

Ref: PPCC/RL/CEO/002/P24

January 24, 2024

OFFICER-IN-CHARGE

Central Agricultural Research Institute (CARI)
SUAKOKO BONG COUNTY

Dear Sir/Madam:

Subject: **APPROVAL OF SBA AND NON SBA SADFON SPECIAL PROJECT PROCUREMENT PLAN FOR FISCAL YEAR 2024**

We present our compliments and wish to acknowledge receipt of your communication which sought the approval of the Commission for the Central Agricultural Research Institutes (CARI) Special Project Procurement Plan. Following thorough review, the Commission hereby approves the CARI SADFON SBA and Non SBA special project procurement plan for Fiscal Year 2024 in accordance with **Section 40 (3)** of the PPCA, 2010.

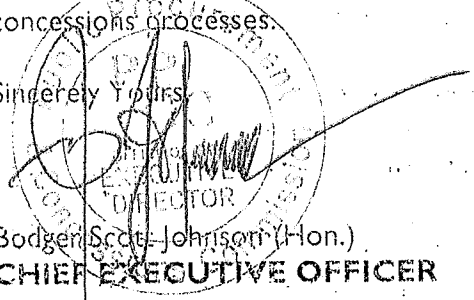
The Commission wishes to inform the CARI that its Procurement Plan will be duly forwarded to the Ministry of Finance and Development Planning (MFDP), and that the MFDP will process allotments in keeping with the approved Procurement Plans.

The Commission counsels that you observe **Section 40 (5) of the PPCA, 2010 which states that a Procuring Entity shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plan. The Commission and the Ministry responsible for Finance should be notified in writing of any material changes in its plan. However, 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.

The Public Procurement and Concessions Commission 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.

Sincerely Yours,


Bodger Scott Johnson (Hon.)
CHIEF EXECUTIVE OFFICER



CENTRAL AGRICULTURAL RESEARCH INSTITUTE (CARI)
SUAKOKO, BONG COUNTY
REPUBLIC OF LIBERIA



Mr. Bodger Scott Johnson
Executive Director
Public Procurement & Concession Commission
Executive Mansion Ground
Capitol Hill, Monrovia

January 18, 2024



Dear Sir,

REQUEST FOR THE APPROVAL OF PROCUREMENT PLAN -SADFON PROJECT (FY 2024)

The Central Agricultural Research Institute (CARI) extends its warmest greeting. In accordance with the Public Procurement and Concession Acts of Liberia, we hereby submit our Procurement Plan for 2024 with funding from the SADFON Project, fiscal year 2024.

Thanks for your usual support and guidance throughout Public Procurement processes in Liberia.

Thanks

Victor H. Sumo, PhD

Director General

CARI

Received:
Theophilus S.B. Kallie
Jan. 19, 2023
Time: 12:33pm



CENTRAL AGRICULTURE RESEARCH INSTITUTE (CARD)
SOURCE OF FUNDING: AFRICAN DEVELOPMENT BANK (ADB) THROUGH THE MINISTRY OF AGRICULTURE/SADFONS PROJECT
PROJECT PROCUREMENT PLAN (NON SBA)
FISCAL YEAR 2024



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 UPDATE ACTUAL	1	IFB No. CARU/RFQ/001/24	Search Card	16120	Assorted	1800.00	RFQ	17-01-24	24-01-24	29-01-24	01-02-24	08-02-24	12-02-24	15-02-24	19-02-24	22-02-24	22-02-24	17-12-24	
PLANNED UPDATE ACTUAL	2	IFB No. CARU/RFQ/002/24	Lubricant	G4661	Assorted	6,000.00	RFQ	23-01-24	30-01-24	05-02-24	08-02-24	15-02-24	19-02-24	22-02-24	29-02-24	N/A	14-03-24	24-12-24	
PLANNED UPDATE ACTUAL	3	IFB No. CARU/RFQ/001/24	Petroleum Product	G4661	1,200 gallons of Gasoline @ US\$5.00 and 3,750 gallons of Diesel Fuel @ US\$6.00	28,500.00	RB	23-01-24	31-01-24	07-02-24	12-02-24	11-03-24	21-03-24	28-03-24	04-04-24	N/A	02-05-24	23-12-24	
PLANNED UPDATE ACTUAL	4	IFB No. CARU/RFQ/003/24	Stationery	G4761	Assorted	1,000.00	RFQ	23-01-24	30-01-24	05-02-24	08-02-24	15-02-24	19-02-24	22-02-24	29-02-24	N/A	14-03-24	24-12-24	
PLANNED UPDATE ACTUAL	5	IFB No. CARU/RFQ/004/24	Office Equipment	G4741	Assorted	4,350.00	RFQ	23-01-24	30-01-24	05-02-24	08-02-24	15-02-24	19-02-24	22-02-24	29-02-24	N/A	14-03-24	24-12-24	
				Sub Total	US\$	5	41,650.00												

