



REPUBLIC OF LIBERIA
MINISTRY OF AGRICULTURE
 P.O. BOX 10-9010
 1000 MONROVIA 10, LIBERIA



OFFICE OF THE MINISTER

January 8, 2024

Hon. Bodger Scott Johnson
Executive Director
 Public Procurement & Concessions Commission (PPCC)
 Capitol Hill,
 Monrovia, Liberia.

Dear Hon. Johnson:

REF: SUBMISSIONS OF THE ANNUAL PROCUREMENT PLANS (SBA & NON-SBA) FOR THE SMALLHOLDER AGRICULTURE DEVELOPMENT FOR FOOD AND NUTRITION SECURITY (SADFONS) AND UPDATED PROCUREMENT MANAGEMENT COMMITTEE

I present my compliments and herewith submit to the Public Procurement & Concessions Commission (PPCC), an Annual Procurement Plans (SBA & Non-SBA) for the Smallholder Agriculture Development for Food and Nutrition Security (SADFONS) Project-funded by the African Development Bank which the Ministry of Agriculture (MoA) currently executes.

These Plans – covering the fiscal year 2024 – is accompanied with detailed explanatory notes, supporting budgets, Annual Report and Contracts Awarded Information for the commission's review and approval.

More so; and in consistent with Section 26 Subsection 1 & 2 of the Public Procurement & Concessions Act of September 2010, we herewith submit the Project's procurement management team which includes:

SN	NAME	POSITION	DESIGNATION
1.	Hon. Jeanine M. Cooper	Minister	Chairperson
2.	Hon. Precious K. Tetteh	Deputy Minister for Administration	Member
3.	Mr. Jlopleh Dennis Wiagbe, Jr.	SADFONS Project Coordinator	Member
4.	Mr. Bob V. Fassah	SADFONS Project Financial Coordinator	Member
5.	Mr. Mohammed Layee Kamara	SADFONS Procurement Officer	Non-voting Secretary

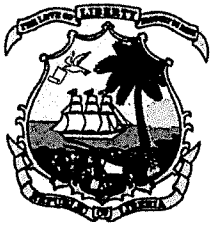
Please accept my assurances of the highest considerations as we remain engaged collaboratively for procurement transparency.

Sincerely yours,

Jeanine M. Cooper
 Jeanine M. Cooper
 MINISTER



*Received:
 Theophilus S. B. Kollie
 January 10, 2024
 Time: 1:31pm*



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 Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Ref. **PPCC/RL/CEO/016/24'**

February 6, 2024

Hon. Maryann G. Bliidi
OFFICER-IN-CHARGE
 Ministry of Agriculture (MoA)
 Ministerial Complex, Oldest Congo Town
 Monrovia, Liberia

Dear Hon. Bliidi:

Subj: **APPROVAL OF SMALL HOLDER AGRICULTURE DEVELOPMENT FOR FOOD AND NUTRITION SECURITY (SADFONS) 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 Ministry of Agriculture (MoA) Special Project Procurement Plan. Following thorough review, the Commission hereby approves the MoA's **Small Holder Agriculture Development for Food and Nutrition Security (SADFONS)** special project procurement plan for fiscal year 2024 in accordance with **Section 40 (3)** of the PPCA, 2010, and informs the MoA that the 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 plan.

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. 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 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.

