

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/0238/25'**

February 4, 2025

Dr. Zobong B. Norman

**PRESIDENT**

Bomi Community College

Bomi County, Tubmanburg

Republic of Liberia

Dear Dr. Norman:

Subj: **APPROVAL OF ANNUAL 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 Bomi Community College (BCC) Annual Procurement Plan. Following a thorough review, the Commission hereby approves the BCC annual procurement plan for the fiscal year 2025 in accordance with **Section 40 (3)** of the PPCA, 2010. The Commission further informs the BCC 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, 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, 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**



# Bomi Community College



Fatorma Compound  
Tubmanburg, Bomi County  
Liberia, West Africa

## OFFICE OF THE PRESIDENT

Email: [zbnorman1@gmail.com](mailto:zbnorman1@gmail.com)

Cell#: +231-772-878-066

ZBN/P/BCC/011/25

January 28, 2025

Hon. Bodger Scott Johnson  
Executive Director  
Public Procurement & Concession Commission  
Executive Mansion Grounds  
Capitol Hill  
Monrovia, Liberia

### Ref: Submission of FY 2025 Procurement Plan

Dear Hon. Johnson:

We present our compliments and wish to submit the final procurement plan and procurement committee members of the Bomi Community College for the Fiscal Year 2024.

We would appreciate your kind approval at the earliest possibility. Please see attached information on our annual report for FY 2024 and procurement members.

Thank you for your support and cooperation.

Sincerely,

Dr. Zobong B. Norman  
President



Received  
Theophilus S.B. Kollie  
January 29, 2025  
Time: 2:57pm



# Bomi Community College



**Tubmanburg, Bomi County**  
**Procurement Plan (Non-SBA)**  
**Source of Funding: GOL**  
**Budget Period: 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/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	IFB.NO.BCC/RB/001/2025	Stationery & Supplies	G-4761	Assorted	43,053.00	RB	Jan/10/2025	Jan/16/2025	Jan/24/2025	Jan/31/2025	Feb/28/2025	Mar/6/2025	Mar/11/2025	Mar/25/2025	N/A	Nov/7/2025	Dec/22/2025
UPDATE																		
ACTUAL																		
PLANNED	2	IFB.NO.BCC/RB/002/2025	Educational Materials & Supplies	G-4761	Assorted	40,100.00	RB	Jan/10/2025	Jan/17/2025	Jan/25/2025	Jan/31/2025	March/3/2025	Mar/7/2025	Mar/13/2025	Mar/26/2025	N/A	Nov/7/2024	Dec/22/2025
UPDATE																		
ACTUAL																		
UPDATE																		
ACTUAL																		
SUB TOTAL						US\$ 83,153.00												

Prepared by: \_\_\_\_\_

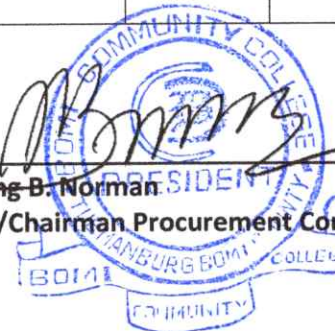
**Daniel Gayflor, Jr.**  
**Procurement Director**

*WED*  
*2/3/25*

Approved by: \_\_\_\_\_

**Dr. Zobong B. Norman**  
**President/Chairman Procurement Committee**

Date: *3/11/25*







# Bomi Community College



**Procurement Plan (Non-SBA)**  
**Source of Funding: GOL**  
**Budget Period: 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	ESTIMATE D 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	3	IFB.NO.BCC/RB/003/2025	Petroleum product Diesel & Gas	G-4661	Assorted	47,000.00	RB	Jan/23/2025	Jan/28/2025	Feb/3/2025	Feb/10/2025	March/11/2025	Marh/18/2025	March/25/2025	April/8/2025	N/A	Nov/15/2025	Dec/12/2025	
UPDATE																			
ACTUAL																			
PLANNED	4	IFB.NO.BCC/RFQ/001/2025	Repair and Maintenance Vehicle	G-4520	1firm	10,000	RFQ	Jan/20/2025	Jan/23/2025	Jan/27/2025	Jan/30/2025	Feb/7/2025	Feb/12/2025	Feb/18/2025	March/4/2025	N/A	Nov/13/2025	Dec/22/2025	
UPDATE																			
ACTUAL																			
PLANNED	5	IFB.NO.BCC/RFQ/002/2025	Building Materials	G-4663	Assorted	10,000	RFQ	Jan/20/2025	Jan/23/2025	Jan/27/2025	Jan/30/2025	Feb/7/2025	Feb/12/2025	Feb/18/2025	March/4/2025	N/A	Nov/17/2025	Dec/8/2025	
UPDATE																			
ACTUAL																			
PLANNED																			
UPDATE																			
ACTUAL																			
GRAND TOTAL						US\$150,153.00													

