

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/0291/'18

August 6, 2018

Hon. Marcus T. Jones.

DIRECTOR GENERAL

Central Agricultural Research Institute

Republic of Liberia

Dear Hon. Jones:

Subject: **PROVISIONAL APPROVAL OF THE DRAFT PROCUREMENT PLAN FOR 2018/2019**

We present our compliments and wish to acknowledge receipt of your letter dated July 6, 2018 which sought the approval of the Commission for the **Central Agricultural Research Institute** Core and SBA Procurement Plans for FY 2018/2019 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 2018/2019 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for the Central Agricultural Research Institute allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for FY 2018/2019 and staff of your Procurement Unit.

Meanwhile, we request that you kindly submit your contract award information for all procurement contracts awarded in the previous fiscal year (2017/2018).

We look forward to working with you to ensure compliance with the PPC Act as we strive to attain equality, Transparency, fairness and accountability in the Public procurement and concessions processes.

Thanks for your Consideration.

INTER-OFFICE MEMORANDUM

To: James Dorbor Jallah
Chief Executive Officer/ Executive Director
Public Procurement and Concessions Commission

From: Anthony P. Tarbah, Sr. 
Assistant Executive Director
Compliance & Monitoring Division
Public Procurement and Concessions Commission

Desmond Vills
08/06/2018

Subject: Request for Provisional Approval for the Central Agricultural Research
Institute (CARI) Procurement Plan for 2018/2019 Fiscal Year

Date: August 3, 2018

Following a thorough review and scrutiny of the Central Agricultural Research Institute's (CARI) SBA, Core Budget and Consultancy Service Procurement Plans for FY 2018/2019, it was observed that the plans were in substantial compliance with Section 40(3) of the Public Procurement and Concessions Act (PPCA) and its accompanying Regulations. Besides, the Plans were submitted with other relevant documents such as budget, spending plan, and draft contract for the Single Source (SS) method.

The SBA Budget is 37.5% of the total Procurement Portfolio for FY2018/2019.

Recommendation

In view of the above, I hereby recommend that the Procurement Plans (SBA, Core Budget and Consultancy) be provisionally approved in order for CARI to proceed with the implementation of its procurement processes for FY 2018/2019.



Central Agricultural Research Institute

Suakoko, Bong County
P. M. B. 3929
Monrovia, Liberia

July 6, 2018

Hon. James Dorbor Jallah

Executive Director

Public Procurement & Concession Commission (PPCC)

Executive Mansion Grounds, Capitol Hill

Monrovia, Liberia

Dear Sir:

I extend warmest compliments and hereby furnish your great office with the names of the members of the Procurement Committee and the Procurement Unit.

PROCUREMENT COMMITTEE

1. Dr. Marcus T. Jones - Director General
2. Mrs. Paulette E. Findley - Assistant Director General, Administration
3. Enson Joe Amara - Financial Comptroller
4. Dr. Quaqua S. Mulbah Sr. - Research Officer, Crops Program
5. D. Jugbe Nagbe Sr. - Financial Coordinator
6. James Paasewe - Procurement Director /Non-member-Secretary

PROCUREMENT UNIT

1. James Paasewe

10 JUL 2018



Central Agricultural Research Institute

Suakoko, Bong County

P. M. B. 3929

Monrovia, Liberia

July 6, 2018

Hon. James Dorbor Jallah

Executive Director

Public Procurement and Concession Commission (PPCC)

Executive Mansion Grounds, Capitol Hill

Monrovia, Liberia

Dear Sir:

With compliments of the highest esteem, the Central Agricultural Research Institute (CARI) is requesting that the PPCC kindly grant a preliminary approval of its Procurement Plan for the fiscal year 2018-2019 so as to commence procurement activities as early as possible.

It is our ardent hope that said request will be granted on time.

Kindly accept the sentiments of our highest assurances.

