



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/0481/'19

September 4, 2019

Hon Paulette Findley

OFFICER-IN-CHARGE

Central Agriculture Research Institute

Republic of Liberia

Dear Hon. Findley:

Subject: **PROVISIONAL APPROVAL OF DRAFT PROCUREMENT PLAN FOR FISCAL YEAR 2019/2020**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Central Agriculture Research Institute SBA, Non SBA and Consultancy Procurement Plans for FY 2019/2020 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 FY 2019/2020 National Budget, you are required to submit a revised/updated procurement plan, detailed budget CARI's allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for FY 2019/2020 and staff of your Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the previous fiscal year (2018/2019), for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for fiscal year 2019/2020.

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 Rosema Nagbe Kowo (Acty).
CHIEF EXECUTIVE OFFICER

Regulating and Monitoring Compliance with the Public Procurement and Concession Act of Liberia

ENTITY NAME: CENTRAL AGRICULTURAL RESEARCH INSTITUTE (CARI)
PROCUREMENT PLAN (CORE BUDGET)
SOURCE OF FUNDING: GOVERNMENT OF LIBERIA
BUDGET PERIOD/FISCAL YEAR: 2019-2020

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
Y		IMPLEMENTATION DATA																	
ITEM	CODE	CONTRACT PACKAGE	QTY	BUSINE SS ACTIVITY CODE	Estimated COST	PROCURE MENT METHOD	TECHNICAL SPECS	BID DOCUMENT	Procurement Commit tee APPROVAL	IFB ADVERTISE MENT & RELEASE OF BID DOC	BID SUBMISSION/PUBLIC OPENING	BID EVALUATION REPORT	PC FINAL APPROVAL	CONTRACT AWARD/SIGNING	ADVANCE PAYMENT	DELIVERY	FINAL PAYMENT	REMARKS	
PLANNED	1	FIB NO.CARI /RFQ/00 1/19/20	Stationery	ASSORTED	G4761	7,000.00	RFQ	7/2/2019	7/9/2019	7/13/2019	7/31/2019	8/6/2019	8/10/2019	8/20/2019	N/A	8/27/2019	6/30/2020		
UPDATE																			
ACTUAL																			
PLANNED	2	IFB No CAR/RF Q/002/1 9/20	Rep & Maint. Of office Mach/Equip.	1 FIRM	C3312	3,500.00	RFQ	7/2/2019	7/5/2019	7/9/2019	7/13/2019	7/20/2019	7/23/2019	7/25/2019	7/30/2019	N/A	8/15/2019	6/30/2020	
UPDATE																			
ACTUAL																			
PLANNED	3	FIB NO.CARI /SS/001/ 19/20	Internet connectivity	1 FIRM	J6120	1,500.00	SS	7/2/2019	7/5/2019	7/9/2019	7/13/2019	7/20/2019	7/23/2019	7/25/2019	7/30/2019	N/A	8/15/2019	6/30/2020	
UPDATE																			
ACTUAL																			
SUB TOTAL					12,000.00														
<div>AGRICULTURE</div> <div>Praxis</div>																			

Procurement Director/ Manager

Head of Entity/Chairman Proc. Committee

DATE 14/08/2019

Provisioner
8/11/19

ENTITY NAME: CENTRAL AGRICULTURAL RESEARCH INSTITUTE (CARI)
DRAFT PROCUREMENT PLAN (CORE BUDGET)
SOURCE OF FUNDING: GOVERNMENT OF LIBERIA
BUDGET PERIOD/FISCAL YEAR : 2019-2020

