



REPUBLIC OF LIBERIA
PUBLIC PROCUREMENT & CONCESSIONS COMMISSION

EXECUTIVE MANSION GROUNDS, CAPITOL HILL, MONROVIA, LIBERIA
 WEBSITE: www.pccc.gov.lr EMAIL: info@pccc.gov.lr PHONE SHORT CODE: 4357 Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Ref. **PPCC/RL/CEO/0420/25'**

March 27, 2025

Dr. Solomon K. Jarpah
PRESIDENT
 Sinoe County Community College
 Greenville, Sinoe County
 Republic of Liberia

Dear Dr. Jarpah:

Subj: **APPROVAL OF UPDATED 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 Sinoe County Community College (SCCC) Updated Procurement Plan. Following a thorough review, the Commission hereby approves the SCCC updated procurement plan for the fiscal year 2025 in accordance with **Section 40 (3)** of the PPCA, 2010. The Commission further informs the SCCC 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.

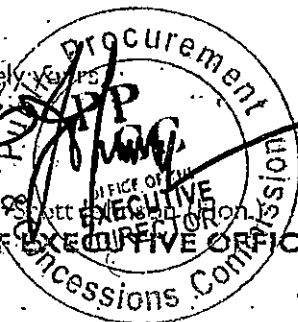
The Commission counsels that you observe **Section 40 (5) of the PPCA, 2010**, which states that *"each Procuring Entity, shall, quarterly and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes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

[Signature]
 Bodea Scott
CHIEF EXECUTIVE OFFICER





SINOE COMMUNITY COLLEGE (SCC)

Greenville City, Sinoe County

Republic of Liberia

Contact: 231 (0) 777-634-467 / 886-565-529

Email: sinoecc2015@gmail.com



March 20, 2025

Hon. Bodger Scott Johnson
Chief Executive Officer (CEO)
Public Procurement & Concession Commission (PPCC)
Executive Mansion Grounds
Capitol Hill
Monrovia, Liberia

Dear Hon. Johnson,

I wish to compliment you on behalf of Sinoe Community College (SCC) and express my appreciation for your cooperation and mutual understanding.

Hon. Johnson, I am writing to bring to your attention a matter of concern regarding the Sinoe Community College (SCC) approved procurement plan that was approved on January 30, 2025. The College's current operations (Goods and Services), excluding the free tuition policy, stand at \$106,742.00 (One Hundred Six Thousand Seven Hundred Forty-Two United States Dollars) instead of \$136,742.00 (One Hundred Thirty-Six Thousand Seven Hundred Forty-Two United States Dollars) as approved by the National Legislature.

However, the Ministry of Finance and Development Planning (MFDP) has instructed the College to adjust the Procurement and Cash Plans for the Fiscal Year 2025 budget execution to reflect the current numbers signed into law by H.E. Joseph N. Boakai.

In light of this, I kindly request the Public Procurement & Concession Commission (PPCC) to approve SCC's Updated Procurement Plan to align with the revised budget figures.

Thanks for your usual support and cooperation.

Sincerely yours,

Dr. Solomon K. Jannah, Sr.
President, Sinoe Community College



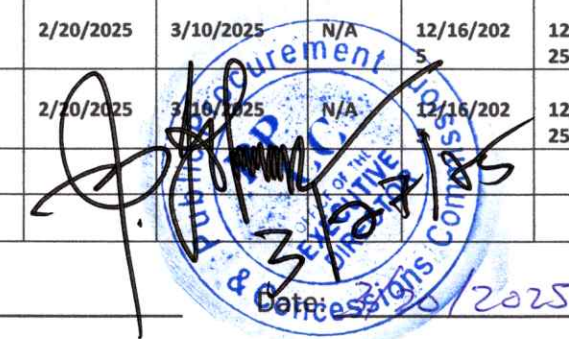
Received:
Theophilus S.B. Kallie
March 20, 2025
Time: 3:41 PM

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SINOE COMMUNITY COLLEGE
UPDATED -PROCUREMENT PLAN (SBA-Core budget)
Source of Funding: GOL/ National Budget
Fiscal year: 2025

