



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/00194/26'

February 26, 2026

Hon. Lwopu G. Kandakai
REGISTRAR-GENERAL
 Cooperative Development Agency
 Monrovia, Liberia

Dear Hon. Kandakai:

Subj: APPROVAL OF COOPERATIVE DEVELOPMENT AGENCY ANNUAL CORE AND SBA PROCUREMENT PLAN FOR FISCAL YEAR 2026.

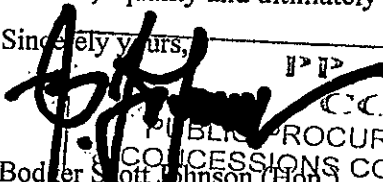
We present our compliments and wish to acknowledge receipt of your communication dated February 9, 2026, which sought the approval of the Commission for the Cooperative Development Agency (CDA) Annual Core and SBA Procurement Plan for Fiscal Year 2026.

Following thorough review, the Commission hereby approves Cooperative Development Agency (CDA) Annual Core and SBA Procurement Plan for Fiscal Year 2026 in accordance with *Section 40 (3)* of the PPCA, 2026, and informs Cooperative Development Agency that its Annual Core and SBA Procurement Plans Procurement Plan for 2026 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, 2026, 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, 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
 Bodger Scott Johnson (Hon.)
 CHIEF EXECUTIVE OFFICER
 EXECUTIVE DIRECTOR



REPUBLIC OF LIBERIA
COOPERATIVE DEVELOPMENT AGENCY (CDA)

Old Open Bible Community,
Old Road Oldest Congo Town

Email: cda.rl1936@gmail.com CELL #0777926272/0886517174



February 9, 2026

Hon. Bodger Scott Johnson
EXECUTIVE DIRECTOR
Public Procurement and Concessions Commission (PPCC)
Executive Mansion Grounds
Monrovia, Liberia

Ref: Request for Approval of Procurement Plan for the Calendar Year 2026

Dear Hon. Johnson:

The Administration of the Cooperative Development Agency (CDA) is pleased to submit to your office for approval of our 2026 **Procurement Schedule Plan** on capital expenditures.

We also submit to your office names of Members of our Procurement Committee and Procurement Unit.

The Procurement Committee members of CDA.

- 1. Hon. Lwopu G. Kandakai-----Committee Chair
- 2. Hon. Joseph Toumed-----Co-Chair
- 3. Jamil G.Maroun-----Secretary
- 4. Leroy M. Lincoln -----Member
- 5. Malcolm Sando -----Member

Staff of the Procurement Unit of CDA:

- 1. Jamil G. Maroun ----- Acting Procurement Director
- 2. Roosevelt T. Kollimealne ----- Procurement officer

Please do not hesitate to contact the Cooperative Development Agency if there is a need for inquiry or additional information.

Kind Regards,

Sincerely,

[Signature]
Hon. Lwopu G. Kandakai
REGISTRAR GENERAL OF COOPERATIVES/R.L



[Signature]

Date: 02/17/2026

Time: 2:58pm

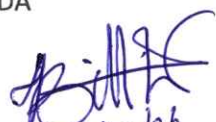
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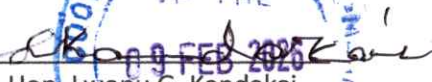
**Cooperative Development Agency (CDA)
SBA PROCUREMENT PLAN
Source of Funding: GoL National Budget
Fiscal Year 2026**

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ITEM NO.	BASIC DATA							IMPLEMENTATION DATES											
	PACKAGE NUMBER (CODE)	BUSINESS ACTIVITY CODE	CONTRACT PACKAGE	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	REMARKS	
PLANNED	1	IFBNO:CDA/SBA/RB/001/26	G-4761	Stationery	ASSORTED	21,00.00	RB	2/10/2026	2/20/2026	2/27/2026	3/6/2026	4/3/2026	4/10/2026	4/17/2026	4/24/2026	N/A	11/3/2026	12/30/2026	
UPDATE																			
ACTUAL																			
PLANNED	2	IFB: No. CDA/SBA/RB//002/26	G-4741	Computer Supplies	ASSORTED	13,000.00	RB	2/10/2026	2/20/2026	2/27/2026	3/6/2026	4/3/2026	4/10/2026	4/17/2026	4/24/2026	N/A	11/3/2026	12/30/2026	
UPDATE																			
ACTUAL																			
UPDATE	3	IFB: No. CDA/SS/SBA/001/26	G-6810	OFFICE BUILDING RENTAL	1BUILDING	38,000.00	SS	2/10/2026	N/A	N/A	N/A	N/A	N/A	N/A	4/24/2026	N/A	11/3/2026	12/30/2026	
ACTUAL																			
UPDATE	4	IFB: No. CDA/SBA/RFQ/SBA/001/26	G-4773	CLEANING MATERIALS	ASSORTED	5,800.00	RFQ	2/10/2026	2/20/2026	2/27/2026	3/6/2026	3/13/2026	3/20/2026	3/27/2026	4/8/2026	N/A	11/3/2026	12/30/2026	
ACTUAL																			
Sub. TOTAL						77,800.00													