PREPARED BY: 

MackArthur Paul
PROJECT PROCUREMENT OFFICER


APPROVED BY:


 Victor H. Sumo
 CHAIRMAN, PROCUREMENT COMMITTEE



DATE:


 Jan 18, 2024


 01/24/24


 1/25/24



CENTRAL AGRICULTURE RESEARCH INSTITUTE (CARD)
SOURCE OF FUNDING: AFRICAN DEVELOPMENT BANK (AFDB) THROUGH THE MINISTRY OF AGRICULTURE/SADFONS PROJECT
PROJECT PROCUREMENT PLAN (NON SBA)
FISCAL YEAR 2024



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	6	IFB No. CAR/NCB/001/24	Furniture	G4761	Assorted	14,050.00	NCB	23-01-24	31-01-24	07-02-24	12-02-24	11-03-24	21-03-24	28-03-24	04-04-24	N/A	02-05-24	23-12-24	
UPDATE																			
ACTUAL																			
PLANNED	7	IFB No. CAR/NCB/002/24	Motor Vehicle Insurance	K6512	Assorted	7,000.00	RB	23-01-24	31-01-24	07-02-24	12-02-24	11-03-24	21-03-24	28-03-24	04-04-24	N/A	02-05-24	23-12-24	
UPDATE																			
ACTUAL																			
PLANNED	8	IFB No. CAR/RFQ/005/24	Repairs & Maintenance Vehicles	G4520	5 Units of Motor Vehicles	7,000.00	RFQ	23-01-24	30-01-24	05-02-24	08-02-24	15-02-24	19-02-24	22-02-24	29-02-24	N/A	14-03-24	24-12-24	
UPDATE																			
ACTUAL																			
PLANNED	9	IFB No. CAR/NCB/002/24	Small Tools	G4653	Assorted	26907.00	NCB	23-01-24	31-01-24	07-02-24	12-02-24	11-03-24	21-03-24	28-03-24	04-04-24	N/A	02-05-24	23-12-24	
UPDATE																			
ACTUAL																			
PLANNED	10	IFB No. CAR/NCB/003/24	Agro Equipment	G4653	Assorted	55,925.00	NCB	23-01-24	31-01-24	07-02-24	12-02-24	11-03-24	21-03-24	28-03-24	04-04-24	N/A	02-05-24	23-12-24	
UPDATE																			
ACTUAL																			
PLANNED	11	IFB No. CAR/SS/001/24	Communication Equipment	G4741	2 Firms	160.00	SS	25-01-24	01-02-24	05-02-24	N/A	N/A	N/A	N/A	19-02-24	N/A	11-03-24	27-12-24	
UPDATE																			
ACTUAL																			
				Sub Total	US\$	\$ 111,042.00													

PREPARED BY: MAYARTUR Faul
 PROJECT PROCUREMENT OFFICER

APPROVED BY: Vigore H. Sump
 CHAIRMAN, PROCUREMENT COMMITTEE

DATE: Jan. 18, 2024

1/24/24

1/25/24





**CENTRAL AGRICULTURE RESEARCH INSTITUTE (CARI)
SOURCE OF FUNDING: AFRICAN DEVELOPMENT BANK (AFDB) THROUGH THE MINISTRY OF AGRICULTURE/SADFONS PROJECT
PROJECT PROCUREMENT PLAN (NON SBA)**

