



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/0317/25'**

March 6, 2025

Dr. Eric Z.M. Gbotõe
PRESIDENT
Grand Gedeh University College
Garloville, Zwedru City
Republic of Liberia

Dear Dr. Gbotõe:

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

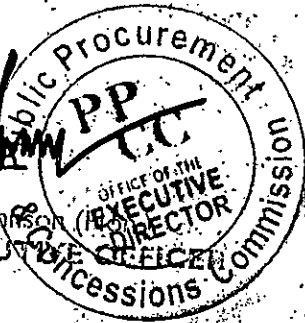
The Commission counsels that you observe **Section 40 (5) of the PPCA, 2010, which states that "such Procuring Entity, shall, quarterly and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in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





Grand Gedeh University College



President Office
Garloville, Zwedru City, Grand Gedeh County
Republic of Liberia

Office of the President
Grand Gedeh University College (GGUC)
P.O. Box 1038, 1000 Monrovia
Republic of Liberia
Contact: 0880013835/0773237790
Email: gguccpresidentoffice@proton.me

March 3, 2025

Hon. Bodger Scott Johnson
Executive Director
Public Procurement & Concession Commission
Executive Mansion Grounds
Monrovia, Liberia

Dear Hon. Johnson:

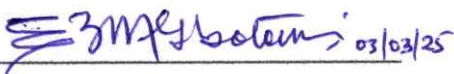
Please accept my sincere compliments and best wishes. I am pleased to submit to your Honorable Office the Fiscal Year 2025 Procurement Plan for Goods and services for Grand Gedeh University College for your approval.
The list of Procurement Committee Members

1. Eric Z. M. Gbotoe Ph.D. President _____ Chairman Procurement Committee
2. Elizabeth J. Daley Vice President for Administration _____ Co-Chair
3. Delia Roberts Comptroller _____ Member
4. Samuel G. Dolue Procurement Director _____ Secretary
5. Dixon D. Diahn Logistics _____ Member

List of Procurement Unit

1. Samuel G. Dolue , Procurement Director
2. Princess T. Williams, Procurement Assistance

Thanks for your understanding and consideration.
Best regards

Signed:  03/03/25
Eric Z.M Gbotoe Ph.D.
President,
Grand Gedeh University College

Received
Theophilus S. B. Kollie
March 3, 2025
Time: 1:25 PM
~~0773237790~~

**GRAND GEDEH UNIVERSITY COLLEGE
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. GGUC/SBA/RFQ/001/2025 | Air Ticket | N7911 | 1 Firm 4,000.00 | RFQ | 2/3/2025 | 2/10/25 | 2/14/2025 | 2/21/2025 | 3/7/2025 | 3/13/2025 | 3/18/2025 | 3/28/2025 | N/A | 12/16/2025 | 12/31/2025 | |
| UPDATE | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | |
| PLANNED | 2 | IFB NO. GGUC/SBA/RB/001/2025 | Petroleum products | G4661 | 764.7gal @4.25 USD 16,000.00 | RB | 2/3/2025 | 2/10/25 | 2/14/2025 | 2/21/2025 | 3/21/2025 | 3/26/2025 | 3/31/2025 | 4/11/2025 | N/A | 12/16/2025 | 12/31/2025 | |
| UPDATE | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | |
| PLANNED | 3 | IFB NO. GGUC/SBA/RFQ/002/2025 | Internet Connectivity | J6120 | 1 Firm 3,207.00 | RFQ | 2/3/2025 | 2/10/25 | 2/14/2025 | 2/21/2025 | 3/7/2025 | 3/13/2025 | 3/18/2025 | 3/28/2025 | N/A | 12/16/2025 | 12/31/2025 | |
| UPDATE | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | |
| PLANNED | 4 | IFB NO. GGUC/SBA/RFQ/003/2025 | Repair and Maintenance Office building | F4100 | 1 Firm 21,952.00 | RFQ | 2/3/2025 | 2/10/25 | 2/14/2025 | 2/21/2025 | 3/7/2025 | 3/13/2025 | 3/18/2025 | 3/28/2025 | N/A | 12/16/2025 | 12/31/2025 | |
| UPDATE | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | |
| SUB-TOTAL | | | | | \$45,159.00 | | | | | | | | | | | | | |

