



Republic of Liberia

## Public Procurement & Concessions Commission

Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



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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/0961/19**

December 18, 2019

Dr. John S. Flomo, Jr.  
**DIRECTOR GENERAL**  
Liberia Agriculture Commodity Regulatory Authority  
Republic of Liberia

Dear Dr. Flomo:

Subject: **RECEIPT AND APPROVAL OF SPECIAL PROJECT (SMALL HOLDER COCOA FARMERS REHABILITATION AND EXPANSION) PROCUREMENT PLAN FOR FISCAL YEAR 2019/2020**

We present our compliments and wish to notify you that the Public Procurement and Concessions Commission has received and approved the Liberia Agriculture Commodity Regulatory Authority Special Project Procurement Plan (*Goods and Services*) for Fiscal Year 2019/2020 in accordance with Section 40 (3) of the PPCA, 2010. The Commission informs you that your special project Procurement Plan has been 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.

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 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.

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.

Best regards.

Yours sincerely,

  
Jargbe Roseline Nagbe Kowo (Atty.)  
**CHIEF EXECUTIVE OFFICER**

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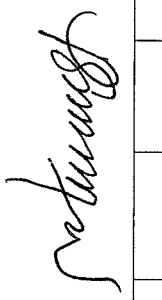

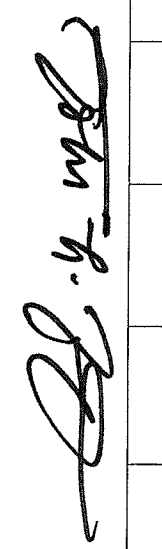
Regulating and Monitoring Compliance with the Public Procurement and Concession Act of Liberia

**LIBERIA AGRICULTURE COMMODITY REGULATORY AUTHORITY (LACRA)**  
**ADDENDUM/SPECIAL PROJECT PROCUREMENT PLAN:**  
**SMALLHOLDER COCOA FARMERS REHABILITATION AND EXPANSION PROJECT**  
**FOR THE FISCAL PERIOD 2019/2020**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
<b>BASIC DATA</b>																	
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION /PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT
PLANNED	1	IFB/NOILA CRA100111920	Capacity Building (Training)	200 Persons	USD 9,600.00	RFQ	11/31/19	11/23/19	12/30/19	1/6/20	2/3/20	2/10/20	2/22/20	3/5/20	N/A	6/12/20	6/26/20
UPDATE																	
ACTUAL																	
PLANNED	2	IFB NOILACRA 100111920	Agricultural Supplies and IMPUTS	various	USD 205,753.00	NCB	11-4-2019	11-23-2019	12-30-2019	01-6-2020	03-18-2020	03-24-2019	07-10-2019	07-29-2019	N/A	08-6-2019	06-30-2020
UPDATE																	
ACTUAL																	
PLANNED	3	IFB NOILACRA 100211920	Pre-Project Assessment	1 firm	USD 17,280.00	NCB	05-6-2019	05-13-2019	05-20-2019	07-11-2019	08-03-2019	08-08-2019	08-22-2019	09-03-2020	N/A	09-12-2020	07-30-2020
UPDATE																	
ACTUAL																	
PLANNED	4	IFB NOILACRA 100311920	Consultancy Services	1 FIRM	USD 7,6380.00	NCB	05-04-2019	05-15-2019	05-22-2019	07-10-2019	07-24-2019	07-30-2019	08-06-2019	08-13-2019	N/A	08-22-2019	06-30-2020
UPDATE																	
ACTUAL																	
SUB TOTAL					USD 306013												