Sincerely yours,


Dr. Marcus T. Jones

Name of Entity: CENTRAL AGRICULTURAL RESEARCH
DRAFT PROCUREMENT PLAN (\$BA)
Source of Funding: Government of Liberia
Budget Period/Fiscal year: 2018-2019

1	2	3	4	5	6	7	8	9	10	11	12
	ITEM NO.	BASIC DATA									
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code (s)	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	IN R
PLANNED	1	IFB No. CARI/RB/S BA/001/18/19	Petroleum products	G 4661	5384.307gals	21,200	RB	07/2/18	07/9/18	07/13/18	07
UPDATE											
ACTUAL											
PLANNED	2	IFB No. CARI/RFQ/SBA/001/18/19	Event Catering	5621	1 Firm	3,674	RFQ	07/2/18	07/5/18	07/9/18	07
UPDATE											
ACTUAL											
SUB TOTAL						24,874					

Prepared by:

Procurement Director

Approved by:

Head of CARI/Chairman Procurement

Arifur Rahman
August 6, 2018

H. G. Aug 2018

Name of Entity: **CENTRAL AGRICULTURAL RESEARCH**

DRAFT PROCUREMENT PLAN (SBA)

Source of Funding: **Government of Liberia**

Budget Period/Fiscal year: **2018-2019**

BASIC DATA											
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code (s)	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	IN & OUT
PLANNED	3	IFB NO.CARI/ RFQ/SBA/ 002/18/19	Food Stuffs	G 4721	Assorted	3,000	RFQ	07/2/18	07/5/18	07/9/18	07/11/18
UPDATE											
ACTUAL											
PLANNED	4	IFB NO.CARI/ RFQ/SBA/ 003/18/19	Printing & Binding Services	C 1811	1 Firm	2,420	RFQ	07/2/18	07/5/18	07/9/18	07/11/18
UPDATE											
ACTUAL											
PLANNED	5	IFB NO.CARI/ RFQ/SBA/ 004/18/19	Publications	J 5813	Assorted	700	RFQ	07/2/18	07/5/18	07/9/18	07/11/18
UPDATE											
ACTUAL											
SUB TOTAL						6,120					

Prepared by:

Procurement Director

Approved by:

Head of CARI/Chairman Procurement

Signature
August 6, 2018

Signature
6 Aug 2018

Name of Entity: CENTRAL AGRICULTURAL RESEARCH
DRAFT PROCUREMENT PLAN (SBA)
Source of Funding: Government of Liberia
Budget Period/Fiscal year: 2018

	ITEM NO.	BASIC DATA								
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code (s)	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS
PLANNED	6	IFB No. CARI/RFQ/SBA/005/18/19	Newspapers	G 4761	Assorted	1,000	RFQ	07/3/18	07/5/18	07/9/18
UPDATE										
ACTUAL										
PLANNED	7	IFB NO.CARI/NCB/SBA/001/18/19	Security Guard Services	N 8010	1 Firm	99,600	NCB	07/2/18	07/9/18	07/13/18
UPDATE										
ACTUAL										
SUB TOTAL						100,600				

Prepared by:

Procurement Director

Approved by:

Head of CARI/Chairman, Procurement

Creed Thomas
August 6, 2018

H. 6 Aug 2018

Name of Entity: CENTRAL AGRICULTURAL RESEARCH INSTITUTE
DRAFT PROCUREMENT PLAN (SBA)
Source of Funding: Government of Liberia
Budget Period/Fiscal year: 2018-2019

1	2	3	4	5	6	7	8	9	10	11	12
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code (s)	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	
		BASIC DATA									
PLANNED	8	IFB No. CARI/SBA/NCB/002/18/19	Repair & Maintenance of Non-Residential Building	F4330	1 firm	24,868	NCB	07/2/18	07/9/18	07/13/18	07/13/18
UPDATE											
ACTUAL											
PLANNED	9	IFB No. CARI/SBA/RFQ/006/18/19	Air Ticket	N 7911	1 Firm	400	RFQ	07/3/18	07/5/18	07/9/18	07/9/18
UPDATE											
ACTUAL											
PLANNED	10	IFB No. CARI/SBA/RFQ/007/18/19	Vehicle Insurance Coverage	K 6512	1 Firm	1,800	RFQ	07/3/18	07/05/18	07/9/18	07/9/18
SUB TOTAL						\$27,068					

