



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/0273/25'**

February 17, 2025

Dr. Olu Q. Menjay

PRESIDENT

William V.S. Tubman University
Tubman Town, Maryland County
Republic of Liberia

Dear Dr. Menjay:

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 William V.S. Tubman University (TU) Annual Procurement Plan. Following a thorough review, the Commission hereby approves the TU annual procurement plan for the fiscal year 2025 in accordance with **Section 40 (3)** of the PPCA, 2010. The Commission further informs the TU 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.

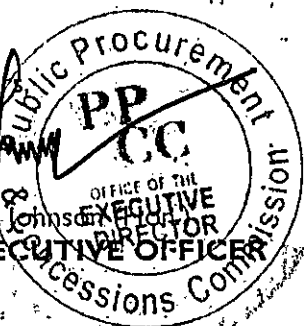
The Commission counsels that you observe **Section 40 (5) of the PPCA, 2010**, which states "each Procuring Entity, shall, quarterly and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in its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





WILLIAM V.S. TUBMAN UNIVERSITY

Tubman Town, MARYLAND COUNTY

MAILING: P.O. BOX 3570 HARPER, MARYLAND COUNTY, REPUBLIC OF LIBERIA, WEST AFRICA

Monrovia Office: 15th & Tubman Boulevard, Sinkor, Monrovia, Liberia

EMAIL: president@tubmanu.edu.lr WEBSITE: www.tubmanu.edu.lr

Cell: (+231)886-561-809/ (+231)770-561-809

Office of the President

January 16, 2025

Hon. Bodger Scott Johnson
Executive Director
Public Procurement & Concession Commission, PPCC
Capitol Hill, Monrovia, Liberia

Dear Hon. Director-General,

I am writing to submit the procurement plan on behalf of William V.S. Tubman University, Harper, Maryland County, as part of our ongoing efforts to improve our purchasing processes and ensure the efficient and cost-effective acquisition of goods and services for the university.

Our procurement plan outlines the university's objectives and strategies for procuring goods and services, as well as the processes and procedures we will follow to ensure compliance with relevant regulations and best practices in procurement. The plan includes a detailed analysis of our current procurement practices, an assessment of our procurement needs, and a roadmap for implementing improvements to our procurement processes.

We believe that implementing this procurement plan will help us streamline our procurement processes, reduce costs, and improve the quality of goods and services procure by the university. By following the guidelines outlined in the plan, we aim to enhance transparency, accountability, and efficiency in our procurement practices, ultimately benefiting the university and its stakeholders.

We are confident that the implementation of this procurement plan will have a positive impact on Tubman University and help us achieve our strategic objectives. We look forward to working collaboratively with all stakeholders to ensure the successful implementation of the plan and to continuously improve our procurement practices.

Thank you for considering our submission.

Sincerely,

Olu Q. Menjay
Olu Q. Menjay
President

Received
Theophilus B. Kollie
January 20, 2025
Time: 2:26pm

**WILLIAM V.S. TUBMAN UNIVERSITY
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 | |
|------------------|-----------------------|-------------------------------|--|-------|-------------------------|--------------------|------------------------------|-----------------------|----------------------------------|-------------------------------------|-------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------------|--|----------------------------|------------|--|
| 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. WVSTU/SBA/RB/001/2025 | Petroleum Products | G4661 | 14,766 gallons @4.50usd | 66,450.00 | RB | 01/10/2025 | 01/15/2025 | 01/20/2025 | 01/24/2025 | 2/24/2025 | 2/28/2025 | 3/7/2025 | 3/18/2025 | N/A | 12/16/2025 | 12/31/2025 | |
| UPDATE | | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | | |
| PLANNED | 2 | IFB NO. WVSTU/SBA/RB/002/2025 | Repair & Maintenance Office building | F4100 | 1 Firm | 38,420.00 | RB | 01/10/2025 | 01/15/2025 | 01/20/2025 | 01/24/2025 | 1/30/2025 | 2/14/2025 | 2/18/2025 | 2/28/2025 | N/A | 12/16/2025 | 12/31/2025 | |
| UPDATE | | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | | |
| PLANNED | 3 | IFB NO. WVSTU/SBA/RB/003/2025 | Vehicles Repair & Maintenance Service | G4520 | 1 Firm | 18,150.00 | RB | 01/10/2025 | 01/15/2025 | 01/20/2025 | 01/24/2025 | 1/30/2025 | 2/14/2025 | 2/18/2025 | 2/28/2025 | N/A | 12/16/2025 | 12/31/2025 | |
| UPDATE | | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | | |
| PLANNED | 4 | IFB NO. WVSTUSBA/RFQ/001/2025 | Generator Repair & Maintenance Service | C3314 | 1 Firm | 4,500 | RFQ | 1/10/2025 | 1/15/2025 | 1/20/2025 | 1/24/2025 | 3/7/2025 | 3/13/2025 | 3/18/2025 | 3/28/2025 | N/A | 12/16/2025 | 12/31/2025 | |
| UPDATE | | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | | |
| SUB-TOTAL | | | | | | \$127,520.00 | | | | | | | | | | | | | |