**BASIC DATA**

**IMPLEMENTATION DATES**

 Benjamin  
 Peter  
 John  
 12/11/2019

PLANNED	5	IFB NOILACRA 100411920	Vehicle rental	1 Firm	USD 15,000.00	NCB	05-8-2019	05-15-2019	05-22-2019	07-22-2019	08-07-2019	08-14-2019	08-21-2019	08-28-2019	N/A	09-04-2019	06-27-2020
UPDATE																	
ACTUAL																	
PLANNED	6	IFBINOLA CRAI00511 920	Petroleum Product (Diesel and Gasoline)	1 Firm	USD 39,880.00	NCB	05-07-2019	05-14-2019	05-21-2019	07-15-2019	07-21-2019	08-09-2019	08-16-2019	08-23-2019	N/A	08-30-2019	06-30-2019
UPDATE																	
ACTUAL																	
PLANNED	7	IFB NOILACRA 1002	Repairs and maintenance Vehicles	1 Firm	USD 3,000.00	RFQ	05-07-2019	05-21-2019	07-11-2019	08-16-2019	08-23-2019	08-03-2019	09-06-2019	09-12-2019	N/A	10-10-2019	06-20-2020
UPDATE																	
ACTUAL																	
PLANNED	8	IFB NOILACRA 100311920	Repairs and MAINTENANCE Motor Cycles	1 FIRM	USD 6,000.00	RFQ	05-08-2019	05-15-2019		05-22-2019	05-25-2019	06-27-2019	07-04-2019	07-08-2019	N/A	08-12-2019	06-30-2020
UPDATE																	
ACTUAL																	
PLANNED	9	IFB NOILACRA 100411920	Repairs and Maintenance Generators (Water Pumps and Saws)	1 Firm	USD 2,000.00	RFQ	05-10-2019	05-17-2019	05-24-2019	05-31-2019	06-24-2019	07-05-2019	07-28-2019	06-12-2019	N/A	06-26-2019	06-30-2020
UPDATE																	
ACTUAL																	
PLANNED	10	IFB INOILACR A1005	Stationeries	1 FIRM	USD 3,000.00	RFQ	05-09-2019	05-16-2019	05-23-2019	06-30-2019	07-23-2019	08-6-2019	08-20-2019	08-26-2019	N/A	11-26-2019	06-30-2020
UPDATE																	
ACTUAL																	
Sub total					USD 68880												

*Benjamin*

*John R. [Signature]*

*12/11/2019*

PLANNED	11	IFB MOILACRA 1006011912 0	Computer Supplies, Parts and CABLING	1 FIRM	USD 2,820.00	RFQ	05-17- 2019	05-24-2019	05-31-2019	06-24-2019	07-22-2019	07-29-2019	08-06-2019	08-19-2019	N/A	11-25-2019	06-30- 2020
UPDATE																	
ACTUAL																	
PLANNED	12	IFBNO/LA CRA0071/ 19/20	ADVERTISING AND PUBLIC Relations	VARIOUS	USD 8,000.00	RFQ	05-09- 2019	05-16-2019	05-23-2019	06-20-2019	07-18-2019	07-25-2019	08-01-2019	08-15-2019	N/A	11-21-2019	06-30- 2020
UPDATE																	
ACTUAL																	
PLANNED	13	IFBNO/LA CRA/0081 9/20	VEHICLE AND MOTOR BIKES INSURANCE	1FIRM	USD 1,475.00	RFQ	05-17- 2019	05-24-2019	05-31-2019	06-24-2019	07-22-2019	07-29-2019	08-05-2019	08-19-2019	N/A	11-25-2019	30-06- 2020
UPDATE																	
ACTUAL																	
PLANNED	14	IFBNO/LA CRA/0051 9/20	TRANSPORT EQUIPMENT (VEHICLES AND MOTOR BIKES)	1FIRM	USD 83,200.00	NCB	05-09- 2019	05-16-2019	05-23-2019	20-06-2019	18-07-2019	25-07-2019	01-08-2019	15-08-2019	N/A	21-11-2019	30-06- 2020
UPDATE																	
ACTUAL																	
PLANNED	15	IFBNO/LA CRA/006 19/20	GENERATOR (WATER PUMP MACHINES AND POWER SAWS)	1 FIRM	USD 12,800.00	NCB	17-05- 2019	24-05-2019	31-05-2019	24-06-2019	22-07-2019	29-07-2019	05-08-2019	19-08-2019	N/A	25-11-2019	30-06- 2020
UPDATE																	
ACTUAL																	
			<b>GRAND TOTAL</b>		<b>483,188.00</b>												

Prepared by:

 Procurement Director/ Manager

Approved by:

 John P. [Name]  
Head of Entity/Chairman, Proc. Cmtee

Date:

12/11/2019



**LIBERIA AGRICULTURE COMMODITY REGULATORY AUTHORITY (LACRA)  
 ADDENDUM/SPECIAL PROJECT PROCUREMENT PLAN:  
 SMALLHOLDER COCOA FARMERS REHABILITATION AND EXPANSION PROJECT  
 FOR THE FISCAL PERIOD 2019/2020  
 EXPLANATORY NOTES**

Capacity Building / training	This contract package will be used to procure materials and provide services for trainer and trainees. 200 cooperatives cocoa farmers from across the four counties will be provided training on how to apply the best practices in cocoa production etc.
Agriculture supply and inputs	This contract package will be used to procure agriculture tools and equipment.
Pre-project assessment	This contract will be used to procure all necessary item needed to carry out assessments for the four counties
Consultant services	This contract package will be used to pay consultant services to provided services for the project
Vehicle rental	This contract package will be used to rent vehicles for the smooth operation of the project
Petroleum product	This contract package will be used to procure petroleum product for all the project vehicles and equipment
Repair and maintenance vehicle	This contract package will be used to provide maintenance services for all the project vehicles
Repair and maintenance motor bike	This contract package will be used to provide maintenance services for all the project motor bikes
Repair and maintenance water pump	This contract package will be used to provide maintenance services for all the project water pumps
Computer supplies, parts and cabling	This contract package is intended to procure all computer and IT related item for the project
Vehicle and motor bike insurance	This contract package is intended to provide insurance for all the project vehicles and motor bikes
Public relation services	This contract package is intended to provide all media services needed to be provided for the project

