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/0267/25'**

February 17, 2025

Hon. William H. Johnson
ACTING EXECUTIVE DIRECTOR
Rubber Development Fund. Inc.
Monrovia, Liberia

Dear Hon. Johnson:

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

We present our compliments and wish to acknowledge receipt of your communication dated January 30, 2025, which sought the approval of the Commission for **Rubber Development Fund. Inc. (RDFI)** Annual Core and SBA Procurement Plan for 2025.

Following thorough review, the Commission hereby approves the Rubber Development Fund. Inc. Annual Procurement Plan for fiscal year 2025 in accordance with ***Section 40 (3)*** of the PPCA, 2010, and informs Rubber Development Fund. Inc. 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, on a quarterly basis 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 an approval of a method on the procurement plan is deemed as the Commission's full approval and as such, a Procuring Entity will not be required to again request the use of said approved method.

The Public Procurement and Concessions Commission admonishes and deems it a priority that you remain primarily in compliance 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

RUBBER DEVELOPMENT FUND INCORPORATED
PROCUREMENT PLAN (NON-SBA)
SOURCE OF FUNDING: GOL NATIONAL BUDGET
FISCAL YEAR: JANUARY 1- DECEMBER 31, 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.	Code	Contract package	Business Activity Codes	Qty	Est. Cost (USD)	Procurement method	Tech Spec/BOQ/ Drawings	Preparation of bidding document	PC App.1- bid doc./tech spec	Bid invitation & Release Doc	Bid sub/pub opening	Submission of Bid Evaluation report	Pc App. 2 of bid Evaluation report	Cont. Award /Signature	Advance payment (mobilization)	Delivery, inspection (subtantial completion)	Acceptance & final payment
PLANNED	1	IFB No. RDFI/N-SBA/RFQ/001/2025	Office Equipment and Furniture	G-4661	Assorted	5,000.00	RFQ	1/27/2025	1/30/2025	2/4/2025	2/7/2025	2/21/2025	2/26/2025	3/3/2025	3/10/2025	N/A	3/28/2025	12/30/2025
UPDATE																		
ACTUAL																		
PLANNED	2	IFB No. RDFI/N-SBA/NCB/001/2025	Cleaning Material (Consumables)	G4520	Assorted	10,600.00	NCB	1/28/2025	1/31/2025	2/10/2025	2/17/2025	3/17/2025	3/19/2025	3/28/2025	4/7/2025	N/A	4/21/2025	12/30/2025
UPDATE																		
ACTUAL																		
PLANNED	3	IFB No.RDFI/N-SBA/RFQ/002/2025	Guard and Security Service	G4761	Firm	900.00	RFQ	1/27/2025	1/30/2025	2/4/2025	2/7/2025	2/21/2025	2/26/2025	3/3/2025	3/10/2025	N/A	3/28/2025	12/30/2025
UPDATE																		
ACTUAL																		
PLANNED	4	IFB No.RDFI/N-SBA/NCB/002/2025	Agriculture Inputs	J6120	Assorted	38,212.00	NCB	1/28/2025	1/31/2025	2/10/2025	2/17/2025	3/17/2025	3/19/2025	3/28/2025	4/7/2025	N/A	4/21/2025	12/30/2025
UPDATE																		
ACTUAL																		
Grand Total:						54,712.00												

PREPARED BY: G Naiwah
GORMAH NAIWAH
PROCUREMENT OFFICER

2/7/25

APPROVED BY: P.p. William H. Morgan
WILLIAM H. JOHNSON
CHAIRPERSON, PROCUREMENT COMMITTEE

DATE: 02/05/2025

RUBBER DEVELOPMENT FUND INC. * MONROVIA, LIBERIA * RDFI

Public Procurement & Concessions Commission PPCC OFFICE OF THE EXECUTIVE DIRECTOR

2/7/25

RUBBER DEVELOPMENT FUND INCORPORATED
PROCUREMENT PLAN (EXPLANATORY NOTES)
FISCAL YEAR: JANUARY1 - DECEMBER 31, 2025
Non-SBA

Item No.	Contract Package Code	Contract Package	Detail Description
1	**IFB No. RDFI/N-SBA/RFQ/001/2025**	Office Equipment and Furniture	This contract package is taken from the budget line, furniture and Fixtures for the purchase of assorted office furnitures.
2	**IFB No. RDFI/N-SBA/NCB/001/2025**	Cleaning Materials	This contract package is taken from the budget line other office materials & consumbles supplies and its intended to procure the following cleaning materials: Toilet Tissue (150g 36 roll per sack), Power Soap(30gr 150pcs x ctn), Air Freshener 300ml, assorted fragance, Liquid Hand Soap, Regular Bleach (4 liter x 4 gallons per ctn), Insect Spray 400ml, 24pcs x ctn , Dettol Disinfectant 500ml.
3	**IFB No.RDFI/N-SBA/RFQ/002/2025**	Guard and Security Service	This contract package is from the budget line Guard and Security service, it is intended to hire a firm for protection service.
4	**IFB No.RDFI/N-SBA/NCB/002/2025**	Agricultural Inputs	This contract package is taken from the budget lines Agriculture inputs. It is intended to procure Agro Materials (Inputs, Supplies, Seedlings, etc) for the RDFI, which amounts to USD$32,000.00 shovels, wheel barrows, twine, spraying can, small hoe, regular hoe,cutlasses, rain boots, rain coats, , polyene bag, petri-dish, etc.