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
	ITEM NO.	BASIC DATA						IMPLEMENTATION DATES												
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	QTY	BUSINESS ACTIVITY CODE	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	6	IFB NO.SCC/SBA/RFQ/004/2025	Employee ID Cards	1-Firm	C-1811	\$ 1,500.00	RFQ	1/10/2025	1/15/2025	1/20/2025	1/24/2025	2/10/2025	2/14/2025	2/20/2025	3/10/2025	N/A	12/16/2025	12/16/2025		
UPDATE	6	IFB NO.SCC/SBA/RFQ/004/2025	Employee ID Cards	1-Firm	C-1811	\$ 1,000.00	RFQ	1/10/2025	1/15/2025	1/20/2025	1/24/2025	2/10/2025	2/14/2025	2/20/2025	3/10/2025	N/A	12/16/2025	12/16/2025		
PLANNED	7	IFB NO.SCC/SBA/RFQ/005/2025	Educational Materials	Assorted	G-4761	\$ 8,525	RFQ	1/10/2025	1/15/2025	1/20/2025	1/24/2025	2/24/2025	2/28/2025	3/7/2025	3/19/2025	N/A	12/16/2025	12/31/2025		
UPDATE	7	IFB NO.SCC/SBA/RFQ/005/2025	Educational Materials	Assorted	G-4761	\$ 8,000.00	RFQ	1/10/2025	1/15/2025	1/20/2025	1/24/2025	2/24/2025	2/28/2025	3/7/2025	3/19/2025	N/A	12/16/2025	12/31/2025		
PLANNED	8	IFB NO: SCC/SBA/RFQ/006/2025	Text Books	Assorted	G-4761	\$ 8,525.00	RFQ	1/10/2025	1/15/2025	1/20/2025	1/24/2025	2/10/2025	2/14/2025	2/20/2025	3/10/2025	N/A	12/16/2025	12/16/2025		
UPDATE	8	IFB NO: SCC/SBA/RFQ/006/2025	Text Books	Assorted	G-4761	\$ 5,525.00	RFQ	1/10/2025	1/15/2025	1/20/2025	1/24/2025	2/10/2025	2/14/2025	2/20/2025	3/10/2025	N/A	12/16/2025	12/16/2025		
ACTUAL																				
SUB TOTAL						\$ 14,525.00														



Prepared by: Austin W. Saydee
Procurement Director

WSSXO
3/26/25

Approved by: Dr. Solomon K. Jarpah, Sr
President/ Chairman- Procurement Committee

SINOE COMMUNITY COLLEGE
UPDATED- PROCUREMENT PLAN (SBA CORE budget)
Source of Funding: GOL/ National Budget
Fiscal year: 2025

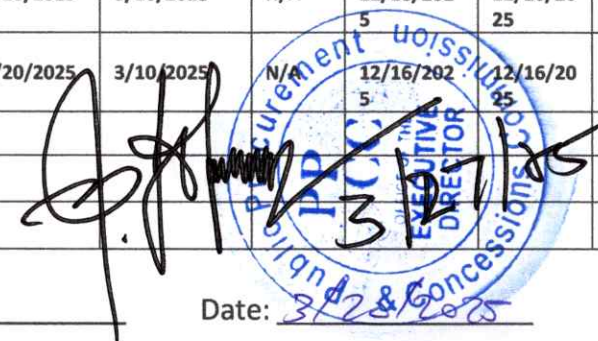
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ITEM NO.	BASIC DATA							IMPLEMENTATION DATES												REMARKS
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PLANNED	9.	IFB NO.SCC/SBA/RFQ/007/2025	Printing & Binding	1-firm	C-1812	\$ 3,100.00	RFQ	1/10/2025	1/15/2025	1/20/2025	1/24/2025	2/10/2025	2/14/2025	2/20/2025	3/10/2025	N/A	12/16/2025	12/16/2025		
UPDATE	9.	NO.SCC/SBA/RFQ/007/2025	Printing & Binding	1-firm	C- 1812	\$ 2,000.00	RFQ	1/10/2025	1/15/2025	1/20/2025	1/24/2025	2/10/2025	2/14/2025	2/20/2025	3/10/2025	N/A	12/16/2025	12/16/2025		
PLANNED	10.	IFB NO.SCC/SBA/RFQ/008/2025	Laboratory Chemicals	1-firm	G-4759	\$ 5,725.00	RFQ	1/10/2025	1/15/2025	1/20/2025	1/24/2025	2/10/2025	2/14/2025	2/20/2025	3/10/2025	N/A	12/16/2025	12/16/2025		
UPDATE	10.	IFB NO.SCC/SBA/RFQ/008/2025	Laboratory Chemicals	1-firm	G-4759	\$ 4,000.00	RFQ	1/10/2025	1/15/2025	1/20/2025	1/24/2025	2/10/2025	2/14/2025	2/20/2025	3/10/2025	N/A	12/16/2025	12/16/2025		
PLANNED	11.	IFB NO.SCC/SBA/RFQ/009/2025	Computer Supplies	Assorted	G-4741	\$ 6,700.00	RFQ	1/10/2025	1/15/2025	1/20/2025	1/24/2025	2/10/2025	2/14/2025	2/20/2025	3/10/2025	N/A	12/16/2025	12/16/2025		
UPDATE	11.	IFB NO.SCC/SBA/RFQ/009/2025	Computer Supplies	Assorted	G-4741	\$ 4,817.00	RFQ	1/10/2025	1/15/2025	1/20/2025	1/24/2025	2/10/2025	2/14/2025	2/20/2025	3/10/2025	N/A	12/16/2025	12/16/2025		
SUB TOTAL						USD\$ 10,817.00														
GRAND TOTAL						USD\$ 84,842.00														