*Sammy*

*W. J. Johnson*  
 Dec 18/19

Transport equipment, vehicle and motor bike	This contract package will be used to purchase all transport equipment, vehicles, and motor bikes
Purchase of generator, water pump machine, and power saw	This contract package is intended to purchase generator, water pumps and power saws for the project

Dec 11/8  
 2009  
 J. J. [Signature]  
 Project Manager

**LIBERIA AGRICULTURE COMMODITY REGULATORY AUTHORITY (LACRA)**  
**ADDENDUM/SPECIAL PROJECT PROCUREMENT PLAN:**  
**SMALLHOLDER COCOA FARMERS REHABILITATION AND EXPANSION PROJECT**  
**FOR THE FISCAL PERIOD 2019/2020**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
<b>BASIC DATA</b>																			
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION /PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS	
	1	IFB/NOILACRA/10011920	Capacity Building (Training)	200 Persons	USD 9,600.00	RFQ	11L3L19	11L23U19	12L30L19	11L6L20	21L3L20	210L120	2122L20	31L5L20	N/A	6L12L20	6L26L20		
	UPDATE																		
	ACTUAL																		
	PLANNED	2	IFB/NOILACRA/10011920	Agricultural Supplies and IMPUTS	various	USD 205,753.00	NCB	11-4-2019	11-23-2019	12-30-2019	01-6-2020	03-18-2020	03-24-2019	07-10-2019	07-29-2019	N/A	08-6-2019	06-30-2020	
	UPDATE																		
	ACTUAL																		
	PLANNED	3	IFB/NOILACRA/10021920	Pre-Project Assessment	1 firm	USD 17,280.00	NCB	05-6-2019	05-13-2019	05-20-2019	07-11-2019	08-03-2019	08-08-2019	08-22-2019	09-03-2020	N/A	09-12-2020	07-30-2020	
	UPDATE																		
	ACTUAL																		
	SUB TOTAL				USD 232,633														


Prepared by:   
Menson Brown  
Procurement Director

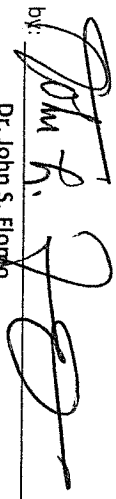
Approved by:   
Dr. John S. Flomo  
Director General

Date: 12/16/2019

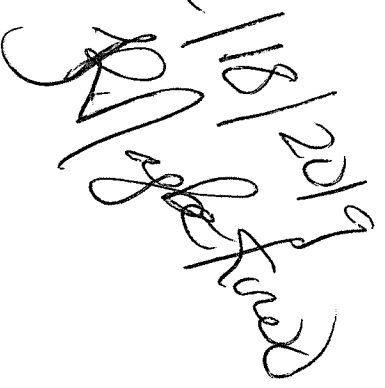
*Dr. J. Flomo*  
*11/8/2019*  
*Dr. J. Flomo*

PLANNED	14	IBFNO/LA CRA/0051 9/20	TRANSPORT EQUIPMENT (VEHICLES AND MOTOR BIKES)	1 FIRM	USD 83,200.00	NCB	05-09- 2019	05-16-2019	05-23-2019	20-06-2019	18-07-2019	25-07-2019	01-08-2019	15-08-2019	N/A	21-11-2019	30-06- 2020
UPDATE																	
ACTUAL																	
PLANNED	15	IBFNO/LA CRA/006 19/20	GENERATOR (WATER PUMP MACHINES AND POWER SAWS)	1 FIRM	USD 12,800.00	NCB	17-05- 2019	24-05-2019	31-05-2019	24-06-2019	22-07-2019	29-07-2019	05-08-2019	19-08-2019	N/A	25-11-2019	30-06- 2020
UPDATE																	
ACTUAL																	
SUB TOTAL					USD 96,000.00												
			GRAND TOTAL		USD 486,188												

