



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/019/25'**

January 14, 2025

Dr. Philderald E. Pratt

**SECRETARY-GENERAL**

Liberia College of Physicians and Surgeons  
Monrovia, Liberia

Dear Dr. Pratt:

Subj: **APPROVAL OF ANNUAL PROCUREMENT PLAN FOR FISCAL YEAR 2025**

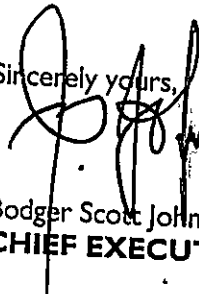
We present our compliments and wish to acknowledge receipt of your communication which sought the approval of the Commission for the Liberia College of Physicians and Surgeons (LCPS) Annual Procurement Plan. Following a thorough review, the Commission hereby approves the LCPS annual procurement plan for the fiscal year 2025 in accordance with **Section 40 (3)** of the PPCA, 2010. The Commission further informs the LCPS 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.

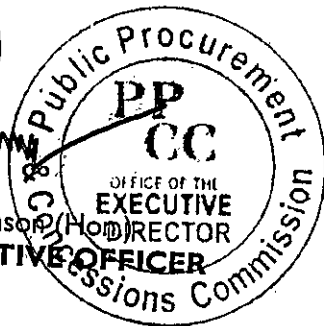
The Commission counsels that you observe **Section 40 (5) of the PPCA, 2010**, which states "each Procuring Entity, shall, quarterly and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in its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



Regulating Procurement Compliance for National Development



**LIBERIA COLLEGE OF PHYSICIANS & SURGEONS  
(LCPS)**

Tubman Boulevard  
Oldest Congo Town  
Monrovia, Liberia

Tel: +231-888-23866/ +213-778159537 Website: www.lpgmc.org

January 13, 2025

Hon. Bodger Scott Johnson  
Chief Executive Director  
Public Procurement and Concession Commission  
Executive Mansion Ground  
Capitol Hill, Monrovia, Liberia.

**Subject: Submission of final Procurement Plan & Procurement Committee Members for Fiscal year 2025**

Dear Hon. Johnson:

The Liberia College of Physicians and Surgeons (LCPS) extends compliments and is pleased to submit it Procurement Plan & Procurement Committee Members in compliance with Sub part 2 of Section 26.1 & 29.1 of the PPCCA which states" Every Procuring Entity must establish a Procurement Committee which shall consist of five (5) person.

The College will appreciate your timely approval for onward implementation

**Below are the Procurement Committee & Procurement Unit Members**

No#	Name	Position	PCM/Position
1	Dr. Philderald Pratt	Secretary General	Chair-Person
2	Dr. Benetta C. Andrews	Assis Secretary General	Co-Chairperson
3	Mr. Amphimas C. Bleedee	Finance Manager	Member
4	Atty .Alphonso Richardson	Adm. Assistant	Member
5	Mrs. Victoria Dahn Boakia	Executive Secretary	Member
6	Mr. Serbastin N. Totoe	Procurement manager	Non- voting member

**Procurement Unit Members**

**Name**

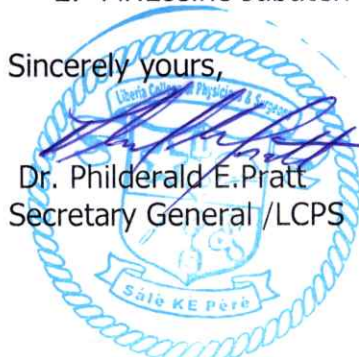
**Position**

1. Mr.Serbastin N.Totoe
2. Mr.Losine Jabateh

Procurement Manager  
Procurement Assistant

Sincerely yours,

  
Dr. Philderald E.Pratt  
Secretary General /LCPS



*Received  
Theophilus B. Kollie  
Jan. 13, 2025  
Time: 2:58 PM*

Liberia College of Physicians and Surgeons (LCPS)  
 Procurement Plan (SBA)  
 Source of funding (Government of Liberia (GOL) National Budget  
 Fiscal Year: 2025

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ITEM NO	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	IMPLEMENTATION DATES													REMARKS
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PLANNED	1	IFB NO. LCPS/SBA/RB/001/2025	Petroleum Products (Diesel & Gasoline)	G4661	9,600@.5.00	\$48,000.00	RB	01/03/2025	01/06/2025	01/09/2025	01/10/2025	02/06/2025	02/11/2025	02/11/2025	02/21/2025	N/A	12/25/2025	12/30/2025		
UPDATE																				
ACTUAL																				
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UPDATE																				
ACTUAL																				
<b>SUB TOTAL</b>						<b>\$55,101.00</b>														

