



REPUBLIC OF LIBERIA
MINISTRY OF AGRICULTURE

P. O. BOX 10 - 9010
1000 MONROVIA, 10 LIBERIA



DEPARTMENT OF ADMINISTRATION

RL/MOA/PKT/AM-113/'23

July 4, 2022

Honorable Stevenson S. Yond
Officer in Charge
Public Procurement & Concessions Commission
Executive Mansion Grounds
Capitol Hill
Monrovia, Liberia

Received:
Dennis Taylor
July 12, 2023
Time 1:11 pm

Dear Hon. Yond:

REF: Request for Approval of MoA Emergency Food Production Procurement Plan

I present my compliments and herewith write to submit for your approval the African Development Bank's Emergency Food Production Budget Support Program in Liberia Procurement Plan in keeping with Section 40 (3) of the PPCA.

Also, in order to ensure the timely sourcing of the materials to fight the current infestation in several counties, the MoA has decided to Single Source few vendors to expedite timely delivery based upon the emergency that supplied similar goods for GOL projects. To this end, we have attached copy of the satisfactory delivery of similar items on behalf of the vendors.

Importantly, in keeping with Section 134 (3) (g) of the PPCA, we also request the Commission "No Objection" to use Ma Bendu Farms: to source Agro Chemical-Chicken Manure for fertilizer at USD\$ 160,000.00 and Lowland & Upland Seed Rice at USD\$ 600,000.00 and Professional Services In. USD\$ 250,000.00 Purchase of Precision Drones for Arial land mapping and surveys)

In view of the above, we have attached the below listed documents to support the request:

- MoA 2023 Emergency Procurement Plan
- AFDB Approved Emergency Food Support Budget
- Cash Plan
- Schedule of Requirement for Agriculture Materials
- Vendors Quotation
- Agricultural Materials draft contract
- Evidence of AFDB Support to MoA

We look forward to your timely and usual cooperation, as we seek to conduct immediate survey and spray the infected farms while sourcing timely the needed seed rice for planting season.

Kind regards,

Precious K. Tetteh
Acting Minister





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/ED/006/'23

July 14, 2023

Hon. Precious K. Tetteh
ACTING MINISTER
Ministry of Agriculture
Republic of Liberia

Dear Hon. Tettee:

Subject: **RECEIPT AND APPROVAL OF THE MINISTRY OF AGRICULTURE EMERGENCY PROJECT PROCUREMENT PLAN FOR FISCAL YEAR 2023.**

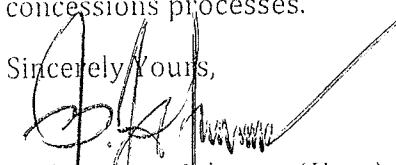
We present our compliments and wish to notify you that the Public Procurement and Concessions Commission has received and approved the Ministry of Agriculture Emergency Project Procurement Plan for Fiscal Year 2023 in accordance with **Section 40** (3) of the PPCA, 2010.

The Commission wishes to inform the MOA that its 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, upon conclusion of stipulated processes.

The Commission advises that you observe **Section 40** (5) of the PPCA, 2010 which states that a Procuring Entity shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plan. The Commission and the Ministry responsible for Finance should be notified in writing of any material changes in the procurement plan and be provided with a copy of the updated procurement plan. 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.

The Public Procurement and Concessions Commission 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.

Sincerely Yours,



Bodger Scott Johnson (Hon.)
CHIEF EXECUTIVE OFFICER

MINISTRY OF AGRICULTURE
Liberia Emergency Food Production Program (LEPP)
PROJECT PROCUREMENT PLAN (CORE BUDGET)
SOURCE OF FUNDING: African Development Bank (AFDB)
FISCAL YEAR: JULY- DECEMBER 2023

