



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/0508/'19

September 18, 2019

Hon. Ernest J. Clarke  
**ACTING MINISTER**  
Ministry of Agriculture  
Republic of Liberia

Dear Hon. Clarke:

Subject: **PROVISIONAL APPROVAL OF DRAFT PROCUREMENT PLAN FOR FISCAL YEAR 2019/2020**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Ministry of Agriculture SBA and Non SBA Procurement Plans for FY 2019/2020 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 2019/2020 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for MOA's allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for FY 2019/2020 and staff of your Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the previous fiscal year (2018/2019), for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for fiscal year 2019/2020.

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.

Kind regards.

Sincerely Yours

  
Jargbe Rosejine Nagbe Kowb (Atty).  
**CHIEF/EXECUTIVE OFFICER**

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Regulating and Monitoring Compliance with the Public Procurement and Concession Act of Liberia

**MINISTRY OF AGRICULTURE**  
**PROCUREMENT PLAN (CORE BUDGET)**  
 SOURCE OF FUNDING: GOL NATIONAL BUDGET  
 FISCAL YEAR: 2019 - 2020

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
			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	
1	IFB No. MOA/CB/NCB/001/19/20	Vehicles Spare Parts	G4530	46 Vehicles	10,792.00	NCB	7/17/2019	7/24/2019	7/31/2019	8/7/2019	9/4/2019	9/14/2019	9/24/2019	10/8/2019	N/A	11/5/2019	6/28/2020	
PLANNED																		
UPDATE																		
ACTUAL																		
2	IFB No. MOA/CB/RFO/001/19/20	Computers, supplies, parts and cabling	C9511	Assorted	450.00	RFO	7/25/2019	7/25/2019	7/26/2019	7/29/2019	8/5/2019	8/5/2019	8/7/2019	8/14/2019	N/A	9/11/2019	10/9/2019	
PLANNED																		
UPDATE																		
ACTUAL																		
3	IFB No. MOA/CB/RFO/002/19/20	Scratch Cards	J6190	Assorted	1,000.00	RFO	7/23/2019	7/23/2019	7/24/2019	7/27/2019	8/3/2019	8/3/2019	8/5/2019	8/12/2019	N/A	9/9/2019	10/7/2019	
PLANNED																		
UPDATE																		
ACTUAL																		
				Sub - Total:	155	12,242.00												

PREPARED BY: *Abraham V Armah*  
 ABRAHAM VARMAH  
 ACTING DIRECTOR OF PROCUREMENT

APPROVED BY: *P. Precious K. Teteh*  
 P. PRECIOUS K. TETEH  
 CHAIRMAN, PROCUREMENT COMMITTEE

DATE: *Sept 10, 2019*



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*Provision*

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*September 17, 2019*

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*09/18/19*

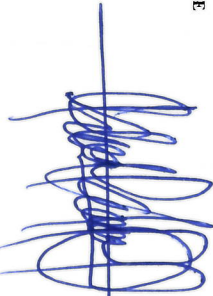
MINISTRY OF AGRICULTURE  
PROCUREMENT PLAN (CORE BUDGET)  
SOURCE OF FUNDING: GOI NATIONAL BUDGET  
FISCAL YEAR: 2019 - 2020

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
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	Pc App. 2 of bid Evaluation report	Cont. Award /Signature	Advance payment (mobilization)	Delivery, inspection (substantial completion)	Acceptance & final payment
PLANNED	3	IFB No. MOA/CB/RB/001/19/20	Agriculture Tools	G4653	Assorted	100,000.00	RB	8/5/2019	8/12/2019	8/17/2019	8/19/2019	9/16/2019	9/30/2019	10/5/2019	10/19/2019	N/A	11/16/2019	12/14/2019
UPDATE																		
ACTUAL																		
PLANNED	4	IFB No. MOA/CB/S/001/19/20	Generator Repairs & Maint. Services	C3314	1 Firm	5,700.00	S.S	7/31/2019	8/7/2019	8/10/2019	N/A	N/A	N/A	N/A	8/24/2019	N/A	6/14/2020	6/27/2020
UPDATE																		
ACTUAL																		
PLANNED	5	IFB No. MOA/CB/RFO/003/19/20	Stationery	G4761	Assorted	3,685.00	RFQ	7/23/2019	7/26/2019	7/28/2019	7/28/2019	8/4/2019	8/8/2019	8/12/2019	8/19/2019	N/A	8/26/2019	9/23/2019
UPDATE																		
ACTUAL																		
						Sub - Total	US\$											
						Grand Total	US\$											

