



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

Ref: PPCC/RL/CEO/114/'22

February 24, 2022

Hon. Joseph K. Duwor
DIRECTOR GENERAL
Agricultural and Industrial Training Bureau
Republic of Liberia

Dear Hon. Duwor:

Subject: **PROVISIONAL APPROVAL OF DRAFT PROCUREMENT PLAN FOR FISCAL YEAR 2022**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Agricultural and Industrial Training Bureau (AITB) SBA Core Budget Procurement Plans for FY 2022 in accordance with **Section 40 (3)** of the PPC Act. The Commission however wishes to inform you that your plan has been **Provisionally Approved** pending the passage of the national budget.

Please be advised that your Entity can carry out procurement activities based on this provisionally approved Draft Procurement Plan culminating in **framework agreements** for recurrent procurement items. Similarly, you are also advised to carry out procurement activities for non-recurrent procurement items in advance of the passage of the National Budget, but contracts for these packages **MUST** not be signed until the budget is approved by the President and you ascertain the availability of funding. Please ensure to include notifications of this information in the tender documents for both framework agreements and advance procurement. For your guidance, the Commission has produced a short note explaining the processes for framework agreements and advance procurement which you can download at <http://ppcc.gov.lr/vr/index.php/documents>

Upon passage of the Fiscal Year 2022 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for AITB's allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for Fiscal Year 2022 and staff of your Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the just ended Special Budget Year 2021, for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for Fiscal Year 2022.

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.

Kind regards,

Sincerely Yours

Jargbe Roseline Nagbe Kowo (Atty).
CHIEF EXECUTIVE OFFICER



AGRICULTURAL AND INDUSTRIAL TRAINING BUREAU (AITB)
PROCUREMENT PLAN: SBA CORE BUDGET
SOURCE OF FUNDING: GOL
For Fiscal Year, Jan 1 - Dec 31, 2022

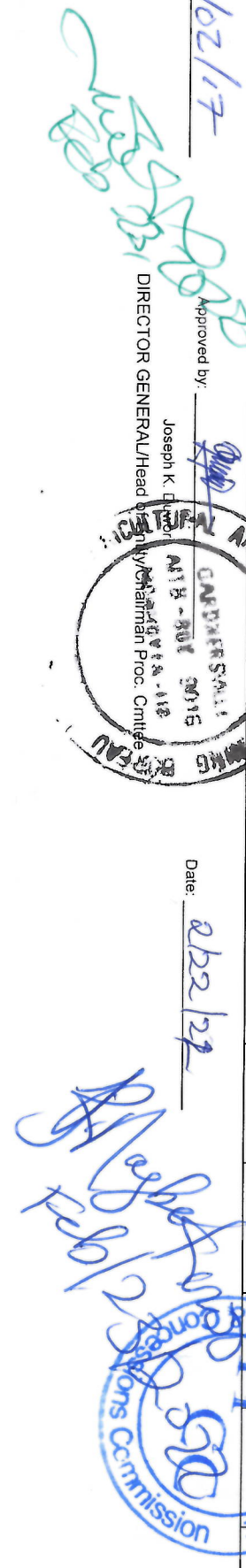
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
BASIC DATA								IMPLEMENTATION DATES										
Item No.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS Activity CODE	QTY	Estimated Cost (USD)	Procurement Method	Technical Specs/BOQ/DRAWINGS	Prep. BID Document	P.C. Approval - BID DOCTECH SPECS	BID INVITATION & RELEASE OF BID DOC.	BID SUBMISSION N/PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	P.C. APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION, (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	
PLANNED	1	IFB NO. AITB/SBA/NCB/001/2022	Stationery & Supplies	G - 4761	Assorted	26,500.00	NCB	1-Mar-22	4-Mar-22	10-Mar-22	11-Mar-22	11-Apr-22	15-Apr-22	20-Apr-22	3-May-22	N/A	23-Sep-22	28-Oct-22
UPDATE																		
ACTUAL																		
PLANNED	2	IFB NO. AITB/SBA/RB/001/2022	Petroleum Products (Fuel, Gasoline & Lubricant)	G-4661	88,200@4.20	21,000.00	RB	1-Mar-22	4-Mar-22	10-Mar-22	11-Mar-22	11-Apr-22	15-Apr-22	20-Apr-22	3-May-22	N/A	23-Sep-22	28-Oct-22
UPDATE																		
ACTUAL																		
PLANNED	3	IFB NO. AITB/SBA/RFQ/001/2022	Printing & Binding	C - 1812	1 Firm	8,136.00	RFQ	1-Mar-22	4-Mar-22	10-Mar-22	16-Mar-22	22-Mar-22	25-Mar-22	30-Mar-22	8-Apr-22	N/A	15-Apr-22	22-Apr-22
UPDATE																		
ACTUAL																		
PLANNED	4	IFB NO. AITB/SBA/RFQ/002/2022	Repairs & Maint. - Civil	F - 4330	Assorted	8,000.00	RFQ	1-Mar-22	4-Mar-22	10-Mar-22	16-Mar-22	22-Mar-22	25-Mar-22	30-Mar-22	8-Apr-22	N/A	15-Apr-22	22-Apr-22
UPDATE																		
ACTUAL																		
PLANNED	5	IFB NO. AITB/SBA/RFQ/003/2022	Workshops, Conf., seminars & symposium	P-8322	Assorted	9,000.00	RFQ	1-Mar-22	4-Mar-22	10-Mar-22	16-Mar-22	22-Mar-22	25-Mar-22	30-Mar-22	8-Apr-22	N/A	15-Apr-22	22-Apr-22
UPDATE																		
ACTUAL																		
PLANNED	6	IFB NO. AITB/SBA/RFQ/004/2022	ICT Equipment, Infrastructure	G-4741	Assorted	5,000.00	RFQ	1-Mar-22	4-Mar-22	10-Mar-22	16-Mar-22	22-Mar-22	25-Mar-22	30-Mar-22	8-Apr-22	N/A	15-Apr-22	22-Apr-22
UPDATE																		
ACTUAL																		
Grand Total						78,636.00												