1	2	3	4	5	6	7	8	9	11	12	13	14	15	16	17	18	19	
BASIC DATA										IMPLEMENTATION DATES								
Item No.	Code	Contract package	Business Activity Codes	Qty	Est. Cost (USD)	Procurement method	Tech Spec/BOQ/ Drawings	Preparation of bidding document	PC App-1- bid doc/tech spec	Bid invitation & Release Doc	Bid sub/pub opening	Submission of Bid Evaluation report	Pe App. 2 of bid Evaluation report	Cont. Award /Signature	Advance payment (mobilization)	Delivery, inspection (substantial completion)	Acceptance & final payment	
PLANNED	1	IFB No. MOA/LEPPP/Proj/CB/RB/001/2023	Repairs & Maintenance Motorbikes /Vehicles	G4520	4 Vehicles/ 7 bike	\$50,000.00	RB	6/7/2023	11/7/2023	07/14/2023	3/8/2023	8/8/2023	3/7/2023	08/14/2023	N/A	N/A	08/28/2023	09/15/2023
UPDATE																		
ACTUAL																		
PLANNED	2	IFB No. MOA/LEPPP/Proj/CB/RB/002/2023	Purchase of Motorbike	G4540	7 Units	35,000.00	RB	3/7/2023	6/7/2023	11/7/2023	07/14/2023	3/8/2023	8/8/2023	08/14/2023	08/14/2023	N/A	8/28/2023	9/15/2023
UPDATE																		
ACTUAL																		
PLANNED	3	IFB No. MOA/LEPPP/Proj/CB/RB/001/2023	Stationary	G4761	Assorted	75,000.00	RB	3/7/2023	6/7/2023	11/7/2023	07/14/2023	3/8/2023	8/8/2023	08/14/2023	08/14/2023	N/A	8/28/2023	9/15/2023
UPDATE																		
ACTUAL																		
PLANNED	4	IFB No. MOA/LEPPP/Proj/CB/NCB/001/2023	Transport Equipment	G4510	4 Vehicles	196,000.00	NCB	3/7/2023	6/7/2023	11/7/2023	07/14/2023	3/8/2023	8/8/2023	08/14/2023	08/14/2023	N/A	8/28/2023	9/15/2023
UPDATE																		
ACTUAL																		
PLANNED	5	IFB No. MOA/LEPPP/Proj/CB/RB/004/2023	Computer Supplies & ICT Services	G4741	Assorted	100,000.00	RB	3/7/2023	6/7/2023	11/7/2023	07/14/2023	3/8/2023	8/8/2023	08/14/2023	08/14/2023	N/A	8/28/2023	9/15/2023
UPDATE																		
ACTUAL																		
PLANNED	6	IFB No. MOA/LEPPP/Proj/CB/SS/001/2023	Agro Chemical	G4669	Assorted	160,000.00	SS	3/7/2023	6/7/2023	11/7/2023	07/14/2023	3/8/2023	8/8/2023	08/14/2023	08/14/2023	N/A	8/28/2023	9/15/2023
UPDATE																		
ACTUAL																		
PLANNED	7	IFB No. MOA/LEPPP/Proj/CB/NCB/002/2023	Equipment & Machinery	G4510	Assorted	100,000.00	NCB	3/7/2023	6/7/2023	11/7/2023	07/14/2023	3/8/2023	8/8/2023	08/14/2023	08/14/2023	N/A	8/28/2023	9/15/2023
UPDATE																		
ACTUAL																		
PLANNED	8	IFB No. MOA/LEPPP/Proj/CB/SS/002/2023	Rice/ Lowland & Upland Seed (Rice)	G4741	250 Bags	600,000.00	SS	3/7/2023	6/7/2023	11/7/2023	07/14/2023	3/8/2023	8/8/2023	08/14/2023	08/14/2023	N/A	8/28/2023	9/15/2023
UPDATE																		
ACTUAL																		
PLANNED	9	IFB No. MOA/LEPPP/Proj/CB/SS/003/2023	Purchase of Precision Drones	G4510	10 Units of Drones	250,000.00	SS	3/7/2023	6/7/2023	11/7/2023	07/14/2023	3/8/2023	8/8/2023	08/14/2023	08/14/2023	N/A	8/28/2023	9/15/2023
UPDATE																		
ACTUAL																		
PLANNED	10	IFB No. MOA/LEPPP/Proj/CB/NCB/003/2023	Purchase of Post Harvest Equipment	G4510	Assorted	450,000.00	NCB	3/7/2023	6/7/2023	11/7/2023	07/14/2023	3/8/2023	8/8/2023	08/14/2023	08/14/2023	N/A	8/28/2023	9/15/2023
UPDATE																		
ACTUAL																		
TOTAL:					2,016,000.00													




