



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/022/25'**

January 16, 2025

Hon. Victor W. Kpaiseh

DEPUTY MANAGING DIRECTOR FOR ADM/FIN

Forestry Development Authority

Monrovia, Liberia

Dear Hon. Kpaiseh:


Subj: **APPROVAL OF ANNUAL PROCUREMENT PLAN FOR FISCAL YEAR 2025**

We present our compliments and wish to acknowledge receipt of your communication which sought the approval of the Commission for the Forestry Development Authority (FDA) Annual Procurement Plan. Following a thorough review, the Commission hereby approves the FDA annual procurement plan for the fiscal year 2024 in accordance with **Section 40 (3)** of the PPCA, 2010. The Commission further informs the FDA 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 (Hon.)
CHIEF EXECUTIVE OFFICER
Public Procurement & Concessions Commission



REPUBLIC OF LIBERIA

FORESTRY DEVELOPMENT AUTHORITY (FDA)

VICTOR W. KPAISEH
DEPUTY MANAGING DIRECTOR
FOR ADMINISTRATION & FINANCE

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victor.kpaiseh@fda.gov.lr

Ref: FDA/DMDA/01/1030/24

January 8, 2025

Hon. Bodger Scott Johnson
Executive Director
Public Procurement and Concession Commission (PPCC)
Capitol Hill, Monrovia

Dear Hon. Johnson:

We present our compliments and write to submit the Forestry Development Authority (FDA) procurement plan for Calendar Year 2025 including names of the members of the Procurement Committee and Procurement Unit.

With the attached procurement plan and other documentations, we request your timely consideration.

PROCUREMENT COMMITTEE

Mr. Rudolph J. Merab Sr.	Chairman
Managing Director	
Mr. Victor W. Kpaiseh	Co-chairman
Deputy Managing Director Adm. /Finance	
Mr. Isaac K. Kipi	Member
Controller	
Atty. Getrude W. K. Nyaley	Member
Deputy Managing Director/Commercial & Technical	
Mr. J. Stanley Nyumah	Member
Technical Manager for Administration & Corporate Service	
Wynn G. Bryant	Secretary
Manager, Procurement Unit	

PROCUREMENT UNIT

Wynn G. Bryant
Manager
Drace S. Baar
Manager, Projects Procurement
Jonathan P. Jarnyeneh
Assistant Procurement Manager
Stephen K. Winker
Senior Procurement Officer
Charles S. Miller
Procurement Officer
Georgia T. Saygbeh
Procurement Officer
Bendu Sherif Foboi
Assistant Procurement Officer

Patricia K. Andrews
Procurement Clerk

Thanks for your kind cooperation.

Sincerely yours,


Mr. Victor W. Kpaiseh
Deputy Managing Director Adm. /Finance


John Sambo
0776591767
TIME: 12:43
01/13/25

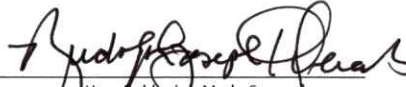


FORESTRY DEVELOPMENT AUTHORITY
PROCUREMENT PLAN (SBA BUDGET)
Source of Funding: GOVERNMENT OF LIBERIA
Calendar Year: 2025

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
			BASIC DATA					IMPLEMENTATION DATES											
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	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/PU BLOC 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
PLANNED	1	IFB No. FDA/SBA/RB/001/2025	Petroleum Products	G - 4661	8,551gals @ \$4.21	\$ 36,000.00	RB	6-Jan-25	10-Jan-25	15-Jan-25	17-Jan-25	13-Feb-25	21-Feb-25	25-Feb-25	4-Mar-25	N/A	11-Mar-25	8-Aug-25	
PLANNED	2	IFB NO. FDA/SBA/RB/002/2025	Stationery	G - 4761	Assorted	\$ 25,248.00	RB	6-Jan-25	10-Jan-25	15-Jan-25	17-Jan-25	13-Feb-25	21-Feb-25	25-Feb-25	4-Mar-25	N/A	13-Mar-25	11-Jul-25	
UPDATE																			
ACTUAL																			
PLANNED	3	IFB NO. FDA/SBA/RFQ/001/2025	Repair & Maintenance Generator	C - 3314	Assorted	\$ 10,000.00	RFQ	28-Jan-25	3-Feb-25	10-Feb-25	12-Feb-25	19-Feb-25	26-Feb-25	5-Mar-25	12-Mar-25	N/A	19-Mar-25	23-May-25	
UPDATE																			
ACTUAL																			
PLANNED	4	IFB NO. FDA/SBA/SS/001/2025	Rental & Lease	L - 6810	Assorted	\$ 19,360.00	SS	15-Jan-25	21-Jan-25	28-Jan-25	30-Jan-25	6-Feb-25	13-Feb-25	20-Feb-25	27-Feb-25	N/A	6-Mar-25	3-Aug-25	
UPDATE																			
ACTUAL																			
		Sub Total				\$ 90,608.00													

