



REPUBLIC OF LIBERIA

PUBLIC PROCUREMENT & CONCESSIONS COMMISSION

EXECUTIVE MANSION GROUNDS, CAPITOL HILL, MONROVIA, LIBERIA

WEBSITE: www.pccc.gov.lr EMAIL: info@pccc.gov.lr PHONE SHORT CODE: 4357 Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Ref. **PPCC/RL/CEO/0259/25'**

February 7, 2025

Hon. James A. S. Momoh

SUPERINTENDENT

Monrovia Consolidated School System (MCSS)

12th Street Sinkor

Republic of Liberia

Dear Hon. Momoh:

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 Monrovia Consolidated School System (MCSS) Annual Procurement Plan. Following a thorough review, the Commission hereby approves the MCSS annual procurement plan for the fiscal year 2025 in accordance with **Section 40 (3)** of the PPCA, 2010. The Commission further informs the MCSS 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.

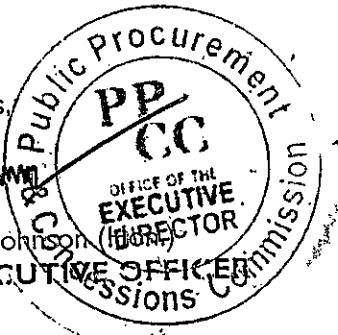
The Commission counsels that you observe **Section 40 (5) of the PPCA, 2010**, which states "each Procuring Entity, shall, quarterly and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in its 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
CHIEF EXECUTIVE OFFICER



Regulating Procurement Compliance for National Development



MONROVIA CONSOLIDATED SCHOOL SYSTEM

12th Street, Sinkor. P. O. Box 1545, Monrovia, Liberia

www.mcsslberia.org



Office of the Superintendent

January 27, 2025

Hon. Bodger Scott Johnson
Chief Executive Officer
Public Procurement & Concession Commission (PPCC)
Executive Mansion Ground, Capitol Hill
Monrovia, Liberia

Dear Hon. Johnson

Ref. Approval for Procurement Plan for FY 2025

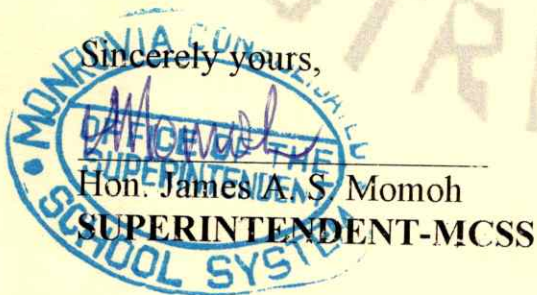
Compliment and best wishes for your wellbeing.

I write to submit copy of our procurement plan for your review and subsequent approval for the current fiscal period (January – December 2025).

Henceforth, we kindly seek your timely approval to allow us commence the procurement process on time for the fiscal period.

Thanks for your understanding.