Prepared by:

Procurement Director

Approved by:

Head of CARI/Chairman Procurement Committee

Signature
 August 6, 2018

Signature
 6 Aug 2018

Name of Entity: **CENTRAL AGRICULTURAL R**
DRAFT PROCUREMENT PLAN (SBA)
Source of Funding: **Government of Libe**
Budget Period/Fiscal year: **2018-2019**

1	2	3	4	5	6	7	8	9	10	11	12
	ITEM NO.	BASIC DATA									IN & OF
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code (s)	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	
PLANNED	11	IFB No. CARI/RFQ/SBA/008/18/19	Generator Spare Parts	C 3312	1 Firm	864	RFQ	07/3/18	07/5/18	07/9/18	07/
UPDATE											
FINAL											
SUB TOTAL						864					
GRAND TOTAL						\$159,526					

Prepared by:

Procurement Director

Approved by:

Head of CARI/Chairman

August 6, 2018

16 Aug 2018

CENTRAL AGRICULTURAL RESEARCH

Draft CARI Procurement Plan (SBA Budget) E Fiscal Period: 2018-2019

No	Package Code	Contract Package	Explanatory n
1	IFB No. CARI/RB/SBA/001/18/19	Petroleum Products	This Contract Package is intended to procure \$3.61 per gallon and 3,540.540 gallons of die based on the approved Ministry of Commerce the procured gasoline and fuel will be used for Moreover, the budget line item domestic travel USD is added to the contract package petroleum adding up the quantity of gasoline and fuel during our domestic travels.
2	IFB No. CARI/RFQ/SBA/001/18/19	Event Catering	This contract package refers to the hiring of catering services during CARI's workshops. provided during the workshops for CARI breakfast, African /European lunch, water, package is charged to the budgetary line Food and
3	IFB NO.CARI/RFQ/SBA/002/18/19	Food stuffs	Refers to the cost of hiring a supermarket or consumables for CARI, napkins, water, soft drink to the budgetary line Food and Catering services
4	IFB NO.CARI/RFQ/SBA/003/18/19	Printing & Binding Services	This Contract Package refers to the cost of documents, ID cards for employees and other documents, Receipt Books, Call Cards etc.
5	IFB NO.CARI/RFQ/SBA/004/18/19	Publications	This Contract Package comes from the Budget Publications Services intended for the advertisement research activities (soil & crop development programs, bids and livestock improvement initiatives)
6	IFB No. CARI/RFQ/SBA/005/18/19	Newspapers	This Package is intended for the purchase of newspapers
7	IFB NO.CARI/NCB/SBA/001/18/19	Guard Security Services	This Package is intended for the hiring of a security protection services for CARI Properties / facilities

Attabal
August 6, 2018

CENTRAL AGRICULTURAL RESEARCH

			security
8	IFB NO.CARI/NCB/SBA/002/18/19	Repairs and Maintenance of Non-Residential Building	This Contract Package IFB No.CARI/SBA/NCB/002 refurbishing of three buildings at the Central Compound.
9	IFB NO.CARI/RFQ/SBA/006/18/19	Air Ticket	This Package is intended to procure air tickets for the entity's staffs.
10	IFB No.CARI/RFQ/SBA/007/18/19	Vehicle Insurance Coverage	The Contract Package IFB No.CARI/RFQ/SBA/007/18/19 Insurance service firm to provide comprehensive insurance for CARI's vehicles and motorbikes
11	IFB No. CARI/RFQ/SBA/008/18/19	Generator Spare Parts	Refers to the cost of procuring spare parts for the entity's generators