Prepared by 
Jamil G. Waroun
Act. PROCUREMENT DIRECTOR/CDA

Date Feb 9, 2026


02/25/26

Approved by 
Hon. Lwopu G. Kandakai
REGISTRAR GENERAL OF COOPERATIVES/R. L.



Date Feb 9, 2026




**Cooperative Development Agency (CDA)
NON SBA PROCUREMENT PLAN
Source of Funding: GoL National Budget
Fiscal Year 2026**

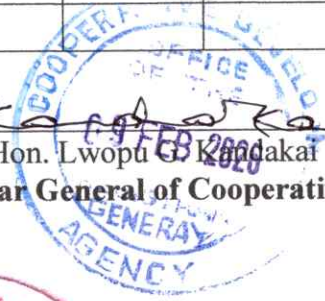
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PLANNED	1	IFBNO:CDA/NCB/001/26	G-4653	Agriculture Equipment	Assorted	150,000.00	NCB	2/10/2026	2/20/2026	2/27/2026	3/6/2026	4/6/2026	4/10/2026	4/13/2026	4/17/2026	N/A	11/3/2026	12/30/2026		
UPDATE																				
ACTUAL																				
GRAND TOTAL						150,000.00														

Signed 
Jami G. Maroun
Act. Procurement Director/CDA

Date: Feb 9, 2026


Approved:  Date: Feb 9, 2026
Hon. Lwopu G. Kandakai
Registrar General of Cooperatives/R. L.


02/25/26



Cooperative Development Agency (CDA)
NON SBA EXPLANATORY NOTE
Source of Funding: GoL National Budget
Fiscal Year 2026

Package Code	Contract Package	Business Activities Code	Detailed Description
IFBNO:CDA/ NCB/001/26	Agriculture Equipment	G-4653	This contract package is intended to Procure agriculture equipment for CDA. This amount was extracted from budget line Agriculture input. Out of this amount 16,662.00 is in contingency.

Signed 
 Jamil G. Maroun
 Act. Procurement Director/CDA

Date: Feb 9, 2026

Approved:  Date: Feb 9, 2026
 Hon. Lwopa G. Kandakai
 Registrar General of Cooperatives/R. L





 02/25/26




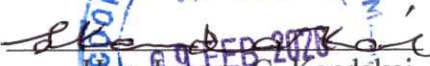
Cooperative Development Agency (CDA)
SBA EXPLANATORY NOTE
Source of Funding: GoL National Budget
Fiscal Year 2026

Package Code	Contract Package	Business Activities Code	Detailed Description
IFBNO:CDA/SBA/RB 001/26	Stationery	G-4761	This contract package is intended to procure assorted stationery materials for CDA. Out of this amount 5,000.00 is in contingency. List of Items 1. A4—Papers 2. Ball Pen 3. Manila Folders 4. Staple Pin 5. Etc
IFBNO:CDA/SBA/RB/002/2026	Computer Supplies	G-4741	This contract package is intended to procure computers and accessories for CDA. Out this amount 4,000.00 is in contingency.
IFBNO:CDA/SBA/SS/001/2026	Office Building and Rental	G-6810	This contract package is intended to rent/lease CDA Head Quarters Office in Monrovia
IFBNO:CDA/SBA/RFQ/001/2026	Cleaning Materials	G-4773	This contract package is intended to procure cleaning materials for CDA. Out of this amount 2,000.00 is in contingency.