Prepared by: R. Sayee Date: 22/02/17

Approved by: Joseph K. D... Date: 25/2/22

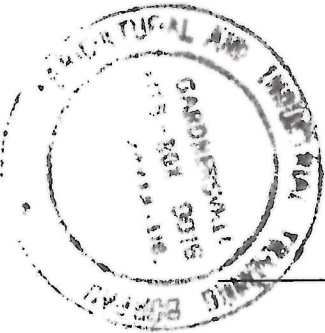
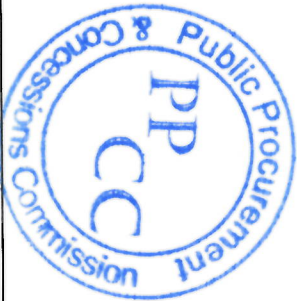
Madam Rhoda C. Sayee
Acting Procurement Director

DIRECTOR GENERAL/Head of Agency/Chairman Proc. Committee



REPUBLIC OF LIBERIA
Agricultural Industries Training Bureau (AITB)
SBA CORE BUDGET PROCUREMENT PLAN EXPLANATION NOTE
For Fiscal Year: Jan 1 - Dec 31, 2022

Item No	Contract Package Code	Contract Package	Contract of Contract Package																																																								
1	IFB NO. AITB/SBA/NCB/001/2022	Stationery and Supplies	<div>This contract package is intended to procure office supplies for the bureau from the Budget lines, Stationery (US\$ 10,500) and Educational Material and Supplies (US\$16,000) that totalled US\$26,500 to procure the following:</div> <table><tr><th>No</th><th>Item Description</th><th>Unit</th><th>Qty</th></tr><tr><td>1</td><td>A4 paper bond/sheet</td><td>Cartoons</td><td>10</td></tr><tr><td>2</td><td>Notepad</td><td>Packs</td><td>20</td></tr><tr><td>3</td><td>Flip Chart Stand</td><td>Pcs</td><td>15</td></tr><tr><td>4</td><td>Legal paper bond/sheet</td><td>Cartoons</td><td>10</td></tr><tr><td>5</td><td>Ball pens</td><td>Packs</td><td>15</td></tr><tr><td>6</td><td>Computer Inks</td><td>Pcs</td><td>20</td></tr><tr><td>7</td><td>Yellow Pad</td><td>Dozens</td><td>5</td></tr><tr><td>8</td><td>A4 Manila Folders</td><td>Packs</td><td>5</td></tr><tr><td>9</td><td>Hanging Folders, etc.</td><td>Cartoons</td><td>5</td></tr><tr><td>10</td><td>Flip Chart Pads</td><td>Pcs</td><td>25</td></tr><tr><td>11</td><td>Certificate Papers – A4 size</td><td>Packs</td><td>20</td></tr><tr><td>12</td><td>Postal sheets</td><td>Packs</td><td>20</td></tr><tr><td>13</td><td>Etc.</td><td></td><td></td></tr></table>	No	Item Description	Unit	Qty	1	A4 paper bond/sheet	Cartoons	10	2	Notepad	Packs	20	3	Flip Chart Stand	Pcs	15	4	Legal paper bond/sheet	Cartoons	10	5	Ball pens	Packs	15	6	Computer Inks	Pcs	20	7	Yellow Pad	Dozens	5	8	A4 Manila Folders	Packs	5	9	Hanging Folders, etc.	Cartoons	5	10	Flip Chart Pads	Pcs	25	11	Certificate Papers – A4 size	Packs	20	12	Postal sheets	Packs	20	13	Etc.		
No	Item Description	Unit	Qty																																																								
1	A4 paper bond/sheet	Cartoons	10																																																								
2	Notepad	Packs	20																																																								
3	Flip Chart Stand	Pcs	15																																																								
4	Legal paper bond/sheet	Cartoons	10																																																								
5	Ball pens	Packs	15																																																								
6	Computer Inks	Pcs	20																																																								
7	Yellow Pad	Dozens	5																																																								
8	A4 Manila Folders	Packs	5																																																								
9	Hanging Folders, etc.	Cartoons	5																																																								
10	Flip Chart Pads	Pcs	25																																																								
11	Certificate Papers – A4 size	Packs	20																																																								
12	Postal sheets	Packs	20																																																								