Attn: Mr. A. K. S. S. S.
August 6, 2018

Name of Entity: CENTRAL AGRICULTURAL RESEARCH INSTITUTE
DRAFT PROCUREMENT PLAN (CORE BUDGET)
Source of Funding: Government of Liberia
Budget Period/Fiscal year: 2018-2019

1	2	3	4	5	6	7	8	9	10	11	12
		BASIC DATA									
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code (s)	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	IN & OF
PLANNED	1	IFB No. CARI/NCB/001/18/19	Stationery	G 4761	Assorted	12,008	NCB	07/2/18	07/9/18	07/13/18	07/13/18
UPDATE											
ACTUAL											
PLANNED	2	IFB No. CARI/NCB/002/18/19	Office Machinery & Equipment Spare Parts	C 3311	1 Firm	10,157	NCB	07/2/18	07/9/18	07/13/18	07/13/18
UPDATE											
ACTUAL											
SUB TOTAL						22,165					

Prepared by: _____

Procurement Director

Ortobal
August 6, 2018

Approved by: _____

Head of CARI/Chairman Procurement

H 6 Aug 2018

Name of Entity: CENTRAL AGRICULTURAL RESEARCH
DRAFT PROCUREMENT PLAN (CORE BUDGET)
Source of Funding: Government of Liberia
Budget Period/Fiscal year: 2018-2019

1	2	3	4	5	6	7	8	9	10	11	12
	ITEM NO.	BASIC DATA									
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code (s)	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	INV & OF
PLANNED	3	IFB No. CAR/RFQ/001/18/19	Repair & Maintenance ICT Equipment Spare Parts	C 3311	Assorted	3,000	RFQ	07/4/18	07/6/18	07/9/18	07/
UPDATE											
ACTUAL											
PLANNED	4	IFB No. CAR/RFQ/002/18/19	Computers(Laptops)	G 4651	1 Firm	3,600	RFQ	07/4/18	07/6/18	07/9/18	07/
UPDATE											
ACTUAL											
SUB TOTAL						6,600					

Prepared by:

Procurement Director

Approved by:

Head of CAR/ Chairman Procurement

Antabul
August 6, 2018

6 Aug 2018

Name of Entity: CENTRAL AGRICULTURAL RESEARCH INSTITUTE
DRAFT PROCUREMENT PLAN (CORE BUILDING)
Source of Funding: Government of Liberia
Budget Period/Fiscal year: 2018-2019

1	2	3	4	5	6	7	8	9	10	11	12
		BASIC DATA									
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code (s)	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	
PLANNED	5	IFB NO.CARI/SS/001/18/19	Internet Service	J 6190	1 Firm	6,000	SS	07/2/18	N/A	N/A	N/A
UPDATE											
ACTUAL											
PLANNED	6	IFB NO.CARI/RB/001/18/19	Agricultural Tools & Supplies	G 4653	Assorted	100,000	RB	07/2/18	07/9/18	07/13/18	07/13/18
UPDATE											
ACTUAL											
SUB TOTAL						106,000					

Prepared by:

Procurement Director

Approved by:

Head of CARP, Chairman Procurement

Signature
 August 6, 2018

Signature
 6 Aug 2018

Name of Entity: CENTRAL AGRICULTURAL RESEARCH INSTITUTE
DRAFT PROCUREMENT PLAN (CORE BUDGET)
Source of Funding: Government of Liberia
Budget Period/Fiscal year: 2018-2019

1	2	3	4	5	6	7	8	9	10	11	12
	ITEM NO.	BASIC DATA									
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code (s)	QTY	ESTIMATE D COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	INV & OF
PLANNED	7	IFB NO. CARI/NCB /003/18/19	Vehicle Spare Parts	G 4520	Assorted	11,970	NCB	07/2/18	07/9/18	7/13/18	07/
UPDATE											
JAL											
SUB TOTAL						11,970					
GRAND TOTAL						146,735					

Prepared by:

Procurement Director

Approved by:

Head of CARI/Chairman, Procurement

Art Pabul
 August 6, 2018

H 6 Aug 2018



Name of Entity: CENTRAL AGRICULTURAL RESEARCH INSTITUTE
CONSULTANCY SERVICE DRAFT PROCUREMENT PLAN
Source of Funding: Government of Liberia
Budget Period/Fiscal year: 2018-2019

	ITEM NO.	BASIC DATA						IMPLEMENTATION				
		PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Number of Firms or Persons	Estimated Cost(USD)	Selection Method	Business Activity Code	Preparation of TOR/PC Approval	Publication of REOI	REOI Closing /Opening	Submission of Evaluation Report	PC Approval Evaluation Report, Shortlist
PLANNED	1	IFB NO.CARI/LCS/001/18/19	Agricultural Research	1 Firm	58,500	LCS	M 7020	08/22/18	N/A	N/A	N/A	N/A
UPDATE												
ACTUAL												
SUB TOTAL						58,500						
GRAND TOTAL						58,500						

Prepared by:

Procurement Director

Approved by:

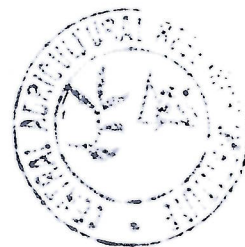
Head of CARI/Chairman Procurement

[Signature]
6 Aug 2018

CENTRAL AGRICULTURAL RESEARCH

Central Agricultural Research Institute (CARI)
Consultancy Service Procurement Plan (Core Budget) I
Fiscal Period 2018-2019

No	Package Code	Contract Package	Explanatory Note
1	IFB NO.CARI/LCS/001/18/19	Agricultural Research	Fund on this line will be used for conducting agricultural processes of the country by Agriculture



H/6 Aug 2018

CENTRAL AGRICULTURAL RESEARCH

Draft CARI Procurement Plan (Core Budget) E

Fiscal Period: 2018-2019

No	Package Code	Contract Package	Explanatory N
1	IFB No. CARI/NCB/001/18/19	Stationary	This contract Package is intended for the pu including A4 sheet, legal sheet, staple pins 12,008.00 is charged to this budgetary line item
2	IFB No. CARI/NCB/002/18/19	Office Machinery & Equipment Spare Parts	This Contract Package refers to the procuring maintenance of the Central Agricultural Re equipment for this fiscal year 2018-2019.
3	IFB No. CARI/SS/001/18/19	Internet Services	This Contract Package is Intended to sole so provide internet services due to the proxim premises of CARI, thus creating accessible an amount is charged to the budgetary line Tel. in The Central Agricultural Research Institute wi Dedicated Bandwidth of 2MB upload an Connectivity for this fiscal year 2018 & 2019
4	IFB No. CARI/RFQ/003/18/19	ICT Equipment Spare Parts	This contract package comes from the maintenance equipment. It is intended to proc maintenance of the Central Agricultural Res Communications Technologies Equipment.
5	IFB No. CARI/RFQ/004/18/19	Computers (Laptops/Printers)	This Contract Package refers to the procuri (a)Laptops --\$2,300.00USD (b)Printers---\$1,300.00USD
6	IFB NO.CARI/RB/001/18/19	Agricultural Tools & Supplies	This Package is intended to hire a company to inputs, including nose mask, per-emergenc herbicide, fungicides, insecticides etc. This amc line Agricultural supplies and inputs. Note, d

Chaitanya
August 6, 2018

CENTRAL AGRICULTURAL RESEARCH

			chemicals, the entity always asks for a change that is from NCB to RB. Therefore, in order necessary to use the Restricted Bidding (RB) with an attached listing of the qualified vendors
7	IFB NO.CARI/NCB/005/18/19	Vehicles Spare Parts	This Contract Package comes from the Maintenance Vehicles. Fund on this line will be parts for all of CARI's Vehicles and motorbikes



Onekhabul
August 6, 2018