Prepared by: *[Signature]*
Samuel G. Dolue
 Procurement Director/
 Secretary Procurement Committee

Approved by: *[Signature]*
Eric Z. M. Gbotoe Ph.D.
 President/ Chairman Procurement Committee

Date: 03/03/25

[Handwritten Signature]
 3/6/25

[Handwritten Signature]
 3/6/25

**GRAND GEDEH UNIVERSITY COLLEGE
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 | 5 | IFB NO. GGUC/SBA/RFAQ/004/2025 | Stationery | G4761 | Assorted | 2,500.00 | RFQ | 2/3/2025 | 2/10/25 | 2/14/2025 | 2/21/2025 | 3/7/2025 | 3/13/2025 | 3/18/2025 | 3/28/2025 | N/A | 12/16/2025 | 12/31/2025 |
| UPDATE | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | |
| PLANNED | 6 | IF BNO.VPO/RFAQ/005/2025 | Generator Repair and Maintenance Service | C3314 | 1 Firm | 2,500.00 | RFQ | 2/3/2025 | 2/10/25 | 2/14/2025 | 2/21/2025 | 3/7/2025 | 3/13/2025 | 3/18/2025 | 3/28/2025 | N/A | 12/16/2025 | 12/31/2025 |
| UPDATE | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | |
| PLANNED | 7 | IFB NO./VPO//RFAQ/006/2025 | Printing and Binding Services | C1812 | 1 Firm | 3,000.00 | RFQ | 2/3/2025 | 2/10/25 | 2/14/2025 | 2/21/2025 | 3/7/2025 | 3/13/2025 | 3/18/2025 | 3/28/2025 | N/A | 12/16/2025 | 12/31/2025 |
| UPDATE | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | |
| PLANNED | 8 | IFB NO. GGUC/SBA/RFAQ/007/2025 | Vehicles Repair & Maintenance Service | G4520 | 1 Firm | 2,500.00 | RFQ | 2/3/2025 | 2/10/25 | 2/14/2025 | 2/21/2025 | 3/7/2025 | 3/13/2025 | 3/18/2025 | 3/28/2025 | N/A | 12/16/2025 | 12/31/2025 |
| UPDATE | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | |
| | | | | | | SUB-TOTAL | | | | | | | | | | | | |
| | | | | | | \$10,500.00 | | | | | | | | | | | | |
| | | | | | | \$55,659.00 | | | | | | | | | | | | |
| | | | | | | GRAND-TOTAL | | | | | | | | | | | | |


Prepared by: *Samuel G. Dolue*
Samuel G. Dolue
 Procurement Director/
 Secretary Procurement Committee

Approved by: *Eric Z. M. Gbotoe*
Eric Z. M. Gbotoe Ph.D.
 President/ Chairman Procurement Committee

Date: 03/03/25

Handwritten signature and date:
 3/6/25

Handwritten signature and date:
 3/6/25



**GRAND GEDEH UNIVERSITY COLLEGE
PROCUREMENT PLAN (NON-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. GGUC//RFQ/001/2025 | Text Books | G4761 | Assorted | 2,000.00 | RFQ | 2/3/2025 | 2//10/25 | 2/14/2025 | 2/21/2025 | 3/7/2025 | 3/13/2025 | 3/18/2025 | 3/28/2025 | N/A | 12/16/2025 | 12/31/2025 |
| UPDATE | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | |
| PLANNED | 2 | IFB NO. GGUC//RFQ/001/2025 | Laboratory Chemicals | G4669 | Assorted | 3,000.00 | RFQ | 2/3/2025 | 2//10/25 | 2/14/2025 | 2/21/2025 | 3/7/2025 | 3/13/2025 | 3/18/2025 | 3/28/2025 | N/A | 12/16/2025 | 12/31/2025 |
| UPDATE | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | |
| PLANNED | 3 | IFB NO. GGUC//RFQ/001/2025 | Teaching Materials | G4761 | Assorted | 8,000.00 | RFQ | 2/3/2025 | 2//10/25 | 2/14/2025 | 2/21/2025 | 3/7/2025 | 3/13/2025 | 3/18/2025 | 3/28/2025 | N/A | 12/16/2025 | 12/31/2025 |
| UPDATE | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | |
| PLANNED | 4 | IFB NO. GGUC//RFQ/001/2025 | Food Stuff | G4711 | Assorted | 2,000.00 | RFQ | 2/3/2025 | 2//10/25 | 2/14/2025 | 2/21/2025 | 3/7/2025 | 3/13/2025 | 3/18/2025 | 3/28/2025 | N/A | 12/16/2025 | 12/31/2025 |
| UPDATE | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | |
| GRAND TOTAL | | | | | | \$15,000.00 | | | | | | | | | | | | |

