



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/ACEO/0131/25

November 25, 2025

Hon. Henry Cole
SUPERINTENDENT
Maryland County Administration
Republic of Liberia

Dear Hon. Cole:

Subject: RECEIPT AND APPROVAL OF THE MARYLAND COUNTY
ADMINISTRATION SPECIAL PROJECT PROCUREMENT PLAN FOR FISCAL YEAR
2025.

We present our compliments and wish to acknowledge receipt of your communication dated October 21, 2025, which sought the Commission's approval for the Maryland County Administration Special Procurement Plan for the Fiscal Year 2025.

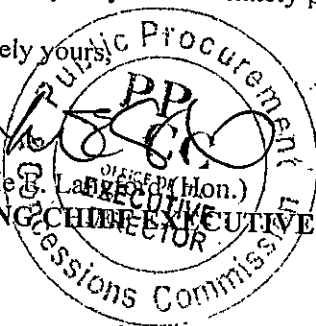
Following thorough review, the Commission hereby approves the Maryland County Administration Special Procurement Plan for 2025 in accordance with *Section 40 (3)* of the PPCA, 2010, and informs Maryland County Administration that its Special Procurement Plan for 2025 will be duly forwarded to the Ministry 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,

Himmie B. LaGrange (Hon.)
ACTING CHIEF EXECUTIVE OFFICER





REPUBLIC OF LIBERIA
MINISTRY OF INTERNAL AFFAIRS
Harper City, Maryland County



Office of the Superintendent

MIA/0289/HBC/SUP/2025

October 21, 2025

Hon. Bodger Scott Johnson
Executive Director
Public Procurement & Concessions Commission
(PPCC)
Capitol Bye Pass, Monrovia
Liberia

Dear Hon Johnson:

Maryland County Administration expresses sincere compliments, and is please to submit the final copy of the County provisional SBA, Project Budget and Special Project Procurement Plans for fiscal year 2025 for the Commission approval.

In reference to section 40. (2) of the PPCC Act of 2010, which states "For each fiscal year the Procurement Unit shall prepare a draft annual procurement plan for goods, works and services for use by the Procuring Entity in the Procuring Entity's budgeting process, base on the above reliance, the County procurement committee which to submit it's 2025 annual procurement Plan.

Please see below names and positions of the procurement committee.

Name	Position	Procurement Committee
1. Hon. Henry Cole	Superintendent	Chairperson
2. Peter T. Kumah	District Superintendent	Member
3. Stevenson K. Dweh	County Finance Officer	Member
4. Fred H. Bartoe	County Development Officer	Member
5. Sie Williams	Procurement Officer	Secretary

The Maryland County Procurement Unit

1. Sie Williams ---- Procurement Director

Kind regard,

Hon. Henry Cole
SUPERINTENDENT



Josephine Q. Gelescia
Oct. 21, 2025
10:54 AM

MARYLAND COUNTY ADMINISTRATION
SBA PROCUREMENT PLAN (PROJECT BUDGET)
SOURCE OF FUNDING: CDF/SDF

Fiscal Year 2025[illegible]

Signed:

Procurement Director

Date _____

Date 11-11-2021

Approved By:

