

Jarabe Roseline Nagbe Kowo (Atty.)  
CHIEF EXECUTIVE OFFICER

Yours sincerely,  
*Jarabe Roseline Nagbe Kowo*

Best regards,

The Public Procurement and Concessions Commission admonishes and deems it a priority that you remain primarily in compliance with the PCA, 2010, as we jointly aspire to achieve transparency, accountability, fairness, equality and ultimately public confidence in our procurement and concessions processes. 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.

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. An updated procurement plan shall accompany said notice to the Commission.

The Commission counsels that you observe Section 40 (5) of the PCA, 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. The Commission shall accompany said notice to the Commission."

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 PCA, 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.

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

Dear Dr. Flomo:

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

December 18, 2019

Ref. PCC/RL/CEO/0961/19

Website: [www.pcc.gov.lr](http://www.pcc.gov.lr) | Email: [info@pcc.gov.lr](mailto:info@pcc.gov.lr) | Phone Short Code: 4357



Public Procurement & Concessions Commission  
Republic of Liberia  
Executive Mansion Grounds, Capitol Hill, Monrovia, 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
BASIC DATA							IMPLEMENTATION DATES										
PLANNED	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	IFBINOILA CRA1001L1 920	Capacity Building (Training)	200 Persons	USD 9,600.00	RFQ	11L3L19	11L23L19	12L30L19	116L20	213L20	210L20	2122L20	315L20	N/A	6L12L20	6L26L20
UPDATE																	
ACTUAL																	
PLANNED	2	IFB NOILACRA 1001L1920	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 1002L1920	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 1003L1920	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																	
SUB TOTAL					USD 306013												

*Brimpong*  
*12/11/2019*  
*18/12/19*  
*Sam A. [Signature]*

PLANNED	5	IFB NOILACRA 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																	
PLANNED	6	IFB/NOILA GRAID0511 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 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 NOILACRA 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																	
PLANNED	9	IFB NOILACRA I00411920	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 AI005	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												

*Benny*

*John R. [Signature]*

12/11/2019

PLANNED	11	IFB NOLACRA 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:

Head of Entity/Chairman, Proc. Cmtee

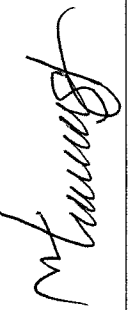
Date:

12/11/2019

*[Handwritten signatures and initials]*

**LIBERIA AGRICULTURE COMMODITY REGULATORY AUTHORITY (LACRA)  
ADDENDUM/SPECIAL 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



  
Dec 18/19

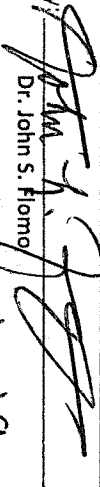
Transport equipment, vehicle and motor bike	This contract package will be used to purchase all transport equipment, vehicles, and motor bikes
Purchase of generator, water pump machine, and power saw	This contract package is intended to purchase generator, water pumps and power saws for the project

Dec 11/18  
 J. J. [Signature]  
 2019  
 Project Fund

**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
BASIC DATA							IMPLEMENTATION DATES											
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	QTY	ESTIMATED COST (USD)	PROCURE MENT METHOD	TECHNICAL SPECS/BOQ/ DRAWINGS	PREP. OF BID DOCUMENT	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	
PLANNED	1	IFB/NOILACRA CRA100111 920	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 IMPLUTS	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																		
SUB TOTAL					USD 232,633													

Prepared by:   
Menson Brown  
Procurement Director

Approved by:   
Dr. John S. Flomo  
Director General

Date: 12/16/2019

*Dec 18 2019*  


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												
						USD 486,188											
						GRAND TOTAL											

Prepared by: \_\_\_\_\_




Mensoy Brown  
Procurement Director

Approved by: \_\_\_\_\_




Dr. John S. Florio  
Director General

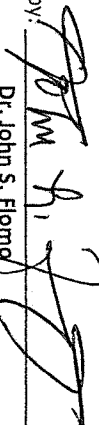
Date: 12/16/2019

Dec 16 / 2019  




PLANNED	4	IFB NOILACRA 10031920	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 NOILACRA 10041920	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	IFB/NOILA CRA/005L1 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 10031920	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

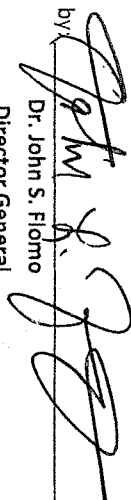
Approved by:   
**Dr. John S. Flom**  
 Director General

Date: 12/16/2019

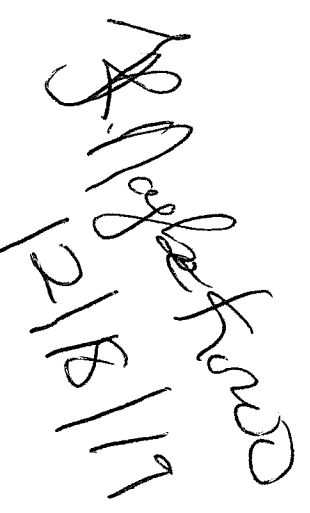
  
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PLANNED	9	FB NOILACRA 10041920	Repairs and Maintenance Generators (Water Pumps and Saws)	1 Firm	USD 2,000.00	RFQ	05-10- 2019	05-17-2019	05-24-2019	05-31-2019	06-24-2019	07-05-2019	07-28-2019	06-12-2019	N/A	06-26-2019	06-30- 2020
UPDATE																	
ACTUAL																	
PLANNED	10	FB 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																	
PLANNED	11	FB 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	N/A	11-25-2019	06-30- 2020
UPDATE																	
ACTUAL																	
PLANNED	12	FBNO/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	FBNO/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	N/A	11-25-2019	30-06- 2020
UPDATE																	
ACTUAL																	
SUB TOTAL					USD 17,295.00												

Prepared by:   
**Menison Brown**  
 Procurement Director

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

Date: 12/16/2019

  
 12/16/19