Sincerely yours,


 Rodgers Scott Johnson (Hon.)
CHIEF EXECUTIVE OFFICER

Regulating Procurement Compliance for National Development

MINISTRY OF AGRICULTURE
SMALLHOLDER AGRICULTURE DEVELOPMENT FOR FOOD & NUTRITION SECURITY (SADFONS) - LIBERIA
ADDITIONAL FUNDING PROJECT PROCUREMENT PLAN (SBA)
SOURCE OF FUNDING: AFRICAN DEVELOPMENT BANK (ADB)
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	1	IFB No. MoA/SADFONS/RFQ/SBA/001/24	Electronic Media Services	Assorted	3,640.00	RFQ	2/6/2024	2/13/2024	2/19/2024	2/22/2024	2/29/2024	3/4/2024	3/7/2024	3/14/2024	N/A	3/28/2024	12/24/2024	
UPDATE																		
ACTUAL																		
PLANNED	2	IFB No. MoA/SADFONS/RFQ/SBA/002/24	Production of Jingles & Short Drama	Assorted	\$ 2,100.00	RFQ	2/6/2024	2/13/2024	2/19/2024	2/22/2024	2/29/2024	3/4/2024	3/7/2024	3/14/2024	N/A	3/28/2024	12/24/2024	
UPDATE																		
ACTUAL																		
PLANNED	3	IFB No. MoA/SADFONS/RFQ/SBA/003/24	Hall Rental	Assorted	\$ 7,900.00	RFQ	1/11/2024	1/18/2024	1/22/2024	1/25/2024	2/1/2024	2/6/2024	2/9/2024	2/16/2024	N/A	3/1/2024	12/26/2024	
UPDATE																		
ACTUAL																		
PLANNED	4	IFB No. MoA/SADFONS/RFQ/SBA/004/24	Event Catering	Assorted	\$ 10,000.00	RFQ	1/11/2024	1/18/2024	1/22/2024	1/25/2024	2/1/2024	2/6/2024	2/9/2024	2/16/2024	N/A	3/1/2024	12/26/2024	
UPDATE																		
ACTUAL																		
PLANNED	5	IFB No. MoA/SADFONS/RFQ/SBA/005/24	Printing Services	Assorted	\$ 10,000.00	RFQ	1/11/2024	1/18/2024	1/22/2024	1/25/2024	2/1/2024	2/6/2024	2/9/2024	2/16/2024	N/A	3/1/2024	12/26/2024	
UPDATE																		
ACTUAL																		
PLANNED	6	IFB No. MoA/SADFONS/SS/SBA/001/24	Publication of IFB/REOI	Assorted	5,000.00	SS	1/12/2024	1/17/2024	1/22/2024	N/A	N/A	N/A	N/A	2/5/2024	N/A	2/12/2024	12/18/2024	
UPDATE																		
ACTUAL																		
				Grand Total	US\$	\$ 38,640.00												

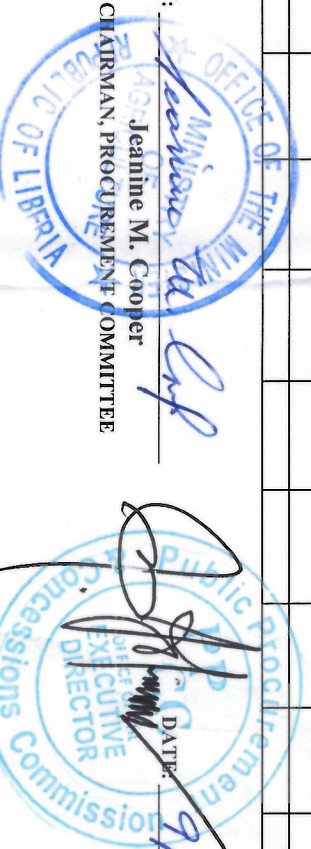
PREPARED BY: 

Mohammed L. Kamara
PROJECT PROCUREMENT OFFICER

APPROVED BY: 

Jeanine M. Cooper
CHAIRMAN, PROCUREMENT COMMITTEE

DATE: 9/01/2024



**MINISTRY OF AGRICULTURE
SMALLHOLDER AGRICULTURE DEVELOPMENT FOR FOOD & NUTRITION SECURITY (SADFONS) PROJECT - LIBERIA**

ADDITIONAL FUNDING PROCUREMENT PLAN DETAILED NOTE FOR SBA

SOURCE OF FUNDING: AFRICAN DEVELOPMENT BANK (AFDB)

