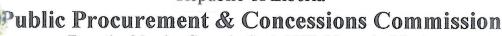
#### Republic of Liberia





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/0277/'18

July 30, 2018

Hon. Regina Sokan-Teah **DEPT. REGISTRAR FOR ADMINISTRATION**Cooperative Development Agency
Republic of Liberia

Dear Hon. Sokan-Teah:

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 3, 2018 which sought the approval of the Commission for the Cooperative Development Agency 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 <u>Provisionally Approved</u> 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 <a href="framework agreements">framework agreements</a> 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 <a href="http://ppcc.gov.lr/vr/index.php/documents">http://ppcc.gov.lr/vr/index.php/documents</a>

Upon passage of the FY 2018/2019 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for the Cooperative Development Agency 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.

Kind regards.

Yours sincerely,

James Dorbor Jallah

CHIEF EXECUTIVE OFFICER

### Memorandum

To:

James Dorbor Jallah

**Chief Executive Officer** 

From:

Anthony P. Tarbah, Stallhal

Asst. Executive Director, Compliance and Monitoring Division

**Subject:** Coorporative Development Agency request for approval of its FY2018/2019 Special Project Procurement Plan.

Date:

July 30, 2018,

After a thorough and completed review of the copy of the Special Project procurement plan of Cooperative development Agency for FY 2018/2019, it is hereby recommended for provisional approval by the commission.

Seta 30 sells



## Republic of Liberia Cooperative Development Agency

72<sup>nd</sup>/S.K.D Boulevard Paynesville, Liberia Cell: 0880538009



July 3, 2018

Hon. James DorborJallah

Executive Director

Public Procurement and Concession Commission (PPCC)

Executive Mansion Grounds

Monrovia, Liberia



f: Submission of Procurement Schedule/ Plan for Fiscal Year 2018/2019

Dear Hon. Jallah:

Please accept our sincere compliments.

The procurement committee of the Cooperative Development Agency is please to submit to your honorable office for approval the procurement schedules/plans for the GOL founded project named Development of Improved Varieties and Seeds Basic Food Crops for the fiscal year 2018/2019 on capital expenditures.

The Procurement Committee and unit of the Cooperative Development Agency comprised of the following personalities:

#### The Procurement Committee of CDA

Hon. Regina Sokan-Teah	Dept. Registrar for AdministrationChairman
Boston Clarke	
irris B. Wennie	Member
Jerome Gonkpala	(A none member secretariat)

#### The Procurement Unit of CDA

Jerome Gonkpala	Head of Unit
Boston Clarke	Member
Leroy M. Lincoln	Member

Please do not hesitate to contact our office if there is a need for an inquiry or additional information.

Kind Regards,

Sincerely,

Hon. Regina Sokan-Teah

Dept. Registrar for Administration

INITIATING SELF - HELP DEVELOPMENT THROUGH COOPERATIVES

## Cooperatives Development Agency (CDA) Project Budget Cash Plan: Fiscal Year, 2018/2019

**Source of Funding: GOL Funded Project** 

Project Name: Development of Improved Varieties and Seeds of Basic Food

Crops

NO	BUDGET ITEM	AMOUNT
1	PETROLEUM PRODUCTS	8,000.00
2	PRINTING AND BINDING	3,500.00
3	STATIONERY	3,500.00
4	SCRATCH CARDS	3,000.00
5	VEHICLE REPAIR AND MAINTENANCE SERVICES	8,500.00
6	HALL RENTAL	1,000.00
7	EVENT CATERING	10,000.00
8	DAILY SUSTENANCE ALLOWANCE/DSA FOR SMALL	25,000.00
	HOLDERFARMERS	
9	TRAINING FACIITATORS FEES/DSA/TRANSPORTATION	122,500.00
	TOTAL BUDGET	US\$185,000.00

Prepared by:

Jerome Gorkpala

Procurement Officer

Approved By:

Hon. Regina Sokan-Teah
Deputy Registrar for Administration



## Republic of Liberia

Cooperative Development Agency
72<sup>nd</sup> SKD Boulevard
Monrovia, Liberia
Cell: 0880538009



## Project Budget Note: Fiscal Year, 2018/2019

Source of Funding: GOL Funded Project

Project Name: Development of Improved Varieties & Seeds of Basic Food Crops

Petroleum Products (Budget breakdown)  Fuel to facilitate CDA Field Vehicles Movement – Six Pickups
Fuel for CDA HQ and Project Counties Generators—Six Counties3,000.00
Sub Total=Petroleum Products8,000.00
2. Daily Sustenance Allowance/DSA for Smallholder Farmers25, 000.00
3. Training Facilitators Fees/DSA/Transportation (Budget break down)
Training Facilitators Fees/DSA104,125.00
Transportation18, 375.00
Sub Total= Training Facilitators Fees/DSA/Transportation
Grand TotalUS\$155,500.00
4 / 0

Prepared by:

Jerome Gonkpala

Procurement Officer

Approved By:

Hon. Regina Sokan-Teah

Deputy Registrar for Administration

# Cooperative Development Agency (CDA)

Development of Improved Varieties and Seeds of Basic Food Crops Source of Funding: Gol National Budget 2018/201 Core Budget Procurement Plan (\$BA)

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282	CHOR	>	_Date7	Vehicle Repairs and Maintenance Services			Scratch Cards			Stationery			PRINTING & BINDING SERVICES			Petroleum Products	PACKAGE	BASIC	S
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				8,500.00			3,000,00			3,500.00			3,500			8,000.00	(USD)		7
				RFQ			RFQ			RFQ			RFQ			RB	PROCUR EMENT METHO D	-	00
			Approved by:	9/17/2018			9/17/2018			9/17/2018			9/17/2018			9/17/2018	TECHNICAL SPECS/BOQ/DRAWINGS		9
	Dept. Reg	Hor	A	9/24/2018			9/24/2018			9/24/2018			9/24/2018			9/24/2018	PREP. OF BID DOCUMENT		10
	istrar for A	Hon. Regina Sokan-Teah	Jeal	9/29/2018			9/29/2018			9/29/2018			9/29/2018			9/29/2018	APPROVAL - BID DOC/TECH SPECS		12
	Dept. Registrar for Administration	kan-Teah	Date	10/1/2018			10/1/2018			10/1/2018			10/1/2018			10/1/2018	BID INVITATION  & RELEASE OF  BID DOC	IMPL	12
	on on		517	11/5/2018			11/5/2018			11/5/2018			11/5/2018			11/5/2018	SUBMISSION /FUBLIC OPENING	EMENTATION	13
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				11/19/2018			11/19/2018			11/19/2018			11/19/2018			11/19/2018	PC APPROVAL - BID EVALUATION REPORT	DATES	15
_	$\leq$		>	11/26/2015			11/26/2018			11/26/2018			11/26/2018			11/26/2018	CONTRACT AWARD & SIGNING		16
0	20 Jul	)	-	N/A			N/A			N/A			NA			N/A	ADVANCE PAYMENT (MOBILIZA TION)		17
	5	1	31	6/15/2019			6/15/2019			6/15/2019			6/15/2019			6/15/2019	DELIVERY, INSPECTION (SUBSTANTI AL COMPLETIO		18
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Procurement Officer CNUTRIBA

July 29, 218

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				1796-1					L-6810				
				Catering					Hall Rental				
				Farmers In Six Counties					6 Halls In Six Counties				
37,500.00				10,000					1,000				
				RFQ					RFQ.				
				9/17/2018					9/17/2018				
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				9/24/2018					9/24/2018				
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				N/A					N/A				
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				6/30				-	6/30				

Prepared by: \_

Procurement Officer/CDA Jerome Gonkpala

Approved by: \_

Hon. Regina Sokan-Teah

Dept. Registrar for Administration

2655 m18

## **Cooperatives Development Agency**

Development of Improved Varieties and Seeds of Basic Food Crops SBA Core Budget Explanatory Note

Fiscal Year: 2018/2019

Source of Funding: GOL National Budget

	_	·		
	ω	2.	<u></u>	NO
	IFBNO:CDA/SBA/RFQ/002/18-19	IFBNO:CDA/SBA/RFQ/001/18-19	IFBNO:CDA/SBA/RB/001/18-19	CONTRACT PACKAGE CODE
	STATIONERY	PRINTING AND BINDING	PETROLEUM PRODUCTS	CONTRACT PACKAGE
	G-4761	C-1812	G-4661	BUSINESS ACTIVITY CODE
ASSORTED STATIONERIES FOOR OFFICE USE AND IS FROM THE BUDGET LINE TRAINING AND WORKSHOP.  A4 PAPER	THE CONTRACT PACKAGE STATIONERY IS INTENDED TO PROCURE THE FOLLOWING	THE CONTRACT PACKAGE PRINTING AND BINDING IS INTENDED FOR PRINTING AND BINDING OF COOPERATIVE BY-LAWS AND TRAINING LECTURE NOTES AND IS FROM THE BUDGET LINE TRAINING AND WORKSHOP.	THE CONTRACT PACKAGE PETROLEUM PRODUCTSIS INTENDED TO PROCURE FUEL AND LUBRICANT TO BE USED BY SIX CDA VEHICLES AND SIX PROJECT COUNTYGENERATORS.  NOTE THAT THE US\$ 11,000 IS FROM THE BUDGET LINE TRAINING. US\$ 800.00/US\$3.70=2162.16gallons	DETAILED DESCRIPTION

Approved: Date:

Dept. Registrar for Administration

102/22/2018

Prepared:

Procurement Officer/CDA Jerome Gonkpala

	7. IFBNO:CDA/SBA/RFQ/006/18-19		6. IFBNO:CDA/SBA/RFQ/005/18-19		316.	5   IFBNO:CDA/SBA/RFQ/004/18-19			4. IFBNO:CDA/SBA/RFQ/003/18-19			
	19 EVENT CATERING SERVICES		19 HALL RENTAL		MAINTENANCE	19 VEHICLE REPAIRS &			SCRATCH CARD			
	1-5621		L-6810			G-4520			J-6110			
FOR A COOPERTIVE TRAINING IN 6 COUNTIES. THE AMOUNT IS US\$10,000 AND FROM THE BUDGET LINE TRAINING AND WORKSHOP. US\$ 1666.67 IS PER COUNTY.	THIS CONTRCT PACKAGE EVENT CATERING IS INTENDED TO HIRE CATERING SERVICES	IN 6 COUNTIES AND THE PROCUREMENT WILL BE FUNDED FROM THE BUDGET LINE TRAINING AND WORKSHOP.	THIS CONTRCT PACKAGE IS INTENDED TO RENT 6 HALLS FOR A COOPERATIVE TRAINING	LINE TRAINING AND WORKSHOP.	PERFORM REPAIR SERVICES FOR SIX OF CDA PROJECT VEHICLES AND FROM THE BUDGET	THISCONTRACT PACKAGE IS INTENDED TOHIRE THE SERVICES OF A GARAGE TO	TRAINING AND WORKSHOP.	SCRATCH CARDS FOR PUBLICITY/COMMUNICATION AND IS FROM THE BUDGET LINE	THE CONTRACT PACKAGE SCRATCH CARD IS INTENDED TO PROCURE 600 PIECES OF	HP TONER 12A20 PCS	HP TONER 35A20 PCS	BOX FOLDERS20 PCS

Approved by: \_

Prepared by:

Jerome Gonkpala
Procurement Officer/CDA

Hon. Regina Sokan-Teah
Dept. Registrar for Administration

**Budget Classification** Spending Entity Name Fiscal Year Sector Name Recurent Cooperative Develops 2018/19 Agriculture Sector Recurent budget Ceiling 574,949

FY2018-19 Budget

Dept: 01 :Cooperative Development Servic 4050100/1/01/001/000000/090600/0421/0000/211101 :Basic Salary - Civil Service 4050100/1/01/001/000000/090600/0421/0000/221104 :Domestic Travel-Meansof Travel

Row Labels

4050100/1/01/001/000000/090600/0421/0000/221303 :Office Build. Rental and Lease\*
4050100/1/01/001/000000/090600/0421/0000/221401 :Fuel and Lubricants - Vehicles
4050100/1/01/001/000000/090600/0421/0000/221403 :Fuel and Lubricants
4050100/1/01/001/000000/090600/0421/0000/221501 :Repair and Maintenance-Civil
4050100/1/01/001/000000/090600/0421/0000/221502 :Repairs and Maintenance - Veh.
4050100/1/01/001/000000/090600/0421/0000/221602 :Stationery
4050100/1/01/001/000000/090600/0421/0000/22109 :Operational Expenses
4050100/1/01/001/000000/090600/0421/0000/223106 :Vehicle Insurance

Dept:02:Gender, Youth Promotion and HI

4050200/1/01/001/000000/090500/0740/0000/211101 :Basic Salary - Civil Service 4050200/1/01/001/000000/094900/0421/0000/222102 :Workshops,Conferences,Siminars Total

Dept: 03: Administration, Finance and Au 4050300/1/01/001/0000000/094900/0421/0000/211101: Basic Salary - Civil Service 4050300/1/01/001/0000000/094900/0421/0000/211110: General Allowance 4050300/1/01/001/000000/094900/0421/0000/211116: Special Allowance

4050300/1/01/001/00000/094900/0421/0000/221203 :Telecommunications, Internet 4050300/1/01/001/000000/094900/0421/00000/221303 :Office Build. Rental and Lease 4050300/1/01/001/000000/094900/0421/0000/221401 :Fuel and Lubricants - Vehicles 4050300/1/01/001/000000/094900/0421/0000/221402 :Fuel and Lubricants - Gener. 4050300/1/01/001/000000/094900/0421/0000/221402 :Repairs and Maintenance - Veh. 4050300/1/01/001/000000/094900/0421/0000/221502 :Repairs and Maintenance - Veh. 4050300/1/01/001/000000/094900/0421/0000/221502 :Stationery

4050300/1/01/001/000000/094900/0421/0000/221604 :Newspapers, Books and Periodic 4051018/1/01/001/000000/094900/0421/00000/312401 Dev. Of Improved Varieties and 4050300/1/01/001/000000/094900/0421/0000/221605 :Computer Supplies and ICT Serv 4050300/1/01/001/000000/094900/0421/0000/222102 :Workshops, Conferences, Siminars 4050300/1/01/001/000000/094900/0421/0000/222109 :Operational Expenses

4050300/1/01/001/000000/094900/0421/0000/221603 :Printing, Binding, Publication

4050300/1/01/001/000000/094900/0421/0000/223106 :Vehicle Insurance

Prepare by: 7/6/20/8

Boston G<sup>f</sup> Clarke/ Comptroller /CDA

Hon. Regina Sokan-Teah/ Deputy Registrar General for Administration

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