Signed 
 Jamil G. Maroun
 Act. Procurement Director/CDA

Date: Feb 9, 2026


 02/25/26


Approved: 
 Hon. Lwopu G. Kandakai
 Registrar General of Cooperatives/R. L

Date: Feb 9, 2026




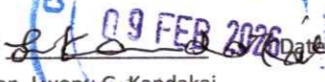
Cooperative Development Agency (CDA)
SBA PROCUREMENT PLAN
Source of Funding: GoL National Budget
Fiscal Year 2026

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PLANNE D	9	IFBNO:CDA/SBARB/003/26	G-4661	Petroleum Products (Diesel)	6,859.82 Gals @4.33	29,703.00	RB	2/10/2026	2/20/2026	2/27/2026	3/6/2026	3/20/2026	4/3/2026	4/10/2026	4/17/2026	N/A	11/3/2026	12/30/2026		
UPDATE																				
ACTUAL																				
PLANNE D	10	IFB No. CDA/SBA/RB/004/26	C-1812	Printing and Binding Services	1Firm	12,000.00	RB	2/10/2026	2/20/2026	2/27/2026	3/6/2026	4/6/2026	4/10/2026	4/13/2026	4/17/2026	N/A	11/3/2026	12/30/2026		
UPDATE																				
ACTUAL																				
UPDATE																				
ACTUAL																				
PLANNE D	11	IFBNO:CDA/SBA/R FQ/006/26	K-6512	VEHICLE INSURANCE	1FRM	3,702.00	RFQ	2/10/2026	2/20/2026	2/27/2026	3/6/2026	3/13/2026	3/20/2026	3/27/2026	4/8/2026	N/A	11/3/2026	12/30/2026		
UPDATE																				
ACTUAL																				
Sub. TOTAL						45,405.00														

Prepared by 
 Jamil G. Maroun Act.
 Act. PROCUREMENT Director

Date Feb 9, 2026


 02/25/26

Approved by 
 Hon. Lwopu G. Kandakai
 REGISTRAR GENERAL OF COOPERATIVES/R. L.



Cooperative Development Agency (CDA)
SBA EXPLANATORY NOTE
Source of Funding: GoL National Budget
Fiscal Year 2026

Package Code	Contract Package	Business Activities Code	Detailed Description
IFBNO:CDA/SBA RB/003/26	Petroleum Products (Diesel)	G-4661	This contract package is intended to procure petroleum products for CDA. Note. The amount of 3,520.00 was taken from domestics means travel to add on the petroleum summing it to 29,703.00, on the budget line.
IFB No. CDA/SBA/RB/004/26	Printing and Binding Services	C-1812	This contract package is intended to hire printing and binding services for CDA. Out this amount 4,000.00 is in contingency
IFBNO:CDA/SBA/RFQ/005/25	Electricity	D-3510	This contract package is intended to hire Electricity supply services for CDA.
IFBNO:CDA/SBA/RFQ/006/26	Vehicle Insurance	K-6512	This contract package is intended to insure CDA vehicle.

Signed  Date: Feb 9, 2026
 Jamil S. Maroun
 Act. Procurement Director/CDA

Approved:  Date: Feb 9, 2026
 Hon. Lwopu G. Kandakai
 Registrar General of Cooperatives/R. L.


 02/25/26



Cooperative Development Agency (CDA)

SBA PROCUREMENT PLAN

Source of Funding: GoL National Budget

Fiscal Year 2026

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PLANNED	12	IFBNO:CDA/SBA/RFQ/007/26	L-6810	Hall Rental	1Firm	1,500.00	RFQ	2/10/2026	2/20/2026	2/27/2026	3/6/2026	3/13/2026	3/20/2026	3/27/2026	4/8/2026	N/A	11/3/2026	12/30/2026		
UPDATE																				
ACTUAL																				
PLANNED	13	IFBNO:CDA/SBA/RFQ/008/26	I-5621	Event Catering	1Firm	5,000.00	RFQ	2/10/2026	2/20/2026	2/27/2026	3/6/2026	3/13/2026	3/20/2026	3/27/2026	4/8/2026	N/A	11/3/2026	12/30/2026		
Grand total						6,500.00														

Prepared by Jamil G. Marpun
 Act. **PROCUREMENT DIRECTOR**

Date Feb 9, 2026

Approved by Hon. Lwopu G. Kandakai Date Feb 9, 2026
REGISTRAR GENERAL OF COOPERATIVES/R.L.

