



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/CEO/056/'21

February 12, 2021

Hon. Jeanine M. Cooper
MINISTER
Ministry of Agriculture
Republic of Liberia
Monrovia, Liberia

Dear Hon. Cooper:

Subject: **RECEIPT AND APPROVAL OF MOA's SPECIAL PROJECT PROCUREMENT PLAN (NATIONAL AGRICULTURE FAIR) FOR FISCAL YEAR 2020/2021**

We present our compliments and wish to notify you that the Public Procurement and Concessions Commission has received and approved the MOA's Special Project Procurement Plan (National Agriculture Fair) for Fiscal Year 2020/2021 in accordance with **Section 40 (3)** of the PPCA, 2010. The Commission informs the **Ministry of Agriculture** that its Special Project Procurement Plan will be duly forwarded to the Ministry of Finance and Development Planning (MFDP), and the MFDP will process allotments in keeping with the approved Procurement Plans.

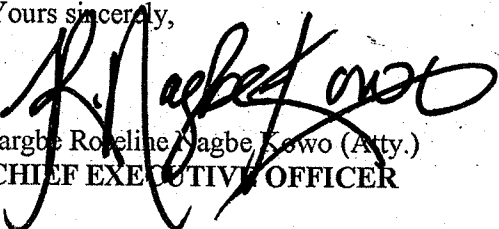
The Commission counsels that you observe **Section 40(5)** of the PPCA, 2010 which states "each Procuring Entity, shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in its plan. An updated procurement plan shall accompany said notice to the Commission."

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the previous fiscal year (2019/2020), for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for fiscal year 2020/2021.

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.

Best regards.

Yours sincerely,


Jargbe Roseline Nagbe Sewo (Atty.)
CHIEF EXECUTIVE OFFICER

MINISTRY OF AGRICULTURE
PROCUREMENT PLAN(National Agriculture Fair)
SOURCE OF FUNDING: GOL

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | |
|-----------------------------|----------|-------------------------------|-----------------------|-------------------------|--------------------|-----------------|--------------------|-------------------------|---------------------------------|-----------------------------|------------------------------|---------------------|-------------------------------------|------------------------------------|------------------------|--------------------------------|---|---------------------|---------|--|--|
| | | | | | BASIC DATA | | | | | | | | | IMPLEMENTATION DATES | | | | | | | |
| | Item No. | Contract 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) | Acceptan final payr | | | |
| PLANNED UPDATE ACTUAL | 1 | IFB No. MOA/NAF/RFQ/001/20/21 | Stationery | G4761 | Assorted | 250.00 | RFQ | 1/25/2021 | 1/27/2021 | 1/29/2021 | 2/1/2021 | 2/8/2021 | 2/11/2021 | 2/15/2021 | 2/17/2021 | N/A | N/A | 2/19/2021 | 2/25/20 | | |
| PLANNED | 2 | IFB No. MOA/NAF/RFQ/002/20/21 | Fuel & Lubricant | G4661 | 1,109 gallons | 4,612.00 | RFQ | 1/25/2021 | 1/27/2021 | 1/29/2021 | 2/1/2021 | 2/8/2021 | 2/11/2021 | 2/15/2021 | 2/17/2021 | N/A | N/A | 2/19/2021 | 2/25/20 | | |
| UPDATE | | | | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | | | | |
| PLANNED | 3 | IFB No. MoA/NAF/SS/001/20/21 | Catering | G4711 | Assorted | 18,539.00 | SS | N/A | N/A | N/A | N/A | N/A | N/A | N/A | 2/1/2021 | N/A | N/A | 2/19/2021 | 2/25/20 | | |
| UPDATE | | | | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | | | | |
| PLANNED | 4 | IFB No. MOA/NAF/RFQ/003/20/21 | Scratch Cards | J6190 | Assorted | 1,225.00 | RFQ | 1/25/2021 | 1/27/2021 | 1/29/2021 | 2/1/2021 | 2/8/2021 | 2/11/2021 | 2/15/2021 | 2/17/2021 | N/A | N/A | 2/19/2021 | 2/25/20 | | |
| UPDATE | | | | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | | | | |
| PLANNED | 5 | IFB No. MOA/NAF/RFQ/004/20/21 | Internet Connectivity | J6120 | 5 pieces | 890.00 | RFQ | 1/25/2021 | 1/27/2021 | 1/29/2021 | 2/1/2021 | 2/8/2021 | 2/11/2021 | 2/15/2021 | 2/17/2021 | N/A | N/A | 2/19/2021 | 2/25/20 | | |
| UPDATE | | | | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | | | | |
| PLANNED | 6 | IFB No. MOA/NAF/RFQ/005/20/21 | Vehicle rental | N7710 | vehicles of differ | 3,750.00 | RFQ | 1/25/2021 | 1/27/2021 | 1/29/2021 | 2/1/2021 | 2/8/2021 | 2/11/2021 | 2/15/2021 | 2/17/2021 | N/A | N/A | 2/19/2021 | 2/25/20 | | |
| UPDATE | | | | | | | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | | | | | | | |
| | | | | | Grand Total:US\$ | | | | | 29,266.00 | | | | | | | | | | | |

