



REPUBLIC OF LIBERIA
PUBLIC PROCUREMENT & CONCESSIONS COMMISSION
 EXECUTIVE MANSION GROUNDS, CAPITOL HILL, MONROVIA, LIBERIA

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



Ref. **PPCC/RL/CEO/165/26'**

February 24, 2026

Dr. Yar Gonway-Gono
PRESIDENT

Tappita Vocational Training Institute
 Driver Camp, Tappita City
 Republic of Liberia

Dear Dr. Gono:

Subj: **APPROVAL OF ANNUAL PROCUREMENT PLAN FOR THE FISCAL YEAR 2026**

We present our compliments and wish to acknowledge receipt of your communication which sought the approval of the Commission for the Tappita Vocational Training Institute Annual Procurement Plan. Following a thorough review, the Commission hereby approves the Tappita Vocational Training Institute procurement plan for the fiscal year 2026 in accordance with **Section 40 (3)** of the PPCA, 2026. The Commission further informs the TVTI 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. Also, the Commission herewith grant the reduction in lead time from four to two weeks for the below contract packages as requested by the TVTI;


- Repair and Maintenance of Residential & Non-Residential Building
- Office Furniture
- Water Dispenser and Other Electrical Appliances
- Education Materials and Appliances

The Commission counsels that you observe **Section 40 (5) of the PPCA, 2026**, 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, 2026, as we jointly aspire to achieve transparency, accountability, fairness, equality, and ultimately public confidence in our procurement and concessions processes.

Sincerely yours


 PUBLIC PROCUREMENT
 CONCESSIONS COMMISSION
 OFFICE OF THE
CHIEF EXECUTIVE OFFICER
 EXECUTIVE DIRECTOR



January 27, 2026

Mr. Bodger Scott Johnson
Executive Director
Public Procurement & Concession Commission (PPCC)
Monrovia, Liberia

Subject: Formal Request for Enrollment into the PPCC Vendor System and Approval of Procurement Plans for Fiscal Year 2026

Dear Mr. Executive Director,

I write to you on behalf of the Tappita Vocational Training Institute (TVTI), an institution, enacted by the Act of the Legislature on August 1, 2025, committed to empowering Liberian youth through technical skills and vocational education, thereby contributing to national development and human capacity building.

The purpose of this letter is to formally request the enrollment of the Tappita Vocational Training Institute into the Public Procurement & Concession Commission's Vendor/Supplier Database. Furthermore, we hereby submit for your review and approval of our detailed procurement plans for the forthcoming fiscal year, 2026.

As an institution funded by public resources and donor partners, and in our unwavering commitment to transparency, accountability, and adherence to national regulations, we recognize the imperative to align our procurement activities with the Liberia Public Procurement & Concession Act of 2010 and its subsequent amendments.

Our procurement plans for FY2026 are essential for the continuous operation and expansion of our training programs. These plans encompass the acquisition of:

1. Technical workshop equipment and tools for our automotive, construction, agriculture, allied health and ICT departments.
2. Instructional materials, textbooks, and e-learning resources.
3. Furniture, fixtures, and general office supplies.



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Time:	0776591767
Entity:	02/03/2026
Receiver:	TIME 12:20pm

4. Renovation works for our training facilities to improve the learning environment.

All planned procurements are aimed directly at enhancing the quality of vocational training delivered to our students.

We believe that formal enrollment with the PPCC will not only regularize our procurement processes but also demonstrate our institute's commitment to integrity and best practice in public financial management. It will facilitate our engagement with other government entities and ensure our compliance in all future contractual undertakings.

Attached to this letter, you will find:

- ✓ Detailed Procurement Plan for Fiscal Year 2026, with estimated costs and justifications.
- ✓ Procurement Committee Resolution

We are eager to integrate fully into the national procurement system and are available to provide any further documentation or clarification required by the Commission. We kindly request your favorable consideration of our application and timely approval of our procurement plans to enable seamless implementation for the benefit of our students and the communities we serve.

Thank you for your attention to this matter. We look forward to a positive and enduring relationship with the Commission.