13	Etc.																																																										
2	IFB NO. AITB/SBA/RB/001/2022	Petroleum Products (Diesel, Gasoline & Lubricant)	<div>This contract package is intended to procure fuel, gasoline and lubricants for the smooth operations of the bureau's vehicles and generators and they were drawn from the budget lines Fuel and Lubricants-Vehicles in the sum of US\$12,000 & Generators in the amount of US\$9,000 with a joint total of US\$21,000, as a Restricted Bidding (RB), the unit cost per gallon is 4.20 totalling 88,200</div> <table><tr><th>No</th><th>Item Descriptions</th><th>Qty</th><th>Amount in US\$</th></tr><tr><td>Lot 1</td><td>Fuel and Gasoline</td><td>4,000.00</td><td>16,000.00</td></tr><tr><td></td><td>Lubricants</td><td>Assorted</td><td>5,000.00</td></tr><tr><td>Lot 2</td><td>Brake fluid</td><td>10 Cans</td><td></td></tr><tr><td></td><td>Engine oil</td><td>10 Gal</td><td></td></tr><tr><td></td><td>Transmission oil</td><td>5 Gal</td><td></td></tr><tr><td></td><td>Engine oil SAE-50</td><td>40 Gal</td><td></td></tr><tr><td></td><td>Etc.</td><td></td><td></td></tr><tr><td colspan="2">Total</td><td></td><td>21,000.00</td></tr></table>	No	Item Descriptions	Qty	Amount in US\$	Lot 1	Fuel and Gasoline	4,000.00	16,000.00		Lubricants	Assorted	5,000.00	Lot 2	Brake fluid	10 Cans			Engine oil	10 Gal			Transmission oil	5 Gal			Engine oil SAE-50	40 Gal			Etc.			Total			21,000.00																				
No	Item Descriptions	Qty	Amount in US\$																																																								
Lot 1	Fuel and Gasoline	4,000.00	16,000.00																																																								
	Lubricants	Assorted	5,000.00																																																								
Lot 2	Brake fluid	10 Cans																																																									
	Engine oil	10 Gal																																																									
	Transmission oil	5 Gal																																																									
	Engine oil SAE-50	40 Gal																																																									
	Etc.																																																										
Total			21,000.00																																																								
3	IFB NO. AITB/SBA/RFQ/001/2022	Printing & binding	<div>This contract package is intended to hire a firm to print the following for AITB and it's drawn from the budget line Printing, Binding & Publication</div> <table><tr><th>No</th><th>Item Description</th><th>Unit</th><th>Qty</th></tr><tr><td>1</td><td>Letter Heads (DG)</td><td>Reams</td><td>20</td></tr><tr><td>2</td><td>Letter Heads (DDG/Administration</td><td>Reams</td><td>15</td></tr></table>	No	Item Description	Unit	Qty	1	Letter Heads (DG)	Reams	20	2	Letter Heads (DDG/Administration	Reams	15																																												
No	Item Description	Unit	Qty																																																								
1	Letter Heads (DG)	Reams	20																																																								
2	Letter Heads (DDG/Administration	Reams	15																																																								



See 23, 2022



Approved by
14/01/23/2022

REPUBLIC OF LIBERIA
Agricultural Industries Training Bureau (AITB)
SBA CORE BUDGET PROCUREMENT PLAN EXPLANATION NOTE
For Fiscal Year: Jan 1 - Dec 31, 2022

