/27/25	02/17/25	02/21/25	02/25/25	02/28/25	N/A	12/18/25	12/31/25	
Sub total						\$22,554.00													
GRAND TOTAL						\$62,304.00													

Submitted By:


 Mrs. Brenda K. Arzoaquoi-Jones
 Head of Procurement

Date: 01/16/25

Approved:


 Dr. Luke Bawo
 Managing Director/Chairman Procurement Committee


 1/28/25


 1/30/25



LIBERIA MEDICINES AND HEALTH PRODUCTS REGULATORY AUTHORITY
EXPLANATORY NOTES
PROCUREMENT PLAN (SBA)
FY2025
SOURCE OF FUNDING: GOL

Item No.	Contract package code	Contract Package	Content of Contract Package
1	IFBNO.LMHRA/SBA/RB/001/25	Petroleum Products	This contract package is intended to procure Petroleum Products (diesel and gasoline) for the operations of LMHRA. The estimates cost for this contract package is \$23,250.00 and this contract package is taken/funded from the following budget line: Fuel and lubricant-vehicle ----- \$12,000.00 Fuel & lubricant -generators ----- \$11,250.00
2	IFBNO.LMHRA/SBA/RFQ/001/25	Vehicles repair & maintenance services	This contract package is intended to procure the services of a firm for the regular repairs and maintenance services of all of LMHRA's vehicles. The estimated cost for this contract package is \$9,000.00. This contract package is funded from the budget line Repair & Maintenance- Vehicles US\$9,000.00.
3	IFBNO.LMHRA/SBA/RFQ/002/25	Generator repair & maintenance services	This contract package is intended to hire a firm for the supply of spare parts for of all of LMHRA's generators. The estimated cost for this contract package is \$7,500.00 and this is funded from the budget line Repair & Maintenance- Generator (\$7,500.00)
4	IFBNO.LMHRA/SBA/RFQ/003/25	Stationery	This contract package is intended to procure assorted stationery materials (A4 Paper, cartridges/ink, staple machine, box files, manila folders, paper glue, Certificate paper, ledgers, pens, etc.) for LMHRA. The estimated cost for this contract package is \$8,550.00 and it is taken from the budget line Stationery (\$8,550.00)
5	IFBNO.LMHRA/SBA/RB/002/25	Laboratory Consumables	This contract package is intended to hire a firm / firms to supply assorted laboratory reagents/ chemical & equipment for LMHRA's Quality Control Laboratory. The estimated contract value for this contract package is \$14,004.00 and this is funded from the budget line, Laboratory consumables (\$14,004.00)

Prepared by:


Mrs. Brenda K. Arzoaquoi-Jones
Head of Procurement

Approved by:


Dr. Luke Bawo
Chairman/ Procurement Committee

Date: 01/16/25


1/28/25



1/30/25

**LIBERIA MEDICINES AND HEALTH PRODUCTS REGULATORY AUTHORITY
BUDGET NOTES
PROCUREMENT PLAN
FY2025**

1	Office Building rental / lease	This contract package is intended to pay for the lease/rent for the office building currently being used by the LMHRA as the head office of the Authority. The estimated value for this contract package is \$110,000.00 and it is taken from the budget line, Office building rental & lease (\$110,000.00)
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Prepared by:


Mrs. Brenda K. Arzoaquoi-Jones
Head of Procurement
DAH PROCUREMENT

Approved by:


Dr. Luke Bawo
Chairman/ Procurement Committee

Date: 01/16/25


1/28/25



1/30/25

Public Procurement Commission
PPCC
EXECUTIVE DIRECTOR

**LIBERA MEDICINES AND HEALTH PRODUCTS REGULATORY AUTHORITY
 PROCUREMENT PLAN (SBA)
 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
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	IFBNO.LMHRA/SBA /RB/001/25	Petroleum Products	G4661	1 firm	23,250.00	RB	01/17/25	01/21/25	01/23/25	01/27/25	02/17/25	02/21/25	02/25/25	02/28/25	N/A	12/18/25	12/31/25	
update																			
Actual																			
Planned	2	IFBNO.LMHRA/SBA /RFQ/001/25	Vehicle repairs and maintenance service	G4520 G4530	1 Firm	9,000.00	RFQ	01/17/25	01/21/25	01/23/25	01/24/25	01/31/25	02/03/25	02/05/25	02/06/25	N/A	12/18/25	12/31/25	
Update																			
Actual																			
Planned	3	IFBNO.LMHRA/SBA /RFQ/002/25	Generator repair & maintenance	C3314	1 Firm	7,500.00	RFQ	01/17/25	01/21/25	01/23/25	01/24/25	01/31/25	02/03/25	02/05/25	02/06/25	N/A	12/18/25	12/31/25	
Update																			
Actual																			
		Sub Total				\$39,750.00													

Submitted By:


 Mrs. Brenda K. Arzoaquoi-Jones
Head of Procurement
 DATE: _____

Date: 01/16/25


 1/28/25

Approved:


 Dr. Luke Bawo
Managing Director/Chairman Procurement Committee