FISCAL YEAR 2024

Item No.	Contract Package Code	Contract Package	Content of Contract Package
SBA			
1	IFB No. MoA/SADFONS/RFQ/SBA/001/24	Electronic Media Services	This contract package is intended to procure the service of Electronic Media (Radio Station) or Institution for the Airing Jingle Songs, Short Drama etc. for the Project Implementation.
2	IFB No. MoA/SADFONS/RFQ/SBA/002/24	Production of Jingles	This contract package is intended to procure the service of institution for the production of Jingles Songs, Short Dramas etc. for the Project Implementation.
3	IFB No. MoA/SADFONS/RFQ/SBA/003/24	Hall Rental	This contract package is intended to procure Hall Rental Services on a routine bases across the eight (8) Project Counties for the Project Implementation.
4	IFB No. MoA/SADFONS/RFQ/SBA/004/24	Event Catering	This contract package is intended to procure Catering Services on a routine bases across the eight (8) Project Counties for the Project Implementation.
5	IFB No. MoA/SADFONS/RFQ/SBA/005/24	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, Employees/Contractors Identification (ID) Cards, etc. for the Project Implementation.
6	IFB No. MoA/SADFONS/SS/SBA/001/24	Publication of IFB/REOI	This contract package is intended to Single Source (SS) Advertisement/Publication services from eligible and qualified print media/medias of wider circulations or coverages who are named below: New Democrats, The Inquirer Newspaper, Daily Observer Newspaper, In Profile Daily, The New Dawn Newspapers and the Front Page Africa for the Project Implementation

PREPARED BY:

Mohammed L. Kamara
Project Procurement Officer

Approved by:

Jeanine M. Cooper
Chairman, Procurement Committee

Date:

9/10/2024



MINISTRY OF AGRICULTURE
SMALLHOLDER AGRICULTURE DEVELOPMENT PROJECT FOR FOOD & NUTRITION SECURITY (SADFONS) - LIBERIA
ADDITIONAL FUNDING PROJECT PROCUREMENT PLAN (NON SBA)
SOURCE OF FUNDING: AFRICAN DEVELOPMENT BANK (AFDB)
FISCAL YEAR 2024

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
IMPLEMENTATION DATES																			
PLANNED UPDATE ACTUAL	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 Evaluation report	Cont. Award /Signature	Advance payment (mobilization)	Delivery, inspection (substantial completion)	Acceptance & final payment	
PLANNED UPDATE ACTUAL	1	IFB No. MoA/SADFONS/RFQ/N-SBA/001/24	Search Card	J6120	Assorted	\$ 10,000.00	RFQ	1/11/2024	1/18/2024	1/23/2024	1/26/2024	2/2/2024	2/6/2024	2/9/2024	2/16/2024	N/A	3/1/2024	12/1/24	
PLANNED UPDATE ACTUAL	2	IFB No. MoA/SADFONS/RB/N-SBA/001/24	Petroleum Product	G4661	5,988.227 gallons of Diesel Fuel @ US\$6.00	32,336.43	RB	1/11/2024	1/19/2024	1/26/2024	1/29/2024	2/26/2024	3/7/2024	3/14/2024	3/21/2024	N/A	4/18/2024	12/19/24	
PLANNED UPDATE ACTUAL	3	IFB No. MoA/SADFONS/RFQ/N-SBA/002/24	Stationery	G4761	Assorted	5,500.00	RFQ	1/11/2024	1/18/2024	1/23/2024	1/26/2024	2/2/2024	2/6/2024	2/9/2024	2/16/2024	N/A	3/1/2024	12/1/24	
PLANNED UPDATE ACTUAL	4	IFB No. MoA/SADFONS/RFQ/N-SBA/003/24	Office Equipment	G4741	Assorted	900.00	RFQ	1/11/2024	1/18/2024	1/23/2024	1/26/2024	2/2/2024	2/6/2024	2/9/2024	2/16/2024	N/A	3/1/2024	12/1/24	
PLANNED UPDATE ACTUAL	5	IFB No. MoA/SADFONS/CB/N-SBA/002/24	Furniture		Assorted	20,000.00	NCB	1/11/2024	1/18/2024	1/25/2024	1/29/2024	2/26/2024	3/7/2024	3/14/2024	3/21/2024	N/A	4/18/2024	12/27/24	
PLANNED UPDATE ACTUAL	6	IFB No. MoA/SADFONS/RFQ/N-SBA/004/24	Motor Vehicle Insurance	K6512	Assorted	8,500.00	RFQ	1/11/2024	1/18/2024	1/22/2024	1/25/2024	2/1/2024	2/6/2024	2/9/2024	2/16/2024	N/A	3/1/2024	12/26/24	
PLANNED UPDATE ACTUAL	7	IFB No. MoA/SADFONS/CB/N-SBA/003/24	Vehicle Repairs & Maintenance	G4520	5 Units of Motor Vehicles	22,000.00	NCB	1/11/2024	1/18/2024	1/25/2024	1/29/2024	2/26/2024	3/7/2024	3/14/2024	3/21/2024	N/A	4/18/2024	12/3/24	
						Sub Total US\$	\$ 99,236.43												