County Superintendent

Date _____

Date: 11/12/2025

11/20/25

Fiscal Year 2025

PPCC
OFFICE OF THE
DIRECTIVE
CONFESSIONS COMMISSION

MARYLAND COUNTY ADMINISTRATION
SBA PROCUREMENT PLAN (PROJECT BUDGET)
SOURCE OF FUNDING: CDF/SDF

Fiscal Year 2025

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
			BASIC DATA									IMPLEMENTATION DATES						
	Item No	Package Number (CODE)	Contract Package	Business Activity Code	QTY	ESTIMATED COST USD	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ /DRAWING	PREP. OF BID DOCUMENT	PC APPROVAL- BID DOC/TECH SPECS	BID INVITATION & RELEASE	BID SUBMISSION/ PUBLIC OPENING	SUBMISSION OF BID EVALUATION	PC APPROVAL- BID EVALUATION	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANT)	ACCEPTANCE & FINAL PAYMENT
Planned	7	IFB.No.MDCA/SBA/Rfq/004/25	Purchase of Office Furniture (County Adm.)	G-4659	Assorted	\$2,300.00	RFQ	28-Jul-25	4-Aug-25	11-Aug-25	18-Aug-25	1-Sep-25	25-Sep-25	10-Oct-25	17-Nov-25	N/A	5-Dec-25	31-Dec-26
Update																		
Actual																		
Planned	8	IFB.No.MDCA/SBA/Rfq/005/25	Purchase of Cleaning Marterials	G-4759	Assorted	\$3,000.00	RFQ	13-Aug-25	19-Aug-25	26-Aug-25	22-Sep-25	2-Oct-25	16-Oct-25	23-Oct-25	10-Nov-25	N/A	5-Dec-25	29-Dec-25
Update																		
Actual																		
Planned	9	IFB.No.MDCA/SBA/Rfq/006/25	Purchase of Office Equipment (County Adm.)	G-4659	Assorted	\$5,000.00	RFQ	12-Aug-25	19-Aug-25	26-Aug-25	23-Sep-25	3-Oct-25	P	23-Oct-25	17-Nov-25	N/A	8-Dec-25	29-Dec-25
Update																		
Actual																		
		sub- TOTAL				\$10,300.00												

Signed: 
Procurement Director

Date: 28-10-2025

Approved By: 

Date: 28-10-2025


11/20/25



Maryland County Project Procurement Plan
Explanatory Note (SBA)
Fiscal Year 2025

No.	Contract Package (code)	Contract Package	Estimated Cost	Remark(s)
1	IFB. No. MDCA/SBA/NCB/001/25	Construction of Barrobo District Superintendent Resident	\$50,400.00	This contract package is intended for the Construction of Barrobo District Superintendent Resident in Barrabo Administrative Distreict, Maryland County. The estimated cost is: \$50,400.00 USD
2	IFB. No. MDCA/SBA/NCB/002/25	Construction of Gbolobo Commissioner Office Building	\$56,326.70	This contract package is intended for the construction of Gbolobo Commissioner Office Building in Pleebo Statutory District, Maryland County. The estimated cost is: \$56,326.70 USD
3	IFB. No. MDCA/SBA/NCB/003/25	Purchase of Motorbikes	\$11,600.00	This contract package is intended for the purchase of Motorbikes for County Administration/District Staff to support staff to execute their official duties. The estimated cost is: \$11,600.00 USD
4	IFB. No. MDCA/SBA/RFQ/001/25	Purchase of Fuel and Lubricant	\$3,000.00	This contract package is intended for the purchase of fuel and lubricants for County motorbikes, vehicles and generator. The estimated cost is: \$3000.00 USD
5	IFB. No. MDCA/SBA/RFQ/002/25	Repair & Maintenance for Vehicle	\$6,725.00	This contract package is intended for the repair & maintenance of the county administration vehicle. The estimated cost is: \$6,725.00 USD
6	IFB. No. MDCA/SBA/RFQ/003/25	Purchase of Stationeries	\$3,000.00	This package is intended for the Purchase of Stationeries to the used by Local Administration. The estimated cost is: \$3,000.00 USD
7	IFB. No. MDCA/SBA/RFQ/004/25	Purchase of Office Furniture (County Adm.)	\$2,300.00	This package is intended for the Purchase of office furniture for local authority offices. The estimated cost is: \$2,300.00 USD
8	IFB. No. MDCA/SBA/RFQ/005/25	Purchase of Cleaning Materials	\$3,000.00	It is intended for the Purchase of Cleaning Materials (In Door) for Maryland County Local Authority: the estimate cost is \$3,000.00 US

Signed: 
Procurement Director

Approved:

County Superintendent

Date: 28-10-2025



9	IFB. No. MDCA/SBA/RFQ/006/25	Purchase of Office Equipment	\$5,000.00	This contract package is intended to purchase Computers, laptops and printers etc, for local authority in Maryland County. The estimated cost is: \$5,000.00 USD
10	IFB. No. MDCA/SBA/RFQ/007/25	Purchase of Scratch Card	\$420.00	It is intended for the Purchase of scratch card for communication and internet connectivity for county administration. The estimated cost is: \$420.00 USD
Grand Total			\$144,771.70 USD	