Prepared by:

Daniel Gayflor, Jr.  
Procurement Director

Approved by:

Dr. Zebong B. Norman  
President/Chairman-Procurement Committee

Date:





# Bomi Community College



Tubmanburg, Bomi County  
Procurement Plan (SBA Budget)  
Source of Funding: GOL  
Budget Period: 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/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	IFB.NO.BCC/SBA /RFQ/001/2025	Catering	I5621	1 firm	5000.00	RFQ	Jan/27/2025	Jan/30/2025	Feb/5/2025	Feb/12/2025	Feb/19/2025	Feb/24/2025	Feb/26/2025	March/10/2025	N/A	Nov/10/2025	Dec/22/2025
UPDATE																		
ACTUAL																		
PLANNED	2	IFB.NO.BCC/ SBA/RFQ/002/2025	Repair & Maintenance Generator	C-3314	1 Firm	10,000.00	RFQ	Jan/27/2025	Jan/30/2025	Feb/5/2025	Feb/12/2025	Feb/19/2025	Feb/24/2025	Feb/26/2025	March/10/2025	N/A	Nov/7/2025	Dec/8/2025
UPDATE																		
ACTUAL																		
PLANNED	3	IFB.NO.BCC/RFQ /003/2025	Cleaning Materials	G-4773	Assorted	10,000	RFQ	Jan/24/2025	Jan/31/2025	Feb/4/2025	Feb/12/2025	Feb/19/2025	Feb/24/2025	Feb/27/2025	March/13/2025	N/A	Nov/14/2025	Dec/8/2025
UPDATE																		
ACTUAL																		
SUB TOTAL						US\$25,000.00												

Prepared by:

Daniel Gayflor, Jr.  
Procurement Director

Approved by:

Dr. Zebong B. Norman  
President/Chairman Procurement Committee

Date:







# Bomi Community College



Tubmanburg, Bomi County

Procurement Plan (SBA Budget)

Source of Funding: GOL

Budget Period: 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	ESTIMATE D 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	IFB.NO.BCC/SBA/RFQ/004/2025	Scratch cards	J6190	2000PCS US\$5.00	10,000.00	RFQ	Jan/27/2025	Jan/31/2025	Feb/5/2025	Feb/10/2025	Feb/17/2025	Feb/24/2025	Feb/28/2025	March/13/2025	N/A	Nov/10/2025	Dec/22/2025
UPDATE																		
ACTUAL																		
PLANNED	5	IFB.NO.BCC/SBA/RB/001/2025	ICT infrastructure, hardware, software, and network	G-4651	1 Firm	26,088.00	RB	Jan/27/2025	Feb/6/2025	Feb/12/2025	Feb/18/2025	March/17/2025	March/24/2025	April/30/2025	May/12/2025	N/A	Nov/10/2025	Dec/8/2025
UPDATE																		
ACTUAL																		
PLANNED																		
UPDATE																		
ACTUAL																		
GRAND TOTAL						US\$ 61,088.00												

Prepared by:

Daniel Gayflor, Jr.  
Procurement Director

Approved by:

Dr. Zobong B. Norman  
President/Chairman Procurement Committee

Date:

3/11/25



## Procurement Plan Explanatory Notes Fiscal Year 2025 (Core Budget)

Items No	Contract package Code	Contract Package	Content of Contract Package
1	IFB. NO. BCC/RB/001/2025	Stationery	<p>This contract package is intended to procure the following stationary materials and cartridges for the period of one year, starting from the day the of purchase.</p> <p>Note: source of funding will come from <b>Goods &amp; Services</b></p> <ul style="list-style-type: none"><li>A. A4 Sheets--300ctns</li><li>B. Legal sheets--40ctns</li><li>C. Note Pad—20ctns</li><li>D. Ball Pens--50pks</li><li>E. 85A Cartridge—60sets</li><li>F. A4 manila Folders-50Boxes</li><li>G. HP65 Cartridge--30sets</li><li>H. Canon G3411 PIXMA Original Ink--32Sets</li><li>I. HP63 Cartridge--20Sets</li><li>J. Flip Charts--20realm</li><li>K. Legers--36doz</li><li>L. Box File--33boxes</li><li>M. Hanging Files--15Boxes</li><li>N. Rolls of Scotch Tapes--8Rolls</li><li>O. Canon 737 cartridge--20pcs</li><li>P. Highlighters--1Box</li><li>Q. Stamp Pad--12Pieces</li><li>R. Normal Envelopes--2Boxes</li><li>S. Brown Envelopes A4-10Boxes</li><li>T. White Board--15pcs</li><li>U. White board small size--12pcs</li><li>V. Duster--15doz</li><li>W. Roll Book--5ctns</li></ul>





