



REPUBLIC OF LIBERIA

**PUBLIC PROCUREMENT & CONCESSIONS COMMISSION**

EXECUTIVE MANSION GROUNDS, CAPITOL HILL, MONROVIA, LIBERIA

WEBSITE: [www.ppcc.gov.lr](http://www.ppcc.gov.lr) EMAIL: [info@ppcc.gov.lr](mailto:info@ppcc.gov.lr) PHONE-SHORT CODE: 4357 Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Ref: PPCC/RL/CEO/0326/25'

March 11, 2025

Dr. Menmon P. Z. Dunah  
**REGISTRAR-GENERAL**  
Liberia Pharmacy Board  
Monrovia, Liberia

Dear Dr. Dunah:

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

We present our compliments and wish to acknowledge receipt of your communication dated February 24, 2025, which sought the approval of the Commission for Liberia Pharmacy Board (LPB) Annual Core and SBA Procurement Plan for 2025.

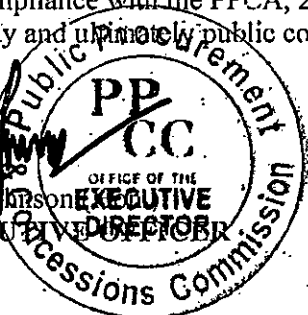
Following thorough review, the Commission hereby approves the Liberia Pharmacy Board (LPB) Annual Procurement Plan for fiscal year 2025 in accordance with *Section 40 (3)* of the PPCA, 2010, and informs Liberia Pharmacy Board that the procurement plan will be duly forwarded to the Ministry of Finance 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, 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 DIRECTOR**



REPUBLIC OF LIBERIA  
MINISTRY OF HEALTH



**LIBERIA PHARMACY BOARD**

CLAY BUILDING, SEKOU TOURE AVENUE  
MAMBA POINT MONROVIA  
P.O. BOX 10-9009  
1000 MONROVIA-10 LIBERIA



February 24, 2025

Hon. Bodger Scott Johnson  
Chief Executive Officer  
Public Procurement Concession and Commission  
Executive Mansion Ground  
Capitol Hill

Dear Hon. Johnson:

We present our compliments and write to your honorable to present our procurement plan for the Liberia Pharmacy Board for the Fiscal year 2025. Our Procurement team has work diligently to analyze the Board needs base on the budget ceiling and outline strategic approach to effectively manage the Board resources while ensuring the procurement process runs smoothly and effectively.

In addition, the plan emphasizes the importance of compliance with regulatory requirements and internal procurement policies to mitigate risk and uphold the Board's reputation.

I am confident that the procurement plan will contribute to the overall success of the Board by ensuring that our procurement activities are aligned with our strategic objectives and operational needs.

Thank you for your time and continue support.

Warm regards.

Sincerely yours,

Dr. Menmon P.Z. Dunah, FPCPharm  
**BSc., B. Pharm, MPC Pharm, MPAL, PharmD, FPCPharm**  
Registrar General /Chief Executive Officer  
Liberia Pharmacy Board,  
Republic of Liberia  
Email: mpzdunah609@gmail.com  
Cell # +231 777002530

John Sumo  
02/26/2025  
TIME: 11:18AM

# Name of Entity: Liberia Phamarcy Board

Source of Funding: Government of Liberia

Procurement Plan Type: Small Business Act (SBA)

Budget Period/Fiscal year: 2025

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	ITEM NO.	PACKAGE NUMBER (CODE)	BASIC DATA					IMPLEMENTATION DATES											
			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/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	REMARKS
PLANNE D	1	IFB NO. LPB/SBA/RB/001/2025	Vehicle Purchase	G-4510	1 Umit	22,000	RB	20-Feb-25	13-Mar-25	27-Mar-25	3-Apr-25	19-Apr-25	1-May-25	8-May-25	22-May-25	N/A	31-Jul-25	30-Dec-25	
UPDATE																			
ACTUAL																			
PLANNE D	2	IFB NO. LPB/SBA/RB/001/2025	Stationery	G-4761	Assorted	4,750	RFQ	24-Feb-25	3-Mar-25	10-Mar-25	17-Mar-25	24-Mar-25	31-Mar-25	14-Apr-25	12-May-25	N/A	19-Dec-25	31-Dec-25	
UPDATE																			
ACTUAL																			
PLANNE D	3	IFB NO. LPB/SBA/RB/002/2025	Petroleum Product	G-4661	1,567.54 gallon@ 4.22	6,615	RB	26-Feb-25	19-Mar-25	2-Apr-25	9-Apr-25	7-May-25	28-May-25	11-Jun-25	9-Jul-25	N/A	11-Nov-25	30-Dec-25	
UPDATE																			
ACTUAL																			
PLANNE D	4	IFB NO. LPB/SBA/RB/003/2025	vehicles Repair & Maintenance	G4520	1 Firm	4,287	RFQ	20-Feb-25	13-Mar-25	27-Mar-25	3-Apr-25	19-Apr-25	1-May-25	8-May-25	22-May-25	N/A	31-Jul-25	31-Dec-25	
UPDATE																			
ACTUAL																			
TOTAL						\$37,652.00													

Prepared Approved by:

Karna L.K Gbadeh  
Procurement Officer-LPB

Date: Feb 25, 2025

Approved by:

Dr. Mermon P.Z. Dunah  
Registrar General/CEO-LPB

Date: Feb 25, 2025





# Procurement Plan Template for Goods, Works and Non-Consulting Services -

## EXPLANATORY NOTE TO PROCUREMENT PLAN

No.	Contract Package Code		Explanation
1.	IFBNo./LPB/SBA/RB/001/2025	Vehicle Purchase	This package is intended for the acquisition of one vehicle for Liberia Pharmacy Board with cost of twenty-two thousand dollars (\$22,000) for its smooth operation from the Budget line Transport Equipment.
2.	IFBNo./LBP/SBA/RFQ/001/2025	Stationery	This package is intended for the acquisition of four carton of A4 sheet, five Call card sheet carton ( two white and three gold), eight sets of catridges (123 catridge one set, 63 catridge 3 sets, 67 catridge 4 set, 305 catridge 4 sets, color laserJet Pro. MFP M479dn 2 sets,manila folder one carton, Executive signsture pen 2packs, paper clips 10 packs and two ledger with cost of four thousand seven hundred and fifty (\$4,750.00) from the budget line Stationery.
3.	IFBNo./LPB/SBA/RB/002/2025	Petroluem Products	This package is intended for the acquisition of 1,567.54 gallons of fuel @4.22cent per gallon amounting to six thousand six hundren and fifteen dollars \$6,615.00 for the Liberia PharmarcyBoard for operations from the Budget line Fuel and Lubricant.
4.	IFBNo./LPB/SBA/RFQ/002/2025	Repair and Maintenance Vehicle	This contract package is intended for the repair and maintenance cost of one (1) vehicle owned by Liberia Pharmacy Board (LPB) with plate # LPB-10. Items needed for the maintenance are: 1 pc of clutch plate, 2 pcs of clutch disc, 2pcs of release bearing, 1pc of differential yoke,12pcs of nozzle, 9 pcs of heater plug, 4 gallon of engine oil, 4Pcs break shoe, break pad, and s4pcs of oil fliter amounting to four thousand two hundred and eight-seven dollars ( USD\$4,287.00) from the Budget line Repair and Maintenance of Vehicle.

Prepared By: Kpfi  
Karnia L.K Gbadeh  
Procurement Officer LPB

Date: Feb 25, 2025

3/11/25

Approved By: Dr. Memmon P.Z Dunah  
Registrar General/CEO LPB

Date: Feb 25, 2025



Spending Plan Budget Year 2025

AGENCY: **LIBERIA PHARMACY BOARD (LPB)** (Program Cash Plan)

Code	OBJECT OF EXPENDITURE		1st Quarter				2nd Quarter				3rd Quarter				4th Quarter				Total
			Jan. 2025	Feb. 2025	Mar. 2025	Total	Apr. 2025	May. 2025	Jun. 2025	Total	Jul. 2025	Aug. 2025	Sep. 2025	Total	Oct. 2025	Nov. 2025	Dec. 2025	Total	
<b>21</b>	<b>PERSONNEL EXPENDITURE</b>	<b>Approp.</b>																	
211116	Basic Salary	219,459	18,288.25	18,288.25	18,288.25	54,864.75	18,288.25	18,288.25	18,288.25	54,864.75	18,288.25	18,288.25	18,288.25	54,864.75	18,288.25	18,288.25	18,288.25	54,864.75	219,459.00
	<b>SUB-TOTAL</b>	<b>219,459</b>	<b>18,288.25</b>	<b>18,288.25</b>	<b>18,288.25</b>	<b>54,864.75</b>	<b>18,288.25</b>	<b>18,288.25</b>	<b>18,288.25</b>	<b>54,864.75</b>	<b>18,288.25</b>	<b>18,288.25</b>	<b>18,288.25</b>	<b>54,864.75</b>	<b>18,288.25</b>	<b>18,288.25</b>	<b>18,288.25</b>	<b>54,864.75</b>	<b>219,459.00</b>
<b>22</b>	<b>GOODS AND SERVICES</b>	<b>37,652.00</b>																	
221401	Fuel and Lubricants -Vehicles	6,615	551.25	551.25	551.25	1,653.75	551.25	551.25	551.25	1,653.75	551.25	551.25	551.25	1,653.75	551.25	551.25	551.25	1,653.75	6,615.00
221602	stationery	4,750	395.83	395.83	395.83	1,187.50	395.83	395.83	395.83	1,187.50	395.83	395.83	395.83	1,187.50	395.83	395.83	395.83	1,187.50	4,750.00
221601	Repair and Maint. Vehicle	4,287	357.25	357.25	357.25	1,071.75	357.25	357.25	357.25	1,071.75	357.25	357.25	357.25	1,071.75	357.25	357.25	357.25	1,071.75	4,287.00
232201	Transport Equipment	22,000			22,000.00	22,000.00	-			-	-			-				-	22,000.00
	<b>SUB-TOTAL</b>	<b>37,652</b>	<b>1,304.33</b>	<b>1,304.33</b>	<b>23,304.33</b>	<b>25,913.00</b>	<b>1,304.33</b>	<b>1,304.33</b>	<b>1,304.33</b>	<b>3,913.00</b>	<b>1,304.33</b>	<b>1,304.33</b>	<b>1,304.33</b>	<b>3,913.00</b>	<b>1,304.33</b>	<b>1,304.33</b>	<b>1,304.33</b>	<b>3,913.00</b>	<b>37,652.00</b>
	<b>Total Program Cost</b>	<b>257,111</b>	<b>19,592.58</b>	<b>19,592.58</b>	<b>41,592.58</b>	<b>80,777.75</b>	<b>19,592.58</b>	<b>19,592.58</b>	<b>19,592.58</b>	<b>58,777.75</b>	<b>19,592.58</b>	<b>19,592.58</b>	<b>19,592.58</b>	<b>58,777.75</b>	<b>19,592.58</b>	<b>19,592.58</b>	<b>19,592.58</b>	<b>58,777.75</b>	<b>257,111.00</b>

Signed:

Shelton O. Sayee  
Comptroller-LPB

Approved:

Dr. Meemon P. Dunah  
Registrar/Chief Executive Officer- LPB