Signed: _____

Procurement Director

Approved: _____

County Superintendent

Date: _____

28/10/2025



[Signature]
11/20/25



**MARYLAND COUNTY ADMINISTRATION
PROCUREMENT PLAN (PROJECT BUDGET)
SOURCE OF FUNDING: CDF/SDF
Fiscal Year 2025**

[illegible]

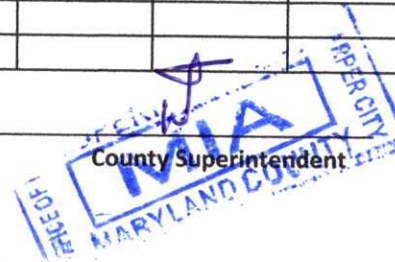
Signed: 
Procurement Director

Date 11-11-2025

Approved By:

Date: 12/11/2025

~~Bill~~
11/20/25



**MARYLAND COUNTY ADMINISTRATION
PROCUREMENT PLAN (PROJECT BUDGET)
SOURCE OF FUNDING: CDF/SDF
Fiscal Year 2025**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
			BASIC DATA									IMPLEMENTATION DATES						
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Planned	1	IFB.No.MDCA/NCB/001/25	Renovation of Pleebo/Sodoken District Adm. Building	F-4330	1	\$47,000.00	NCB	12-Aug-25	19-Aug-25	26-Aug-25	22-Sep-25	21-Oct-25	27-Oct-25	3-Nov-25	10-Nov-25	N/A	18-Dec-25	30-Dec-25
Update																		
Actual																		
Planned	2	IFB.No.MDCA/NCB/002/25	Construction of Karloken City Hall	F-4100	1	\$140,907.33	NCB	28-Jul-25	4-Aug-25	11-Aug-25	18-Aug-25	17-Sep-25	18-Sep-25	9-Oct-25	10-Nov-25	N/A	10-Dec-25	30-Dec-25
Update																		
Actual																		
Planned	3	IFB.No.MDCA/NCB/003/25	Construction of Barrobo Gloflaken City Hall	F-4100	1	\$92,772.88	NCB	15-Jul-25	22-Jul-25	29-Jul-25	5-Aug-25	5-Sep-25	19-Sep-25	17-Oct-25	11-Nov-25	N/A	11-Dec-25	31-Dec-25
Update																		
Actual																		
		Sub- TOTAL				\$280,680.21												

Signed: 
Procurement Director

Date: 11-11-2025

Approved By:


County Superintendent

Date: 11/11/2025

Maryland County Administration

Project Procurement Plan

Explanatory Note

Fiscal Year 2025

No.	Contract Package (code)	Contract Package	Estimated Cost	Remark(s)
1	IFB. No. MDCA/NCB/001/25	Renovation of Pleebo/Sodoken District Adm. Building)	\$ 47,000.00	This contract package is intended to complete the Renovation of Pleebo/Sodoken District Adm. Building), which is Located in Pleebo/Sodoken Administrative District. The estimate cost is: \$47,000.00 USD
2	IFB. No. MDCA/NCB/002/25	Construction of Karloken City Hall	\$140,907.33	This contract package is intended to construct a City Hall at Karloken, Karluway Administrative District in Maryland County. The estimate cost is \$140,907.33 USD
3	IFB. No. MDCA/NCB/003/25	Construction of Barrobo Gloflaken City Hall	\$92,772.88	This contract package is intended to construct a City Hall at Gloflaken, Barrobo Administrative District in Maryland County. The estimate cost is \$92,772.88 USD
4	IFB. No. MDCA/NCB/004/25	Purchase of Vehicle	\$45,000.00	This contract package is intended to purchase a Pick- up to enhance movement of the County Administration in exercising their administrative duties in the County. The estimate cost for this project is \$45,000.00USD
5	IFB. No. MDCA/NCB/005/25	Construction of Whole Grawary Primary School	\$57,338.66	This contract package is intended to construct a Primary School in Whole Grawary, Harper Administrative District in Maryland County. The estimate cost for this project \$57,338.66 USD
Grand Total			\$383,018.87	