Prepared by: Serbastin N. Totoe  
 Procurement Manager

*Handwritten signature and date:*  
 1/14/25



Approved by: Dr. Fhilderald E. Pratt  
 Secretary General

Date: 13-01-25

Liberia College of Physicians and Surgeons (LCPS)  
 Procurement Plan (SBA)  
 Source of funding (Government of Liberia (GOL) National Budget  
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UPDATE																				
ACTUAL																				
<b>Grand TOTAL</b>						<b>\$21,000.00</b>														



Prepared by: Serbastin N. Totoe  
 Serbastin N. Totoe  
 Procurement Manager

*Serbastin N. Totoe*  
 1/14/25



Approved by: Dr. Philderald E. Pratt  
 Dr. Philderald E. Pratt  
 Secretary General

Date: 13-01-25

**Liberia College of Physicians and Surgeons (LCPS)  
Procurement Plan (Non- SBA)  
Source of funding (Government of Liberia (GOL) National Budget  
Fiscal Year: 2025**

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PLANNED	2	IFB NO. LCPS/RB/Q/001/2025	Air Tickets	N-7911	1 FIRM	\$6,000.00	RFQ	01/03/2025	01/06/2025	01/09/2025	01/15/2025	02/03/2025	02/06/2026	02/11/2025	2/17/2025	N/A	12/25/2025	12/30/2025		
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<b>SUB TOTAL</b>						<b>\$28,000.00</b>														
<b>GRAND TOTAL</b>						<b>\$ 104,101.00</b>														



Prepared by: S 13-01-2025  
Serbastin N.Totoe  
Procurement Manager

*Handwritten signature and date: 1/14/25*

Approved by: [Signature]  
Dr. Fhilderald E. Pratt  
Secretary General

Date: 13-01-25

## Explanatory Note to Procurement Plan (FY 2025)

### SBA PROCUREMENT PLAN EXPLANATORY NOTE

1.	IFB NO. LCPS/SBA/RB/001/20/25	Petroleum products	This contract package is drawn from the budget line fuel and lubricants. It is intended to purchase petroleum products for vehicles and generator operations, including LCPS staff benefit in an amount of \$48,000 .00 @\$ 5.00 amounting to 9,600 gallons.
2.	IFB NO. LCPS/SBA/RFQ/001/20/25	Stationery	This contract package will be used to purchase assorted stationery materials including : A4 papers, hanging folder, pen, pencil, A4 envelop, paper glued, legal paper carton, suspension folder, box file, correction fluid , flap chat, white board marker , note pads etc.
3.	IFB NO. LCPS/SBA/RB/002/20/25	Security Guard Service	This contract package will be used to hired security firm to provide security service to LCPS premises and properties for FY 2025.
4.	IFB NO. LCPS/SBA/RFQ/002/20/25	Vehicle insurance	This contract package will be used to pay one calendar year third party vehicle insurance of LCPS fleet of vehicles as and when basis for FY-2025.
		Office building rental & Lease	This contract package will be used to pay lease & rental fees for the college office building in an amount of \$ 3,950 ( Three thousand nine hundred fifty United States Dollars.
		Consultancy Services	This consultancy services will be used for monthly compensation for resident doctors in an amount of \$60,000, it is not a regular consultancy service where procurement process is conducted. This process has been explained to PPCC compliance and Monitoring Division Head and other compliance officers .
		Workshop , conferences, Symposia & Seminars	This conference package is used for LCPS Annual and General Scientific Meeting & Convocation. Portion is use for hall rental, stationary and food and catering services in an estimated amount of \$40,000.00 ( Forty thousand United States Dollars)


### NON SBA PROCUREMENT PLAN EXPLANATORY NOTES

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*13-01-2025*

*14/14/25*



Liberia College of Physicians and Surgeons (LCPS)  
 Procurement Plan (SBA)  
 Source of funding (Government of Liberia (GOL) National Budget  
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Prepared by: Serbastin N. Totoe  
 Serbastin N. Totoe  
 Procurement Manager

*Serbastin N. Totoe*  
 1/14/25

Approved by: Dr. Fhilderald E. Pratt  
 Dr. Fhilderald E. Pratt  
 Secretary General