Respectfully submitted,


Dr. Yar Gonway-Gono
President
Tappita Vocational Training Institute




Tappita Vocational Training Institute (TVTI)
Procurement Plan (NON-SBA)
 Source of funding: GOL National Budget
 Fiscal Year 2026




ITEM NO.	BASIC DATA							IMPLEMENTATION DATES										REMARKS			
	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. TVTI/RFQ/001/2026	Petroleum products	G4661	1000 gallons	5,000.00	RFQ	24-Feb-26	26-Feb-26	4-Mar-26	10-Mar-26	17-Mar-26	24-Mar-26	31-Mar-26	7-Apr-26	N/A	28-Dec-26	31-Dec-26			
UPDATE ACTUAL																					
PLANNED	2	IFBNO TVTI/RB/001/2026	Water dispenser and Other Electrical Appliances	G4759	1Firm	13,250.00	RB	24-Feb-26	26-Feb-26	4-Mar-26	10-Mar-26	24-Mar-26	31-Mar-26	8-Apr-26	15-Apr-26	N/A	28-Dec-26	31-Dec-26			
UPDATE ACTUAL																					
PLANNED	3	IFB NO. TVTI/SS/001/2026	Internet Connectivity	J6120	1Firm	2,000.00	RFQ	24-Feb-26	26-Feb-26	4-Mar-26	10-Mar-26	17-Mar-26	31-Mar-26	8-Apr-26	15-Apr-26	N/A	28-Dec-26	31-Dec-26			
UPDATE ACTUAL																					
PLANNED	4	IFB NO. TVTI/NCB/001/2026	Office Furniture	G4659	Assorted	36,776.00	NCB	24-Feb-26	26-Feb-26	4-Mar-26	10-Mar-26	24-Mar-26	31-Mar-26	8-Apr-26	15-Apr-26	N/A	28-Dec-26	31-Dec-26			
UPDATE ACTUAL																					
PLANNED	5	IFBNO TVTI/RB/002/2026	Vehicles	G4510	Pcs	25,000.00	RB	24-Feb-26	26-Feb-26	4-Mar-26	10-Mar-26	24-Mar-26	31-Mar-26	8-Apr-26	15-Apr-26	N/A	28-Dec-26	31-Dec-26			
UPDATE ACTUAL																					
PLANNED	6	IFBNO TVTI/RB/003/2026	Repairs & Maintenance of Residential & Non- Residential Building	F-4100	1 Firm	16,074.00	RB	24-Feb-26	26-Feb-26	4-Mar-26	10-Mar-26	24-Mar-26	31-Mar-26	8-Apr-26	15-Apr-26	N/A	28-Dec-26	31-Dec-26			
UPDATE ACTUAL																					
		Sub Total				98,100.00															
		Grand Total				98,100.00															





Prepared by: _____


 Ebenezer Toe Strother
 Vice President for Administration & Finance
 TEL: 0886557940/0770305034


 Approved By
 DR. Yar Donlah Gonway Gono
 Chair Person Procurement Committee
 TEL: 088609226/0776483217

Date: 02/23/26


 02/23/26





**Tappita Vocational Training Institute (TVTI)
Procurement Plan (NON-SBA)
Explanatory Notes**



Item	Contract Package Code	Contract Package	Content of Contract Package
1	IFB No. TVTI/RFQ/001/2026	Petroleum Products	This contract package is drawn from the budget line Fuel and Lubricants Vehicles and Generators. It is intended to procure 1000 gasoline and fuel for TVTI Cars and Generators. An accumulated Budget of US \$5,000.00 is available for Petroleum products for FY-2026.
2	IFB No. TVTI/RFQ/002/2026	Water dispenser and Other Electrical Appliances	From budget line descriptions "Machinery and Equipment ", the TVTI intends to apply portion of her budget to procure Generator ,Water dispenser. An accumulated Budget of US\$13,250.00 is available from "Machinery and Equipment " for 2026 FY. Note that due to the urgency to commence the training program, we are asking for reduction in lead time for this package.
3	IFB NO. TVTI/SS/001/2026	Internet connectivity	From budget line descriptions " Internet Provider Service ", the TVTI intends to apply portion of her budget for Internet Connectivity. An accumulated Budget of US\$ 2,000.00 is available from Internet Provider service for 2026 FY. This service is to be carried out by SKYLINK.
4	IFBNO.TVTI/RB/001/2026	Office Furniture	From budget line descriptions "Furniture and Fixtures", the TVTI intends to apply portion of her budget to procure 5 pcs wall clocks, 10 pcs of Industrial fan, 6 pcs Air condition 1200 BTU Split Unit,4 pcs 9000 BTUS plit Unit 1 pc cubicle desk, 2 pcs regular desk, 4 Executive deskand Chairs, 5 pcs Regular desk and chairs, 2pcs white marker board, 250pcs of Desk and Chiars, 4 pcs filling cabinet and 3pcs small size icebox. An accumulated Budget of US\$36,776.00 is available from Furniture and fixture for 2026 FY. Note that due to the urgency to commence the training program, we are asking for reduction in lead time for this package.
5	IFB NO. TVTI/RB/002/2026	Vehicles	From budget line descriptions "Transport Equipment ", the TVTI intends to apply portion of her budget to procure 1 vehicle for the use by TVTI senior Management. An accumulated Budget of US\$25,000.00 is available from Transport Equipment for 2026 FY.
6	IFBNO.TVTI/RB/003/2026	Repairs & Maintenance of Non- Residential Building	From budget line descriptions "Repair and Maintenance -Civil " the TVTI intends to apply portion of her budget to hire a firm to carry out some renovation on TVTI building for fiscal year 2026. An accumulated Budget of US\$16,074.00 is available from Repair and Maintenance-civil for 2026 FY. Note that due to the urgency to commence the training program, we are asking for reduction in lead time for this package.