Sincerely yours,



Hon. James A. S. Momoh
SUPERINTENDENT-MCSS

Received;
Theophilus S. B. Kollie
Jan. 31, 2025
Time 12:41 PM
0778652421

Email: jamesmomoh74@yahoo.com superintendent@mcsslberia.org momoh@mcsslberia.org

WHATSAPP: +9145404033 Tel: (+231)77260911

+
MONROVIA CONSOLIDATED SCHOOL SYSTEM
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	
	I T E M N O.	BASIC DATA						IMPLEMENTATION DATES											
		PA CKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code (s)	QTY	ESTIMATED COST (USD)	PROCURE MENT METHOD	TECHNICA L SPECS/BO Q/DRAWIN GS	PREP. OF BID DOCUMEN T	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATIO N & RELEASE OF BID DOC	BID SUBMISSIO N/PUBLIC OPENING	SUBMISSIO N OF BID EVALUATIO N REPORT	PC APPROVAL - BID EVALUATI ON REPORT	CONTRA CT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZ ATION)	DELIVERY , INSPECTIO N (SUBSTAN TIAL COMPLETI ON)	ACCEPTA NCE & FINAL PAYMEN T	
PLANNED	1	IFB NO. MCSS/SBA/R FQ/001/2025	Petroleum Products	G4661	1000 gallons @4.00usd	4,000.00	RFQ	01/10/2025	01/15/2025	01/20/2025	01/24/2025	2/10/2025	2/14/2025	2/20/2025	3/10/2025	N/A	12/16/2025	12/31/2025	
UPDATE																			
ACTUAL																			
PLANNED	2	IFB NO. MCSS/SBA/R FQ/002/2025	Vehicles Repair & Maintenance Service	G4520	1 Firm	3,000.00	RFQ	01/10/2025	01/15/2025	01/20/2025	01/24/2025	2/10/2025	2/14/2025	2/20/2025	3/10/2025	N/A	12/16/2025	12/31/2025	
UPDATE																			
ACTUAL																			
PLANNED	3	IFB NO. MCSS/SBA/R B/001/2025	Stationery	G4761	Assorted	30,000.00	RB	01/10/2025	01/15/2025	01/20/2025	01/24/2025	2/24/2025	2/28/2025	3/7/2025	3/19/2025	N/A	12/16/2025	12/31/2025	
UPDATE																			
ACTUAL																			
PLANNED	4	IFB NO. MCSS/SBA/R B/002/2025	Cleaning Materials	G4773	Assorted	15,000.00	RB	01/10/2025	01/15/2025	01/20/2025	01/24/2025	2/24/2025	2/28/2025	3/7/2025	3/19/2025	N/A	12/16/2025	12/31/2025	
UPDATE																			
ACTUAL																			
SUB-TOTAL						\$52,000.00													

Prepared by: Richardson AS Kromel
 Procurement Director

Handwritten signature and date: 2/5/25

Approved by: [Signature]
 Superintendent/Chairman Procurement Committee



Date: 01/31/2025



**MONROVIA CONSOLIDATED SCHOOL SYSTEM
PROCUREMENT PLAN (SBA)
SOURCE OF FUNDING: GOL
Fiscal year: 2025**

W.S.O.
2/5/25

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I T E M N O.	BASIC DATA							IMPLEMENTATION DATES										
	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code (s)	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	
PLANNED	5	IFB NO. MCSS/SBA/RB/003/2025	Internet Connectivity	J6120	1 Firm	3,000.00	RFQ	01/10/2025	01/15/2025	01/20/2025	01/24/2025	2/10/2025	2/14/2025	2/20/2025	3/10/2025	N/A	12/16/2025	12/31/2025
UPDATE																		
ACTUAL																		
PLANNED	6	IFB NO. MCSS/SBA/RQ/004/2025	Scratch Cards	J6190	400 pcs @ 5usd	2,000.00	RFQ	01/10/2025	01/15/2025	01/20/2025	01/24/2025	2/10/2025	2/14/2025	2/20/2025	3/10/2025	N/A	12/16/2025	12/31/2025
UPDATE																		
ACTUAL																		
PLANNED	7	IFB NO. MCSS/SBA/NB/001/2025	Repair and Maintenance Office Building	F4100	1 Firm	70,000	NCB	01/10/2025	01/15/2025	01/20/2025	01/24/2025	2/24/2025	2/28/2025	3/7/2025	3/19/2025	N/A	12/16/2025	12/31/2025
UPDATE																		
ACTUAL																		
PLANNED	8	IFB NO. MCSS/SBA/RQ/005/2025	Printing and Binding Service	C1812	1 Firm	6,000.00	RFQ	01/10/2025	01/15/2025	01/20/2025	01/24/2025	2/10/2025	2/14/2025	2/20/2025	3/10/2025	N/A	12/16/2025	12/31/2025
UPDATE																		
ACTUAL																		
SUB-TOTAL						\$81,000.00												