Prepared by:   
**Mensoh Brown**  
 Procurement Director


Approved by:   
**Dr. John S. Florio**  
 Director General

Date: 12/16/2019

*Dec 16 / 2019*  


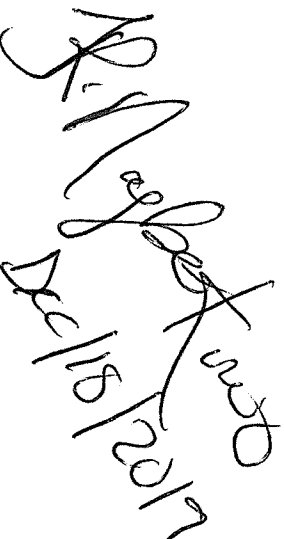


PLANNED	4	IFB NOLACRA I00311920	Consultancy Services	1 FIRM	USD 76,380.00	NCB	05-04-2019	05-15-2019	05-22-2019	07-10-2019	07-24-2019	07-30-2019	08-06-2019	08-13-2019	N/A	08-22-2019	06-30-2020
UPDATE																	
ACTUAL																	
PLANNED	5	IFB NOLACRA I00411920	Vehicle rental	1 Firm	USD 15,000.00	NCB	05-8-2019	05-15-2019	05-22-2019	07-22-2019	08-07-2019	08-14-2019	08-21-2019	08-28-2019	N/A	09-04-2019	06-27-2020
UPDATE																	
ACTUAL																	
PLANNAD	6	IFBINOLA CRAL005L1 920	Petroleum Product (Diesel and Gasoline)	1 Firm	USD 39,880.00	NCB	05-07-2019	05-14-2019	05-21-2019	07-15-2019	07-21-2019	08-09-2019	08-16-2019	08-23-2019	N/A	08-30-2019	06-30-2019
UPDATE																	
ACTUAL																	
PLANNED	7	IFB NOLACRA I002	Repairs and maintenance Vehicles	1 Firm	USD 3,000.00	RFQ	05-07-2019	05-21-2019	07-11-2019	08-16-2019	08-23-2019	08-03-2019	09-06-2019	09-12-2019	N/A	10-10-2019	06-20-2020
UPDATE																	
ACTUAL																	
PLANNED	8	IFB NOLACRA I00311920	Repairs and MAINTENANCE Motor Cycles	1 FIRM	USD 6,000.00	RFQ	05-08-2019	05-15-2019		05-22-2019	05-25-2019	06-27-2019	07-04-2019	07-08-2019	N/A	08-12-2019	06-30-2020
UPDATE																	
ACTUAL																	
SUB TOTAL					USD 140,260.00												


Prepared by:   
**Mepson Brown**  
 Procurement Director

Approved by:   
**Dr. John S. Flom**  
 Director General

Date: 12/16/2019

  
 Dr. John S. Flom  
 Director General

PLANNED	9	IFB NOILACRA 10041920	Repairs and Maintenance Generators (Water Pumps and Saws)	1 Firm	USD 2,000.00	RFQ	05-10- 2019	05-17-2019	05-24-2019	05-31-2019	06-24-2019	07-05-2019	07-28-2019	06-12-2019	06-26-2019	06-30- 2020
UPDATE																
ACTUAL																
PLANNED	10	IFB INOLACR A1005	Stationeries	1 FIRM	USD 3,000.00	RFQ	05-09- 2019	05-16-2019	05-23-2019	06-30-2019	07-23-2019	08-6-2019	08-20-2019	08-26-2019	11-26-2019	06-30- 2020
UPDATE																
ACTUAL																
PLANNED	11	IFB NOILACRA 100601912 0	Computer Supplies, Parts and CABLING	1 FIRM	USD 2,820.00	RFQ	05-17- 2019	05-24-2019	05-31-2019	06-24-2019	07-22-2019	07-29-2019	08-06-2019	08-19-2019	11-25-2019	06-30- 2020
UPDATE																
ACTUAL																
PLANNED	12	IFBNO/LA CRA0071/ 19/20	ADVERTISING AND PUBLIC Relations	VARIOUS	USD 8,000.00	RFQ	05-09- 2019	05-16-2019	05-23-2019	06-20-2019	07-18-2019	07-25-2019	08-01-2019	08-15-2019	11-21-2019	06-30- 2020
UPDATE																
ACTUAL																
PLANNED	13	IFBNO/LA CRA/0081 9/20	VEHICLE AND MOTOR BIKES INSURANCE	1 FIRM	USD 1,475.00	RFQ	05-17- 2019	05-24-2019	05-31-2019	06-24-2019	07-22-2019	07-29-2019	08-05-2019	08-19-2019	11-25-2019	30-06- 2020
UPDATE																
ACTUAL																
SUB TOTAL					USD 17,295.00											

Prepared by:   
**Menson Brown**  
 Procurement Director

Approved by:   
**Dr. John S. Fidmo**  
 Director General

Date: 12/16/2019

*Handwritten notes:*  
 12/16/19  
 12/16/19