



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/1366/25'**

December 10, 2025

Hon. Lwopu G. Kandakai  
**REGISTRAR GENERAL**  
Cooperative Development Agency  
Old Road, Oldest Congo Town  
Republic of Liberia

Dear Hon. Kandakai:

Subj: **APPROVAL OF CONSULTANCY 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 Cooperative Development Agency (CDA) Consultancy Procurement Plan. Following a thorough review, the Commission hereby approves the CDA consultancy procurement plan for fiscal year 2025, in accordance with Section 40(3) of the PPCA, 2010. The Commission further informs the CDA 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. As such, the Procuring Entity will not be required to request the use of the 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]*  
Bodier Scott Jones  
**CHIEF EXECUTIVE OFFICER**





# COOPERATIVE DEVELOPMENT AGENCY



Old Open Bible Community,  
Old Road Oldest Congo Town

Email: [cda.rl1936@gmail.com](mailto:cda.rl1936@gmail.com)  
CELL #0777926272/0886517174

November 25, 2025

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

Ref: Request for Approval Consultancy Procurement Plan for UNDP

Dear Hon. Johnson:

I present my compliment and wish to request the approval of CDA/UNDP Procurement Schedule Plan for the Development of Business plan for the FY 2026.

**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. Roosevelt T. Kollimealyne | ----- | 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,

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



*Josephine Gelescia*  
*Dec 3, 2025*  
*8:Am*

**COOPERATIVE DEVELOPMENT AGENCY  
CONSULTANCY PROCUREMENT PLAN  
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	21		
BASIC DATA								IMPLEMENTATION DATES														
								REQUEST FOR EXPRESSION OF INTEREST, if applicable					REQUEST FOR PROPOSALS AND APPROVAL OF AWARD									
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	No. of FIRMS/ PERSONS	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	RFPNO:CDA/SBA/LCS /001/25	Development of Business plan	M-7020	Firm	14,685.00	LCS	10/01/2025	N/A	N/A	N/A	N/A	10/15/2025	10/22/2025	11/05/2025	11/26/2025	12/03/2025	12/10/2025	12/17/2025	12/30/2025		
UPDATE																						
ACTUAL																						
PLANNED																						
UPDATE																						
ACTUAL																						
PLANNED																						
UPDATE																						
ACTUAL																						
<b>GRAND TOTAL</b>						14,685.00																

Prepared by:  Date: 11/24/25  
 Procurement Director/ Manager 12/10/25

Approved by:  Date 11/24/25  
 Head of Entity/Chairman Proc. Committee

**COOPERATIVE DEVELOPMENT AGENCY  
CONSULTANCY PROCUREMENT PLAN  
Explanatory Notes**

Item No.	Contract package Code	Contract package	Content of Contract Package
1.	RFPNO:CDA/SBA/LCS/001/25	<b>DEVELOPMENT OF BUSINESS PLAN</b>	This contract package is intended to hire the service of a Consultant Firm for the Development of Business Plan for 2026.

Prepared by:   
Act. Procurement Director

Approved by:   
Hon. Lwopu G. Kanda, Registrar General R.L.

Date: 11/24/25

  
12/10/25