Prepared By: G Naiwah
GORMAH NAIWAH
Procurement Officer

Approved by: P.P. William N. Morgan
WILIAM H. JOHNSON
CHAIRPERSON, PROCUREMENT COMMITTEE

Date: 02/05/2025

2/7/25

Public Procurement & Concessions Commission
PP CC
EXECUTIVE DIRECTOR
2/6/25

RUBBER DEVELOPMENT FUND INC.
RDFI
MONROVIA, LIBERIA

RUBBER DEVELOPMENT FUND INCORPORATED
PROCUREMENT PLAN (SBA)
SOURCE OF FUNDING: GOL NATIONAL BUDGET
FISCAL YEAR: JANUARY 1- DECEMBER 31, 2025

1	2	3	4	5	6	7	8	9		11	12	13	14	15	16	17	18	19
		BASIC DATA												IMPLEMENTATION DATES				
	Item No.	Code	Contract package	Business Activity Codes	Qty	Est. Cost (USD)	Procurement method	Tech Spec/BOQ/ Drawings	Preparation of bidding document	PC App.1-bid doc./tech spec	Bid invitation & Release Doc	Bid sub/pub opening	Submission of Bid Evaluation report	Pc App. 2 of bid Evaluation report	Cont. Award /Signature	Advance payment (mobilization)	Delivery, inspection (subtantial completion)	Acceptance & final payment
PLANNED	1	IFB No. RDFI/SBA/NCB/001/2025	Petroleum Product	G-4661	3040.38 gals @ 4.21usd	12,800.00	NCB	1/27/2025	1/30/2025	2/7/2025	2/14/2025	3/13/2025	3/16/2025	3/26/2025	4/2/2025	N/A	4/16/2025	12/30/2025
UPDATE																		
ACTUAL																		
PLANNED	2	IFB No. RDFI/SBA/RFQ/002/2025	Stationery RFQ	G4520	Assorted	10,000.00	RFQ	1/27/2025	1/30/2025	2/7/2025	2/14/2025	3/13/2025	3/16/2025	3/26/2025	4/2/2025	N/A	4/16/2025	12/30/2025
UPDATE																		
ACTUAL																		
Grand Total:						22,800.00												

PREPARED BY: G Naiwah
GORMAH NAIWAH
PROCUREMENT OFFICER

APPROVED BY: P.P. William N. Morgan
WILLIAM H. JOHNSON
CHAIRPERSON, PROCUREMENT

DATE: 02/05/2025

RUBBER DEVELOPMENT FUND INC. RDFI MONROVIA, LIBERIA

Public Procurement & Concessions Commission PPCC OFFICE OF THE EXECUTIVE DIRECTOR

2/7/25

2/18/25

RUBBER DEVELOPMENT FUND INC. • MONROVIA, LIBERIA •
RDFI

RUBBER DEVELOPMENT FUND INCORPORATED

SBA EXPLANATORY NOTES

FISCAL YEAR: JANUARY1 - DECEMBER 31, 2025

Item No.	Contract Package Code	Contract Package	Detail Description
1	**IFB No. RDFI/SBA/NCB/001/2025**	Peutroleum Product	This contract package is taken from the budget line Petroleum Product- vehicles and it's intended to procure the following items: Diesel for vehicles, from the below vendors: A. Super Petroleum (SP) Corp.; B. Liberia Petroleum (LP) Corp.; C. Aminata & Sons, Inc. D. National Petroleum (NP) and all others suppliers that deal in the coupon. A. diesel in coupon supply is - - 3,200gallons @ 4.00
3	**IFB No. RDFI/SBA/NCB/002/2025**	Stationery	This contract package is intended to procure the following assorted stationery (Office Materials & Ink & Toner Cartridges) items: see attached Listing (Legal Sizze paper,80g f14 ,A4 size paper 80g,Manila folder A4 Size (1ctn x 5 per pk = 500 pcs,),paper glue, pen Drive USB Type 8 GB, Staple Machine (20 Sheets,24/6 or 24/6 mins pins) White Board marker, high quality, assorted colos, Ledger Book 3Qr, Surge/Extension Cord, 5 ports, multi INK and Cartridge, Canon 728, Csartridge(Original), HP 30 A, Toner, HP 131A, Series etc.

Prepared By: G Naiwah
GORMAH NAIWAH
Procurement Officer

Approved by: P.P. William N. Morgan
WILIAM H. JOHNSON
CHAIRPERSON, PROCUREMENT COMMITTEE

Date: 02/05/2025

2/7/25

Public Procurement & Concessions Commission
PROCUREMENT
8/18/25

RUBBER DEVELOPMENT FUND INC.
RDFI
MONROVIA, LIBERIA