



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 Roseanne Nagbe Kowo (Acting).
CHIEF EXECUTIVE OFFICER

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

ENTITY NAME: CENTRAL AGRICULTURAL RESEARCH INSTITUTE (CARI)
 SBA PROCUREMENT PLAN
 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
BASIC DATA						IMPLEMENTATION DATA												
PLANNED	ITEM	CODE	CONTRACT PACKAGE	Business activity code	QTY	Estimated COST	PROCUREMENT METHOD	TECHNICAL SPECS	BID DOCUMENT	Procurement Committee APPROVAL	ISS ADVERTISEMENT & RELEASE OF BID DOC	BID SUBMISSION /PUBLIC OPENING	BID EVALUATION REPORT	PC FINAL APPROVAL	CONTRACT AWARD/ SIGNING	ADVANCE PAYMENT	DELIVERY	FINAL PAYMENT
1	IFBNO.CARI /RB/SBA/01/19/20	Petroleum products	G4661	5,833.3 gals	17,500.00	R8	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	2	IFBNO.CARI /RFQ/SBA/001/19/20	Foods Stuffs	G4711	Assorted	2,000.00	RFQ	7/2/2019	7/5/2019	7/9/2019	7/13/2019	7/19/2019	7/23/2019	7/25/2019	7/30/2019	N/A	8/15/2019	6/30/2020
UPDATE																		
ACTUAL																		
PLANNED	3	IFB NO.CARI/R FOQ/SBA/002/19/20	Printing & Binding services	C1812	Assorted	1,500.00	RFQ	7/2/2019	7/5/2019	7/9/2019	7/13/2019	7/19/2019	7/23/2019	7/25/2019	7/30/2019	N/A	8/15/2019	6/30/2020
UPDATE																		
ACTUAL																		
SUB TOTAL						21,000.00												

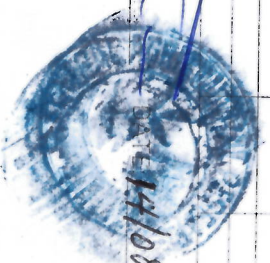
Procurement Director/ Manager

Head of Entity/Chairman Proc. Committee

1 answer

October 3, 2019

ProBono 09/11/19



ENTITY NAME: CENTRAL AGRICULTURAL RESEARCH INSTITUTE (CARI)
SBA PROCUREMENT PLAN
SOURCE OF FUNDING: GOVERNMENT OF LIBERIA

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
BASIC DATA							IMPLEMENTATION DATA											
PLANNED	ITEM	CODE	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY	Estimated COST (USD)	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
	4	IFBNO. CA RI/RFOQ/SB A/003/19/20	Newspapers	G4761	1 FIRM	1,000.00	RFOQ	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	IFBNO. CA RI/SBA/N CB/004/19/20	Repair & Maint. Non-Residential Building	F4100	1 FIRM	10,000.00	RFOQ	7/2/2019	7/5/2019	7/9/2019	7/13/2019	8/10/2019	8/23/2019	8/30/2019	9/15/2019	N/A	9/30/2019	6/30/2020
UPDATE																		
ACTUAL																		
PLANNED	6	IFB NO.CARI/RFOQ/005/19/20	Vehicle Insurance Coverage	K6512	1 FIRM	1,371.00	RFOQ	7/2/2019	7/5/2019	7/9/2019	7/13/2019	7/23/2019	7/23/2019	7/25/2019	7/30/2019	N/A	8/15/2019	6/30/2020
UPDATE																		
ACTUAL																		
UB TOTAL						12,371.00												
Overall 7/2/20																		
Approved by [Signature] 7/4/19																		

Overall
September 3, 2019

Approved
R. A. K. K. K.
09/14/19

ENTITY NAME: CENTRAL AGRICULTURAL RESEARCH INSTITUTE (CARI)
SBA PROCUREMENT PLAN
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
BASIC DATA							IMPLEMENTATION DATA										
PLANNED	ITEM CODE#	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY	Estimated COST (USD)	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
ED	7	IFBNO.CARI/SBA/RFO/006/19/20	Generator Spare Parts	ASSORTED	864.00	RFO	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	8	IFB NO. CARI/NCB/SBA/001	SECURITY GUARD SERVICE	N8010	99,600.00	NCB	07/3/2019	07/9/2019	07/13/2019	07/18/2019	08/15/2019	08/22/2019	08/29/2019	09/02/2019	N/A	09/23/2019	30/6/2020
UPDATE																	
ACTUAL																	
SUB TOTAL					100,464.00												
GRAND TOTAL					138,835.00												

PREPARED BY : 

APPROVED BY : 
HEAD OF ENTITY/CHAIRMAN OF PROCUREMENT COMMITTEE

DATE : 19/08/2019

ATBBL
SBA-2-2019



CENTRAL AGRICULTURAL RESEARCH INSTITUTE (CARI)

Draft CARI Procurement plan (SBA Budget) Explanatory Note

Fiscal Period: 2019-2020

No	Package Code	Contract Package	Explanatory Note
1	IFB No. CARI/RB/SBA/001/19/20	Petroleum Products	This contract package is intended to procure gallons of gasoline under the SBA plan, based on the approved Ministry of Commerce price for petroleum product, the procured gasoline and fuel will be used for CARI's vehicles and generators..
2	IFB No.CARI/RFO/SBA/001/19/20	Food stuffs	Refers to the cost of hiring a supermarket or a qualified supplier for assorted consumables for CARI,napkins,water,soft drinks etc. This amount is charged to the budgetary line Food and Catering Services.
3	IFBNO.CARI/RFO/SBA/002/19/20	Printing & Binding services	This contract package refers to the cost for printing and binding bid documents. ID Cards for employees and contractors, Agricultural research documents, ReceiptBooks, Call Cards etc.
4	IFB NO. CARI/RFO/SBA/003/19/20	Newspapers	This package intended for the purchase of newspaper.

Provisioner
R. Naghband
09/04/19



ATA
March 3, 2019

5	IFB NO. CAR/NCB/SBA/004/19/20	Repair and Maintenance of Non-Residential Building	The Contract package IFBNo. CAR/ SBA002/2019/2020 refer to the cost of refurbishing of three building at the Central Agricultural Research Institute Compound.
6	IFBNO. CAR/RFQ/SBA/005/19/20	Vehicle Insurance Coverage	The Contract package IFB No. CAR/RFQ /SBA/007/2019/2020 is intended for the hiring of an Insurance service firm to provide comprehensive and third party Insurance for CAR's vehicle and motorbikes.
7	IFB No. CAR/RFQ/SBA/006/19/20	Generator Spare Parts	Refers to the cost of procuring spare parts such as Pistil ring set Gasket, set overhaul, Gasket set Gasket set overhaul , Oil filter for repair and maintenance of the entity's generators.
8	IFB. NO. CAR/NCB/SBA/001/19/20	GUARD SECURITY SERVICES	This contract package is intended for the hiring of a security firm to provide guard and protection services for CARl properties and for the up keeping of the entity's security.



Provisional
R. N. Aggarwal
09/04/19

CEA
Suman 02/01/19

PREPARED BY : _____
PROCUREMENT DIRECTOR

[Signature]

APPROVED BY: _____
HEAD OF ENTITY/CHAIRMAN PROCUREMENT COMMITTEE

[Signature]

DATE: 14/08/2019



*Outbid
March 3, 2019*

*Provisional
R. N. Aykef
09/4/19*