



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/0214/25'**

January 29, 2025

Dr. Professor Edward Lama Wonkeryor
EXECUTIVE DIRECTOR
National Commission on Higher Education
S.D. Cooper Road, Paynesville
Republic of Liberia

Dear Dr. Wonkeryor:

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 National Commission on Higher Education (NCHE) Annual Procurement Plan. Following a thorough review, the Commission hereby approves the NCHE annual procurement plan for the fiscal year 2025 in accordance with **Section 40 (3)** of the PPCA, 2010. The Commission further informs the NCHE 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.

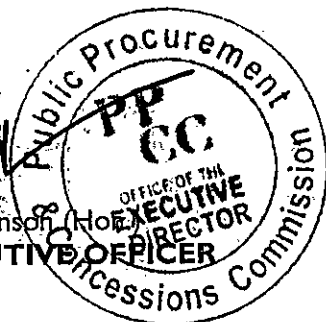
The Commission counsels that you observe **Section 40 (5) of the PPCA, 2010**, which states "*each Procuring Entity, shall, quarterly and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in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

Republic of Liberia
NATIONAL COMMISSION ON HIGHER EDUCATION

S. D. Cooper Road, Paynesville
1000 Monrovia 10, Liberia
Cell #: (+231) 777-853-291/ 888-853-291
Email: elamawonkeryor@gmail.com



Ref: GOL/NCHE-164/ED-ELW-13-01-2025

January 13, 2025

Hon. Budger Scott Johnson

EXECUTIVE DIRECTOR

Public Procurement and Concessions Commission (PPCC)

Executive Mansion Grounds, Capitol Hill

Monrovia, Liberia

Dear Hon. Johnson,

I wish to extend compliments and warmest greetings to you on behalf of the National Commission on Higher Education (NCHE). Please find attached the following documents for Fiscal Year (FY) 2025, for your review and approval:

1. Procurement Plan
2. Budget and Cash Plan
3. Procurement Committee and Unit Listing

Thank you for approving our documents as we strive to institute transparency and accountability in our procurement processes.

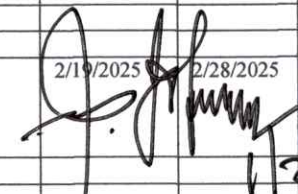

Sincerely,

Professor Edward Lama Wonkeryor, PhD
EXECUTIVE DIRECTOR

*Received:
Theophilus S. B. Polli'e
January 14, 2025
Time: 12:29pm*

**NATIONAL COMMISSION ON HIGHER EDUCATION
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
		BASIC DATA						IMPLEMENTATION DATES										
ITEM NO.	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. NCHE/SBA/R FQ/001/2025	Vehicle Rental & Lease	H4992	1 Firm	6,200.00	RFQ	01/10/2025	01/14/2025	01/20/2025	01/24/2025	2/10/2025	2/14/2025	2/19/2025	2/28/2025	N/A	12/16/2025	12/31/2025
UPDATE																		
ACTUAL																		
PLANNED	2	IF BNO.NCHE/S BA/RB/001/2025	Petroleum products	G4661	3,775 gal @4.00 USD	15,100	RB	01/10/2025	01/14/2025	01/20/2025	01/24/2025	2/20/2025	2/24/2025	2/28/2025	3/10/2025	N/A	12/16/2025	12/31/2025
UPDATE																		
ACTUAL																		
PLANNED	3	IFB NO./NCHE/S BA/RFQ//002/2025	Scratch Cards	J6190	830 PCS @US\$5.00	4,153.00	RFQ	01/10/2025	01/14/2025	01/20/2025	01/24/2025	2/10/2025	2/14/2025	2/19/2025	2/28/2025	N/A	12/16/2025	12/31/2025
UPDATE																		
ACTUAL																		
PLANNED	4	IFB NO/NCHE./RFQ /003/2025	Event Catering	H5621	1 Firm	5,640.00	RFQ	01/10/2025	01/14/2025	01/20/2025	01/24/2025	2/10/2025	2/14/2025	2/19/2025	2/28/2025	N/A	12/16/2025	12/31/2025
UPDATE																		
ACTUAL																		
SUB-TOTAL						\$31,093												



 EXECUTIVE DIRECTOR

Prepared by: AB. David Date: Jan 13, 2025
Abdullah David
 Procurement Director

Approved by: E. Lama Wonkeryor, PhD Date: January 13, 2025
Professor Edward Lama Wonkeryor, PhD
 Executive Director/ Chairman Procurement Committee


 1/29/25

**NATIONAL COMMISSION ON HIGHER EDUCATION
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											
	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. NCHE//RFQ/004/2025	Stationery Materials	G4761	Assorted	8,565.00	RFQ	01/10/2025	01/14/2025	01/20/2025	01/24/2025	2/10/2025	2/14/2025	2/19/2025	2/28/2025	N/A	12/16/2025	12/31/2025	
UPDATE																			
ACTUAL																			
PLANNED	6	IFB NO. NCHE//RFQ/005/2025	Cleaning Materials	G4773	Assorted	7,980.00	RFQ	01/10/2025	01/14/2025	01/20/2025	01/24/2025	2/10/2025	2/14/2025	2/19/2025	2/28/2025	N/A	12/16/2025	12/31/2025	
UPDATE																			
ACTUAL																			
PLANNED	7	IFB NO. NCHE//RFQ/006/2025	Generator Repair & Maintenance Service	C3314	1 Firm	4,500	RFQ	01/6/2025	01/10/2025	01/15/2025	01/20/2025	2/20/2025	2/24/2025	2/28/2025	3/10/2025	N/A	12/16/2025	12/31/2025	
UPDATE																			
ACTUAL																			
PLANNED	8	IFB NO. NCHE//RFQ/007/2025	Vehicles Repair & Maintenance Service	G4520	1 Firm	5,700	RFQ	01/6/2025	01/10/2025	01/15/2025	01/20/2025	2/20/2025	2/24/2025	2/28/2025	3/10/2025	N/A	12/16/2025	12/31/2025	
UPDATE																			
ACTUAL																			
						SUB-TOTAL													
						GRAND-TOTAL	\$26,745.00												
							\$57,838.00												