FISCAL YEAR 2024



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	12	IFB No. CAR/ RB/003/24	Vehicle	G4510	Assorted	50,000.00	RB	23-01-24	31-01-24	07-02-24	12-02-24	11-03-24	21-03-24	28-03-24	04-04-24	N/A	02-05-24	23-12-24
UPDATE																		
ACTUAL																		
PLANNED	13	IFB No. CAR/ NCB/004/24	Agri Chemicals	G4669	Assorted	32,000.00	NCB	23-01-24	31-01-24	07-02-24	12-02-24	11-03-24	21-03-24	28-03-24	04-04-24	N/A	02-05-24	23-12-24
UPDATE																		
ACTUAL																		
PLANNED	14	IFB No. CAR/ RFQ/006/24	Repair & Maintenance Machinery	G4651	Assorted	7,000.00	RFQ	23-01-24	30-01-24	05-02-24	08-02-24	15-02-24	19-02-24	22-02-24	29-02-24	N/A	14-03-24	24-12-24
UPDATE																		
ACTUAL																		
PLANNED	15	IFB No. CAR/ NCB/005/24	Building Materials	F4100/ F4390	Assorted	21,106.00	NCB	23-01-24	31-01-24	07-02-24	12-02-24	11-03-24	21-03-24	28-03-24	04-04-24	N/A	02-05-24	23-12-24
UPDATE																		
ACTUAL																		
PLANNED	16	IFB No. CAR/ RFQ/007/24	Laptop	G4661	3 Pcs	3,600.00	RFQ	23-01-24	30-01-24	05-02-24	08-02-24	15-02-24	19-02-24	22-02-24	29-02-24	N/A	14-03-24	24-12-24
UPDATE																		
ACTUAL																		
PLANNED	17	IFB No. CAR/ NCB/006/24	Motor Bike	G4661	9 Pcs	40,500.00	NCB	23-01-24	31-01-24	07-02-24	12-02-24	11-03-24	21-03-24	28-03-24	04-04-24	N/A	02-05-24	23-12-24
UPDATE																		
ACTUAL																		
					Sub Total US\$	\$ 154,206.00												
					Grand Total US\$	\$ 306,898.00												

PREPARED BY: 

MacArthur Paul
PROJECT PROCUREMENT OFFICER

APPROVED BY:

Victor H. Sudio

CHAIRMAN, PROCUREMENT COMMITTEE

DATE:

Jan. 18, 2024







SOURCE OF FUNDING: AFRICAN DEVELOPMENT BANK (AFDB) THROUGH THE MINISTRY OF AGRICULTURE/SADFONS PROJECT


PROJECT PROCUREMENT PLAN (NON SBA)

FISCAL YEAR 2024



CENTRAL AGRICULTURE RESEARCH INSTITUTE (CARI)

Item No.	Contract Package Code	Contract Package	Content of Contract Package
NON SBA			
1	IFB No. CARI/RFQ/001/24	Scratch Card	<p>This contract package is from the Budget Line Procurement of Telephone Cards. It is intended to procure Scratch cards to enable CARI execute its obligation to the MOA/SADFONS Project below:</p> <ul style="list-style-type: none"> - Lonestar - 180 pieces of 5 dollars denomination cards - Orange - 180 pieces of 5 dollars denomination cards
2	IFB No. CARI/RFQ/002/24	Lubricant	<p>This Contract Package is intended to procure Engine Oils Cartoons etc. for the Car, Power tillers, Tractors and Bikes so to enable CARI execute its obligation to the MOA/SADFONS Project</p>
3	IFB No. CARI/RB/001/24	Petroleum Product	<p>This contract package is intended to procure diesel fuel and Gasoline for CARI vehicles and Motor Bikes etc. to enable CARI execute its obligation to the MOA/SADFONS Project</p>
4	IFB No. CARI/RFQ/003/24	Stationery	<p>This contract package is intended to procure Stationery Materials for the project. eg: Stenopads, Packs of Pens, White Board Marker Packs, White Board (L/S), Flip Chart Boards, Flip Charts Sheets, A4 sheets, Legal Sheets, Manila Folders, Staple Machines, Staple Pins, Mega Phone and Batteries, Posters Sheets, Note Pads, Pens, etc. to enable CARI execute its obligation to the MOA/SADFONS Project</p>

PREPARED BY: 
 MacArthur Paul
 Project Procurement Officer



Approved by: 
 Victor H. Sumit
 Chairman, Procurement Committee



Date: Jan. 18, 2024





SOURCE OF FUNDING: AFRICAN DEVELOPMENT BANK (AFDB) THROUGH THE MINISTRY OF AGRICULTURE/SADFONS PROJECT


PROJECT PROCUREMENT PLAN (NON SBA)
FISCAL YEAR 2024



CENTRAL AGRICULTURE RESEARCH INSTITUTE (CARI)

