



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/0232/25'**

January 31, 2025

Hon. Prince Menkalo Gbleu

CHIEF-OF-STAFF

Office of the Vice President

Capitol Hill

Republic of Liberia

Dear Hon. Gbleu:

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 Office of the Vice President (VPO) Annual Procurement Plan. Following a thorough review, the Commission hereby approves the VPO annual procurement plan for the fiscal year 2025 in accordance with **Section 40 (3)** of the PPCA, 2010. The Commission further informs the VPO 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.

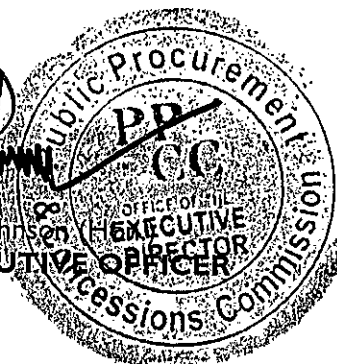
The Commission counsels that you observe **Section 40 (5) of the PPCA, 2010**, which states "each Procuring Entity, shall, quarterly and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in its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





Republic of Liberia

Office of the Vice President

PMG/COS-VP/LS/029/25/RL

January 29, 2025

Hon. Bodger Scott Johnson

EXECUTIVE DIRECTOR

Public Procurement & Concessions Commission (PPCC)

Executive Mansion Grounds

Capitol Hill

Monrovia, Liberia

Dear Hon. Johnson:


I wish to present my compliments and by directive of the Vice President of the Republic of Liberia, Honorable Jeremiah Kpan Koung, am pleased to submit to your Honorable Office documents as required by the Public Procurement and Concessions Commission (PPCC) for the Fiscal Year 2025 as stated below:

1. **Cash Plans**
2. **Procurement Plan**
3. **All applicable financial documentation to assist the Procurement Planning**
4. **Copies of Procurement Committee/Units Members Listing**

Please accept, Hon. Johnson, the renewed assurances of my high esteem and consideration.

Kind regards.

Sincerely yours


Prince Menkalo Gbieu, (Mr.)
CHIEF OF STAFF/VPO



Received:
Theophilus S.B. Kollie
January 30, 2025
Time: 11:28 AM

**OFFICE OF THE VICE PRESIDENT
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	
I T E M N O.	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.VPO/SBA/NCB/001/2025	Air Ticket	N7911	Assorted	123,003	NCB	01/6/2025	01/10/2025	01/15/2025	01/20/2025	2/20/2025	2/24/2025	2/28/2025	3/10/2025	N/A	12/16/2025	12/31/2025	
UPDATE																			
ACTUAL																			
PLANNED	2	IFB NO.VPO/SBA/RB/001/2025	Petroleum products	G4661	25,000gal @4.00 USD	100,000.00	RB	01/6/2025	01/10/2025	01/15/2025	01/20/2025	2/20/2025	2/24/2025	2/28/2025	3/10/2025	N/A	12/16/2025	12/31/2025	
UPDATE																			
ACTUAL																			
PLANNED	3	IFB NO./VPO/SBA/SS//001/2025	Internet Connectivity	J6120	1 Firm	4,000.00	SS	01/6/2025	01/10/2025	01/15/2025	01/20/2025	N/A	N/A	N/A	N/A	N/A	12/16/2025	12/31/2025	
UPDATE																			
ACTUAL																			
PLANNED	4	IFB NO./RFQ/001/2025	Vehicles Insurance courage	K6512	1 Firm	10,000.00	RFQ	01/6/2025	01/10/2025	01/15/2025	01/20/2025	2/4/2025	2/10/25	2/14/2025	2/24/2025	N/A	12/16/2025	12/31/2025	
UPDATE																			
ACTUAL																			
GRAND-TOTAL						\$247,003													

Prepared by:


Peter D. Yeiah

Acting Procurement Director

Approved by:


Prince Menkalo Gbieu
Chief of Office Staff/ Chairman Procurement Committee


1/30/25


1/31/25

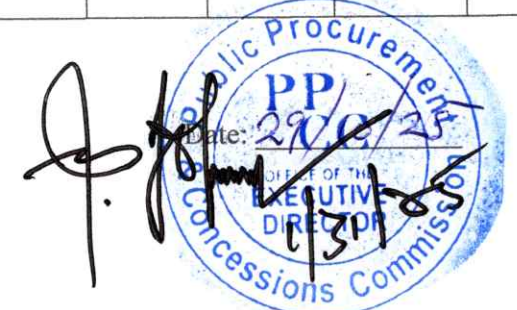
**OFFICE OF THE VICE PRESIDENT
PROCUREMENT PLAN (NON-SBA)
SOURCE OF FUNDING: GOL
FISCAL YEAR: 2025**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
	I T E M N O.	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.VPO/RB/001/2025	Stationery	G4761	Assorted	31,353.00	RB	01/6/2025	01/10/2025	01/15/2025	01/20/2025	2/20/2025	2/24/2025	2/28/2025	3/10/2025	N/A	12/16/2025	12/31/2025	
UPDATE																			
ACTUAL																			
PLANNED	2	IF BNO.VPO/RB/002/2025	Food Stuff	G4711	Assorted	36,000.00	RB	01/6/2025	01/10/2025	01/15/2025	01/20/2025	2/20/2025	2/24/2025	2/28/2025	3/10/2025	N/A	12/16/2025	12/31/2025	
UPDATE																			
ACTUAL																			
PLANNED	3	IFB NO.VPO/RB//003/2025	Vehicle	G4510	4 Units	280,000.00	RB	01/6/2025	01/10/2025	01/15/2025	01/20/2025	2/20/2025	2/24/2025	2/28/2025	3/10/2025	N/A	12/16/2025	12/31/2025	
UPDATE																			
ACTUAL																			
PLANNED	4	IFB NO./NCB/001/2025	Vehicles Repair & Maintenance Service	G4520	IFirm	99,000.00	NCB	01/6/2025	01/10/2025	01/15/2025	01/20/2025	2/20/2025	2/24/2025	2/28/2025	3/10/2025	N/A	12/16/2025	12/31/2025	
UPDATE																			
ACTUAL																			
SUB-TOTAL						\$446,353.00													

Prepared by: 
Peter D. Yeiah
Acting Procurement Director


1/30/25

Approved by: 
Prince Menkalo Gbieu
Chief of Office Staff/Chairman Procurement Committee



**OFFICE OF THE VICE PRESIDENT
PROCUREMENT PLAN (NON-SBA)
SOURCE OF FUNDING: GOL**

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.VPO//N CB/002/2025	Office Equipment	G4759	Assorted	80,000.00	NCB	01/6/2025	01/10/2025	01/15/2025	01/20/2025	2/20/2025	2/24/2025	2/28/2025	3/10/2025	N/A	12/16/2025	12/31/2025	
UPDATE																			
ACTUAL																			
SUB-TOTAL						\$80,000.00													
GRAND TOTAL						\$526,353.00													

FISCAL YEAR: 2025

Prepared by: 
Peter D. Yeiah
Acting Procurement Director

Approved by: 
Prince Menkalo Gbieu
Chief of Office Staff / Chairman Procurement Committee

Date: 29/10/25

hiss 1/30/25





**OFFICE OF THE VICE PRESIDENT
PROCUREMENT PLAN (SBA)
EXPLANATORY NOTES
FISCAL YEAR: 2025**

1	IFB NO.VPO/SBA/RB/001/2025	Air Tickets	This contract Package is funded from domestic means of travel and is intended to procure air tickets for the office of the Vice President
2	IFB NO.VPO/SBA/RB/002/2025	Petroleum products	This contract Package is intended to procure petroleum products for the use of FTI vehicles and generator. a) gasoline--- 12,500 gallons b) fuel-----12,500 gallons
3	IFB NO.VPO/SBA/SS/001/2025	Internet Connectivity	This contract package is intended to procure internet services from LITELCO mobile for the offices of the Vice President
4	IFB NO.VPO/SBA/RFQ/001/2025	Vehicle Insurance coverage	This contract package is intended to hire a firm to provide vehicle insurance coverage for vehicles in the offices of the VP

Prepared by: 
 Peter D. Yeiah
 Acting Procurement Director

Approved by: 
 Prince Menkalo Gbieu
 Chief of Staff/ Chairman Procurement Committee

Date: 29/10/25


 1/30/25



 1/31/25

**OFFICE OF THE VICE PRESIDENT
PROCUREMENT PLAN (NON-SBA)
EXPLANATORY NOTES
FISCAL YEAR: 2025**

1	IFB NO.VPO/RB/001/2025	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,
2	IFB NO.VPO/SBA/RB/002/2025	Food Stuff	This contract Package is funded from the budget line entertainment and representation and is intended to procure assorted food stuff
3	IFB NO.VPO/RB/003/2025	Vehicle	This contract package is funded from the budget line transport equipment and is intended to procure assorted vehicle for the offices of the Vice President
4	IFB NO.VPO/NCB/001/2025	Vehicle Repair and Maintenance service	This contract package is intended to hire a firm to provide repair and maintenance service for vehicles
5	IFB NO.VPO/NCB/002/2025	Office equipment	This contract package is funded from the budget line Machinery and equipment and is intended to procure assorted office equipment

