



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/1102/25'

October 21, 2025

Hon. Dan T. Saye  
**ACTING DIRECTOR-GENERAL**  
Liberia Agriculture Commodity Regulatory Authority  
Monrovia, Liberia

Dear Hon. Saye:

Subj: **APPROVAL OF LIBERIA AGRICULTURE COMMODITY REGULATORY  
AUTHORITY ADDENDUM PROCUREMENT PLAN FOR FISCAL YEAR 2025**

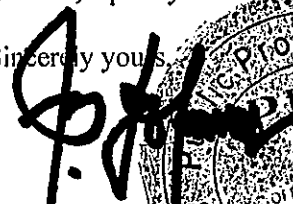
We present our compliments and wish to acknowledge receipt of your communication dated September 19, 2025, which sought the approval of Liberia Agriculture Commodity Regulatory Authority (LACRA) Addendum Procurement Plan for 2025.

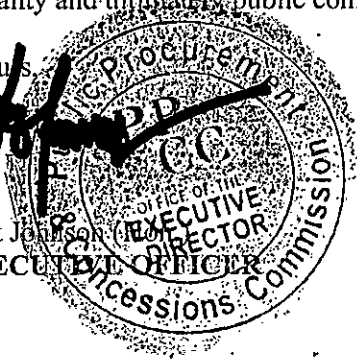
Following thorough review, the Commission hereby approves the Liberia Agriculture Commodity Regulatory Authority Addendum Procurement Plan for 2025 in accordance with *Section 40 (3)* of the PPCA, 2010, and informs Liberia Agriculture Commodity Regulatory Authority that its Addendum Procurement Plan for 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, on a quarterly basis 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 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.

Sincerely yours,

  
Bodger Scott Johnson  
CHIEF EXECUTIVE OFFICER





**REPUBLIC OF LIBERIA**  
**Liberia Agriculture Commodity Regulatory Authority**  
**Freeport of Monrovia**  
**Monrovia, Liberia**



**Office Of The Director General**  
*LACRA//DG/1301/129/2025*

*email: cdsankolo1@gmail.com*  
*Contacts: +231 (0)886449774 +231 (0)770120347*

**September 19, 2025**

**Hon. Bodger Scott Johnson**  
**Chief Executive Officer**  
**Public Procurement and Concession Commission,**  
**Capitol Hill Monrovia, Liberia**

Subject: Request for Approval of Addendum Procurement Plan, Fiscal Year 2025

Dear Hon. Johnson,

The Liberia Agriculture Commodity Regulatory Authority (LACRA) presents its compliments and wishes to thank the Public Procurement and Concessions Commission (PPCC) for its tireless efforts in strengthening the public procurement sector and ensuring value for money in the utilization of public resources.

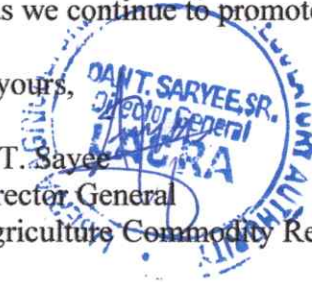
In compliance with Section 40(5) of the Public Procurement and Concessions Act (PPCA) of 2005, as amended and restated in 2010, LACRA has prepared and enclosed with this communication an addendum to its Internal Procurement Plan for the Fiscal Year 2025.

We kindly request your expeditious review and subsequent approval of this plan to enable us to commence the implementation of crucial activities. For your reference, please find the LACRA Board Resolution attached to this letter.

Thank you for your attention to this important matter. We look forward to your prompt and favorable response as we continue to promote accountability, transparency, and good governance.

Sincerely yours,

Hon. Dan T. Sayee  
 Acting Director General  
 Liberia Agriculture Commodity Regulatory Authority (LACRA)



*Received!*  
*Theophilus S. B. Kollie*  
*Sept. 24, 2025*  
*Time: 12:25 pm*



September 22, 2025

**Hon. Bodger Scott Johnson**  
**Chief Executive Officer**  
**Public Procurement and Concession Commission,**  
**Capitol Hill Monrovia, Liberia**

Dear Hon. Johnson,

We present to you compliments and in keeping with Section 55(b) and (c) of the PPCC Act of 2010, I write to kindly request your approval for the use of the sole source procurement method for the following goods and services:

- Assorted Office Furniture
- Assorted Stationery
- Cleaning Materials and Services
- Repair and Maintenance of Office Building

#### Legal Justification

This request is made based on the following specific provisions of the PPCC Act:

Section 55(b): For additional deliveries of goods by the original supplier which are intended either as a replacement part for existing goods, services or installation or as the extension existing goods or services or installation where a change of supplier would compel the procuring entity to procure equipment or services not meeting the requirement of the interchangeability with already existing equipment or services.

Section 55(c): When additional work not included in the initial contract have through unforeseeable circumstances become necessary and separation of the additional work or services from the initial contract would be difficult for technical and economical reason.