Prepared by: *Richard A. S. Krom*
Procurement Director

Approved by: *[Signature]*
Superintendent/ Chairman Procurement Committee

Date: *01/31/2025*
[Signature]
Procurement & Concessions Commission



**MONROVIA CONSOLIDATED SCHOOL SYSTEM
PROCUREMENT PLAN (SBA)
SOURCE OF FUNDING: GOL
Fiscal year: 2025**

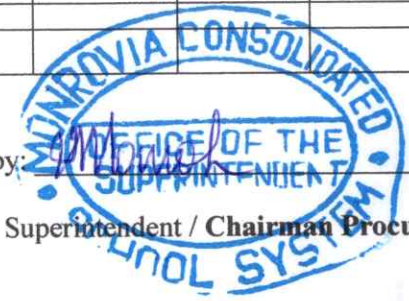
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IT EM NO	BASIC DATA							IMPLEMENTATION DATES										
	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code (s)	QTY	ESTIMATED COST (USD)	PROCURE MENT METHOD	TECHNICA L SPECS/BO Q/DRAWIN GS	PREP. OF BID DOCUMEN T	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATIO N & RELEASE OF BID DOC	BID SUBMISSIO N/PUBLIC OPENING	SUBMISSIO N OF BID EVALUATIO N REPORT	PC APPROVAL - BID EVALUATI ON REPORT	CONTRA CT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZ ATION)	DELIVERY , INSPECTIO N (SUBSTAN TIAL COMPLETI ON)	ACCEPTA NCE & FINAL PAYMEN T	
PLANNED	9	IFB NO. MCSS/SBA/ RFQ/006/20 25	Publication Service	J5813	1 Firm	4,000.00	RFQ	01/10/2025	01/15/2025	01/20/2025	01/24/2025	2/10/2025	2/14/2025	2/20/2025	3/10/2025	N/A	12/16 /2025	12/31/202 5
UPDATE																		
ACTUAL																		
PLANNED	10	IFB NO. MCSS/SBA/ RFQ/007/20 25	Vehicle Insurance Coverage	K6512	1 Firm	2,000.00	RFQ	01/10/2025	01/15/2025	01/20/2025	01/24/2025	2/10/2025	2/14/2025	2/20/2025	3/10/2025	N/A	12/16 /2025	12/31/202 5
UPDATE																		
ACTUAL																		
PLANNED	11	IFB NO./MCSS/ REQ/008/20 25	Event Catering	I5621	1 Firm	4,000.00	RFQ	01/10/2025	01/15/2025	01/20/2025	01/24/2025	2/10/2025	2/14/2025	2/20/2025	3/10/2025	N/A	12/16 /2025	12/31/202 5
UPDATE																		
ACTUAL																		
Sub- TOTAL						\$10,000.00												
GRAND-TOTAL						\$143,000.00												

Prepared by: Richardson A.S. Krom
Procurement Director

[Handwritten Signature]
2/18/25

Approved by: [Signature]
Superintendent / Chairman Procurement Committee

Date: 01/31/2025
[Handwritten Signature]
Public Procurement Director
Procurement Commission



**MONROVIA CONSOLIDATED SCHOOL SYSTEM
PROCUREMENT PLAN (NON-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	
ITEM NO	BASIC DATA							IMPLEMENTATION DATES											
	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code (s)	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		
PLANNED	1	IFB NO./MCSS/RB/001/2025	Laboratory Chemicals	G4759	1 Firm	25,000.00	RB	01/10/2025	01/15/2025	01/20/2025	01/24/2025	2/24/2025	2/28/2025	3/7/2025	3/19/2025	N/A	12/16/2025	12/31/2025	
UPDATE																			
ACTUAL																			
PLANNED	2	IFB NO. MCSS/NCB/001/2025	Education Materials	G4761	Assorted	100,000.00	NCB	01/10/2025	01/15/2025	01/20/2025	01/24/2025	2/24/2025	2/28/2025	3/7/2025	3/19/2025	N/A	12/16/2025	12/31/2025	
			SUB-TOTAL			\$125,000.00													
GRAND-TOTAL						\$125,000.00													

Prepared by: Richardson A.S. Krom

Procurement Director

Approved by:



Superintendent / Chairman Procurement Committee

Date: 01/31/2025

Handwritten signature and date: 2/5/25



1559
2/5/25

MONROVIA CONSOLIDATED SCHOOL SYSTEM
PROCUREMENT PLAN (SBA)
EXPLANATORY NOTES
FISCAL YEAR: 2025



1	IFB NO. MCSS/SBA/RFQ/001/2025	Petroleum Products	This contract Package is intended to procure petroleum products for the use of MCSS vehicles and generator. a) gasoline--- 5,000 gallons b) fuel-----5,000 gallons
2	IFB NO. MCSS/SBA/RFQ/002/2025	Vehicle Repair and Maintenance service	This contract package is intended to hire a firm to provide repair and maintenance service for vehicle
3	IFB NO. MCSS/SBA/RB/001/2025	Stationery	This contract package is intended to procure the items below: legal paper 215mm x 356mm_10 cartons, A4 paper 210mm x 297mm 12 cartons, brown envelopes A4 size _1 carton, manila folder legal size _4 cartons, manila folder A4 size _4 cartons, staple machine, gel pens assorted, ball point pen assorted colors, genuine ink and toner cartridges, correction fluid, stick-on-pad, received date stamp, etc. provide repair and maintenance service for generator
4	IFB NO. MCSS/SBA/RB/002/2025	Cleaning Materials	This contract package is intended to procure: toilet tissues, napkins/facial tissues, dusting tower, liquid hand soap, hand sanitizer, powder soap, air freshener, regular bleach, floor mop, soft broom, Air freshener, paper towel, vim, rexoguard, Dettol, etc.
5	IFB NO. MCSS/SBA/RFQ/003/2025	Internet Connectivity	This contract package is funded from the budget line telecommunication internet, postage and is intended for internet services

6	IFB NO. MCSS/SBA/RFQ/004/2025	Scratch Cards	This contract package is funded from the budget line Telecommunication Internet and is intended to procure the following cards: <ul style="list-style-type: none"> • Lone Star cards----- 200 pcs • Orange cards----- 200 pcs
7	IFB NO. MCSS/SBA/NCB/001/2025	Repair and Maintenance Office building	This contract package is funded from the budget line repair and maintenance civil. It is intended to hire a firm to carry out regular repair and maintenance of Office building
8	IFB NO. MCSS/SBA/RFQ/005/2025	Printing and binding Service	This contract package is funded from the budget line Printing binding and publication intended to hire a firm for the provision of printing materials like call cards, envelopes, T-shirts, annual report
9	IFB NO. MCSS/SBA/RFQ/006/2025	Publication Service	This contract package is funded from the budget line Printing binding and publication intended for general announcement
10	IFB NO. MCSS/SBA/RFQ/007/2025	Vehicle Insurance Coverage	This contract package is intended to hire a firm for the provision of vehicle insurance coverage
11	IFB NO. MCSS/SBA/RFQ/008/2025	Event catering	This contract package is funded from the budget line workshop, conference and is intended to hire a firm for the provision of event catering.

Prepared by: Richardson AS. Kromd

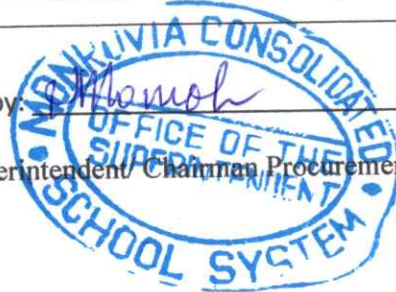
Procurement Director

WESLO
2/5/25

Approved by: *Hamoh*

Date: 01/31/2025

Superintendent / Chairman Procurement Committee



*MSD
2/5/25*

MONROVIA CONSOLIDATED SCHOOL SYSTEM
PROCUREMENT PLAN (NON-SBA)
EXPLANATORY NOTES
FISCAL YEAR: 2025

[Signature]
Public Procurement & Concessions Commission
EXECUTIVE DIRECTOR
2/7/25

1	IFB NO. MCSS/RB/001/2025	Laboratory Chemicals	This contract Package is funded from the budget line laboratory consumables and is intended to procure laboratory chemicals
2	IFB NO. MCSS/RB/001/2025	Education Materials	This contract package is intended to procure assorted education materials for the school system

Prepared by: *Richard Jason A.S. Kwal*
Procurement Director

Approved by: *[Signature]* Date: *01/31/2025*
Superintendent/ Chairman Procurement Committee

MONROVIA CONSOLIDATED SCHOOL SYSTEM
OFFICE OF THE SUPERINTENDENT