[Signature]
 02/25/26

[Signature]
Public Procurement & Concessions Commission



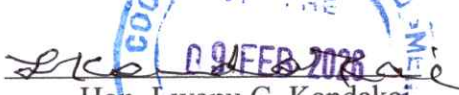
Cooperative Development Agency (CDA)
SBA EXPLANATORY NOTE
Source of Funding: GoL National Budget
Fiscal Year 2026

Package Code	Contract Package	Business Activities Code	Detailed Description
IFBNO:CDA/SBA/FRQ/007/2026	Hall Rental	K-6512	This contract package is intended to rent a hall for CDA capacity building workshops. Note: the amount of 1,500.00 was extracted from the budget line workshop, conference and seminar thereby creating this procurement package.
IFBNO:CDA/SBA/FRQ/008/2026	Event Catering	I-5621	This contract package is intended to hire catering services for CDA workshops. Note: the amount of 5,000.00 was extracted from the budget line workshop, conference and seminar thereby creating this procurement package.

Signed 
 Jamil G. Maroun
 Act. Procurement Director/CDA

Date: Feb 9, 2026

Handwritten signature and date:
 02/25/26

Approved:  Date: Feb 9, 2026
 Hon. Lwopu G. Kandakat
 Registrar General of Cooperatives/R. L



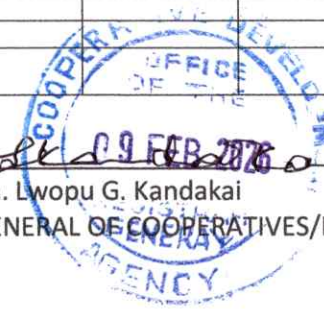
**Cooperative Development Agency (CDASBA PROCUREMENT PLAN
SBA PROCUREMENT PLAN
Source of Funding: GoL National Budget
Fiscal Year 2026**

ITEM NO.	BASIC DATA							IMPLEMENTATION DATES										REMARKS		
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PLANNE D	5	IFBNO:CDA/SBA/RFQ/002/2026	J-6190	SCRATCH CARD	ASSORTED	5,500.00	RFQ	2/10/2026	2/20/2026	2/27/2026	3/6/2026	3/13/2026	3/20/2026	3/27/2026	4/8/2026	N/A	11/3/2026	12/30/2026		
UPDATE																				
ACTUAL																				
PLANNE D	6	IFBNO:CDA/SBA/RFQ/003/2026	J-6120	Internet Connectivity	1 FIRM	5,208.00	RFQ	2/10/2026	2/20/2026	2/27/2026	3/6/2026	3/13/2026	3/20/2026	3/27/2026	4/8/2026	N/A	11/3/2026	12/30/2026		
UPDATE																				
ACTUAL																				
PLANNE D	7	IFB No. CDA/SBA/S S/002/26	G-2411	WATER SUPPLY	1FIRM	2,500.00	SS	2/10/2026	2/20/2026	2/27/2026	3/6/2026	4/6/2026	4/13/2026	4/20/2026	4/27/2026	N/A	11/3/2026	12/30/2026		
UPDATE																				
ACTUAL																				
PLANNE D	8	IFB No. CDA/SBA/RFQ/004/26	G-4520	Vehicle Repair & Maintenance	1FIRM	5,000.00	RFQ	2/10/2026	2/20/2026	2/27/2026	3/6/2026	3/13/2026	3/20/2026	3/27/2026	4/8/2026	N/A	11/3/2026	12/30/2026		
UPDATE																				
ACTUAL																				
Sub-Total						18,208.00														

Prepared by Jamil S. Maroun
Act. PROCUREMENT DIRECTOR

Date Feb 9, 2026
Bill
02/25/26

Approved by Hon. Lwopu G. Kandakai
REGISTRAR GENERAL OF COOPERATIVES/R. L



Date Feb 9, 2026





Cooperative Development Agency (CDA)
SBA EXPLANATORY NOTE
Source of Funding: GoL National Budget
Fiscal Year 2026

Package Code	Contract Package	Business Activities Code	Detailed Description
IFBNO:CDA/SBA/RFQ/002/2026	SCRATCH CARD	J-6190	This contract package is intended to procure assorted Scratch card for CDA. Out of this amount 2,000.00 is in contingency.
IFBNO:CDA/SBA/RFQ/003/2026	Internet Connectivity	J-6120	This contract package is intended to procure Internet service for CDA.
IFB No. CDA/SBA/SS/002/26	Water supply	G-2411	This contract package is intended to hire water supply services for CDA from LWSC.
IFBNO:CDA/SBA/RFQ/004/2026	Vehicles repairs & maintenance	G-4773	This contract package is intended to procure spare parts & Maintenance for CDA.