# Bomi Community College



			<p>X. Plan Books--3ctns Y. White board marker--40boxes Z. Correction fluid--5doz AA. Paper glue--5doz BB. Epson Ribbon 350Q--10pcs CC. Calculator--10pcs DD. Permanent marker--1box EE. Canon G3411 Printer--3pcs GG. Pen drive--5pcs HH. Extended hard drive--10pcs</p> <p><b>Totaling US\$ 58,053.00</b></p>
--	--	--	--

1528/10  
2/3/25

  
2/04/25  








# Bomi Community College



Tubmanburg, Bomi County

## Procurement Plan Explanatory Notes Fiscal Year 2025 (Core Budget)


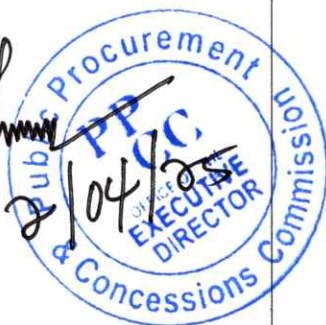
2	IFB. No. BCC/RB/002/2025  	Educational Materials & Supplies  	<p>This contract package will be used to procure the following materials for the Technical Vocational Educational Training, (T-VET) and Agriculture Departments, including useful materials for educational purposes. Items to procure include the following: Note: Funding was made by Good and Services (\$65,100.00)</p> <p><b>I. Technical Education</b></p> <ul style="list-style-type: none"><li>A. Spirit level--20Pcs</li><li>B. Travel--20Pcs</li><li>C. Wheelbarrow--15Pcs</li><li>D. Digger-10Pcs</li><li>E. Angel square-50pcs</li><li>F. Head pan--20Pcs</li><li>G. Hack Saw--50Pcs</li><li>H. Pipe Wrenches--23Pcs</li><li>I. PVC pipe--50Pcs</li><li>J. Fittings--50pcs</li><li>K. PVC Glue--40pcs</li><li>L. Water pump plyer-25pcs</li><li>M. Plane #5--10pcs</li><li>N. Plane #4--10pcs</li><li>O. Hammer (Claw)--10pcs</li><li>P. Saw (crosscut) --20pcs</li><li>Q. Saw (Ripping)--20pcs</li><li>R. Clamp--5pcs</li><li>S. Wood glue--5gallons</li><li>T. Wood chisel--8pcs</li><li>U. Sandpaper--2doz</li></ul>
---	---	---	---



# Bomi Community College



			<ul style="list-style-type: none"><li>V. Screw drivers--10pcs</li><li>W. Door locks--6pcs</li><li>X. Assorted wood--50pcs</li><li>Y. Assorted nails--4ctns</li><li>Z. Varnish--6gals</li></ul>
--	--	--	--

	<p>WZS/X 2/3/25</p>	<p> 2/04/25</p> <p></p>	<p><b>111Agriculture Department Equipment for students Practice</b></p> <ul style="list-style-type: none"><li>A. Shovel--20doz.</li><li>B. Regular hoe--30doz.</li><li>C. Garden hoe--25sets</li><li>D. Garden fox--60 sets</li><li>E. Rake (local/ traditional made) --12 doz.</li><li>F. Cutlasses--100Pcs</li><li>G. Grinding stone--10Pcs.</li><li>H. Knapsack sprayers--13sets</li><li>I. Wheelbarrows--10Pcs.</li><li>J. Files--12doz</li><li>K. Soil testing machine--3sets</li><li>L. Watering can--50pcs</li><li>M. Tape rule--40Pcs.</li><li>N. Diggers--12doz.</li><li>O. GPS for surveying--3Pcs</li><li>P. Fertilizer (NPK 15-15-15-60bags</li><li>Q. Urea 45%--40bags</li><li>R. Fungicide 1lit--40gals</li><li>S. DCI 2lits--40gals</li><li>T. Raincoat--12doz</li><li>U. Rain boot--12doz.</li><li>V. Glove--12doz</li><li>W. Pesticide 3lits--30gals</li><li>X. Watermelon--20cans</li><li>Y. Cabbage--60cans</li><li>Z. Cucumber--15cans</li></ul>
--	-------------------------	--	--



