



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 Roseline Nagbe Kowo (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(SBA)  
SOURCE OF FUNDING: GOL NATIONAL BUDGET  
FISCAL YEAR: 2019 - 2020

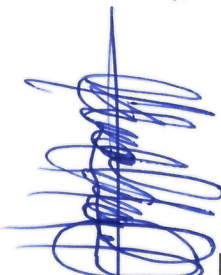
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BASIC DATA																		
	Item No.	Code	Contract package	Business Activity Codes	Qty	Est. Cost (U/SD)	Procure ment method	Tech Spec/BO Q/ Drawings	Preparati on of bidding document	PC App.1- bid doc/tech spec	Bid invitation & Release Doc	Bid sub/pub opening	Submissio n of Bid Evaluation report	Pc App. 2 of bid Evaluation report	Cont. Award /Signature	Advance payment (mobiliza tion)	Delivery, inspection (substantial completion )	Acceptance & final payment
PLANNED	1	IFB No. MOA/SBAS/S/001/19/20	Internet Services Provider	J6120	4.0GCHZ licences which include dedicated bandwidth 3072kbps (download & upload)	2,500.00	S.S	7/29/2019	8/5/2019	8/9/2019	N/A	N/A	N/A	N/A	8/23/2019	N/A	6/14/2020	6/30/2020
UPDATE																		
ACTUAL																		
PLANNED	2	IFB No. MOA/SBA/RB/001/19/20	Petroleum Product	G4661	8,997.75 gallons	30,504.00	RB	7/23/2019	7/30/2019	8/5/2019	8/7/2019	9/4/2019	9/18/2019	9/23/2019	10/7/2019	N/A	6/10/2020	6/26/2020
UPDATE																		
ACTUAL																		
					Sub - Total: US\$	33,004.00												

PREPARED BY:   
ABRAHAM YARMIAH  
ACTING DIRECTOR OF PROCUREMENT

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

DATE: Sept 10. 20



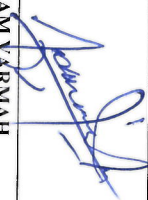


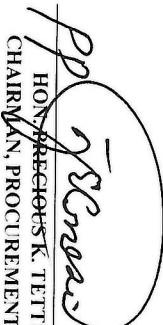
  
09/18/19

October  
Saturday 17, 2019

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

FISCAL YEAR: 2019 - 2020																		
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/BO Q/ 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 UPDATE	3	IFB No. MoA/SBA/RFQ/001/19/20	Air Ticket	N7911	Assorted	6,311.00	RFQ	7/24/2019	7/29/2019	7/30/2019	7/31/2019	8/14/2019	8/14/2019	8/16/2019	8/23/2019	N/A	5/30/2020	6/27/2020
ACTUAL																		
PLANNED UPDATE	4	IFB No. MoA/SBA/RFQ/002/19/20	Cleaning Materials	G4773	Assorted	1,000.00	RFQ	7/23/2019	7/28/2019	7/29/2019	7/30/2019	8/13/2019	8/13/2019	8/15/2019	8/22/2019	N/A	5/30/2020	6/27/2020
ACTUAL																		
						Sub - Total:US\$	1,000.00											
						Grand Total:US\$	34,004.00											

PREPARED BY:   
ABRAHAM VARMAH  
ACTING DIRECTOR OF PROCUREMENT

APPROVED BY:   
HON. P. J. S. K. TETTEH  
CHAIRMAN, PROCUREMENT COMMITTEE

DATE: Sept 10, 2019

*Alfred Sankar 17/8/2019*

  
*Accepted 6/11/19*  
*Prism*



6	IFB NO. MOA/CB/RFQ/005/19/20	Stationery

This contract package is intended to procure the following assorted stationery items:

**Office Materials**

Legal size paper  
A4 size paper  
Manila Folder A4 size (1cm x 5 packs x 100 pcs)  
Stapler Machine 24/6 or 24/6 min pins  
Surge protector extension cord, 5 port multi sockets  
Masking Tape Legal size  
Pen Drive, USB type 8 GB  
Masking Tape Medium Size  
White Board Marker, High quality assorted colors  
Legal Book 3 Or

**Ink and Toner Cartridges:**

55A, Laserjet Pro MFP M21dn  
410A, Laserjet Pro color MFP M477 fdw  
Canon 728, Cartridge (Original)  
Canon – T, Cartridge (Original)  
HP 05A Toner Laserjet (Original)  
HP 131 A series  
Anti-Virus 2019

1	IFB No. MOA/SBA/S.S/001/19/20	Internet connectivity
2	IFB NO. MOA/SBA/RB/001/19/20	Petroleum Product
3	IFB No. MOA/SBA/RFQ/001/19/20	Air Tickets

**SBA**

This contract package is taken from the budget line Telecommunication, internet, & postage which is intended to Sole Source the internet services to Libtelco Liberia for the monthly provision of 4.0GHz licensed which include (dedicated bandwidth of 3072 kbps 3 download and 2 upload) including installation of infrastructure at Ministry of Agriculture, Somalia Drive. The above mentioned will be sourced from LIBTELCO.

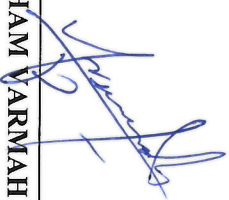
This contract package is taken for both budget lines Fuel & lubricant vehicles & generators and its intended to procure the following items: Gasoline and diesel for generators, vehicles, & motorcycles  
A. bulk diesel supply to generator - 4,841.90 gallons@US\$3.15  
B. Gasoline in coupons supply to Vehicles - 4,155.85 gallons@US\$3.67 inclusive of transportation cost (0.05).

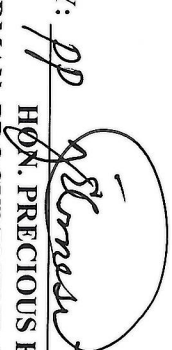
This contract package is taken from the budget line Foreign Means of Travel. This line is intended to procure plane tickets from Airlines so as to facilitate the Ministers international Travel.

*Accepted  
Signed 07, 2019*

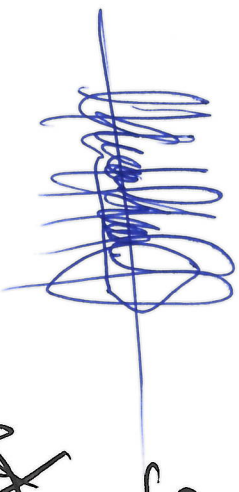
*[Signature]*  
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06/11/19

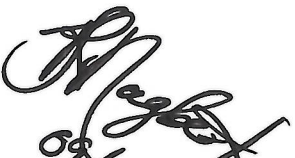
4	IFB No. MOA/SBA/RFQ/002/19/20	Cleaning Materials	procure assorted cleaning materials and supplies for the Ministry such as, per sack) Facial Tissue (200 sheets, 50 pks x ctn) Dusting Towel (13 x 13 inches) strong & durable Liquid Hand Soap (350ml, 24 pcs) Powder Soap (30grams, 150 pieces x cartoon) 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







*attest*  
*Sept 17, 2019*