Signed 
 Jamil G. Maroun
 Act. Procurement Director/CDA

Date: Feb 9, 2026


 02/23/26

Approved:  Date: Feb 9, 2026
 Hon. Lwopu G. Kandakai
 Registrar General of Cooperatives/R. L



 02/23/26


 09 FEB 2026

**Cooperative Development Agency (CDA)
SBA PROCUREMENT PLAN
Source of Funding: GoL National Budget
Fiscal Year 2026**

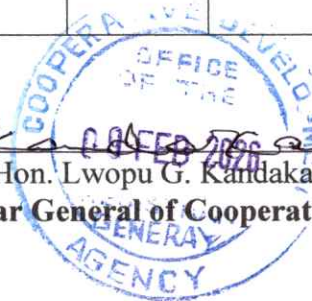
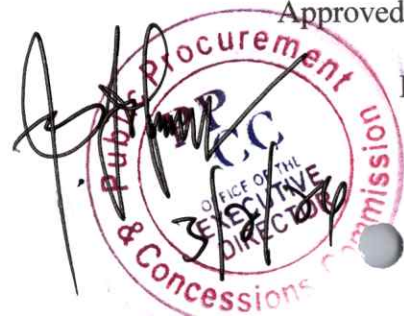
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PLANNED	14	IFBNO:CDA/SBA/RB/005/26	G-4653	Agriculture Supplies & inputs	Assorted	47,000.00	RB	2/10/2026	2/20/2026	2/27/2026	3/6/2026	4/6/2026	4/10/2026	4/13/2026	4/17/2026	N/A	11/3/2026	12/30/2026		
Update																				
Actual																				
PLANNED	15	IFBNO:CDA/SBA/RB/006/26	G-4773	Seeds & Fertilizers	Assorted	44,338.00	RB	2/10/2026	2/20/2026	2/27/2026	3/6/2026	4/6/2026	4/10/2026	4/13/2026	4/17/2026	N/A	11/3/2026	12/30/2026		
UPDATE																				
ACTUAL																				
PLANNED	16	IFBNO:CDA/SBA/RB/007/26	N-7911	Air Tickets	1Firm	24,000.00	RB	2/10/2026	2/20/2026	2/27/2026	3/6/2026	4/6/2026	4/10/2026	4/13/2026	4/17/2026	N/A	11/3/2026	12/30/2026		
UPDATE																				
ACTUAL																				
GRAND TOTAL						115,338.00														

Signed Jamil G. Maroun
Act. Procurement Director/CDA

Date: Feb 9, 2026

[Signature]
02/25/26

Approved: [Signature]
Hon. Lwopu G. Kandakai
Registrar General of Cooperatives/R. L



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Cooperative Development Agency (CDA)
SBA EXPLANATORY NOTE
Source of Funding: GoL National Budget
Fiscal Year 2026

IFBNO:CDA/SBA/RB/005/26	Agriculture supplies & input	G-4653	This contract package is intended to Procure agriculture supplies & inputs for CDA. This amount was extracted from budget line Agriculture supplies & input
IFBNO:CDA/SBA/RB/006/26	Seeds & Fertilizers	G-4773	This contract package is intended to Procure agriculture Seeds & Fertilizers for CDA. This amount was extracted from budget line Agriculture supplies & input
IFBNO:CDA/SBA/RB/007/26	Air Tickets	N-7911	This contract package is intended to Procure Air Tickets for CDA foreign travels. Out of this amount, 10,000.00 is in contingency

Signed _____
 Jamil G. Maroun
Act. Procurement Director/CDA

Date: _____

Approved: *Lwopu G. Kandagai* Date: _____
 Hon. Lwopu G. Kandagai
Registrar General of Cooperatives/R. L



Jamil G. Maroun
 02/25/25