Date: 13-01-25

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Prepared by: *[Signature]* 13-01-25  
 Serbastin N. Totee  
 Procurement Manager

*[Handwritten signature]*  
 1/14/25

Approved by: *[Signature]*  
 Dr. Fhilderald E. Pratt  
 Secretary General

Date: 13-01-25



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*[Handwritten Signature]*  
 EXECUTIVE DIRECTOR  
 Public Procurement Concessions Commission

*[Handwritten Signature]*  
 Dr. Fhilderald E. Pratt  
 Secretary General  
 Liberia College of Physicians & Surgeons  
 Sàto KÈ Pòrè

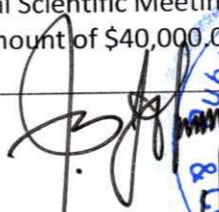
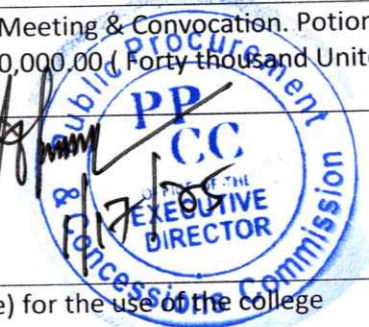
Prepared by: *[Signature]* 13-01-2025  
 Serbastin N. Totoe  
 Procurement Manager  
*[Handwritten Signature]*  
 1/14/25

Date: 13-01-25

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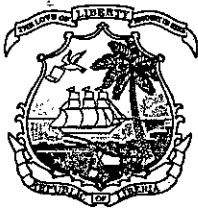
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*13-01-2025*

*17/14/25*





REPUBLIC OF LIBERIA

**PUBLIC PROCUREMENT & CONCESSIONS COMMISSION**

EXECUTIVE MANSION GROUNDS, CAPITOL HILL, MONROVIA, LIBERIA

WEBSITE: [www.ppcc.gov.lr](http://www.ppcc.gov.lr) EMAIL: [info@ppcc.gov.lr](mailto:info@ppcc.gov.lr) PHONE SHORT CODE: 4357 Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Ref. **PPCC/RL/CEO/0184/25'**

January 22, 2025

Dr. Arthur Bob Karnuah  
**DIRECTOR GENERAL**  
Central Agricultural Research Institute  
Suakoko Bong County  
Republic of Liberia

Dear Dr. Karnuah:

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 Central Agricultural Research Institute (CARI) Annual Procurement Plan. Following a thorough review, the Commission hereby approves the CARI annual procurement plan for the fiscal year 2025 in accordance with **Section 40 (3)** of the PPCA, 2010. The Commission further informs the CARI 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.

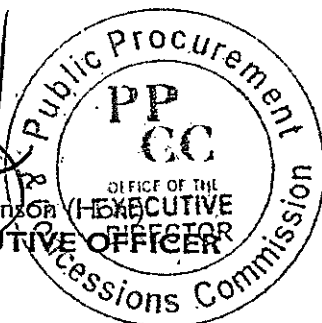
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Sincerely yours,

  
Bodger Scott Johnson  
**CHIEF EXECUTIVE OFFICER**





# Central Agricultural Research Institute

Suakoko, Bong County  
P. M. B. 3929  
Monrovia, Liberia

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

January 13, 2025

## REQUEST FOR THE APPROVAL OF Procurement Plan (fiscal year 2024)

Dear Hon. Johnson:

The Central Agricultural Research Institute (CARI) extends its warmest greeting. As per the Public Procurement and Concession Acts of Liberia, we hereby submit our Actual Procurement Plan for procurement implementation, with funding from the Government of Liberia Core Budget, for the fiscal year 2025.

Thanks for your usual support and guidance through Public Procurement processes in Liberia.