Prepared by: *Samuel G. Dolue*
Samuel G. Dolue
 Procurement Director/
 Secretary Procurement Committee

Approved by: *Eric Z. M. Gbotoe*
Eric Z. M. Gbotoe Ph.D.
 President/ Chairman Procurement Committee


Date: 03/03/25

Handwritten signature and date:
 3/6/2025



**GRAND GEDEH UNIVERSITY COLLEGE
PROCUREMENT PLAN (SBA)
EXPLANATORY NOTES
FISCAL YEAR: 2025**

| | | | |
|---|-------------------------------|--|---|
| 1 | IFB NO. GGUC/SBA/RFQ/001/2025 | Air Tickets | This contract Package is funded from the budget line foreign means of travel and is intended to procure air tickets for the officials of the University |
| 2 | IFB NO. GGUC/SBA/RB/001/2025 | Petroleum products | This contract Package is intended to procure petroleum products for the use of the University vehicles and generator. a) gasoline--- 382.35 gallons b) fuel-----382.35 gallons |
| 3 | IFB NO. GGUC/SBA/RFQ/002/2025 | Internet Connectivity | This contract package is intended to procure internet services for the University |
| 4 | IFB NO. GGUC/SBA/RFQ/003/2025 | Repair and Maintenance Office building | This contract package is funded from the budget line Repair and Maintenance-Civil and is intended to hire a firm to provide repair and maintenance services for the University for vehicles in the offices of the VP |
| 5 | IFB NO. GGUC/SBA/RFQ/004/2025 | 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, |
| 6 | IF BNO.VPO/RFQ/005/2025 | Generator Repair and Maintenance Service | This contract package is intended to hire a firm for generator repair and maintenance service |
| 7 | IFB NO./VPO//RFQ//006/2025 | Printing and Binding Services | This contract package is funded from the budget line Printing binding, Publication and will be used for the printing of the University letter heads, envelopes, annual reports, etc |
| 8 | IFB NO. GGUC/SBA/RFQ/007/2025 | Vehicles Repair & Maintenance Service | This contract package is intended for the repair and maintenance of the University Vehicles |

Prepared by: 
Samuel G. Dolue
 Procurement Director/
 Secretary Procurement Committee


 3/6/25

Approved by:  Date: 03/03/25
Eric Z. M. Gbotoe P.D.
 President/ Chairman Procurement Committee



GRAND GEDEH UNIVERSITY COLLEGE
 PROCUREMENT PLAN (NON-SBA)
 EXPLANATORY NOTES
 FISCAL YEAR: 2025

| | | | |
|---|----------------------------|----------------------|---|
| 1 | IFB NO. GGUC//RFQ/001/2025 | Text Books | This contract package is intended to procure assorted text books for the University |
| 2 | IFB NO. GGUC//RFQ/001/2025 | Laboratory Chemicals | This contract Package is funded from the budget line Laboratory consumables and is intended to procure assorted laboratory chemicals for the University |
| 3 | IFB NO. GGUC//RFQ/001/2025 | Teaching Materials | This contract package is funded from the budget line Education Materials and is intended to procure assorted teaching materials for the University |
| 4 | IFB NO. GGUC//RFQ/001/2025 | Food Stuff | This contract Package is funded from the budget line entertainment and representation and is intended to procure assorted food stuff |

Prepared by: *Samuel G. Dolue*
 Samuel G. Dolue
 Procurement Director/
 Secretary Procurement Committee

Approved by: *Eric Z. M. Gbotoe*
 Eric Z. M. Gbotoe Ph.D.
 President/ Chairman Procurement Committee

Date: 03/03/25

W. J. Johnson
 3/6/25

W. J. Johnson
 3/6/25

