



Republic of Liberia  
**Public Procurement & Concessions Commission**

Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



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/1658/'20

December 21, 2020

Dr. Victor Sumo  
**DIRECTOR GENERAL**  
Central Agriculture Research Institute (CARI)  
Republic of Liberia

Dear Dr. Sumo,

Subject: **RECEIPT AND APPROVAL OF SBA AND NON SBA PROCUREMENT PLAN FOR FISCAL YEAR 2020/2021**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Central Agriculture Research Institute (CARI) SBA and Non SBA Procurement Plans (*Goods and Services*) for Fiscal Year 2020/2021 in accordance with **Section 40** (3) of the PPCA, 2010. The Commission, however, wishes to inform you that your 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.

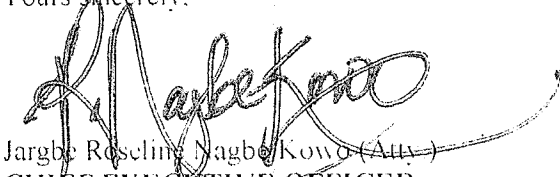
The Commission counsels that you observe Section 40(5) of the PPCA, 2010 which states "each Procuring Entity, shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes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

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 (Att.)  
**CHIEF EXECUTIVE OFFICER**

**Name of Entity: CENTRAL AGRICULTURAL RESEARCH INSTITUTE (CARI)**  
**PROCUREMENT PLAN: CORE BUDGET**  
**Source of Fund: GOVERNMENT OF LIBERIA**  
**Budget Period/Fiscal year: 2020/2021**

	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BASIC DATA						IMPLEMENTATION DATES										
			BUSINESS ACTIVITY CODE	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BO Q/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)	ACCOMPLISHMENT			
1	CAR/RFO/001/2 0/21	STATIONARIES	ASSORTED	6,000.00	RFQ	11/2/20	11/9/2020	11/13/2020	11/18/2020	11/30/2020	11/30/2020	12/7/2020	12/7/2020	12/10/2020	12/21/2020	N/A	12/28/2020	06/21	
2	CAR/RFO/002/2 0/21	Stretch cards	1 FIRM	2,500.00	RFQ	11/2/20	11/9/2020	11/13/2020	11/18/2020	11/30/2020	11/30/2020	12/7/2020	12/7/2020	12/10/2020	12/21/2020	N/A	12/28/2020	06/21	
3	CAR/RFO/003/2 0/21	Vehicle rental	1 FIRM	2,500.00	RFQ	11/2/20	11/9/2020	11/13/2020	11/18/2020	11/30/2020	11/30/2020	12/7/2020	12/7/2020	12/10/2020	12/21/2020	N/A	12/28/2020	12/20	
<b>SUB TOTAL</b>					<b>11,000.00</b>														

Prepared by: [Signature]  
 Procurement Director/ Manager

Approved by: [Signature]  
 Head of Entity/Chairman Proc. Commit

Date: 24. 11. 20



[Signature]  
 Dec. 17, 2020

[Signature]  
 Dec/21/2020

- Procurement Plan Template for Goods, Works and Non-Consulting Services -

**Name of Entity: CENTRAL AGRICULTURAL RESEARCH INSTITUTE (CARI)  
PROCUREMENT PLAN : CORE BUDGET BUDGET/FISCAL YEAR 2020/2021**

		2	3	4	5	6	7	8	9	10	12	13	14	15	16					
		BASIC DATA						IMPLEMENTATION DATES												
		ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	QTY	BUSINESS ACTIVITY CODE	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 N/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	
6																				
	UPDAT	4	CARI/RFQ/004/20/21	Computer software renewal	1 FIRM	G4551	4,535.00	RFQ	11/2/2020	11/9/2020	11/13/2020	11/18/2020	11/30/2020	12/7/2020	12/10/2020	12/21/2020	N/A	12/28/2020	06/30/2021	
	ACTUAL																			
	UPDAT	5	CARI/RFQ/005/20/21	REPAIR & MAINT. VEHICLES	1 FIRM	G4520	10,000.00	RFQ	11/23/2020	12/9/2020	12/14/2020	12/18/2020	11/30/2020	12/7/2021	12/10/2021	12/21/2021	N/A	12/28/2021	06/30/2022	
	ACTUAL																			
	UPDAT	6	CARI/RFQ/001/20/21	AGRICULTURAL SUPPLIES & INPUTS	ASSORTED	G4553	58,849.00	RB	11/2/2020	11/7/2020	11/13/2020	11/18/2020	11/30/2020	12/7/2020	12/10/2020	12/21/2020	N/A	12/28/2020	06/30/2021	
	ACTUAL																			
<b>SUB TOTAL</b>							<b>73,384.00</b>													

Prepared by: *[Signature]*

Approved by: *[Signature]*

Date: 2020.11.20



*[Handwritten signature]*  
Dec. 17, 2020

*[Handwritten signature]*  
Dec 21/2020

**Name of Entity: CENTRAL AGRICULTURAL RESEARCH INSTITUTE (CARI)**  
**PROCUREMENT PLAN: CORE BUDGET**  
**Source of Fund: GOVERNMENT OF LIBERIA**  
**Budget Period/Fiscal year: 2020/2021**

ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	QTY	BUSINESS ACTIVITY CODE	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BO Q/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/INSPECT (SUBSTANT COMPLETE)
2	3															
7	CARI/RFQ/005/20/21	REPAIR & MAINT. VEHICLE	1 FIRM	G4520	10,000.00	RFQ	11/2/20	11/9/2020	11/13/2020	11/18/2020	11/30/2020	12/7/2020	12/10/2020	12/21/2020	N/A	12/28/2020
<b>SUB TOTAL</b>					<b>10,000.00</b>											

Prepared by: *[Signature]*  
 Procurement Director/ Manager

Approved by: *[Signature]*  
 Head of Entity/Chairman Proc. Committee



Date: 20.11.20

*[Handwritten signature]*  
 Dec. 17, 2020

*[Handwritten signature]*  
 Dec/21/2020