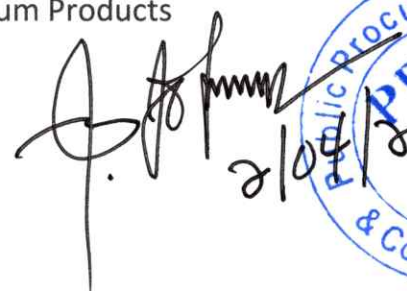


# Bomi Community College



			Corn-25kg Ground nut--100kg
--	--	--	--------------------------------

## Procurement Plan Explanatory Notes Fiscal Year 2025 (Core Budget)

3	IFB. NO. BCC/RB/003/2025	Petroleum Products  2/04/25	This contract package is funded by <b>Goods and Services (US\$ 57,000.00)</b> to procure petroleum products for two sets of 50kva generators, including five vehicles for the smooth operations of the college.
---	--------------------------	--	---

## Procurement Plan Explanatory Notes Fiscal Year 2025 (Core Budget)

4	IFB. NO. BCC/RFQ/001/2025  2/3/25	Repairs and Maintenance Vehicles	The package will be used for vehicles repair and maintenance. Note: the source of funding was taken from <b>Goods and Services (US\$10,000.00)</b>
---	---	----------------------------------	---







19. Ceiling fan--2doz
20. Light bulbs--3doz
21. Installation of panel doors 16 sets
22. Door locks 16 sets

2/3/25

*[Signature]*





# Bomi Community College



## Procurement Plan Explanatory Notes Fiscal Year 2025 (SBA)

1	IFB. NO. BCC/SBA/RFQ/001/2025	Event Catering	This contract package is funded by <b>Goods and Services (US\$ 5000.00)</b> and was taken from the budget line, <b>workshop, conferences, and symposium</b> . This will be used for catering events for the period of one year at the college.
---	-------------------------------	----------------	--

## Procurement Plan Explanatory Notes Fiscal Year 2025 (SBA)

2	IFB. NO. BCC/SBA/RFQ/002/2025  WJG 2/3/25	Repair and Maintenance Generator  [Signature] 2/24/25 Public Procurement Commission EXECUTIVE DIRECTOR & Concessions Commission	This contract package is funded by <b>Goods and Services (\$10,000.00)</b> . The package is intended to procure spare parts and service charge for two (2) 50kva generators and 6.5kva generator for the daily operations of the college.
---	--	---	---







# Bomi Community College



## Procurement Plan Explanatory Notes Fiscal Year 2025 (SBA)

4	IFB. NO. BCC/SBA/RFQ/004/2025	Scratch cards	<p>This contract package will be used to procure scratch cards for efficient communication, data calls, internet, and research for faculty members. It was taken from the budget line telecommunications, Postage, and courier.</p> <p>Note: source of funding was taken from <b>the Tuition Free Policy (US\$10,000.00)</b></p>
---	-------------------------------	---------------	--

## Procurement Plan Explanatory Notes Fiscal Year 2025 (SBA)

5	IFB. NO. BCC/SBA/RB/001/2025	ICT, Infrastructure, Hardware, Software, and Network	<p>This contract package will be used to procure software and licenses for Human Resources office, Finance, Procurement, and ICT equipment for student's computer lab.</p> <p>Note: source of funding was taken from <b>Tuition Free Policy (US\$26,088.00)</b></p>
---	------------------------------	--	---

*WES*  
2/3/25





# Bomi Community College



## Procurement Plan Explanatory Notes Fiscal Year 2025 (SBA)

6		Residential Property and Lease	<p>This contract package will be used to lease three residential buildings for use by the College's President, Vice President for Administration and Vice President for Academic Affairs. Including Directors and Deans for the period of one year.</p> <p>The three buildings are already in force.</p> <p>Note: source of funding was taken from <b>Tuition Free Policy (US\$ 10,000.00)</b></p>
---	--	--------------------------------	--

*[Handwritten signature]*  
2/3/25

*[Handwritten signature]*  
2/14/25