PREPARED BY: ABRAHAM V ARMAH
DIRECTOR OF PROCUREMENT

APPROVED BY: JEFFERSON M. COOPER
CHAIRPERSON, PROCUREMENT COMMITTEE

DATE: Feb 8, 2021



| | | | | | | | | | | | | | | | | | | |
|-----------------------------|----|-------------------------------|--|-------|----------|-------------------|-----|-----------|-----------|-----------|----------|----------|-----------|-----------|-----------|-----|-----------|-----------|
| PLANNED UPDATE ACTUAL | 7 | IFB No. MOA/NAF/RFQ/006/20/21 | Office equipment | G4761 | Assorted | 420.00 | RFQ | 1/25/2021 | 1/27/2021 | 1/29/2021 | 2/1/2021 | 2/8/2021 | 2/11/2021 | 2/15/2021 | 2/17/2021 | N/A | 2/19/2021 | 2/25/2021 |
| PLANNED UPDATE ACTUAL | 8 | IFB No. MOA/NAF/RFQ/007/20/21 | General building Material | G4663 | Assorted | 2,288.00 | RFQ | 1/25/2021 | 1/27/2021 | 1/29/2021 | 2/1/2021 | 2/8/2021 | 2/11/2021 | 2/15/2021 | 2/17/2021 | N/A | 2/19/2021 | 2/25/2021 |
| PLANNED UPDATE ACTUAL | 9 | IFB No. MOA/NAF/RFQ/008/20/21 | Agriculture Tools | G4653 | Assorted | 171.00 | | 1/25/2021 | 1/27/2021 | 1/29/2021 | 2/1/2021 | 2/8/2021 | 2/11/2021 | 2/15/2021 | 2/17/2021 | N/A | 2/19/2021 | 2/25/2021 |
| PLANNED UPDATE ACTUAL | 10 | IFB No. MOA/NAF/SS/002/20/21 | Printing and Binding | C1811 | Assorted | 10,474.00 | SS | N/A | N/A | N/A | N/A | N/A | N/A | N/A | 2/1/2021 | N/A | 2/19/2021 | 2/25/2021 |
| PLANNED UPDATE ACTUAL | 11 | IFB No. MOA/NAF/SS/003/20/21 | Advertising and Public Relations | | Assorted | 12,050.00 | SS | N/A | N/A | N/A | N/A | N/A | N/A | N/A | 2/1/2021 | N/A | 2/19/2021 | 2/25/2021 |
| PLANNED UPDATE ACTUAL | 11 | IFB No. MOA/NAF/RFQ/009/20/21 | Generator Maintenance | C3314 | Assorted | 215.00 | RFQ | 1/25/2021 | 1/27/2021 | 1/29/2021 | 2/1/2021 | 2/8/2021 | 2/11/2021 | 2/15/2021 | 2/17/2021 | N/A | 2/19/2021 | 2/25/2021 |
| | | | | | | Sub-Total US\$ | | | | | | | | | | | | |
| | | | | | | Grand Total: US\$ | | | | | | | | | | | | |