Yours sincerely,



Dr. Arthur Bob Karnuah  
Director General  
CARI

John Suro

01/16/2025

TIME: 2:14pm

**CENTRAL AGRICULTURAL RESEARCH INSTITUTE (CARI)**  
**SOURCE OF FUNDING: GOVERNMENT OF LIBERIA (CORE BUDGET)**  
**PROCUREMENT PLAN (SBA)**  
**FISCAL YEAR 2025**



1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
IMPLEMENTATION DATES																		
	Item No.	Code	Contract package	Business Activity Codes	Qty	Est. Cost (USD)	Procurement method	Tech Spec/BOQ/Drawings	Preparation of bidding document	PC App.1-bid doc./tech spec	Bid invitation & Release Doc	Bid sub/pub opening	Submission of Bid Evaluation report	Pc App. 2 of bid Evaluation report	Cont. Award /Signature	Advance payment (mobilization)	Delivery, inspection (substantial completion)	Acceptance & final payment
PLANNED	1	IFB No. CARI//SBA/RFQ/001/25	Generator Spare Parts	G4659	Assorted	\$ 7,000.00	RFQ	3/30/2025	4/6/2025	4/9/2025	4/28/2025	5/5/2025	5/9/2025	5/12/2025	5/19/2025	N/A	6/2/2025	12/29/2025
UPDATE																		
ACTUAL																		
PLANNED	2	IFB No. CARI//SBA/RFQ/002/25	Vehicle Spare Parts	G4530	Assorted	\$ 5,000.00	RFQ	3/30/2025	4/6/2025	4/9/2025	4/28/2025	5/5/2025	5/9/2025	5/12/2025	5/19/2025	N/A	6/2/2025	12/29/2025
UPDATE																		
ACTUAL																		
PLANNED	3	IFB No. CARI//SBA/RFQ/003/25	Food & Catering	G4711	Assorted	\$ 2,608.00	RFQ	3/30/2025	4/6/2025	4/9/2025	4/28/2025	5/5/2025	5/9/2025	5/12/2025	5/19/2025	N/A	6/2/2025	12/29/2025
UPDATE																		
ACTUAL																		
PLANNED	4	IFB No. CARI//SBA/SS/001/25	internet Connectivity	J6120	assorted	21,000	S/S	3/30/2025	4/6/2025	4/9/2025	N/A	N/A	N/A	N/A	2/25/2025	N/A	N/A	12/29/2025
UPDATE																		
ACTUAL																		
		SUB-TOTAL				35,608.00												

PREPARED BY:

*MacArthur Paul*  
**MacArthur Paul**  
 PROCUREMENT OFFICER

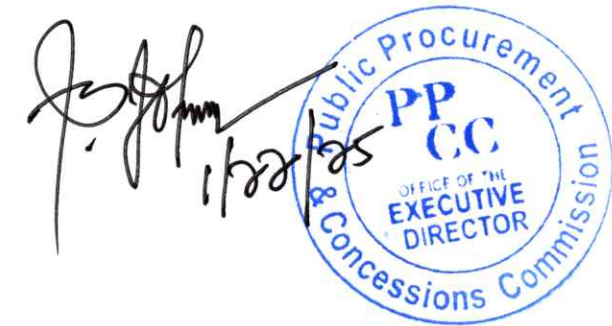
APPROVED BY:

*Dr. Arthur Bob Kanuah*  
**Dr. Arthur Bob Kanuah**  
 CHAIRMAN, PROCUREMENT COMMITTEE

DATE:

*01/14/2025*

*11/22/25*






**CENTRAL AGRICULTURE RESEARCH INSTITUTE (CARI)**  
**SOURCE OF FUNDING: GOVERNMENT OF LIBERIA (CORE BUDGET)**  
**PROCUREMENT PLAN (NON SBA)**  
**FISCAL YEAR 2025**