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	16	18	
BASIC DATA							IMPLEMENTATION DATA											
	ITEM	CODE	CONTRACT PACKAGE	QTY	BUSINESS ACTIVITY CODE	Estimated COST	PROCUREMENT METHOD	TECHNICAL SPECS	BID DOCUMENT	Procurement Committee APPROVAL	IFB ADVERTISEMENT & RELEASE OF BID DOC	BID SUBMISSION /PUBLIC OPENING	BID EVALUATION REPORT	PC FINAL APPROVAL	CONTRACT AWARD/SIGNING	ADVANCE PAYMENT	DELIVERY	FINAL PAYMENT
PLANNED	4	IFBNO.CAR I/RFQ/003 /19/20	ICT EQUIPMENT	ASSORTED	G4651	1,000.00	RFQ	7/2/2019	7/9/2019	7/13/2019	7/18/2019	7/31/2019	8/6/2019	8/10/2019	8/20/2019	N/A	8/27/2019	6/30/2020
UPDATE																		
ACTUAL																		
PLANNED	5	FIB NO.CARI/S S/002/19/20	STRATCH CARDS	1 FIRM	J6190	1,500.00	SS	7/2/2019	N/A	N/A	N/A	N/A	N/A	N/A	7/30/2019	N/A	8/15/2019	6/30/2020
UPDATE																		
ACTUAL																		
PLANNED	6	IFB No CARI/RB/0 01/19/20	Agricultural supplies & Inputs	Assorted	G4653	65,000.00	RB	7/2/2019	7/7/2019	7/13/2019	7/18/2019	8/10/2019	8/17/2019	8/25/2019	8/30/2019	N/A	9/15/2019	6/30/2020
UPDATE																		
ACTUAL																		
SUB TOTAL						67,500.00												

Procurement Director/ Manager

Head of Entity/Chairman Proc. Committee

DATE: 14/09/2019



Provisional
R. J. Nye

QUTBAY
September 9, 2019

PROCUREMENT PLAN (CORE BUDGET)
SOURCE OF FUNDING: GOVERNMENT OF LIBERIA
BUDGET PERIOD/FISCAL YEAR: 2019-2020

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Provisional
R. J. G. H. T. W. B.
6/9/04/19

CENTRAL AGRICULTURAL RESEARCH INSTITUTE (CARI)

Draft CARI Procurement Plan (Core Budget) Explanatory Note

Fiscal Period: 2019-2020

No	Package Code	Contract Package	Explanatory Note
1	IFB No.CARI/NCB/001/19/20	Stationary	This contract package is intended for the purchase of stationery and supplies including A4 sheet, legalsheet, staple pins, notepads, and cartridges etc.US \$ 7,000.00 is charged to this budgetary line item stationery.
2	IFB No.CARI/NCB/002/19/20	Office Machinery& Equipment spare parts	This contract package refers to the procuring of spare parts for the repair and maintenance of the CentralAgricultural Research Institute machinery and equipment for this fiscal year2019 & 2020.
3	IFB No.CARI/SS/001/19/20	Internet Services	This Contract package is intended to sole source Orange GSM Company to provide internet services due to the proximity of Orange's tower on the premises of CARI, thus creating accessible and smooth network services. This amount is charged to the budgetary line Tel.internet,postage and courier Dedicated Bandwidth of 2MB upload and 2MB download of internet Connectivity for this fiscal year 2019& 2020
4	FIB No.CARI/RFO/003/19/20	ICT Equipment Spare Parts	This Contract package comes from the budget line item repairs and maintenance equipment. It is intended to procure spare parts for the repair and maintenance of the Central Agricultural Research Institute Information and communication Technologies Equipment.
5	IFB No. CARI/RB/001/19/20	Agricultural Tools & Supplies	This package is intended to hire a company to provide agriculture supplies and inputs. Including nose mask, per-emergence herbicides, postemergenceherbicide,fungicides,insecticidesetc.Note,due to the limited supplier of agrichemicals, the entity always asks for a change in the method of procurement that is from NCB to RB.Therefore,in order

Provisional
R. N. K. K. K.
09/04/19

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			to avoid delay, CARl deemed it necessary to use the Restricted Bidding(RB) method of procurement along with an attached listing of the qualified vendors in this area.
6	IFB No.CARl//005/19/20	Vehicles Spare Parts	This Contract package comes from the budget line item Repairs and Maintenance Vehicles. Fund on this line will be used to procure assorted spare parts for all of CARl's Vehicles.
7	IFB. NO.CARl/RFO/002/19/20	LAPTOP	This Contract package comes from the budget line item COMPUT SUPPLIES.. Fund on this line will be used to procure LAPTOP(S) for CARl Staff office use.

Provisional
R. Jagdeo
09/04/19

ALB
signed 3.2.2019