Prepared by:

Theophilus M. Kollie
Theophilus M. Kollie
Procurement Director

Approved by:

Olu B. Menjay
Olu B. Menjay PhD
President/ Chairman Procurement Committee

Date:

Feb 3/25

WVSTU
2/17/25



WILLIAM V. S. TUBMAN UNIVERSITY
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. WVSTU/SBA /RFQ/002/2025 | Repair & Maintenance Equipment | C3312 | 1 firm | 4,800.00 | RFQ | 1/10/2025 | 1/15/2025 | 1/20/2025 | 1/24/2025 | 3/7/2025 | 3/13/2025 | 3/19/2025 | 3/28/2025 | N/A | 12/16/2025 | 12/31/2025 | |
| UPDATE | | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | | |
| PLANNED | 6 | IFB NO. WVSTU/SBA /RB/004/2025 | Cleaning Materials | G4773 | Assorted | 18,880.00 | RB | 01/10/2025 | 01/15/2025 | 01/20/2025 | 01/24/2025 | 2/24/2025 | 2/28/2025 | 3/7/2025 | 3/18/2025 | N/A | 12/16/2025 | 12/31/2025 | |
| UPDATE | | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | | |
| PLANNED | 7 | IFB NO. WVSTU/SBA /RFQ/003/2025 | Printing & Binding | C1812 | 1 Firm | 1,875.00 | RFQ | 1/10/2025 | 1/15/2025 | 1/20/2025 | 1/24/2025 | 3/7/2025 | 3/13/2025 | 3/19/2025 | 3/28/2025 | N/A | 12/16/2025 | 12/31/2025 | |
| UPDATE | | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | | |
| PLANNED | 8 | IFB NO. WVSTU/SBA /RB/005/2025 | Publication and general announcement | M7310 | 1 Firm | 13,500.00 | RB | 01/10/2025 | 01/15/2025 | 01/20/2025 | 01/24/2025 | 2/24/2025 | 2/28/2025 | 3/7/2025 | 3/18/2025 | N/A | 12/16/2025 | 12/31/2025 | |
| UPDATE | | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | | |
| SUB-TOTAL | | | | | | S39,055.00 | | | | | | | | | | | | | |

Prepared by:

Theophilus M. Kollie
2/30/25

Theophilus M. Kollie
Procurement Director



Approved by:

Oluwafemi Menjay PhD

Oluwafemi Menjay PhD
President/ Chairman Procurement Commit

Date:

Feb 3/25

[Handwritten signature]
2/17/25

WILLIAM V. S. TUBMAN UNIVERSITY
 PROCUREMENT PLAN (SBA)
 SOURCE OF FUNDING: GOL
 Fiscal year: 2024

| 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 | 9 | IFB NO. WVSTU/RBS BA/006/2025 | Event Catering | 15621 | 1 Firm | 29,225.00 | RB | 01/10/2025 | 01/15/2025 | 01/20/2025 | 01/24/2025 | 2/24/2025 | 2/28/2025 | 3/7/2025 | 3/18/2025 | N/A | 12/16/2025 | 12/31/2025 | |
| UPDATE | | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | | |
| PLANNED | 10 | IFB NO. WVSTU/NCB SBA/001/2025 | Office building Construction | F4100 | 1 Firm | 200,000 | NCB | 01/10/2025 | 01/15/2025 | 01/20/2025 | 01/24/2025 | 2/24/2025 | 2/28/2025 | 3/7/2025 | 3/18/2025 | N/A | 12/16/2025 | 12/31/2025 | |
| SUB-TOTAL | | | | | | S229,225.00 | | | | | | | | | | | | | |
| GRAND TOTAL | | | | | | S395,800.00 | | | | | | | | | | | | | |

Prepared by:

Theophilus M. Kollie
 Theophilus M. Kollie
 Procurement Director

Approved by:

Olu S. Menjay PhD
 Olu S. Menjay PhD
 President/ Chairman Procurement Committee

Date:

Feb 3, 25

WVSTU
2/17/25



WILLIAM V.S TUBMAN UNIVERSITY
 PROCUREMENT PLAN (SBA)
 EXPLANATORY NOTES
 FISCAL YEAR: 2025

| | | | |
|---|--------------------------------|--|--|
| 1 | IFB NO. WVSTU/SBA/RB/001/2025 | Petroleum Products | This contract Package is intended to procure petroleum products for the University as follows: <ul style="list-style-type: none"> ➤ Fuel _____ 7,383 gallons ➤ Gasoline _____ 7,383 gallons |
| 2 | IFB NO. WVSTU/SBA/RB/002/2025 | Repair & Maintenance Office building | This contract package is funded from the budget line Repair and Maintenance-Civil and intended to hire a firm repair and maintenance of the University dormitory, administrative building, annex, RSTI Building, Tubman Hall and Tubman University Monrovia Office |
| 3 | IFB NO. WVSTU/SBA/RB/003/2025 | Vehicles Repair & Maintenance Service | This contract package is intended for repair and Maintenance services of all Tubman University Vehicles |
| 4 | IFB NO. WVSTUSBA/RFQ/001/2025 | Generator Repair & Maintenance Service | This contract package is intended for repair and Maintenance services for Tubman University generators (250 Kav and 275 Kav) |
| 5 | IFB NO. WVSTU/SBA/RFQ/002/2025 | Repair & Maintenance Equipment | This contract package is intended for repair and Maintenance services of all Tubman University equipment |
| 6 | IFB NO. WVSTU/SBA/RB/004/2025 | 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. |
| 7 | IFB NO. WVSTU/SBA/RFQ/003/2025 | Printing & Binding | This contract package is funded from the budget line printing binding and publication and intended to hire a firm to provide printing and binding services for the Tubman University such as documents, graduation program, handbooks, teaching materials, journals, |

[Handwritten Signature]
 OFFICE OF THE EXECUTIVE DIRECTOR
 PUBLIC PROCUREMENT COMMISSION

[Handwritten Signature]
 2/17/25

| | | | |
|----|--------------------------------|--------------------------------------|---|
| 8 | IFB NO. WVSTU/SBA/RB/005/2025 | Publication and general announcement | This contract package is funded from the budget line advertising and publication and intended for general announcement and publication services. |
| 9 | IFB NO. WVSTU/RBSBA/006/2025 | Event Catering | This contract package is funded from the budget line food and catering services and Workshop, conferences and seminars ➤ Workshop, conferences and seminar _____ \$4,225.00 ➤ Food and catering Service _____ \$25,000.00 |
| 10 | IFB NO. WVSTU/SBA/NCB/001/2025 | Office building construction | This contract package is being funded from the budget line non-financial asset and is intended to hire a firm for the construction of the University Engineering building |
| 11 | | Office building rental and lease | This contract package will be handled by the finance department. |

Prepared by:

74

 Theophilus M. Kollie
 Procurement Director


WSSXO
2/7/25

Approved by:

OLU MENJAY
 Olu Menjay PhD
 President/ Chairman Procurement Committee

Date:

Feb. 3/25

[Signature]

 PUBLIC PROCUREMENT & CONCESSIONS COMMISSION
 PPCC
 DIRECTOR

OFFICE OF THE VICE PRESIDENT
 PROCUREMENT PLAN (NON-SBA)
 EXPLANATORY NOTES
 FISCAL YEAR: 2025

| | | | |
|---|----------------------------|------------------|---|
| 1 | IFB NO.VPO/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, |
| 2 | IFB NO.VPO/SBA/RB/002/2025 | Food Stuff | This contract Package is funded from the budget line entertainment and representation and is intended to procure assorted food stuff |
| 3 | IFB NO.VPO/RB/003/2025 | Vehicle | This contract package is funded from the budget line transport equipment and is intended to procure assorted vehicle for the offices of the Vice President |
| 4 | IFB NO. WVSTU/RFQ/002/2025 | Scratch Cards | This contract package is intended to hire a firm to provide repair and maintenance service for vehicles |
| 5 | IFB NO.VPO/NCB/002/2025 | Office equipment | This contract package is funded from the budget line Machinery and equipment and is intended to procure assorted office equipment |

[Handwritten signature]
 PUBLIC PROCUREMENT COMMISSION
 EXECUTIVE DIRECTOR

Prepared by:

[Handwritten signature] 30/01/25

Siaffa Dudu Gray
 Procurement Director

Approved by:

Prince Menkalo Gbieu

Chief of Office Staff/Chairman Procurement Committee

Date:

[Handwritten signature]
 2/17/25