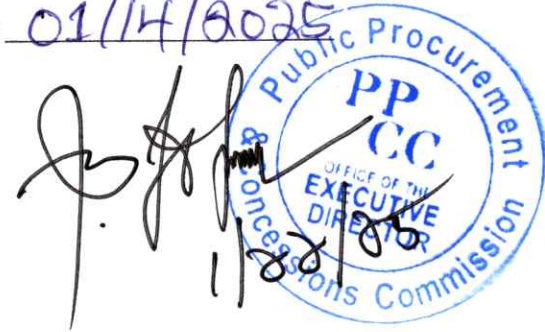
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IMPLEMENTATION DATES																		
	Item No.	Code	Contract package	Business Activity Codes	Qty	Est. Cost (USD)	Procurement method	Tech Spec/BOQ/ Drawings	Preparation of bidding document	PC App.1- bid doc./tech spec	Bid invitation & Release Doc	Bid sub/pub opening	Submission of Bid Evaluation report	Pc App. 2 of bid Evaluation report	Cont. Award /Signature	Advance payment (mobilization)	Delivery, inspection (substantial completion)	Acceptance & final payment
	1	IFB No. CARI/NSBA/RB/001/25	Petroleum Product	G4661	3,000 gallons of Gasoline @ USS5.00 and 4166.6 gallons of Diesel Fuel @ USS 6.00	35,000.00	RB	2/4/2025	3/4/2025	3/11/2025	3/21/2025	4/18/2025	4/26/2025	5/1/2025	5/4/2025	N/A	5/16/2025	1/6/2026
PLANNED																		
UPDATE																		
ACTUAL														0				
PLANNED	2	IFB No. CARI/NSBA/NCB/001/25	Stationery	G4540	Assorted	17,000.00	NCB	2/4/2025	3/4/2025	3/12/2025	3/22/2025	4/19/2025	4/27/2025	5/2/2025	5/5/2025	N/A	5/19/2025	2/28/2026
UPDATE																		
ACTUAL																		
PLANNED	3	IFB NO.: CARI/NSBA/RB/002/25	Agriculture Tools & Equipment	G4653	Assorted	89,000.00	RB	2/4/2025	3/4/2025	3/22/2025	3/22/2025	4/19/2025	4/27/2025	5/2/2025	5/5/2025	N/A	5/19/2025	2/28/2026
UPDATE																		
ACTUAL																		
PLANNED	4	IFB NO.: CARI/NSBA/RB/003/25	Agricultural Chemical	G4773	Assorted	51,000.00	RB	2/4/2025	3/4/2025	3/22/2025	3/22/2025	4/19/2025	4/27/2025	5/2/2025	5/5/2025	N/A	5/19/2025	2/28/2026
UPDATE																		
ACTUAL																		
					Sub Total USS	\$ 192,000.00												

REPAIRED BY:   
 PROCUREMENT OFFICE  
 MacArthur Paul

APPROVED BY:   
 CHAIRMAN, PROCUREMENT COMMITTEE  
 Dr. Arthur Bob Karnuah

DATE: 01/14/2025

  
 1/22/25





**CENTRAL AGRICULTURE RESEARCH INSTITUTE (CARI)**  
**SOURCE OF FUNDING: GOVERNMENT OF LIBERIA (CORE BUDGET)**  
**PLAN (SBA)**  
**FISCAL YEAR 2024**



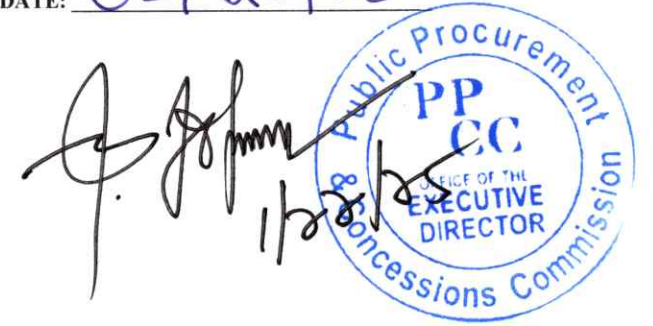
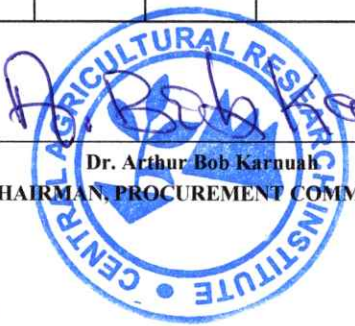
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IMPLEMENTATION DATES																		
	Item No.	Code	Contract package	Business Activity Codes	Qty	Est. Cost (USD)	Procurement method	Tech Spec/BOQ/ Drawings	Preparation of bidding document	PC App.1- bid doc./tech spec	Bid invitation & Release Doc	Bid sub/pub opening	Submission of Bid Evaluation report	Pc App. 2 of bid Evaluation report	Cont. Award /Signature	Advance payment (mobilization)	Delivery, inspection (substantial completion)	Acceptance & final payment
PLANNED	5	IFB No. CARI/SBA/RFQ/004/25	Printing Binding, and publication services	C1812	1 Firm	\$ 10,000.00	RFQ	1/30/2025	2/5/2025	2/8/2025	2/12/2025	3/9/2025	3/14/2025	3/17/2025	3/20/2025	N/A	3/25/2025	12/30/2025
UPDATE																		
ACTUAL																		
PLANNED																		
UPDATE																		
ACTUAL																		
ACTUAL																		
		Sub Total				10,000.00												
		GRAND TOTAL				\$ 237,608.00												

