



# 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

Ref. PPCC/RL/CEO/286/'22

May 13, 2022

Hon. Victor H. Sumo  
**DIRECTOR GENERAL**  
Central Agricultural Research Institute  
Republic of Liberia

Dear Hon. Sumo:

Subject: RECEIPT AND APPROVAL OF CARI's UPDATED SBA CORE BUDGET PROCUREMENT PLAN FOR FISCAL YEAR 2022

We present our compliments and wish to notify you that the Public Procurement and Concessions Commission has received and approved the Central Agricultural Research Institute (CARI) Commission Updated SBA Core Budget Procurement Plan for Fiscal Year 2022 in accordance with **Section 40 (3)** of the PPCA, 2010. The Commission informs the CARI that its Updated 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 Plans.

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. 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.

Please note that all contracts which cumulative annual value above the threshold of **US\$250,000.00** must be signed by the Minister responsible for Finance and attested by the Minister responsible for Justice. The Commission requires that you kindly forward copies of all stipulated contracts upon signing, so as to update our records.

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.

Best regards,

Yours sincerely,

  
Joseph Roseke Nabor Rowo (Atty.)  
CHIEF EXECUTIVE OFFICE

Name of Entity: **CENTRAL AGRICULTURAL RESEARCH INSTITUTE**  
**UPDATED PROCUREMENT PLAN: SBA (CORE BUDGET)**  
Source of Funding: **GOVERNMENT OF LIBERIA** Budget Period/Fiscal year: **2022**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
				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 /PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	A
PLANNED	1	IFB No.: CARI//SBA/RFQ/001/ 2022	Stationeries	G4761	Assorted	8,000.00	RFQ	10/12/21	19/12/21	21/12/21	10/01/22	1/02/22	4/02/22	06/02/22	9/02/22	N/A	21/02/22	30
UPDATED	1	IFB No.: CARI//SBA/RB/001/ 2022	Stationeries	G4761	Assorted	18,000.00	RB	10/12/21	19/12/21	21/12/21	10/05/22	01/06/22	4/06/22	06/06/22	9/06/22	N/A	21/07/22	30
ACTUAL																		
PLANNED	2	IFB No.: CARI//SBA/RB/001/2022	Petroleum Products	G4661	4,000 gals@ US\$4.00	16,000	RB	16/12/21	21/12/21	10/01/22	13/01/22	12/02/22	17/02/22	21/02/22	1/03/22	N/A	15/03/22	30
UPDATE	2	IFB No.: CARI//SBA/RB/002/2022	Petroleum Products	G4661	3,888.88 8 gals@ US\$5.40	21,000	RB	16/12/21	21/12/21	10/01/22	13/05/22	12/06/22	17/06/22	21/06/22	1/07/22	N/A	15/07/22	30
ACTUAL																		
PLANNED	3	IFB No.: CARI//SBA/RB/002 2022	Agricultural Supplies & inputs	G4653	1 FIRM	151,000.00	RB	16/12/21	21/12/21	10/01/22	13/01/22	12/02/22	17/02/22	21/02/22	1/03/22	N/A	15/03/22	30
UPDATE	3	IFB No.: CARI//SBA/RB/003/2022	Agricultural Supplies & inputs	G4653	1 FIRM	301,000.00	RB	16/12/21	21/12/21	10/01/22	13/05/22	12/06/22	17/06/22	21/06/22	1/07/22	N/A	15/07/22	30
ACTUAL																		
subtotal						\$340,000.00												

Prepared by: \_\_\_\_\_

Procurement Director/ Manager

Approved by: \_\_\_\_\_


Head of Entity/Chairman, Proc. Committee

Date: April 28, 2022



Name of Entity: **CENTRAL AGRICULTURAL RESEARCH INSTITUTE**  
**UPDATED PROCUREMENT PLAN: SBA (CORE BUDGET)**  
Source of Funding: **GOVERNMENT OF LIBERIA** Budget Period/Fiscal year: **2022**

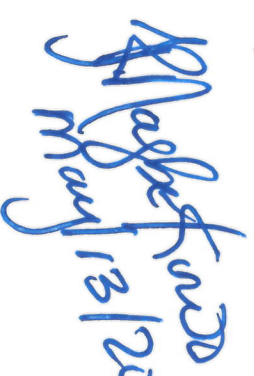
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
BASIC DATA								IMPLEMENTATION DATES									
ITEM	NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION /PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)
	4	IFB No.: CAR/ SBA/ RFQ/002/ 2022	Vehicle Spare Parts	G4530	Assorted	7,000.00	RFQ	10/12/21	19/12/21	21/12/21	10/01/22	29/01/22	4/02/22	06/02/22	9/02/22	N/A	21/02/22
PLANNED																	
UPDATE																	
ACTUAL																	
	5	IFB No.: CAR/ SBA/ RFQ/003/2022	Repair and maintenance - generator	G4659	1 firm	3,535.00	RFQ	16/12/21	21/12/21	10/01/22	13/01/22	12/02/22	17/02/22	21/02/22	1/03/22	N/A	15/03/22
PLANNED																	
UPDATE																	
ACTUAL																	
	6	IFB No.: CAR/ SBA/ RFQ/004/ 2022	Food & Catering services	G4711	1 firm	3000.00	RFQ	10/12/21	19/12/21	21/12/21	10/01/22	29/01/22	4/02/22	06/02/22	9/02/22	N/A	21/02/22
PLANNED																	
UPDATE																	
ACTUAL																	
subtotal						15,535.00											

