



REPUBLIC OF LIBERIA
PUBLIC PROCUREMENT & CONCESSIONS COMMISSION
EXECUTIVE MANSION GROUNDS, CAPITOL HILL, MONROVIA, LIBERIA
WEBSITE: www.ppcc.gov.lr PHONE SHORT CODE: 4357 Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Ref. **PPCC/RL/CEO/156/26'**

February 19, 2026

Dr. Cecelia Cassell

EXECUTIVE DIRECTOR

National Commission on Higher Education
S.D. Cooper Road, Paynesville
Republic of Liberia

Dear Dr. Cassell:

Subj: **APPROVAL OF ANNUAL PROCUREMENT PLAN FOR THE FISCAL YEAR 2026**

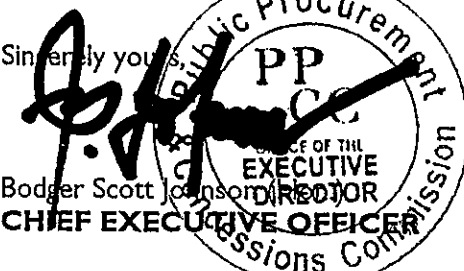
We present our compliments and wish to acknowledge receipt of your communication which sought the approval of the Commission for the National Commission on Higher Education Annual Procurement Plan. Following a thorough review, the Commission hereby approves the National Commission on Higher Education procurement plan for the fiscal year 2026 in accordance with **Section 40 (3)** of the PPCA, 2026. The Commission further informs the NCHE 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.

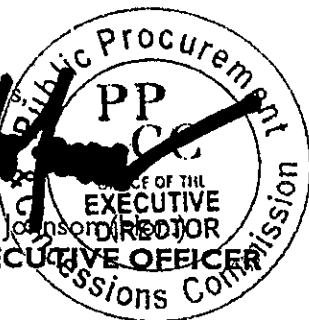
The Commission counsels that you observe **Section 40 (5) of the PPCA, 2026**, which states *"each Procuring Entity, shall, quarterly and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in 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, 2026, 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





Office of the
Executive Director

Republic of Liberia
NATIONAL COMMISSION ON HIGHER EDUCATION

S.D. Cooper road, Paynesville
1000 Monrovia 10, Liberia

Cell#: 0777876252 WhatsApp: 0777876252

Email: ceceliamcassell@gmail.com



Ref: GOL/NCHE-014/ED-CC-02-06-2026

February 6, 2026

Hon. Budger Scott Johnson

EXECUTIVE DIRECTOR

Public Procurement and Concessions Commission (PPCC)

Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia

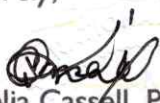
Dear Hon. Johnson,

I wish to extend compliments and warmest greetings to you on behalf of the National Commission on Higher Education (NCHE). Please find attached the following documents for Fiscal Year (FY) 2026, for your review and approval:

1. Procurement Plan
2. Budget and Cash Plan
3. Procurement Committee and Unit Listing

Thank you for approving our documents as we strive to institute transparency and accountability in our procurement processes.

Sincerely,


Cecelia Cassell, PhD

EXECUTIVE DIRECTOR



Date:	John Sam		
Time:	02/10/2026		
Entity:			
Receiver:	LIFE 3 57PM		

Motto: "Promoting Quality & Equal Higher Education Opportunities"

**NATIONAL COMMISSION ON HIGHER EDUCATION
PROCUREMENT PLAN FOR CONSULTANCY
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	20
ITEM NO.	BASIC DATA							IMPLEMENTATION DATES											
								REQUEST FOR EXPRESSION OF INTEREST, if applicable				REQUEST FOR PROPOSALS AND APPROVAL OF AWARD							
	PACKAGE NUMBER (CODE)	CONTRACT PACKAG E	Business Code	No. of FIRMS /PERS ONS	ESTIMATED COST (USD)	SELECTION METHOD	PREP. OF TOR & PC APPROVAL	PUBLICATION OF REOI	REOI CLOSING/ OPENING	SUBMISSION OF EVALUATION REPORT	PC APPROVAL- EVALUATION REPORT/SHORTLIST	PREPARATION & SUBMISSION OF RFP DOCUMENT	PC APPROVAL - FINAL TOR/RFP DOCUMENT	INVITATION OF PROPOSALS	PROPOSAL SUBMISSION & OPENING	SUBMISSION OF TECHNICAL & FINANCIAL EVALUATION REPORT	PC APPROVAL- COMBINED EVALUATION REPORT	CONTRACT AWARD & SIGNING	COMPLETION (FINAL REPORT) AND PAYMENT
PLANNED	1	RFP NO. NCHE/LCS/001/2026	Feasibility Studies & Analyses	M- 7490	1 Firm \$ 22,655.00	LCS	02/02/ 2026	02/06/20 26	02/12/2 026	02/16/202 6	03/16/2026	03/20/2026	03/24/202 6	03/30/2 026	04/06/20 26	04/13/202 6	04/20/20 26		
UPDATE																			
ACTUAL																			
GRAND TOTAL					\$ 22,655.00														