Sub-Total US\$ 25,618.00
Grand Total: US\$ 54,884.00

PREPARED BY: ABRAHAM VARMAH
DIRECTOR OF PROCUREMENT

APPROVED BY: JEANNE M. COOPER
CHAIRPERSON, PROCUREMENT COMMITTEE

DATE: Feb 8, 2021


Feb 10, 2021

Feb 12/2021

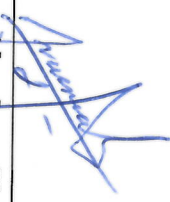
MINISTRY OF AGRICULTURE PROCUREMENT PLAN (EXPLANATORY NOTES) NATIONAL AGRICULTURE FAIR (NAF): 2021

| Item No. | Contract Package Code | Contract Package | Content of Contract Package |
|----------|-------------------------------|----------------------------|---|
| CORE | | | |
| 1 | IFB No. MOA/NAF/RFQ/001/20/21 | Stationery | this contract package will be for the purchase of sheets, pens,note pad, mini-cash save, postal sheet,photo copier ink/cartridge, 3 into one photo copier,booklets, unit of power sources and rubber stamp. |
| 2 | IFB No. MOA/NAF/RFQ/002/20/21 | Fuel and Lubricant | Purchase of Fuel for materials hulage, generator and vehicle |
| 3 | IFB No. MoA/NAF/SS/001/20/21 | catering | this contract package will be use for meeting breakfast, lunch, water and ice blocks |
| 4 | IFB No. MOA/NAF/RFQ/003/20/21 | Scratch Cards | This contract package will be use to purchase scratch cards for call and data, committee members communication and internet |
| 5 | IFB No. MOA/NAF/RFQ/004/20/21 | Internet Connectivity | This contract package will be use for the purchase of modern |
| 6 | IFB No. MOA/NAF/RFQ/005/20/21 | Vehicle Rental | Rental of vehicles for farmers from Nimba, Lotã, Grand Kru, Sinoe, Grand Gedeh, Rivercess, Maryland, Monserrado, Bomi, Caoe Mount, Gbapolu, Grand Bassa, Bong and Margibi. Truck rental for 5 days, and Bus rental for 2 days to and fro. |
| 7 | IFB No. MOA/NAF/RFQ/006/20/21 | Office Equipment | this contract package will be use for the purchase of a mini save and a 3 into 1 printer |
| 8 | IFB No. MOA/NAF/RFQ/007/20/21 | General Building Materials | this contract package will be use for the purchase of light bulbs, twain rope for building of tant, pingali for hole digging, hammer, electrical tape, paint for docoration, white watch and bamboo for tant construction.. |
| 9 | IFB No. MOA/NAF/RFQ/008/20/21 | Agriculture Tools | Purchases of cutlasses and files. |


 Feb 10, 2021

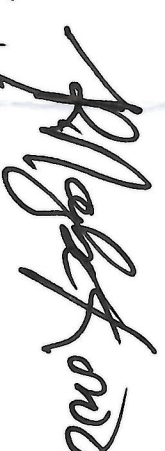

 Feb 17/2021

| | | | |
|----|-------------------------------|-----------------------------|---|
| 10 | IFB No. MOA/NAF/SS/002/20/21 | Printing and Binding | This package will be use for the purchase of sovenir program, printing of banner,printing of tag, printing of receipt booklet and rubber stamp and printing of T shirts, |
| 11 | IFB No. MOA/NAF/SS/003/20/21 | Advertisement and Publicity | This package id use for hosting of radio talk shows at local radio station, airing if jingles on selected radio stations across the country, develop different PSA/ads in several languages, recording of jingle and songs, |
| 12 | IFB No. MOA/NAF/RFQ/009/20/21 | Generator Maintenance | Purchase of filters, and engine oil |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Prepared By: 
Abraham Varmah
Procurement Director

Approved by: 
Date: February 8, 2021
Jeanine M. Cooper
CHAIRPERSON, PROCUREMENT COMMITTEE




Feb/10/2021