			<table><tr><td>3</td><td>Letter Heads (DDG/Technical Services)</td><td>Reams</td><td>15</td></tr><tr><td>4</td><td>White official Envelopes (6"x9")</td><td>Boxes</td><td>35</td></tr><tr><td>5</td><td>Transmitter slips</td><td>Packs</td><td>40</td></tr><tr><td>6</td><td>Memo Pads</td><td>Cartoons</td><td>10</td></tr><tr><td>7</td><td>Etc.</td><td></td><td></td></tr></table>	3	Letter Heads (DDG/Technical Services)	Reams	15	4	White official Envelopes (6"x9")	Boxes	35	5	Transmitter slips	Packs	40	6	Memo Pads	Cartoons	10	7	Etc.														
3	Letter Heads (DDG/Technical Services)	Reams	15																																
4	White official Envelopes (6"x9")	Boxes	35																																
5	Transmitter slips	Packs	40																																
6	Memo Pads	Cartoons	10																																
7	Etc.																																		
4	IFB NO. AITB/SBA/RFQ/002/2022	Repairs & Maint. - Civil	<p>This Contract Package is intended to hire a firm to repair the non-residential building belonging to AITB and procure the enlisted repairs and maintenance materials:</p> <table><tr><td>No</td><td>Item Description</td><td>Unit</td><td>Qty</td></tr><tr><td>1</td><td>Aluminium Zinc (24ft)</td><td>Pcs</td><td>10</td></tr><tr><td>2</td><td>Comodes</td><td>Pcs</td><td>6</td></tr><tr><td>3</td><td>Window screen wire (chicken type)</td><td>Bundles</td><td>10</td></tr><tr><td>4</td><td>Ceiling Tiles</td><td>Pcs</td><td>24</td></tr><tr><td>5</td><td>Sliding glass windows</td><td>Pcs</td><td>30</td></tr><tr><td>6</td><td>Etc.</td><td></td><td></td></tr></table>	No	Item Description	Unit	Qty	1	Aluminium Zinc (24ft)	Pcs	10	2	Comodes	Pcs	6	3	Window screen wire (chicken type)	Bundles	10	4	Ceiling Tiles	Pcs	24	5	Sliding glass windows	Pcs	30	6	Etc.						
No	Item Description	Unit	Qty																																
1	Aluminium Zinc (24ft)	Pcs	10																																
2	Comodes	Pcs	6																																
3	Window screen wire (chicken type)	Bundles	10																																
4	Ceiling Tiles	Pcs	24																																
5	Sliding glass windows	Pcs	30																																
6	Etc.																																		
5	IFB NO. AITB/SBA/RFQ/003/2022	Workshops, Conf., seminars & symposium	<p>This Contract Package is intended to procure the assorted workshop materials such as stationery, equipment-projectors, laptops and some will be used for facilitators pertaining workshops, conferences, seminars to be conducted by AITB. Some of the materials will include:</p> <table><tr><td>No</td><td>Item Description</td><td>Unit</td><td>Qty</td></tr><tr><td>1</td><td>Projectors</td><td>Pcs</td><td>2</td></tr><tr><td>2</td><td>Laptops</td><td>Pcs</td><td>4</td></tr><tr><td>3</td><td>Stationery</td><td>Assorted</td><td>Assorted</td></tr><tr><td>4</td><td>Etc.</td><td></td><td></td></tr></table>	No	Item Description	Unit	Qty	1	Projectors	Pcs	2	2	Laptops	Pcs	4	3	Stationery	Assorted	Assorted	4	Etc.														
No	Item Description	Unit	Qty																																
1	Projectors	Pcs	2																																
2	Laptops	Pcs	4																																
3	Stationery	Assorted	Assorted																																
4	Etc.																																		
6	IFB NO. AITB/SBA/RFQ/004/2022	ICT Equipment, infrastructure	<p>This Contract Package is intended to procure the ICT materials such as stationery, equipment-, laptops, ISP devices, communication, software, network materials and some will be used for facilitators pertaining to the installations and technical support and website hosting. Some of the Equipment include:</p> <table><tr><td>No</td><td>Item Description</td><td>Unit</td><td>Qty</td></tr><tr><td>1</td><td>ISP Devices</td><td>Pcs</td><td>4</td></tr><tr><td>2</td><td>Laptops</td><td>Pcs</td><td>7</td></tr><tr><td>3</td><td>Windows 8 & 10 Genuine (os)</td><td>Pcs</td><td>6</td></tr><tr><td>4</td><td>Microsoft Office Package</td><td>Sets</td><td>4</td></tr><tr><td>5</td><td>Financial Software</td><td>Sets</td><td>4</td></tr><tr><td>6</td><td>Website Host</td><td>Pcs</td><td>1</td></tr><tr><td>7</td><td>Etc.</td><td></td><td></td></tr></table>	No	Item Description	Unit	Qty	1	ISP Devices	Pcs	4	2	Laptops	Pcs	7	3	Windows 8 & 10 Genuine (os)	Pcs	6	4	Microsoft Office Package	Sets	4	5	Financial Software	Sets	4	6	Website Host	Pcs	1	7	Etc.		
No	Item Description	Unit	Qty																																
1	ISP Devices	Pcs	4																																
2	Laptops	Pcs	7																																
3	Windows 8 & 10 Genuine (os)	Pcs	6																																
4	Microsoft Office Package	Sets	4																																
5	Financial Software	Sets	4																																
6	Website Host	Pcs	1																																
7	Etc.																																		