Prepared by: 
Justin W. Saydee
Procurement Director


3/26/25

Approved by: 
Dr. Solomon S. Jarpah, Sr
President/ Chairman- Procurement Committee

Date: 3/26/2025



SINOE COMMUNITY COLLEGE
Updated Procurement Plan SBA
 Explanatory Notes SBA

S/N	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Detail Description
1	IFB NO.SCC/SBA/RB/001/2025	Petroleum product	This contract package was reduced from US\$34,200 to US\$28,500 when the final budget for FY 2025 was passed into law.
2	IFB NO.SCC/SBA/RB/002/2025	Vehicle Repair & Maintenance	This contract package was reduced from US\$14,000 to US\$10,000 when the final budget for FY 2025 was passed into law.
3	IFB NO.SCC/SBA/RFQ/001/2025	Generator Repair & Maintenance Service	This contract package amount remained constant.
4	IFB NO.SCC/SBA/RFQ/002/2025	Cleaning Materials	This contract package amount remained constant.
5	IFB NO.SCC/SBA/RB/003/2025	Stationery	This contract package was reduced from US\$16,202 to US\$14,000 when the final budget for FY 2025 was passed into law.

Prepared by: _____

Procurement Director

Approved by: _____

Dr. Solomon K. Jarpah, Sr
 Chair, Procurement Committee



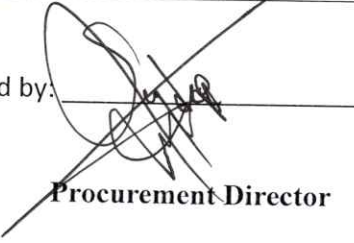
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SINOE COMMUNITY COLLEGE
Updated Procurement Plan SBA
 Explanatory Notes SBA

S/N	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Detail Description
6	IFB NO.SCC/SBA/RB/003/2025	Scratch Cards	This contract package amount remained constant.
7	IFB NO.SCC/SBA/RB/004/2025	Repair & Maintenance Office Building	This contract package was reduced from US\$5,250 to US\$4,000 when the final budget for FY 2025 was passed into law.
8	IFB NO.SCC/SBA/RB/005/2025	Office Rental and Lease	This contract package was reduced from US\$4,750 to US\$3,000 when the final budget for FY 2025 was passed into law.
9	IFB NO.SCC/SBA/RB/006/2025	Employee ID Cards	This contract package was reduced from US\$1,500 to US\$1,000 when the final budget for FY 2025 was passed into law.
10	IFB NO.SCC/SBA/RB/004/2025	Education Materials	This contract package was reduced from US\$10,540 to US\$8,000 when the final budget for FY 2025 was passed into law.

Prepared by: 
 Procurement Director

Approved by: 
 Dr. Solomon K. Jarpah, Sr.
 Chair, Procurement Committee

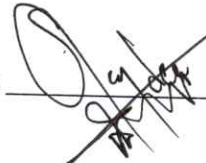
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SINOE COMMUNITY COLLEGE
Updated Procurement Plan SBA
 Explanatory Notes SBA

S/N	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Detail Description
11	IFB NO.SCC/SBA/RB/007/2025	Text Books	This contract package was reduced from US\$8,525 to US\$5,525 when the final budget for FY 2025 was passed into law.
12	IFB NO.SCC/SBA/RB/008/2025	Printing and Binding	This contract package was reduced from US\$3,100 to US\$2,000 when the final budget for FY 2025 was passed into law.
13	IFB NO.SCC/SBA/RB/006/2025	Laboratory Chemicals	This contract package was reduced from US\$5,725 to US\$4,000 when the final budget for FY 2025 was passed into law.
14	IFB NO.SCC/SBA/RB/006/2025	Computer Supplies	This contract package was reduced from US\$6,700 to US\$4,817 when the final budget for FY 2025 was passed into law.