Prepared by: AB. Ojiny
Abdullah David
Procurement Director

Date: Jan 13, 2025

Approved by: E. Lama Wonkeryor
Professor Edward Lama Wonkeryor, PhD
Executive Director/ Chairman Procurement Committee

Date: January 13, 2025


WJS
1/29/25



NATIONAL COMMISSION ON HIGHER EDUCATION
 PROCUREMENT PLAN (SBA)
 EXPLANATORY NOTES
 FISCAL YEAR: 2025

1	IFB NO. NCHE/RFQ/001/2025	Vehicle Rental & Lease	This contract Package is funded from the budget line domestic means of travel and is intended to hire a firm for vehicle rental and lease.
2	IFB NO. NCHE/RB/001/2025	Petroleum products	This contract Package is intended to procure petroleum products for the use of NCHE's vehicles and generator. a) gasoline--- 1,887gallons b) fuel-----1,887 gallons
3	IFB NO. NCHE/RFQ/002/2025	Scratch Cards	This contract package is funded from the budget line - - Telecommunication, Internet and intended to procure scratch cards as follows: • Lone Star cards-----415 pcs • Orange cards-----415 pcs
4	FB NO. NCHE/RFQ/003/2025	Event Catering	This contract package is funded from the budget line - - Workshops, Conferences Symposia and intended to hire a firm to provide Catering services during NCHE's - - Workshops and conferences
5	FB NO. NCHE/RFQ/004/2025	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,
6	FB NO. NCHE/RFQ/005/2025	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.

[Handwritten signature]
1/29/25

[Handwritten signature]
1/29/25


7	FB NO. NCHE/RFQ/006/2025	Generator Repairs & Maintenance Service	This contract package is intended to hire a firm to provide repair and maintenance service for the NCHE generator.
8	FB NO. NCHE/RFQ/007/2025	Vehicles Repairs & Maintenance Service	This contract package is intended to hire a firm to provide repair and maintenance service for the vehicles.
9.		Office building rental & Lease	This contract package will be financed through the Finance Office to pay current rental obligation.
10.		Electricity	This contract package will be financed through the Finance Office for the operation of the NCHE.

Prepared by: AB. Citry
Abdullah David
Procurement Director

Date: Jan 13, 2025

Approved by: E. Lama Wokeryor
Professor Edward Lama Wokeryor, PhD
Executive Director/ Chairman Procurement Committee

Date: January 13, 2025

WSSO
1/29/25

[Signature]
1/29/25


**NATIONAL COMMISSION ON HIGHER EDUCATION
CONSULTANCY PROCUREMENT PLAN (SBA)
SOURCE OF FUNDING: GOL
FY2025**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
ITEM NO.	BASIC DATA							IMPLEMENTATION DATES												
								REQUEST FOR EXPRESSION OF INTEREST, if applicable					REQUEST FOR PROPOSALS AND APPROVAL OF AWARD							
	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	No. of FIRMS/PERSONS	ESTIMATED COST (USD)	SELECTION METHOD	Business Activity Code	PREP. OF TOR & PC APPROVAL	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	RFP NO. NCHE/SBA /LCS/001/2025	Feasibility Studies analysis	1 Person	17,780.00	LCS	M7490	1/6/2025	1/20/2025	2/3/2025	2/17/2025	2/28/2025	3/14/2025	3/27/2025	4/11/2025	4/25/2025	5/12/2025	5/23/2025	6/9/2025	6/27/2025
UPDATE																				
ACTUAL																				
GRAND TOTAL				17,780.00																

Prepared by: AB. Ojifun Date: Jan 13, 2025
Abdullah David
 Procurement Director

Approved by: E. Lama Wonkeryor Date: January 13, 2025
Professor Edward Lama Wonkeryor, PhD
 Executive Director/ Chairman Procurement Committee

[Signature]
 1/29/25

[Signature]
 1/29/25



**NATIONAL COMMISSION ON HIGHER EDUCATION
CONSULTANCY EXPLANATORY NOTES
PROCUREMENT PLAN (SBA)
SOURCE OF FUNDING: GOL
FY2025**

NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
1	RFP NO. NCHE/SBA/LCS/001/2025	Feasibility Studies analysis	This contract package is intended to hire individuals to conduct feasibility studies to determine the practicality and potential success of the new higher education policy project. This studies/analysis will inform decision - making by providing data driven insights to decide whether to proceed, modify, or abandon the project. The study also carry out an consultancy plans.

Prepared by: AB. Ojiny
Abdullah David
Procurement Director

Date: Jan 13, 2025

Approved by: E. Lama Wonkeryor
Professor Edward Lama Wonkeryor, PhD
Executive Director/ Chairman Procurement Committee

Date: January 13, 2025

W. O. Ojiny
1/29/25

J. Ojiny
1/29/25