Prepared by: _____

E. Strother
Ebenezer Toe Strother
Vice President for Administration & Finance
TEL:0886557940/0770305034

[Signature]
62/23/26



Approved By: _____

[Signature] 02/23/26
Dr. Yar Donlah Gonway Gono
Chairman Person Procurement Committee
TEL:088609226/0776483217





Tappita Vocational Training Institute (TVTI) Procurement Plan (SBA) Explanatory Notes



Item N	Contract Package Code	Contract Package	Content of Contract Package
1	IFB NO. TVTI/SBA/RFQ/001/2026	Office Building and Rental	This contract package is taken from the budget line "Office Building,Rental and Lease " it is intended for the Office Building Rental for TVTI Trianing Program.The accumulated budget of \$5,000.00 for this contract package of Office Building and rental for FY-2026. TVTI will use Single Source as bidding method for this contract.
2	IFB NO. TVTI/SBA/RFQ/002/2026	Vehicles Repairs & Maintenance Services	This contract package is drawn from the budget line Repair and Maintenance -Vehicles. It is intended to procure spare parts and service TVTI vehicle. An accumulated Budget of US \$1,500.00 is available for Vehicles Repair and Maintenance Services for FY-2026.
3	IFB NO. TVTI/SBA/RFQ/003/2026	Repairs & Maintenance of Office Machinery and Equipment	This contract package is drawn from the budget line Repair and Maintenance -Machinery, Equipment. It is intended to service TVTI printer, and laptop computers. An accumulated Budget of US \$1,500.00 is available for Repair and Maintenance -Vehicles for FY-2026.
4	IFB NO. TVTI/SBA/RFQ/004/2026	Residential Property Lease	This Contract package taken from the budget Lines " Other Rental and Lease" it is intended for the TVTI President Residence. The accumulated budget of \$1,500.00 is avialable for Residential Property Lease for FY-2026. TVTI will use Single Source as bidding method for this contract.
5	IFB NO. TVTI/SBA/RFQ/005/2026	Stationary	This contract package is drawn from the budget line "Other Office Materials and Consumables" . The \$7,000 in this budget line is meant to procure Teaching Materials for TVTI Insturtors an
6		Education Materials and Services	This contract package is drawn from the budget line "Education Material and Services" . The \$11,000 in this budget line is meant to procure Teaching Materials for TVTI Instrutors and students. Note that due to the urgency to commence the training program, we are asking for reduction in lead time for this package.
7	IFB NO. TVTI/SBA/RFQ/007/2026	Event Catering Service	This contract package is drawn from the budget line "Workshop, Conferences, Symposia, and Seminars". It is meant to procure food items for refreshment for TVTI Project Lunch Opening. The accumulated budget for this package is US\$3,000.00 for FY-2026.
8		ELECTRICITY	From the budget line description "Electricity", the TVTI anticipates to procure this procurement item. There is a mutual understanding with the Liberia Electricity Corporation (the sole provider of electricity in the country) for the supply of Electricity to TVTI. Payments are made upon submission of an invoice by the LEC. For this Calendar year 2026, the TVTI has a budget of US\$6,000.00 for this item.

Date: 02/23/26

Prepared by:
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 Vice President for Administration & Finance
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Approved By:
Dr. Yar Donlah Gonway Gono
 Chairman Person Procurement Committee
 TEL:088609226/0776483217

02/23/26