Prepared by: 
 Procurement Director

Approved by: 
 Dr. Solomon K. Jarpah, Sr.
 Chair, Procurement Committee



Date: 3/26/25 

 3/26/25

SINOE COMMUNITY COLLEGE
UPDATED -PROCUREMENT PLAN (SBA -Core budget)
Source of Funding: GOL/ National Budget
Fiscal year: 2025

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
	ITEM NO.	BASIC DATA						IMPLEMENTATION DATES												
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	QTY	BUSINESS ACTIVITY CODE	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	IFB NO.SCC/SBA/RB /001/2025	Petroleum Product(Diesel & Gasoline)	7,600 gallons @ 4.00	G-4661	\$ 34,200	RB	1/10/2025	1/15/2025	1/20/2025	1/24/2025	2/24/2025	2/28/2025	3/7/2025	3/19/2025	N/A	12/16/2025	12/31/2025		
UPDATE	1	IFB NO.SCC/SBA/RB /001/2025	Petroleum Product(Diesel & Gasoline)	7,125 gallons @ 4.00	G-4661	\$ 28,500.00	RB	1/10/2025	1/15/2025	1/20/2025	1/24/2025	2/24/2025	2/28/2025	3/7/2025	3/19/2025	N/A	12/16/2025	12/31/2025		
ACTUAL																				
PLANNED	2	IFB NO.SCC/SBA/RB /001/2025	Vehicle Repair & Maintenance-	1 firm	G-4520	\$ 14,000.00	RB	1/10/2025	1/15/2025	1/20/2025	1/24/2025	2/24/2025	2/28/2025	3/7/2025	3/19/2025	N/A	12/16/2025	12/31/2025		
UPDATE	2	IFB NO.SCC/SBA/RF Q/001/2025	Vehicle Repair & Maintenance	1 firm	G-4520	\$ 10,000.00	RFQ	1/10/2025	1/15/2025	1/20/2025	1/24/2025	2/10/2025	2/14/2025	2/20/2025	3/10/2025	N/A	12/16/2025	12/16/2025		
ACTUAL																				
SUB TOTAL						\$ 38,500.00 USD														

Prepared by: 
 Austin W. Saydee
 Procurement Director


 3/26/25

Approved by:  Date: 3/20/2025
 Dr. Solomon K. Jarpah, Sr
 President/ Chairman- Procurement Committee



SINOE COMMUNITY COLLEGE
UPDATED- PROCUREMENT PLAN (SBA- Core budget)
 Source of Funding: GOL/ National Budget
 Fiscal year: 2025


1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		
	ITEM NO.	BASIC DATA						IMPLEMENTATION DATES													REMARKS
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PLANNED	3	IFB NO.SCC/SBA/RB/003/2025	Stationery	Assorted	G-4761	\$ 16,202.00	RB	1/10/2025	1/15/2025	1/20/2025	1/24/2025	2/24/2025	2/28/2025	3/7/2025	3/19/2025	N/A	12/16/2025	12/31/2025			
UPDATE	3	IFB NO.SCC/SBA/RB/003/2025	Stationery	Assorted	G-4761	\$ 14,000.00	RB	1/10/2025	1/15/2025	1/20/2025	1/24/2025	2/24/2025	2/28/2025	3/7/2025	3/19/2025	N/A	12/16/2025	12/31/2025			
ACTUAL																					
PLANNED	4	IFB NO.SCC/SBA RFQ/002/2025	Repair & maintenance Office Building	1 - Firm	F-4100	\$ 5,250.00	RFQ	1/10/2025	1/15/2025	1/20/2025	1/24/2025	2/10/2025	2/14/2025	2/20/2025	3/10/2025	N/A	12/16/2025	12/16/2025			
UPDATE	4	IFB NO.SCC/SBA RFQ/002/2025	Repair & maintenance Office Building	1-Firm	F-4100	\$ 4,000.00	RFQ	1/10/2025	1/15/2025	1/20/2025	1/24/2025	2/10/2025	2/14/2025	2/20/2025	3/10/2025	N/A	12/16/2025	12/16/2025			
ACTUAL																					
PLANNED	5	IFB NO.SCC/SBA/RB/Q/003/2025	Vehicle rental & Lease	1 firm	H-4922	\$ 4,750	RFQ	1/10/2025	1/15/2025	1/20/2025	1/24/2025	2/10/2025	2/14/2025	2/20/2025	3/10/2025	N/A	12/16/2025	12/16/2025			
UPDATE	5	IFB NO.SCC/SBA/RB/Q/003/2025	Vehicle rental & Lease	1 firm	H-4922	\$ 3,000.00	RFQ	1/10/2025	1/15/2025	1/20/2025	1/24/2025	2/10/2025	2/14/2025	2/20/2025	3/10/2025	N/A	12/16/2025	12/16/2025			
ACTUAL																					
SUB TOTAL						\$ 21,000.00															

Prepared by:

Austin W. Saydee
Austin W. Saydee
 Procurement Director

Approved by:

Dr. Solomon K. Jarpah, Sr
Dr. Solomon K. Jarpah, Sr
 President/ Chairman- Procurement Committee


 Date: *03/20/2025*
3/21/25

WS
 3/20/25