Prepared by:   
Procurement Director/ Manager

Approved by:   
Head of Entity/Chairman Proc. Committee

Date: April 28, 2022

  
May 12, 2022

  
May 13/2022

**Budget Period/Fiscal year: 2022**

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Procurement Director/ Manager

Head of Entity/Chairman Proc. Committee

Date: 7/11/2022

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May 12/2022

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May 13/2022



**Name of Entity: CENTRAL AGRICULTURAL RESEARCH INSTITUTE**  
**UPDATED PROCUREMENT PLAN: SBA (CORE BUDGET)**  
**Source of Funding: GOVERNMENT OF LIBERIA    Budget Period/Fiscal year: 2022**

**EXPLANATORY NOTE**

FISCAL PERIOD: 2022

NO.	PACKAGE CODE	CONTRACT PACKAGE	EXPLANATORY NOTE
1	IFB No.: CARL/RB/001/2022	Stationeries	This contract package is intended for the purchase of stationery and supplies including A4 sheets legal sheets staple pins, notepads and cartridges, etc. US\$ 8,000.00 is charged to the budgetary line item stationary and 10,000.00 from the budget line Operational expends.
2	IFB No.: CARL/RB/002/2022	Petroleum Products	This contract package is intended for the purchase gallons of gasoline under the SBA Plan, based on the approved Ministry of commerce price for petroleum products, the procured gasoline and fuel will be used for CARRI's vehicles and generators. Given the number of vendors of gasoline in Liberia, specifically in Bong County the entity has decided to use the Restricted Bidding Method to in other to be more efficient. 8,000.00 of this amount is from the budget line fuel & lubricant_ generator, 8,000.00 is from the budget line fuel & lubricant-vehicle and 5,000.00 from operational expense.
3	IFB. No.: CARL/RB/ 003/2022	Agricultural Tools and Supplies	This contract package is intended to hire a firm to provide agricultural supplies and inputs, such as per-emergency herbicides, post emergency herbicide, fungicide insecticide. Note: due to the limited number of suppliers of agrichemicals the entity finds it more efficient using the restricted bidding method of procurement. 151,000.00 is charged to the budget line agricultural supplies and inputs and 150,000.00 from the budget line Operational expense.

Prepared by: 

Procurement Director/ Manager

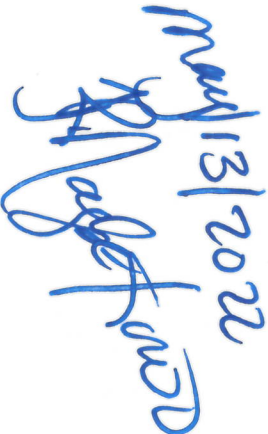
Approved by: 

Head of Entity/Chairman Proc. Committee

Date: 



  
May 12, 2022

  
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Name of Entity: **CENTRAL AGRICULTURAL RESEARCH INSTITUTE**  
**UPDATED PROCUREMENT PLAN: SBA (CORE BUDGET)**  
Source of Funding: **GOVERNMENT OF LIBERIA** Budget Period/Fiscal year: **2022**

EXPLANATORY NOTE

FISCAL PERIOD: 2022

NO.	PACKAGE CODE	CONTRACT PACKAGE	EXPLANATORY NOTE
4	IFB No.: CARL/RFQ/002/2022	Vehicle Spare Parts	This contract package is intended for the purchase of Spare Parts for CARL's vehicles for the fiscal year under consideration.
5	IFB No.: CARL/SBA/RFQ/003/2022	Repair & maintenance-gen	This amount is intended to provide spare parts for generator use to provide electricity at CARL.
6	IFB No.: CARL/SBA/RFQ/004/ 2022	Food & Catering Services	This amount is intended to provide catering services for mini workshops and training held by CARL during the course of this budget period
7	IFB No.: CARL/SBA/NCB/001/2022	Security and Guard Services	This amount is for the hiring of a security firm, to provide security guide services on the compound, project sights, and other needed locations.
8	IFB No.: CARL/RFQ/005/2022	Vehicle insurance	This contract package is intended to provide insurance coverage for vehicles in use by CARL for the current fiscal year.
Consultancy Plan Note			
1	IFB No.: CARL/LCS/001/2022	Agricultural Research	Funds on this line will be used to contract individual consultants to conduct agricultural researches in country. This fund will be paid to Contracted researchers through the Civil Service Agency (CSA)


Prepared by:   
Procurement Director/ Manager

Approved by:   
Head of Entity/Chairman Proc. Committee

Date: April 28, 2022



  
May 12, 2022

  
May 2022