PREPARED BY: MacArthur Paul  
 PROJECT PROCUREMENT OFFICER

APPROVED BY: Dr. Arthur Bob Karnuah  
 CHAIRMAN, PROCUREMENT COMMITTEE

DATE: 01/20/25

1/22/25



**CENTRAL AGRICULTURE RESEARCH INSTITUTE (CARI)**  
**SOURCE OF FUNDING: GOVERNMENT OF LIBERIA ( CORE BUDGET)**  
**PROCUREMENT PLAN (NON SBA)**  
**FISCAL YEAR 2025**



Item No.	Contract Package Code	Contract Package	Content of Contract Package
<b>NON SBA</b>			
1	IFB No. CARI/NSBA/RB/001/25	Petroleum Product	This contract package is intended to procure diesel fuel and Gasoline( 3,000 gallons of Gasoline @ US\$5.00 and 4166.6 gallons of Diesel Fuel @ US\$ 6.00) for CARI vehicles and Motors Bikes etc. to enable CARI to execute its functions for fiscal year 2025
2	IFB No. CARI/NSBA/NCB/001/25	Stationery	This contract package is intended to procure Stationery and other basic office Materials, eg: Stenopads, Packs of Pens, White Board Marker Packs, White Board (L/S), Flip Chart Boards, Flip Charts Sheets, A4 sheets, Legal Sheets, Manila Folders, Staple Machines, Staple Pins, MegaPhone and Batteries, Posters Sheets, Note Pads, Pens, etc. to enable CARI to execute this project.
3	IFB No. CARI/NSBA/RB/002/25	Agro Tools & Equipment	This contract package is intended to procure Cutlasses, Shovels, Twins, Rakes, Watering Cans, Regular Hoes, Rain Boots, and equipment such as power tailer, tractors, etc. to enable CARI to execute its operation for fiscal year 2025
4	IFB No. CARI/NSBA/RB/003/25	Agro Chemicals	This Contract Package is intended to procure chemicals Insecticides, Fertilizers, Fungi (Broad Spectrum) etc. to enable CARI execute its operation for fiscal year 2025

PREPARED BY: \_\_\_\_\_

*MacArthur Paul*  
 MacArthur Paul  
 Project Procurement Officer

*MSO*  
*1/22/25*

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

*Dr. Arthur Bob Karnuah*  
 Dr. Arthur Bob Karnuah  
 Chairman, Procurement Committee

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

*01/14/2025*

*[Signature]*  
 Public Procurement Commission  
 PPCC  
 OFFICE OF THE EXECUTIVE DIRECTOR  
*1/22/25*



**CENTRAL AGRICULTURE RESEARCH INSTITUTE (CARI)**  
**SOURCE OF FUNDING: GOVERNMENT OF LIBERIA ( CORE BUDGET)**

**PROJECT PROCUREMENT PLAN (SBA)**  
**FISCAL YEAR 2024**



Item No.	Contract Package Code	Contract Package	Content of Contract Package
<b>SBA</b>			
1	IFB No. CARI/SBA/RFQ/001/25	Generator spare parts	This contract package is intended to procure assorted spare parts to repair all generators at CARI for the fiscal year 2025
2	IFB No. CARI/SBA/RFQ/002/25	Vehicle Spart Parts	This contract package is intended to procure assorted spare parts for repair of vehicles at CARI for the fiscal year 2025
3	IFB No. CARI/SBA/SS/001/25	Internet connectivity	This contract package is intended to single source internet connectivity from orange Liberia for the fiscal year. Orange has a tower at CARI's Compound and provide a better network connectivity here at CARI than other GSM.
4	IFB No. CARI/SBA/RFQ/003/25	Printing, bindinging and publication	This amount will be used to procure printing services that printing of reports, documentations, signboards and postals and also for advertisement in vewspappers and on radios.
5	IFB No. CARI/SBA/RFQ/004/25	Food & Catering	This contract package is intended to procure food items such as coffee, sugar, cocoa, water, milk, etc., for used at For administrative offices at CARI for the fiscal year 2025

PREPARED BY: pp Paul  
 MacArthur Paul  
 Project Procurement Officer

*MacArthur Paul*  
 1/22/25



Approved by: Dr. Arthur Bob Karnuah Date: 01/20/25  
 Dr. Arthur Bob Karnuah  
 Chairman, Procurement Committee