PREPARED BY:

Mohammed L. Kamara
 PROJECT PROCUREMENT OFFICER

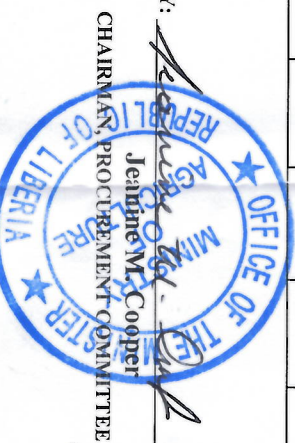
APPROVED BY:

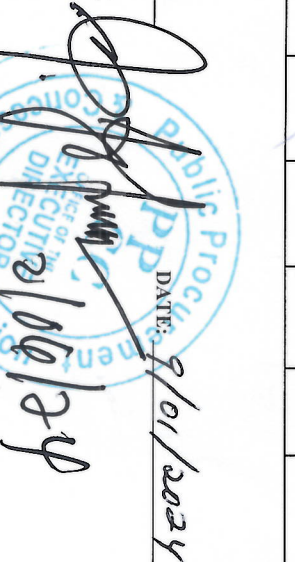
Jeanine M. Cooper
 CHAIRMAN, PROCUREMENT COMMITTEE

DATE: 9/10/2024



Feb. 6/2024





MINISTRY OF AGRICULTURE
SMALLHOLDER AGRICULTURE DEVELOPMENT FOR FOOD & NUTRITION SECURITY (SADFONS) - LIBERIA
ADDITIONAL FUNDING PROJECT PROCUREMENT PLAN (NON SBA)
SOURCE OF FUNDING: AFRICAN DEVELOPMENT BANK (AFDB)
FISCAL YEAR 2024