NON SBA


Item No.			
5	IFB No. CARL/RFQ/004/24	Office Equipment	This contract package is intended to procure Projector, Laser Printer, Air Condition etc. to enable CARI execute its obligation to the MOA/SADFONS Project
6	IFB No. CARL/NCB/001/24	Furniture	This contract package is intended to procure Office Desk, Executive Chairs, Work Stations, File Cabinet, Conference Table etc. to enable CARI execute its obligation to the MOA/SADFONS Project
7	IFB No. CARL/RB/002/24	Motor Vehicle Insurance Coverage	This contract package is intended to procure Comprehensive Motor Vehicle Insurance Coverage for CARI Vehicles and (9) Units of Motor Bikes to enable CARI execute its obligation to the MOA/SADFONS Project
8	IFB No. CARL/RFQ/005/24	Vehicle Repairs & Maintenance	This contract package is intended to procure Vehicle Repairs & Maintenance Services from eligible, registered and reputable Garage to service the Project and CARI vehicles.
9	IFB No. CARL/RFQ/006/24	Repairs & Maintenance Machineries	This contract package is intended to procure the services of the repair of machineries to enable CARI execute its obligation to the MOA/SADFONS Project
10	IFB No. CARL/NCB/002/24	Small Tools	This contract package is intended to procure Cutlasses, Shovels, Twins, Rakes, Watering Cans, Regular Hoes, Rain Boots, etc. to enable CARI execute its obligation to the MOA/SADFONS Project

PREPARED BY: 
MacArthur Paul
Project Procurement Officer

Approved by: _____


Victor H. Simeo
Chairman/ Procurement Committee

Date: Jan 18, 2024


1/24/24






CENTRAL AGRICULTURE RESEARCH INSTITUTE (CARI)
SOURCE OF FUNDING: AFRICAN DEVELOPMENT BANK (AFDB) THROUGH THE MINISTRY OF AGRICULTURE/SADFONS PROJECT
PROJECT PROCUREMENT PLAN (NON SBA)
FISCAL YEAR 2024



Item No.	Contract Package Code	Contract Package	Content of Contract Package
NON SBA			
11	IFB No. CAR/NCB/003/24	Agro Equipment	This contract package is intended to procure equipment (Drones, GPS, Motorized and Manual Sprayer, Bag Sewing Machines, Tractors, etc. to enable CARI execute its obligation to the MOA/SADFONS Project.
12	IFB No. CAR/SS/001/24	Communication Equipment	This contract package is intended to procure One (1) set of Lonestar Rioter and Modem from Lonestar/MTN Communication Company and and One (1) set of Orange Rioter and Modem from Orange Liberia to enable CARI execute its obligation to the MOA/SADFONS Project
13	IFB No. CAR/RB/003/24	Vehicle	This contract package is intended to procure one (1) unit of vehicle etc. to enable CARI execute its obligation to the MOA/SADFONS Project
14	IFB No. CAR/NCB/004/23	Agro Chemical	This Contract Package is intended to procure chemicals Insecticides, Fertilizers, Fungi (Broad Spectrum) etc. to enable CARI execute its obligation to the MOA/SADFONS Project
15	IFB No. CAR/NCB/005/24	Building Materials	This Contract Package is intended to procure Galvanized Pipes, assorted sizes of solid shift, Connectors, Solar Wires, Receptacles, adaptor, etc. to enable CARI execute its obligation to the MOA/SADFONS Project
16	IFB No. CAR/RFQ/007/24	Laptop	This Contract Package is intended to procure Three (3) Units of computer laptops to enable CARI execute its obligation to the MOA/SADFONS Project.
17	IFB No. CAR/NCB/006/24	Motor Bike	This Contract Package is intended to procure Nine (9) units of Motor Bikes to enable CARI execute its obligation to the MOA/SADFONS Project