PREPARED BY:   
ABRAHAM V ARIMAH  
ACTING DIRECTOR OF PROCUREMENT

APPROVED BY:   
HON. PRECIOUS K. TETTEH  
CHAIRMAN, PROCUREMENT COMMITTEE

DATE: Sept 10, 2019



*Provision*

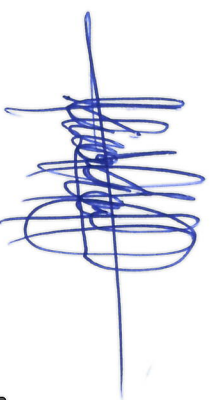
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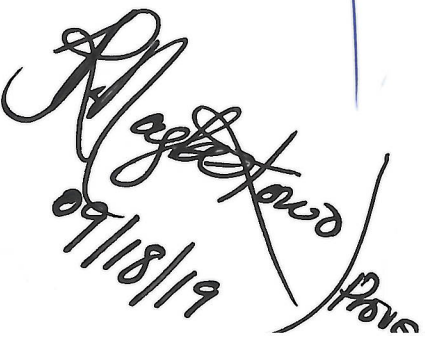
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Item No.	Contract Package Code	Contract Package	Content of Contract Package
CORE			
1	IFB NO.MOA/CB/NCB/001/19/20	Vehicle Spare Parts	This contract package is taken from the budget line Repairs & maintenance vehicles and its intended to procure vehicle spare parts (assorted) to repaired and maintained 46 vehicles and 6 motor cycles for the Ministry of Agriculture through a Framework Agreement based on their Authorizations as Dealer of vehicles in Liberia. The Ministry however opt to bring to your attention that it has Seven (7) kinds of vehicles, namely: (Mercedez Trucks, Toyotas, Nissans, Hyundais, Fords, Renaults, Folton Aumark etc). Note: Donated vehicles may be included if required.
2	IFB NO.MOA/CB/RFQ/001/19/20	Computers, supplies, parts and cabling	This contract package is taken from the budget line Computers supplies & ICT services and its intended to procure the following: Cisco switch, Networking tool kit (Complete set), One (1) Terra Bite Hardware, 48 port D-Link switch, One (1) box of Cat 6E (Networking cable),(1) Terra Bite Hardware, Microsoft suites, Anti Virus, Window & 8 (64 bit software) etc.
3	IFB NO.MOA/CB/RFQ/002/19/20	Scratch Cards	This contract package is taken from the budget lines Telecommunication, internet and postage and it is intended to procure the following Telecommunication (Scratch cards): - Lonestar - 30 pieces of 5 dollars denomination cards - Lonestar - 250 pieces of 1 dollar denomination cards - Orange - 50 pieces of 5 dollars denomination cards - Orange - 350 pieces of 1 dollar denomination cards
4	IFB NO.MOA/CB/RB/001/19/20	Agriculture Tools	This contract package is taken from the budget line Agriculture Supplies & Inputs and it is intended to procure Agr Materials (inputs, supplies, Machineries etc.) for the Ministry of Agriculture
5	IFB NO.MOA/CB/S.S/002/19/20	Generator Repairs & Maintenance Services	This contract package is taken from the budget line Repairs & maintenance generators and it's intended to maintain the services of Beaver Company who supplied a 200 KVA generator through the West African Regional Fisheries Project (WARFP) that is currently in use at the Ministry of Agriculture.

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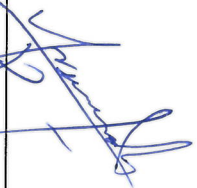


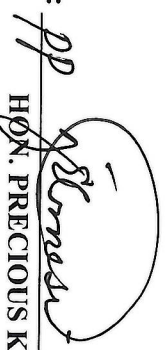
  
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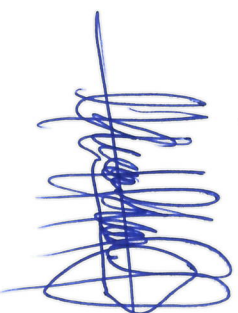


4	IFB No. MOA/SBA/RFQ/002/19/20	Cleaning Materials	procure assorted cleaning materials and supplies for the Ministry such as, per sack) Facial Tissue (200 sheets, 50 pks x ctn) Dusting Towel (13 x 13 inches) strong & durable Liquid Hand Soap (350ml, 24 pcs) Powder Soap (30grams, 150 pieces x cartoon) Regular Clorox Bleach (4 liter x 4 gallons per ctn) Soft Broom 27cm Air Freshener 300ml, assorted fragrances Floor Mop (Iron) etc.	Toilet Tissue (150g 36 rc
5	Administrative expenses	Water & sewage bills	This is taken from the budget line Water & Sewage and its intended to procure the lifting of Six (6) sewage dislogdes and make payment for water bills to Liberia Water and Sewage Corporation. The collection of Sewage from MOA and payment of water bills to MOA central office on Somalia Drive.	
6		Consultancy services	This budget line will be use to pay out salaries for existing professional contractors of the Ministry of Agriculture.	
7		Guard and security services	This budget line will be use to pay out salaries for existing security personal of the Ministry of Agriculture.	
8		staff training- foreign	This budget line is intended to pay out allowances to staff of the Ministry in foreign studies.	

PREPARED BY:   
ABRAHAM YARMAH  
DIRECTOR OF PROCUREMENT

APPROVED BY:   
HON. PRECIOUS K. TETTEH  
CHAIRMAN, PROCUREMENT COMMITTEE

DATE: Sept 10, 2019



*Attay*  
*September 17, 2019*