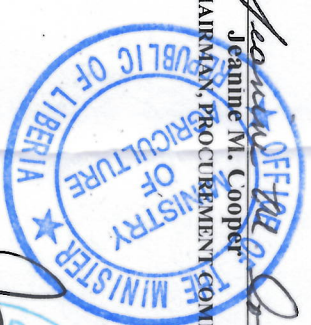
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
IMPLEMENTATION DATES																		
Item No.	Code	Contract package	Business Activity Codes	Qty	Est. Cost (USD)	Procurement method	Tech Spec/BOQ/ Drawings	Preparation of bidding document	PC App-1- bid doc/tech spec	Bid invitation & Release Doc	Bid sub/pub opening	Submission of Bid Evaluation report	PC App-2 of bid Evaluation report	Cont. Award /Signature	Advance payment (mobilization)	Delivery, inspection (substantial completion)	Accept & Fin paym	
PLANNED	8	IFB No. MoA/SADFONS/NCB/N-SBA/003/24	Small Tools	G4653	Assorted	\$ 112,586.00	NCB	1/15/2024	1/22/2024	1/29/2024	2/1/2024	2/29/2024	3/1/4/2024	3/21/2024	3/28/2024	N/A	5/9/2024	12/30/24
UPDATE																		
ACTUAL																		
PLANNED	9	IFB No. MoA/SADFONS/NCB/N-SBA/004/24	Agro Equipment & Machineries	G4653	Assorted	41,476.00	NCB	1/15/2024	1/22/2024	1/29/2024	2/1/2024	2/29/2024	3/1/4/2024	3/21/2024	3/28/2024	N/A	5/9/2024	12/30/24
UPDATE																		
ACTUAL																		
PLANNED	10	IFB No. MoA/SADFONS/SS/N-SBA/001/24	Communication Equipment	G4741	2 Firms	2,500.00	SS	1/15/2024	1/22/2024	1/26/2024	N/A	N/A	N/A	N/A	2/9/2024	N/A	3/1/2024	12/18/24
UPDATE																		
ACTUAL																		
PLANNED	11	IFB No. MoA/SADFONS/RFQ/N-SBA/005/24	ICT Software & Hardware	G4651	Assorted	5,000.00	RFQ	2/6/2024	2/13/2024	2/18/2024	2/21/2024	2/28/2024	3/3/2024	3/6/2024	3/13/2024	N/A	3/27/2024	12/5/24
UPDATE																		
ACTUAL																		
						Sub Total US\$												
						Grand Total US\$												
						\$ 161,562.00												
						\$ 260,798.43												

PREPARED BY: Mohammed L. Kamara
 PROJECT PROCUREMENT OFFICER

APPROVED BY: Jeanine M. Cooper
 CHAIRMAN, PROCUREMENT COMMITTEE

DATE: 9/01/2024

Handwritten signature and date:
 10/28/24
 10/28/2024



Handwritten date:
 9/16/24

MINISTRY OF AGRICULTURE
SMALLHOLDER AGRICULTURE DEVELOPMENT FOR FOOD & NUTRITION SECURITY (SADFONS)
ADDITIONAL FUNDING PROCUREMENT PLAN DETAILED NOTE FOR (NON SBA)
SOURCE OF FUNDING: AFRICAN DEVELOPMENT BANK (AFDB)
FISCAL YEAR 2024

Item No.	Contract Package Code	Contract Package	Content of Contract Package
NON SBA			
1	IFB No. MoA/SADFONS/RFO/N-SBA/001/24	Scratch Card	<p>This contract package is from the Budget Line Procurement of Telephone Cards. It is intended to procure Scratch cards for the SADFONS Project and its Official Project launch as delineated below:</p> <ul style="list-style-type: none"> - Lonestar - 712 pieces of 5 dollars denomination cards - Orange - 712 pieces of 5 dollars denomination cards - Lonestar - 1,440 pieces of 1 dollars denomination cards - Orange - 1,440 pieces of 1 dollars denomination cards
2	IFB No. MoA/SADFONS/RB/N-SBA/001/24	Petroleum Product	<p>This contract package is intended to procure diesel fuel for the SADFONS Project vehicles.</p>
3	IFB No. MoA/SADFONS/RFO/N-SBA/002/24	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 Chart Sheets, A4 sheets, Legal Sheets, Manila Folders, Staple Machines, Staple Pins, Mega Phone and Batteries, Posters Sheets, Note Pads, Pens, etc. for the Project Implementation.</p>

PREPARED BY: 

Mohammed L. Kamara
 Project Procurement Officer



 Feb. 6/2024

Approved by: 

Jeanine M. Cooper
 Chairman, Procurement Committee

Date: 9/01/2024

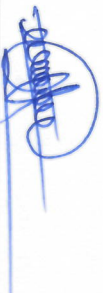



 Executive Director

MINISTRY OF AGRICULTURE
SMALLHOLDER AGRICULTURE DEVELOPMENT FOR FOOD & NUTRITION SECURITY (SADFONS)
ADDITIONAL FUNDING PROCUREMENT PLAN DETAILED NOTE FOR NON SBA
SOURCE OF FUNDING: AFRICAN DEVELOPMENT BANK (AFDB)
FISCAL YEAR 2024