7/14/2023

7/14/2023



PREPARED BY: 
BARBARA J. MENYONGAI
ACTING PROCUREMENT DIRECTOR




7/17/23

DATE: 05-07-23

FISCAL YEAR: 2023

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ACTING PROCUREMENT DIRECTOR

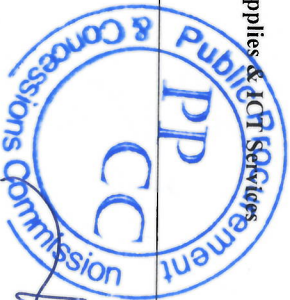
ACTING CHAIRPERSON, PROCUREMENT COMMITTEE

DATE:

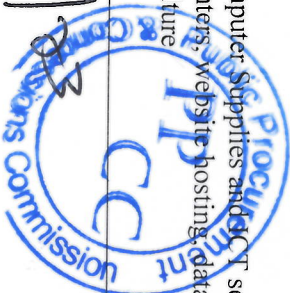
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MINISTRY OF AGRICULTURE
PROJECT PROCUREMENT PLAN (EXPLANATORY NOTES)
FISCAL YEAR: JULY- DECEMBER 2023

Item No.	Contract Package Code	Contract Package	Content of Contract Package
CORE			
1	IFB No. MOA/LEEP/Proj/CB/RB/001/2023	Repair & Maintenance Motorbikes & Vehicles	This contract package is taken from the budget line Repairs & Maintenance vehicles & Motorbikes and it will be used to procure genuine vehicle & motorbike spare parts for 4 units of vehicles and 7 Units of Motorbikes for the Project under the Ministry of Agriculture.
2	IFB No. MOA/LEEP/ Proj/RB/002/2023	Purchase of Motorbikes	This contract is taken from the budget line Motorbikes and its intended to purchase 7 units of Motorbikes for the Project under the Ministry of Agriculture.
3	IFB No. MoA/LEEP/Proj/NCB/001/2023	Stationery	This contract package is funded from the budget line Purchase of Stationery and Supplies which is intended to procure the following assorted stationery (Office Materials & Ink & Toner Cartridges) items: (Legal Size paper, 80g f14 ,A4 size paper 80g, Manila folder A4 Size (1ctn x 5 per pk = 500 pcs,) ,paper glue, pen Drive USB Type 8 GB, Staple Machine (20 Sheets, 24/6 or 24/6 mins pins) White Board marker, high quality, assorted colos, Ledger Book 3Qr, Surge/Extension Cord, 5 ports, multi INK and Cartridge, Canon 728, Cartridge(Original), HP 30 A, Toner, HP 131A, Series etc.
4	IFB No. MOA/LEEP/ Proj/RB/003/2023	Transport Equipment	This Contract Package is funded from the budget line Transport Equipment and will be used to procure 4 Units of Vehicles for the Project under the Ministry of Agriculture.
5	IFB No. MOA/LEEP/Proj/RB/004/2023	Computer Supplies and ICT Services	This contract package is taken from the budget lines Computer Supplies and ICT services. It is intended to procure the repair of computer, desktops, printers, website hosting, database development, Video Conferencing Unit etc. for the Ministry of Agriculture



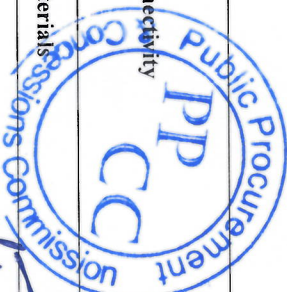

Handwritten signature and date 7/1/23.