Prepared by: AB. Arif Date: Feb 9, 2026 Approved by: Dr. Cecelia Cassell Date: Feb. 9, 2026
Abdullah David
 Procurement Director
Dr. Cecelia Cassell
 Executive Director/Chairman Procurement Committee

Bill
02/18/26



**NATIONAL COMMISSION ON HIGHER EDUCATION
PROCUREMENT PLAN FOR CONSULTANCY
SOURCE OF FUNDING: GOL**

Fiscal year: 2026

NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
1.	RFP NO. NCHE/SBA/LCS/0012026	Feasibility Studies Analysis	This contract package is intended for the commission to conduct a post-evaluation exercise of all licensed higher educational institutions (80 in total) operating within the country. The results from the exercise will determine the status of the universities and colleges.

Prepared by: AB. Ainy Date: Feb 9, 2026
Abdullah David
Procurement Director

Approved by: Dr. Cecelia Cassell Date: Feb. 9, 2026
Dr. Cecelia Cassell
Executive Director/ Chairman Procurement Committee

AB. Ainy
02/18/26



**NATIONAL COMMISSION ON HIGHER EDUCATION
PROCUREMENT PLAN (\$BA)
Source of Funding: GOL- 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#:NCHE/RB/SBA/001/2026	Vehicle Purchase	G-4510	1 piece	USD\$25,000	RB	02/02/2026	02/06/2026	02/12/2026	02/16/2026	03/16/2026	03/20/2026	03/24/2026	04/06/2026	N/A	12/16/2026	12/31/2026
UPDATE																		
ACTUAL																		
PLANNED	2	IFB#:NCHE/RB/SBA/002/2026	Petroleum Product(Diesel& Gasoline)	G-4661	7,772/gallons @ 4.33	USD\$ 33,653	RB	02/02/2026	02/06/2026	02/12/2026	02/16/2026	03/16/2026	03/20/2026	03/24/2026	04/06/2026	N/A	12/16/2026	12/31/2026
UPDATE																		
ACTUAL																		
PLANNED	3	IFB#:NCHE/RB/SBA/003/2026	Internet/Strach Cards	J-6190	2,200 pieces	USD\$ 11,000.00	RB	02/02/2026	02/06/2026	02/12/2026	02/16/2026	03/16/2026	03/20/2026	03/24/2026	04/06/2026	N/A	12/16/2026	12/31/2026
UPDATE																		
ACTUAL																		
SUB TOTAL						USD\$ 69,653.00												

Prepared by: AB. Aijiy
Abdullah David
Procurement Director

Date: Feb 9, 2026

Approved by: [Signature]

Date: Feb. 9, 2026

Dr. Cecelia Cassell
Executive Director/ Chairman Procurement Committee

[Signature]
02/18/26



**NATIONAL COMMISSION ON HIGHER EDUCATION
PROCUREMENT PLAN (SBA)
Source of Funding: GOL
Fiscal year: 2026**

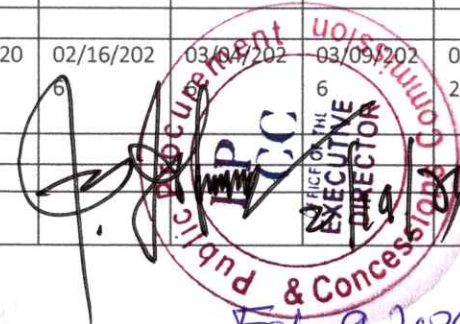
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	ITEM NO.	BASIC DATA						IMPLEMENTATION DATES										
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	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	4	IFBNo#:NCHE/RB/SBA/004/2026	ICT Infrastructure, hardware & laptop	G-4651	Assorted	USD\$ 12,000	RB	02/02/2026	02/06/2026	02/12/2026	02/16/2026	03/16/2026	03/20/2026	03/24/2026	04/06/2026	N/A	12/16/2026	12/31/2026
UPDATE																		
ACTUAL																		
PLANNED	5	IFBNo#:NCHE/RB/SBA/001/2026	Stationery	G-4761	Assorted	USD\$ 10,000	RFQ	02/02/2026	02/06/2026	02/12/2026	02/16/2026	03/04/2026	03/09/2026	03/13/2026	03/23/2026	N/A	12/16/2026	12/31/2026
UPDATE																		
ACTUAL																		
PLANNED	6	IFB#:NCHE/RB/SBA/002/2026	Cleaning Materials	G-4773	Assorted	USD\$ 8,800.00	RFQ	02/02/2026	02/06/2026	02/12/2026	02/16/2026	03/04/2026	03/09/2026	03/13/2026	03/23/2026	N/A	12/16/2026	12/31/2026
UPDATE																		
ACTUAL																		
SUB TOTAL						USD\$ 30,800.00												

Prepared by: AB. Aiyun
Abdullah David
Procurement Director

Date: Feb 9, 2026 Approved by: Dr. Cecelia Cassell
Dr, Cecelia Cassell
Executive Director/Chairman Procurement Committee