Prepared by: _____



Peter D. Yeiah
Acting Procurement Director

Approved by: _____



Prince Menkalo Gbieu
Chief of Office Staff /Chairman Procurement Committee

Date: 29/10/25

Handwritten note:
WEGLO
11/30/25



**GROUP OF 77
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. G77/SBA/RB/001/2025	Petroleum Products	G4661	9,250 gallon @4.00 USD	37,000.00	RB	01/6/2025	01/10/2025	01/15/2025	01/20/2025	2/20/2025	2/24/2025	2/28/2025	3/10/2025	N/A	12/16/2025	12/31/2025	
UPDATE																			
ACTUAL																			
PLANNED	2	IFB NO. G77/SBA/RB/002/2025	Vehicles Repairs and Maintenance Services	G4520	Assorted	12,000.00	RB	01/6/2025	01/10/2025	01/15/2025	01/20/2025	2/20/2025	2/24/2025	2/28/2025	3/10/2025	N/A	12/16/2025	12/31/2025	
UPDATE																			
ACTUAL																			
PLANNED	3	IFB NO./G77/SBA/RB/003/2025	Stationery	G4761	Assorted	12,000.00	RB	01/6/2025	01/10/2025	01/15/2025	01/20/2025	2/20/2025	2/24/2025	2/28/2025	3/10/2025	N/A	12/16/2025	12/31/2025	
UPDATE																			
ACTUAL																			
PLANNED	4	IFB NO./G77/RB/004/2025	Event Catering	H5621	Assorted	36,000.00	RB	01/6/2025	01/10/2025	01/15/2025	01/20/2025	2/20/2025	2/24/2025	2/28/2025	3/10/2025	N/A	12/16/2025	12/31/2025	
UPDATE																			
ACTUAL																			
SUB-TOTAL						\$97,000.00													

Prepared by:

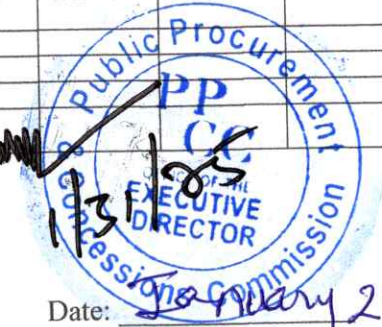
Albertha M. Moore
Albertha M. Moore
Procurement Director

Approved by:

Raymond Kolubah Zarbay
Raymond Kolubah Zarbay
Chairman Procurement Committee

Date:

January 29, 2025



**GROUP OF 77
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
I T E M N O.	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. G77/SBA/RB/001/2025	Repair and Maintenance Office building	F4100	1 Firm	37,000.00	RB	01/6/2025	01/10/2025	01/15/2025	01/20/2025	2/20/2025	2/24/2025	2/28/2025	3/10/2025	N/A	12/16/2025	12/31/2025
UPDATE																		
ACTUAL																		
						SUB-TOTAL												
						GRAND-TOTAL												
							37,000.00											
							\$134,000.00											

Prepared by: *cm*
 Albertha M. Moore
 Procurement Director

Approved by: *Raymond Kolubaj Zarbay*
 Raymond Kolubaj Zarbay
 Chairman Procurement Committee

Date: January 29, 2025

[Signature]
 1/30/25



**GROUP OF 77
PROCUREMENT PLAN (SBA)
EXPLANATORY NOTES
FISCAL YEAR: 2025**

1	IFB NO. G77/SBA/RB/001/2025	Petroleum Products	This contract Package is intended to procure petroleum products for the use of FTI vehicles and generator. a) gasoline--- 4,625 gallons b) fuel-----4,625 gallons
2	IFB NO. G77/SBA/RFQ/001/2025	Vehicle Repair and Maintenance service	This contract package is intended to hire a firm to provide repair and maintenance service for vehicle
3	IFB NO. G77/SBA/NCB/001/2025	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, received date stamp, etc. provide repair and maintenance service for generator
4	IFB NO. G77/SBA/RB/002/2025	Event Catering	This contract package is funded from the budget line food and catering and is intended to hire a firm to provide catering services
5	IFB NO. G77/SBA/NCB/001/2025	Repair and Maintenance Office building	This contract package is funded from the budget line repair and maintenance civil. It is intended to hire a firm to to carry out regular repair and maintenance on the Group of 77 building

Prepared by: *Albertha M. Moore*
Albertha M. Moore
Procurement Director

W. S. ...
1/30/25

Approved by: *Raymond Koluban Zarbay*
Raymond Koluban Zarbay
Chairman Procurement Committee

Date: January 29, 2025