Item No.	Contract Package Code	Contract Package	Content of Contract Package
NON SBA			
4	IFB No. MoA/SADFONS/RFQ/N-SBA/003/24	Office Equipment	This contract package is intended to procure Office equipment for the Project. i.e. Six (6) Pcs of Grievance Boxes for Office use, etc. for the Project Implementation.
5	IFB No. MoA/SADFONS/NCB/N-SBA/001/24	Furniture	This contract package is intended to procure Office Desk, Executive Chairs, Work Stations, File Cabinet, etc. for the Project Implementation.
6	IFB No. MoA/SADFONS/RFQ/N-SBA/004/24	Motor Vehicle Insurance Coverage	This contract package is intended to procure Comprehensive Motor Vehicle Insurance Coverage for Five (5) Units of Motor Vehicles for the Project Implementation
7	IFB No. MoA/SADFONS/NCB/N-SBA/002/24	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.
8	IFB No. MoA/SADFONS/NCB/N-SBA/003/24	Small Tools	This contract package is intended to procure Cutlasses, Shovels, Twins, Rakes, Watering Cans, Regular Hoes, Rain Boots, etc for the Project Implementation.

PREPARED BY:



Mohammed L. Kamara
 Project Procurement Officer



Approved by:



Jeanine M. Cooper
 Chairman, Procurement Committee



Date: 9/01/2024




MINISTRY OF AGRICULTURE
SMALLHOLDER AGRICULTURE DEVELOPMENT FOR FOOD & NUTRITION SECURITY (SADFONS)
ADDITIONAL FUNDING PROCUREMENT PLAN DETAILED NOTE FOR NON SBA
SOURCE OF FUNDING: AFRICAN DEVELOPMENT BANK (AFDB)
FISCAL YEAR 2024

Item No.	Contract Package Code	Contract Package	Content of Contract Package
NON SBA			
9	IFB No. MoA/SADFONS/NCB/N-SBA/004/24	Agro Equipment & Machineries	This contract package is intended to procure equipment for farmers Organizations and training of the beneficiaries. Equipment to be sourced are Power tiller, Napsak Sprayer, Rice Mill, SP Thresher, Power Tiller Machines, Bags Sewing Machines, etc for the Project Implementation.
10	IFB No. MoA/SADFONS/SS/N-SBA/001/24	Communication Equipment	This contract package is intended to procure One (1) set of Lonestar Rioter from Lonestar/MTN Communication Company and and One (1) set of Orange Rioter from Orange Liberia as well as GRM hotlines Short code (Lonestar) including subscription etc, for the Project Implementation.
11	IFB No. MoA/SADFONS/RFQ/N-SBA/005/24	ICT Software & Hardware	This contract package is intended to procure Anti Virus, Backups (1 Tera Bit each), Financial Management Software, etc. for the SADFONS Project Implementation

PREPARED BY: _____


 Mohammed L. Kamara
 Project Procurement Officer

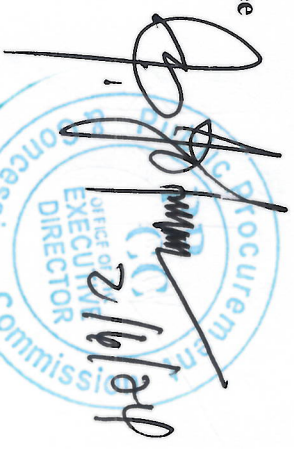
4338/2024
FEB 6, 2024

Approved by: _____


 Jeanine M. Cooper
 Chairman, Procurement Committee



Date: 2/01/2024


 Jeanine M. Cooper
 Chairman, Procurement Committee

