



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/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 **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 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.

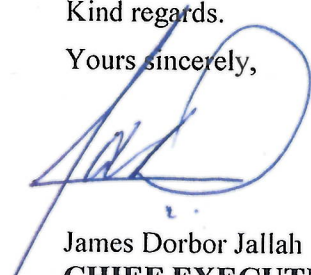
Meanwhile, we request that you kindly submit your contract award information for all procurement contracts awarded in the previous fiscal year (2017/2018).

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

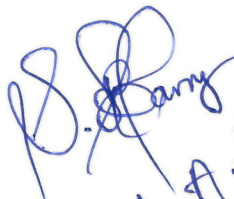
**To:** James Dorbor Jallah  
Chief Executive Officer

**From:** Anthony P. Tarbah, Sr.   
Asst. Executive Director, Compliance and Monitoring Division

**Subject:** Cooperative 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 A. Barry  
July 30, 2018

30 JUL 2018





# 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

RECEIVED  
C 6 JUL 2018

BY: S. Barry  
1:00PM

**Subject: 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 Administration...Chairman  
Boston Clarke..... Co-Chairman  
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

**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 HOLDERFARMERS	25,000.00
9	TRAINING FACIITATORS FEES/DSA/TRANSPORTATION	122,500.00
	<b>TOTAL BUDGET</b>	<b>US\$185,000.00</b>

Prepared by:

  
Jerome Gonkpala

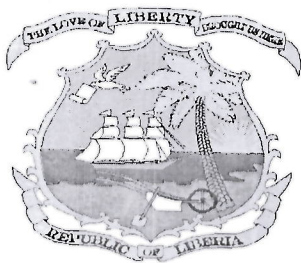
**Procurement Officer**

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**

**1. Petroleum Products (Budget breakdown)**

Fuel to facilitate CDA Field Vehicles Movement – Six Pickups.....5, 000.00

Fuel for CDA HQ and Project Counties Generators—Six Counties.....3,000.00

**Sub Total=Petroleum Products.....8,000.00**

**2. Daily Sustenance Allowance/DSA for Smallholder Farmers .....25, 000.00**

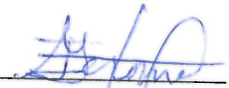
**3. Training Facilitators Fees/DSA/Transportation (Budget break down)**


Training Facilitators Fees/DSA.....104,125.00

Transportation .....18, 375.00

**Sub Total= Training Facilitators Fees/DSA/Transportation .....122,500 .00**

**Grand Total.....US\$155,500.00**

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**  
**Core Budget Procurement Plan (SBA)**  
**Source of Funding: Col National Budget 2018/2019**

	++1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
ITEM NO.	BASIC DATA								IMPLEMENTATION DATES										
	PACKAGE NUMBER (CODE)	BUSINESS ACTIVITY CODE	CONTRACT PACKAGE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PCCC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION /PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PCCC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCREDITATION		
ANNE 1	IFBNO:CDA /SBA/RFO/01/18-19	G-4661	Petroleum Products	2162.16gals @3.70	8,000.00	RB	9/17/2018	9/24/2018	9/29/2018	10/1/2018	11/5/2018	11/12/2018	11/19/2018	11/26/2018	N/A	6/15/2019	2/15/2020		
PDATE																			
CTUAL																			
ANNE 2	IFBNO:CDA /SBA/RFO/001/18/19	C-1812	PRINTING & BINDING SERVICES	ASSORTED	3,500	RFO	9/17/2018	9/24/2018	9/29/2018	10/1/2018	11/5/2018	11/12/2018	11/19/2018	11/26/2018	NA	6/15/2019	6/30/2020		
PDATE																			
CTUAL																			
ANNE 3	IFBNO:CDA /SBA/RFO/002/18/19	G-4761	Stationery	Assorted	3,500.00	RFO	9/17/2018	9/24/2018	9/29/2018	10/1/2018	11/5/2018	11/12/2018	11/19/2018	11/26/2018	N/A	6/15/2019	6/30/2020		
PDATE																			
CTUAL																			
ANNE 4	IFBNO:CDA /SBA/RFO/003/18/19	J-6120	Scratch Cards	300 Pcs @ 5USD	3,000.00	RFO	9/17/2018	9/24/2018	9/29/2018	10/1/2018	11/5/2018	11/12/2018	11/19/2018	11/26/2018	N/A	6/15/2019	6/30/2020		
PDATE																			
CTUAL																			
ANNE 5	IFBNO:CDA /SBA/RFO/004/18/19	G-4520	Vehicle Repairs and Maintenance Services	1 firm	8,500.00	RFO	9/17/2018	9/24/2018	9/29/2018	10/1/2018	11/5/2018	11/12/2018	11/19/2018	11/26/2015	N/A	6/15/2019	6/30/2020		

Prepared by: Jerome Gonkpa Date 7/3/2018

**Procurement Officer**

Approved by: [Signature] Date 5/17/18

**Hon. Regina Sokan-Teah**  
**Dept. Registrar for Administration**

*C. M. F. A. B. A.*  
Aug 29, 2018

30 Jul 2018





Cooperatives Development Agency  
Development of Improved Varieties and Seeds of Basic Food Crops  
SBA Core Budget Explanatory Note  
Source of Funding: GOL National Budget  
Fiscal Year: 2018/2019

NO	CONTRACT PACKAGE CODE	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	DETAILED DESCRIPTION
1.	IFBNO:CDA/SBA/RB/001/18-19	PETROLEUM PRODUCTS	G-4661	THE CONTRACT PACKAGE PETROLEUM PRODUCTS IS 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
2.	IFBNO:CDA/SBA/Rfq/001/18-19	PRINTING AND BINDING	C-1812	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.
3.	IFBNO:CDA/SBA/Rfq/002/18-19	STATIONERY	G-4761	THE CONTRACT PACKAGE STATIONERY IS INTENDED TO PROCURE THE FOLLOWING ASSORTED STATIONERIES FOOR OFFICE USE AND IS FROM THE BUDGET LINE TRAINING AND WORKSHOP. A4 PAPER----- 100 CARTOONS LEGAL SHEET----- 100 CARTOONS MANILA FOLDER-----150 BOXES TISSUE - LOVING 60---50 CTNS WHITE BOARD SOLVENT----- 100 PCS FLIP CHART STAND----- 15 PCS CARTRIDGE 61----- 20 PCS YELLOW PAD----- 100 PACKS STICK ON PAD----- 15 PACKS CORRECTION PEN-----10 PACKS DESK TRAY----- 20 SETS CARTRIDGE BIG SIZE-----20 PCS DESK CALCULATOR 12 DIGITS-----20 PACKS WALL CLOCK -----15 PCS MEMORY STICKS 4GB-----15 PCS CANON PRINTER MF211-----10 PCS

Prepared: [Signature] Date: 7/3/2018  
Jerome Gonkpala  
Procurement Officer/CDA

Approved: [Signature] Date: 5/7/18  
Hon. Regina Sokan-Teah  
Dept. Registrar for Administration

[Signature]  
Jas 24, 2018

[Signature]  
30 July 2





**2018/19**  
**Agriculture Sector**  
**Cooperative Development**  
**Recurrent**

[illegible]

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

