



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/248/'26

March 6, 2026

Dr. Romelle A. Horton  
**PRESIDENT**  
 Cuttington University  
 Republic of Liberia

Dear Dr. Horton:

Subject: RECEIPT AND APPROVAL OF THE CUTTINGTON UNIVERSITY PROCUREMENT PLAN FOR FISCAL YEAR 2026

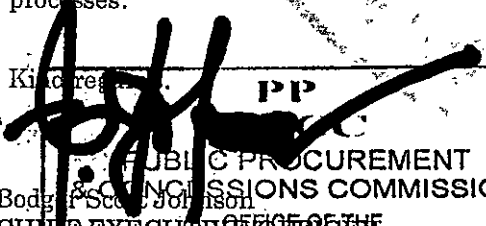
We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Cuttington University (CU) Procurement Plan for Fiscal Year 2026 in accordance with Section 40 of the PPCA, 2026. The Commission wishes to inform you that your Procurement Plan has been approved and will be duly forwarded to the Ministry of Finance and Development Planning (MFDP), which will process the relevant allotments in line with the approved Procurement Plans.

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 plan. The Commission and the Ministry responsible for finance should be notified in writing of any material changes in the procurement plan and provide with a copy of the updated procurement plan.

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.

Kind regards,

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



**OFFICE OF THE PRESIDENT**

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[asmbaku@cu.edu.lr](mailto:asmbaku@cu.edu.lr)

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**KAKATA**

**ASSOCIATE PROGRAM**

- Accounting
- Public Administration Management
- Nursing
- Sociology
- Agriculture
- Biology
- Education

**SUAKOKO**

**UNDERGRADUATE PROGRAM**

- Allied Health Sciences
- Natural Sciences
- Liberal Arts and Social Sciences
- Business
- Agriculture
- Theology
- Education
- Conflict Resolution

**MONROVIA**

**POSTGRADUATE PROGRAMS**

- Business Administration
- Public Health
- Education
- Theology
- Professional Studies

**LINKAGES:**

- Association of Liberia Universities
- Association of African Universities
- Colleges and Universities of the Anglican Communion
- University of Sierra Leone
- University of Ibadan
- Kwame Nkrumah University of Science and Technology, etc.
- Rutgers University

Executive Director  
**Public Procurement and Concessions Commission**  
Monrovia, Liberia

Dear Sir/Madam,

On behalf of **Cuttington University**, I hereby formally submit the University's **Procurement Plan for Fiscal Year 2026** for your review and records, in keeping with the requirements of the Public Procurement and Concessions Act and its supporting regulations.

The attached Procurement Plan reflects the University's projected procurement activities for 2026 and has been prepared to ensure transparency, value for money, and strict compliance with national procurement standards. It aligns with the University's approved operational priorities and budgetary framework for the period.


This submission is intended to facilitate oversight, coordination, and compliance, and to ensure that all procurement activities undertaken by the University during the 2026 fiscal year are executed within the bounds of the law and established best practices.

Should your office require any clarification, adjustment, or additional documentation in respect of this submission, the University stands ready to cooperate fully.

Please accept the assurances of my highest consideration.

Sincerely,

  
Romelle A. Horton, Ph.D.  
**President**



DATE:	Josephine G. Gelesie	
TIME:	Feb. 24, 2026	
TIME:	10:17	

**CUTTINGTON UNIVERSITY(CU)  
PROCUREMENT PLAN (SBA)  
Source of Funding: GOL  
Fiscal year: 2026**

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	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	IFBNo#:CU/SBA/RB/001/2026	Petroleum Product( Diesel & Gasoline)	G-4661	20,139 @4.43	USD\$ 89,216.00	RB	02/02/2026	02/04/2026	02/06/2026	02/09/2026	03/09/2026	03/12/2026	03/16/2026	03/26/2026	N/A	11/20/2026	12/31/2026	
UPDATE																			
ACTUAL																			
PLANNED	2	IFB#:CU/SBA/RB/002/2026	Laboratory Consumables	G-4772	Assorted	USD\$ 25,000	RB	02/02/2026	02/04/2026	02/06/2026	02/09/2026	03/09/2026	03/12/2026	03/16/2026	03/26/2026	N/A	11/20/2026	12/31/2026	
UPDATE																			
ACTUAL																			
PLANNED	3	IFB#:CU/SBA/NCB/001/2026	Food & Catering Services	I-5621	1 FIRM	USD\$ 96,000	NCB	02/02/2026	02/04/2026	02/06/2026	02/09/2026	03/09/2026	03/12/2026	03/16/2026	03/26/2026	N/A	11/20/2026	12/31/2026	
UPDATE																			
ACTUAL																			
<b>SUB TOTAL</b>						USD\$ 210,216.00													

Prepared by: [Signature]  
Procurement Director

[Signature]  
03/04/26

Approved by: [Signature]  
Head of Entity/Chairman Proc. C'mtee

Date: 19 Feb 2026



**CUTTINGTON UNIVERSITY CU)  
PROCUREMENT PLAN (EXPLANATORY NOTES)**

Source of Funding: GOL

Fiscal year: 2026

Item No	Contract Package Code	Contract Package	Content of Contract Package
1	IFB#:CU/SBA/RB/001/2026	Petroleum Product( Diessel & Gasoline)	This contract package is funded from the budget line Fuel and lubricant vehicle and generator which is intended to purchase 20,139 of both diesel and gasoline at the unit price of 4.43 cent for the entity.
2	IFB#:CU/SBA/RB/002/2026	Laboratory Consumables	This contract package is funded from the budget line Laboratory Consumables which is intended to Purchase assorted Laboratory Consumables for the entity.
3	IFB#:CU/SBA/NCB/001/2026	Food & Catering Services	This contract package is funded from the budget line Food & Catering Service which is intended to hire a catering service firm who will provide Food & Catering Service for the entity.

Prepared By: \_\_\_\_\_

Procurement Director

Approved: \_\_\_\_\_

Head of Entity/Chairman Proc. C'mtt

Date: \_\_\_\_\_

19 Feb 2024

*[Handwritten signature]*  
03/04/26