Signed: 
Procurement Director


11/20/25

Approved: 
County Superintendent



Date: 28/10/2024

11/26/25


MARYLAND COUNTY ADMINISTRATION
SBA PROCUREMENT PLAN (PROJECT BUDGET)
SOURCE OF FUNDING: CDF/SDF

Fiscal Year 2025

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
			BASIC DATA									IMPLEMENTATION DATES						
	Item No	Package Number (CODE)	Contract Package	Business Activity Code	QTY	ESTIMATED COST USD	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ /DRAWING	PREP. OF BID DOCUMENT	PC APPROVAL- BID DOC/TECHSPECS	BID INVITATION& RELEASE	BID SUBMISSION/PUBLIC OPENING	SUBMISSION OF BID EVALUATION	PC APPROVAL- BID EVALUATION	CONTRACT AWARD& SIGNING	ADVANCE PAYMENT(MOBILIZATION	DELIVERY, INSPECTION(SUBSTANT)	ACCEPTANCE& FINAL PAYMENT
Planned	10	IFB.No.MDCA/SBA/RFQ/007/25	Purchase of Scartch Card	J-6190	Assorted	\$420.00	RFQ	12-Aug-25	19-Aug-25	26-Aug-25	23-Sep-25	3-Oct-25	16-Oct-25	23-Oct-25	7-Nov-25	N/A	8-Dec-25	29-Dec-25
Update																		
Actual																		
			Sub -TOTAL			\$420												
			GRAND -TOTAL			\$141,771.70												

Signed: 
 Procurement Director

Date: 28-10-2025

Approved By: 

Date: 28-10-2025




 11/20/25



**MARYLAND COUNTY ADMINISTRATION
SPECIAL PROJECT PROCUREMENT PLAN
SOURCE OF FUNDING: GOL PROJECT**

Fiscal Year 2025

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
	Item No	Package Number (CODE)	BASIC DATA Contract Package	Business Activity Code	QTY	ESTIMATED COST USD	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWING	PREP. OF BID DOCUMENT	PC APPROVAL-BID DOC/TECHS PECS	BID INVITATION & RELEASE	BID SUBMISSION /PUBLIC OPENING	SUBMISSION OF BID EVALUATION	PC APPROVAL-BID EVALUATION	CONTRACT AWARD& SIGNING	ADVANCE PAYMENT(MOBILIZATION)	DELIVERY, INSPECTION(SUBSTANT)	ACCEPTANCE & FINAL PAYMENT
Planned	1	IFB.No.MDCA/SP/NCB/001/25	Renovation of Harper Demonstration School	F-4330	1	\$55,001.49	NCB	28-Jul-25	4-Aug-25	11-Aug-25	18-Aug-25	17-Sep-25	18-Sep-25	9-Oct-25	10-Nov-25	N/A	24-Nov-25	30-Dec-25
Update																		
Actual																		
			Sub -TOTAL			\$55,001.49												
			GRAND -TOTAL			\$55,001.49												

Signed: [Signature]
Procurement Director

Date: 28/10/2025

Approved By: [Signature]

Date: 28-10-2025

[Signature]
4/20/25



Maryland County Administration

Special Project Procurement Plan

Explanatory Note

Fiscal Year 2025

No.	Contract Package (code)	Contract Package	Estimated Cost	Remark(s)
1	IFB. No. MDCA/NCB/001/25	Renovation of Harper Demonstration School	\$ 55,001.49	This contract package is intended to complete the Renovation of the Harper Demonstration School in Harper City, Maryland County. The estimated cost is: \$55,001.49 USD . The project is being funded from the Ministry of Internal Affairs Special Project, enhancing the County development Agenda. Note that this project does not fall under the CDF or SDF project budget.
Grand Total			\$ 55,001.49	

Signed: _____

Procurement Director

Approved: _____

County Superintendent

Date: _____

11/17/2025

Bill
11/20/25