#### Rationale for Sole Source Procurement

The procurement of these goods and services is a necessary extension of a previous procurement process that was early conducted competitively and these suppliers are currently under contract with LACRA for FY2025. Therefore, engaging new vendors for these items would not only be economically inefficient but would also pose significant delay towards achieving organizational goals. The current supplier/contractor possesses clear understanding of our specific requirements, and their continued provision of these items will ensure timely delivery of the required good and services

We have attached our procurement plan for your review and approval. We look forward for your usual consideration.



Office Of The Director General

LACRA//DG/1301/129/2025

REPUBLIC OF LIBERIA  
Liberia Agriculture Commodity Regulatory Authority  
Freeport of Monrovia  
Monrovia, Liberia

email: cdsankolo1@gmail.com

Contacts: +231 (0)886449774 +231 (0)770120347



LACRA

With sentiments of our highest esteem, we remain

Sincerely yours,



Hon. Dan T. Saryee  
Acting Director General / LACRA



**LIBERIA AGRICULTURE COMMODITIES REGULATORY AUTHORITY**  
**PROCUREMENT PLAN (ADDENDUM) (SBA)**  
**SOURCE OF FUNDING: INTERNAL GENERATED**  
**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) DRAWING	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)	DEVELOPMENT (SUBSTANTIAL COMPLETION)	ACCEPTANCE AND FINAL PAYMENT
PLANNE D	1	IFB NO. LACRA/SBA/SS/001/2025	Office Furniture	G4639	Assorted	10,000.00	SS	8/22/2025	8/27/2025	9/2/2025	N/A	N/A	N/A	N/A	10/3/2025	N/A	12/16/2025	12/31/2025
UPDATE ACTUAL																		
PLANNE D	2	IFB NO. LACRA/SBA/SS/002/2025	Cleaning Materials	G4510	Assorted	9,378.68	SS	8/22/2025	8/27/2025	9/2/2025	N/A	N/A	N/A	N/A	10/3/2025	N/A	12/16/2025	12/31/2025
UPDATE ACTUAL																		
PLANNE D	3	IFB NO. LACRA/SBA/SS/003/2025	Repairs and Maintenance Civil	F4100	1Firm	15,246.32	SS	8/22/2025	8/27/2025	9/2/2025	N/A	N/A	N/A	N/A	10/3/2025	N/A	12/16/2025	12/31/2025
UPDATE ACTUAL																		
PLANNE D	4	IFB NO. LACRA/SBA/SS/04/2025	Office Equipment	G4759	Assorted	10,000	SS	8/22/2025	8/27/2025	9/2/2025	N/A	N/A	N/A	N/A	10/3/2025	N/A	12/16/2025	12/31/2025
UPDATE ACTUAL																		
PLANNE D	5	IFB NO. LACRA/SBA/NCB/002/2025	Office Building Construction	F4100	1Firm	250,000	NCB	8/22/2025	8/27/2025	9/2/2025	9/9/2025	10/10/2025	10/16/2025	10/20/2025	10/31/2025	N/A	12/16/2025	12/31/2025
TOTAL						294,625												

Prepared by: Menson J. Brown  
 Procurement Director LACRA

*[Handwritten Signature]*  
 10/06/25

Approved by: Hon. Dan T. Saryee  
 Acting DG (LACRA)  
 Chairman Procurement Committee LACRA



Date: 10/02/2025



LIBERIA AGRICULTURE COMMODITIES REGULATORY AUTHORITY  
PROCUREMENT PLAN ADDENDUM(SBA)

Explanatory Note  
Fiscal Year 2025




IFB NO. LACRA//SBA/SS/001/25	Office Furniture	This contract package is intended to procure assorted office furniture (office chairs, office desks, office cabinets, etc.) for LACRA's offices in Monrovia and its four operational counties. This contract package is being single-sourced due to the fact that we already have a current contract for FY2025 with a supplier that was selected through a competitive process, and this is in continuation of the supply of the same goods.
IFB NO. LACRA/SBA/SS/002/2025	Cleaning Materials	This contract package is intended to procure cleaning materials and services for LACRA including soap, chlorine, hand sanitizer, paper towels, tissues, mops, buckets, and a frame to collect garbage from LACRA facilities.
IFB NO. LACRA/SBA/SS/04/2025	Office Equipment	This contract package is intended to procure assorted office equipment, including AC printers, etc. This contract package is being single-sourced due to the fact that we already have a current contract for FY2025 with a supplier that was selected through a competitive process, and this is in continuation of the supply of the same goods.
IFB NO. LACRA/SBA/SS/003/2025	Repair and Maintenance Civil	This contract package is intended to procure services for the repairs and maintenance of LACRA's main office buildings at the Free Port of Monrovia. This contract package is being single-sourced due to the fact that we already have a current contract for FY2025 with a supplier that was selected through a competitive process, and this is in continuation of additional works.
IFB NO. LACRA/SBA/NCB/001/2025	Office Building Construction	This contract package is intended to hire a firm for the construction of a new head office building for LACRA.



Prepared by:   
Menson J. Brown  
Procurement Director, LACRA

  
10/06/25

Approved by:   
Hon. Dan T. Sarvey (Acting DG, LACRA)  
Chairman, Procurement Committee, LACRA



Date: 10/02/2025