6	IFB No. MOA/LEEP/Proj/RB/005/2023	Agro Chemical	This Contract Package is from the budget line Agro Chemical and it is intended to be Single Source(S.S) to Ma Bendu Farms for the Procurement of 100 MT of organic fertilizer (Chicken Manure) for planting.
7	IFB No. MOA/LEEP/Proj/NCB/002/2023	Equipment & Machinery	This contract Package is from the budget line Equipment & Machinery and it will used to procure Land clearing Machine for the Ministry of Agriculture.
8	IFBNo:MOA/LEEP/Proj/NCB/003/2023	Rice(Lowland & Upland Seed Rice)	This contract package is taken from the budget line Lowland and Upland Rice Seeds and its intended to be Single Source(S.S) to Ma Bendu Farms for the Procurement of 150 MT of Lowland rice seeds for planting (Nerica L- 19; Suakoko -8) and 100 MT of Upland rice seeds for planting (LAC - 23; Nerica L-4)
9	IFBNo:MOA/LEEP/Proj/CB/CE/001/2023	Purchase of Drones	This contract package is taken from the budget lines Precision Drones it is intended to Single Source(S.S) to Professional Services Inc. for the Procurement of Drones to conduct Aerial Land Surveying and to further Facilitate Pesticide Spraying for the project under the Ministry of Agriculture.
	IFBNo:MOA/LEEP/Proj/CB/NCB/004/2023	Purchase of Post Harvest Equipment	This contract Package is taken from the budget line Post Harvest Equipment and is intended to procure Motorized Threshers for the post harvesting of Rice.

SBA

1	IFB No. MOA/LEEP/Proj/SBA/RB/001/2023	Petroleum Product (Diesel & Gasoline	This contract package is taken from the budget lines Fuel & Lubricant vehicles and its intended to procure the following items: Gasoline and Lubricants for vehicles, & motorcycles from the below vendors to be invited with an invitation for Bids as follows: A. Super Petroleum (SP) Corp.; B. Liberia Petroleum (LP) Corp.; C. Anninata & Sons, Inc. D. National Petroleum (NP) and all others suppliers that deal in coupon. A. diesel in coupon supply is - 7,777 gals @ US\$4.50. B. Gasoline in coupons supply to Vehicles - 3,730 gallons @ 4.00
2	IFBNo.MoA/SBA/LEFPP/Proj/RB/002/2023	Scratch Cards	This contract package is taken from the budget lines Scratch cards (4,000.00) and it is intended to procure the following : Telecommunication (Scratch cards): 4,200 pieces of 5 dollars denomination cards; 3,000 pieces of 1 dollar denomination cards; 4,200 pieces of 5 dollars denomination cards; 3,000 pieces of 1 dollar denomination cards;
3	IFB No.MoA/SBA/LEFPP/Proj/SS/001/2023	Internet Connectivity	This contract package is taken from the budget line Telecommunication, internet & postage which is intended to Sole Sourced the internet services from the Liberian Telecommunication Corporation (LIBTELCO) with a yearly subscription fee of \$165,000.00USD for (download and upload) of equipment that is already installed at the Ministry of Agriculture, Ministerial Compound, Congo Town, Monrovia, Liberia.
4	IFBNo: MOA/SBA/LEFPP/Proj/RB/003/2023	Cleaning Materials	This package is taken from the budget line Cleaning Materials and it is intended to procure the following: cloths, detol, tissues, sanitizers, tide soap, Air freshener, Floor mop, Broom, Trash bags, Trash Cans, etc.

7/14/23

7/17/23

Prepared By:

Barbara J. Menyongai

ACTING PROCUREMENT DIRECTOR

Approved by:

PRECIOUS K. JEFFERSON

ACTING MINISTER AND CHAIRPERSON, PROCUREMENT COMMITTEE

Date:

08-07-20



7/17/23

