



COOPERATIVE DEVELOPMENT AGENCY

Old Open Bible Community,
Old Road Oldest Congo Town

Email: cda.rl1936@gmail.com
CELL #0777926272/0886517174



October 22, 2025

Hon. Bodger Scott Johnson
EXECUTIVE DIRECTOR
Public Procurement and Concessions Commission (PPCC)
Executive Mansion Grounds
Monrovia, Liberia

Ref: Request for Approval of SBA Procurement Plan for UNDP

Dear Hon. Johnson:

I present my compliment and wish to request the approval of CDA/UNDP Procurement Schedule Plan for Agriculture supplies inputs and Agriculture machinery.

Below are names of procurement committee members and staff of CDA

- | | | |
|---------------------------|--------------------------------|-----------------|
| 1. Hon. Lwopu G. Kandakai | Registrar General RL | Committee Chair |
| 2. Hon. Joseph Toumed | Deputy Registrar General Admin | Co-Chair |
| 3. Jamil G. Maroun | Acting Procurement | Secretary |
| 4. Leroy M. Lincoln | Comptroller | Member |
| 5. Malcolm T Sando | | Member |

Staff of the Procurement Unit of CDA:

- | | | |
|--------------------|-------|--------------------|
| 1. Jamil G. Maroun | ----- | Act. Director |
| 2. Allen S. Tiabor | ----- | Assistant Director |

Please do not hesitate to contact the Cooperative Development Agency if there is a need for inquiry or additional information.

Kind Regards,

Sincerely,


Hon. Lwopu G. Kandakai
REGISTRAR GENERAL OF COOPERATIVES/R.L



Received:
Theophilus B. Kollie
Oct. 29, 2025
Time: 10:16 AM



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/1143/25

November 5, 2025

Hon. Lwopu G. Kandakai
REGISTRAR GENERAL
Cooperative Development Agency
Republic of Liberia

Dear Hon. Kandakai:

Subject: RECEIPT AND APPROVAL OF THE COOPERATIVE DEVELOPMENT AGENCY
PROCUREMENT PLAN FOR FISCAL YEAR 2025

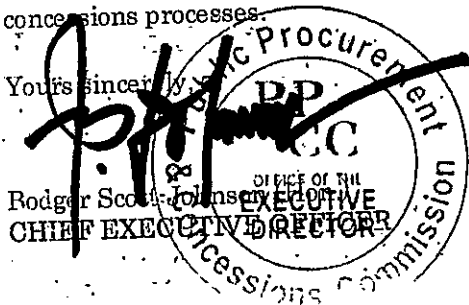
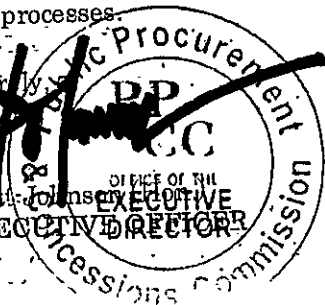
We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Cooperative Development Agency Procurement Plan for Fiscal Year 2025 in accordance with Section 40 of the PPCA, 2010. The Commission wishes to inform you that your Procurement Plan has been approved and will be duly forwarded to the Ministry of Finance and Development Planning (MFDP), which will process the relevant allotments in line with the approved Procurement Plans.

The Commission counsels that you observe Section 40(5) of the PPCA, 2010 which states "each Procuring Entity, shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plan. The Commission and the Ministry responsible for finance should be notified in writing of any material changes in the procurement plan and provide with a copy of the updated procurement plan."

Please note that an approval of a method on the procurement plan is deemed as the Commission's full approval and as such a Procuring Entity will not be required to again request the use of said approved method.

The Public Procurement and Concessions Commission admonishes and deems it a priority that you remain primarily in compliance with the PPCA, 2010, as we jointly aspire to achieve transparency, accountability, fairness, equality and ultimately public confidence in our procurement and concessions processes.

Yours sincerely,


Rodger Scott-Johnson
CHIEF EXECUTIVE DIRECTOR


Regulating Procurement Compliance for National Development

Cooperative Development Agency (CDA)
Special Project Procurement Plan (SBA)
Source of Funding UNDP
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)	BUSINESS ACTIVITY CODE	CONTRACT PACKAGE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/B OQ/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
PLANNE D	1	IFBNO:CDA/SBA/ RFQ/001/25	G-4773	Agriculture Supplies & input	ASSORTED	6,465.00	RFQ	10/14/2025	10/17/2025	10/20/2025	10/22/2025	10/29/2025	10/28/2025	11/3/2025	11/6/2025	N/A	11/10/2025	11/18/2025	
UP-DATE																			
ACTUAL																			
PLANNE D	2	FBNO:CDA/SBA/ RFQ/002/25	G-4659	Agriculture Equipment	ASSORTED	6,000.00	RFQ	10/14/2025	10/17/2025	10/20/2025	10/22/2025	10/29/2025	10/28/2025	11/3/2025	11/6/2025	N/A	11/10/2025	11/18/2025	
UP-DATE																			
ACTUAL																			
GRAND TOTAL						12,465.00													

Prepared by Jamil G. Maroun
Procurement Director

Date Oct 17, 2025

[Signature]
11/5/25

Approved by [Signature] Date Oct 17, 2025
Hon. Lwopu G. Kandaka
Registrar General of Cooperative / RL

[Signature]
11/05/25
Public Procurement Commission
PPCC
OFFICE OF THE EXECUTIVE DIRECTOR
& Concessions Commission



Cooperative Development Agency (CDA)
Special Project Procurement Plan
Source of Funding UNDP (SBA)
FISCAL YEAR 2025

Package Code	Contract Package	Business Activities Code	Detailed Description
IFBNO:CDA/SBA/RFQ/001/2025	Agriculture Supplies & input	G-4773	This contract package is intended to procure Farming tools and protective gears for CDA UNDP Project Six thousands four hundred forty-five united states dollar (6,465.00) 1. Rain coats 2. Rain boots 3. Hoes 4. Cutlasses 5. Wheel barrow 6. ETC
IFBNO:CDA/SBA/RFQ/002/25	Agriculture Equipment's	G-4553	This contract package is intended to procure Farming Equipment (Power Saws), for CDA UNDP Project. Six -thousands united states dollar (6,000.00) 1. Power saws

Prepared by 
Jamil G. Maroun
Procurement Director

Date Oct 17, 2025


10/13/25

Approved by  Date Oct 17, 2025
Hon. Lwopu G. Kandakai
Registrar General of Cooperative / RL