Date: Feb. 9, 2026

Bill H
02/18/26



**NATIONAL COMMISSION ON HIGHER EDUCATION
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	7	IFBNo#:NCHE/Rfq/SBA/03/2026	Repair& Maintenance-Generator	C-3314	1 FIRM	USD\$ 8,000	RFQ	02/02/2026	02/06/2026	02/12/2026	02/16/2026	03/04/2026	03/09/2026	03/13/2026	03/23/2026	N/A	12/16/2026	12/31/2026
UPDATE																		
ACTUAL																		
PLANNED	8	IFBNo#:NCHE/RB/SBA/004/2026	Repair& Maintenance-Vehicles	G-4520	1 FIRM	USD\$ 20,000	RB	02/02/2026	02/06/2026	02/12/2026	02/16/2026	03/16/2026	03/20/2026	03/24/2026	04/06/2026	N/A	12/16/2026	12/31/2026
UPDATE																		
ACTUAL																		
SUB TOTAL						USD\$ 28,000.00												
GRAND TOTAL						USD\$ 127,453.00												

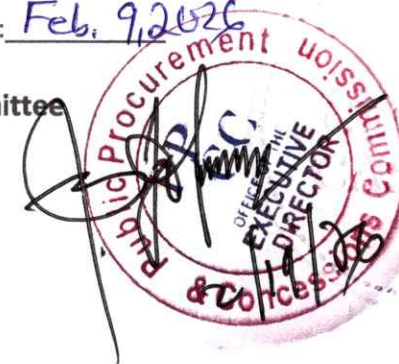
Prepared by: AB. Amiry
Abdullah David
Procurement Director

Date: Feb 9, 2026

Approved by: Dr. Cecelia Cassell
Executive Director/ Chairman Procurement Committee

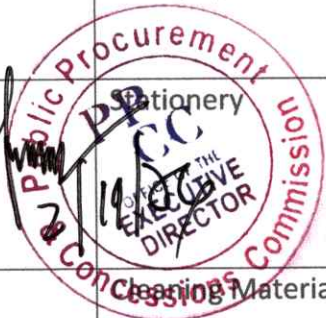
Date: Feb. 9, 2026

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**NATIONAL COMMISSION ON HIGHER EDUCATION
PROCUREMENT PLAN (SBA)
EXPLANATORY NOTES
FISCAL YEAR: 2026**

1.	IFB NO: NCHE/RB/001/2026	Vehicle Purchase	This contract package is intended to procure vehicle for the administrative operation of the National Commission on Higher Education (NCHE).
2.	IFB NO: NCHE/RB/002/2026	Petroleum products(Diesel & Gasoline)	This contract Package is intended to procure petroleum products for the use of NCHE's vehicles and generator, which will include 7,596 of both fuel and gasoline.
3.	IFB NO: NCHE/RB/003/2026	Scratch Cards	This contract package is funded from the budget line - - Telecommunication, Internet and is intended to procure scratch cards as follows: This contract package is funded from the budget line - - Telecommunication, Internet and intended to procure scratch cards as follows: • Lone Star cards-----1,100 pcs • Orange cards-----1,100 pcs
4	IFB NO:NCHE/RB/004/2026	ITC Equipment/Infrastructure	This contract package is intended to procure desktops, laptops, printers, soft and hare wares for the operation of the National Commission on Higher Education (NCHE).
5.	IFB NO: NCHE/RFQ/001/2026	Stationery	This contract package is intended to procure the items below: legal paper, A4 paper, brown envelopes A4 size, manila folder legal size, manila folder A4 size, staple machine, gel pens assorted, ball point pen assorted colors, genuine ink and toner cartridges, correction fluid, stick-on-pad,
6.	FB NO:NCHE/RFQ/002/2026	Cleaning Materials	This contract package is intended to procure cleaning materials such as toilet tissues, napkins/facial tissues, dusting tower, liquid hand soap, hand sanitizer, powder soap, air freshener, regular bleach, floor mop, soft broom, Air freshener, paper towel, vim,



11/18/26

			rexoguard, Dettol, etc.
7.	FB NO: NCHE/RFQ/003/2026	Generator Repairs & Maintenance Service	This contract package is intended to hire a firm to provide repair and maintenance service for the NCHE generator.
8.	FB NO: NCHE/RFQ/004/2026	Vehicles Repairs & Maintenance Service	This contract package is intended to hire a firm to provide repair and maintenance service for the vehicles.
9.		Office building rental & Lease	This contract package will be financed through the Ministry of Finance, Development and Planning to pay for the relocation of the Commission through GSA 2026 rental obligation.
10.		Electricity	This contract package will be financed through the Ministry of Finance, Development and Planning for the operation of the NCHE.

Prepared by: AB. Othman Date: Feb 9, 2026
Abdullah David
Procurement Director

Approved by: Dr. Cecelia Cassell Date: Feb. 9, 2026
Dr. Cecelia Cassell
Executive Director/ Chairman Procurement Committee

Bill
02/18/26

[Signature]