Prepared by:


Wynn G. Bryant, Jr.
Manager, Procurement Unit


Hon. Kuldoph J. Mrab, Sr.
Managing Director Administration/Finance

Date: _____



1/16/25



Sector		08 - Energy and Environment													
Ministry		407 - Forestry Development Authority													
Budget_Class															
40705 - Administration and Management		FY 2025 Budget	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	BALANCE
4070500/1/01/001/000000/084900/0422/0000/211101	Basic Salary - Civil Service	2,837,244	236,437	236,437	236,437	236,437	236,437	236,437	236,437	236,437	236,437	236,437	236,437	236,437	2,837,244
4070500/1/01/001/000000/084900/0422/0000/221105	Dom. Travel-Daily Subsis.Allow	10,000		2,500			2,500			2,500			2,500		10,000
4070500/1/01/001/000000/084900/0422/0000/221303	Office building rental and lease	19,360	1,613	1,614	1,613	1,613	1,614	1,613	1,613	1,614	1,613	1,613	1,614	1,613	19,360
4070500/1/01/001/000000/084900/0422/0000/221402	Fuel and Lubricants - Generator	36,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	36,000
4070500/1/01/001/000000/084900/0422/0000/221504	Repair and maintenance-plant, machinery and equipment	10,000					2,500		2,500		2,500		2,500		10,000
4070500/1/01/001/000000/084900/0422/0000/221602	Stationery	25,248		5,248		5,000		5,000		5,000		5,000			25,248
4070300/1/01/001/000000/080800/0422/0000/265525	Community Forest Sharing	746,292	300,000			246,292			200,000						746,292
	TOTAL	3,684,144	241,050	248,799	241,050	246,050	246,051	246,050	243,550	248,551	243,550	246,050	246,051	241,050	3,684,144

PREPARED BY: 
Mark K. Gontor, Budget Accountant

REVIEWED BY: 
Isaac K. Kipi, Comptroller

REVIEWED BY: 
Hon. Victor W. Kpaiseh
DMDA



FORESTRY DEVELOPMENT AUTHORITY
PROCUREMENT PLAN (SBA BUDGET)
Source of Funding: GOVERNMENT OF LIBERIA
CALENDER YEAR: 2025

Item	Contract Package Code	Contract Package	Content of Contract Package
1	IFB No.FDA/RB/001/2025	Petroleum Products	This package will be procured under the budget line items of Fuel & Lubricant Generator such as fuel & gas
2	IFB N0. FDA/RB/002/2025	Stationery	This package will be procured under the budget line item of Stationery such as Catridges, A4 paper, A3 Paper, Leagal Sheet, Bull pen, yellow Folder, Brown Envelop, Transparent Plastic Folder, and Stippler Machine.
3	IFB N0. FDA/RFQ/001/2025	Repair & Maintenance Generator	This package will be procured under the budget line items of Repair and Maintenance- plant, nachinery & equiptment.
4	IFB N0. FDA/SBA/SS/001/2025	Rental & Lease	This package will be procured under the budget line items of Office Building Rental and Lease

Note: for the repair of the FDA Generators, needed materials will be procured and the repair/servicing will be done by its Mechanics
We are using the Restrictive Bidding Method for the Stationery contract package because there is no budget line for publication in the National Budget.
Rental of Offices, the Management is currently renegotiating rental agreements with the properties owners

Prepared by: _____

Wynn G. Bryant, Jr
Manager, Procurement Unit

1/16/25