PREPARED BY: 
 MacArthur Paul
 Project Procurement Officer

Approved by: 
 Victor H. Sump
 Chairman, Procurement Committee

Date: Jan 16, 2024


 1/15/24/24


 1/15/24





CENTRAL AGRICULTURE RESEARCH INSTITUTE (CARD)
SOURCE OF FUNDING: AFRICAN DEVELOPMENT BANK (AFDB) THROUGH THE MINISTRY OF AGRICULTURE/SADFONS PROJECT
PROJECT PROCUREMENT PLAN (SBA)
FISCAL YEAR 2024



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 Evaluation report	Cont. Award /Signature	Advance payment (mobiliz ation)	Delivery, inspection (substantial completion)	Acceptance & final payment		
PLANNED UPDATE ACTUAL	1	IFB No. CARI/RFQ/001/24	Hall Rental	L6810	Assorted	\$ 1,800.00	RFQ	30-01-24	06-02-24	09-02-24	12-02-24	19-02-24	23-02-24	26-02-24	04-03-24	N/A	18-03-24	24-12-24	
PLANNED UPDATE ACTUAL	2	IFB No. CARI/RFQ/002/24	Event Catering	15621	Assorted	\$ 4,050.00	RFQ	30-01-24	06-02-24	09-02-24	12-02-24	19-02-24	23-02-24	26-02-24	04-03-24	N/A	18-03-24	24-12-24	
PLANNED UPDATE ACTUAL	3	IFB No. CARI/RFQ/003/24	Printing Services	C1811	Assorted	\$ 4,650.00	RFQ	27-01-24	03-02-24	07-02-24	10-02-24	17-02-24	22-02-24	28-02-24	06-03-24	N/A	20-03-24	29-12-24	
PLANNED UPDATE ACTUAL	4	IFB No. CARI/RFQ/004/24	Publication of IFB/REOI	M7310	Assorted	5,000.00	RFQ	27-01-24	03-02-24	07-02-24	10-02-24	17-02-24	22-02-24	28-02-24	06-03-24	N/A	20-03-24	29-12-24	
PLANNED UPDATE ACTUAL	5	IFB No. CARI/RFQ/005/24	Repairs & Maintenance Motor Bike	C1811	Assorted	\$ 4,000.00	RFQ	27-01-24	03-02-24	07-02-24	10-02-24	17-02-24	22-02-24	28-02-24	06-03-24	N/A	20-03-24	29-12-24	
Grand Total USS						\$ 19,500.00													

PREPARED BY:

MacArthur Paul

PROJECT PROCUREMENT OFFICER

APPROVED BY:

Victor H. Sumo

CHAIRMAN, PROCUREMENT COMMITTEE

DATE:

January 18, 2024

1/24/24





CENTRAL AGRICULTURE RESEARCH INSTITUTE (CARI)

SOURCE OF FUNDING: AFRICAN DEVELOPMENT BANK (AFDB) THROUGH THE MINISTRY OF AGRICULTURE/SADFONS PROJECT

PROJECT PROCUREMENT PLAN (SBA)

FISCAL YEAR 2024



Item No.	Contract Package Code	Contract Package	Content of Contract Package
SBA			
1	IFB No. CARI/RFQ/001/24	Hall Rental	This contract package is intended to procure Hall Rental Services on a routine bases to enable CARI execute its obligation to the MOA/SADFONS Project
2	IFB No. CARI/RFQ/002/24	Event Catering	This contract package is intended to procure Catering Services on a routine bases to enable CARI execute its obligation to the MOA/SADFONS Project
3	IFB No. CARI/RFQ/003/24	Printing Services	This contract package is intended to procure the supply and printing of Stickers, Posters, Pull up Stand Banner, Brochure, Training manuals, Sign Boards, T-Shirts etc. to enable CARI execute its obligation to the MOA/SADFONS Project.
4	IFB No. CARI/RFQ/004/24	Publication of IFB/REOI	This contract package is intended to procure the services of Advertisement/Publication services from eligible and qualified print media/medias of wider circulations so as to enable CARI execute its obligation to the MOA/SADFONS Project
5	IFB No. CARI/RFQ/005/24	Repair and Maintenance Motor Bike	This Contract Package is intended to procure the repair services of Motor Bikes etc. to enable CARI execute its obligation to the MOA/SADFONS Project

PREPARED BY:

MacArthur Paul

Project Procurement Officer

Approved by:

Victor H. Sumo

Chairman, Procurement Committee

Date:

Jan. 18, 2024

1/24/24



1/25/24