



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/088/'22

February 17, 2022

Dr. Victor Sumo  
**DIRECTOR GENERAL**  
Central Agricultural Research Institute (CARI)  
Suakoko, Bong County  
Republic of Liberia

Dear Sumo:

Subject: **PROVISIONAL APPROVAL OF CENTRAL AGRICULTURAL RESEARCH INSTITUTE CORE BUDGET, SBA PROCUREMENT PLANS FOR FISCAL YEAR 2022.**

We present our compliments and acknowledge receipt of your letter which sought the Commission's approval of the Central Agricultural Research Institute Core Budget, SBA Procurement Plans for FY 2022 in accordance with **Section 40(3)** of the PPC Act. The Commission hereby informs you that your plan has been **Provisionally Approved** pending the passage of the national budget.

Please be advised that your Entity can carry out procurement activities based on this provisionally approved Draft Procurement Plan culminating in **framework agreements** for recurrent procurement items. Similarly, you are also advised to carry out procurement activities for non-recurrent procurement items in advance of the passage of the National Budget, but contracts for these packages **MUST** not be signed until the budget is approved by the President and you ascertain the availability of funding. Please ensure to include notification of this information in the tender document for your guidance, the Commission has produced a short note explaining the process for framework agreements and advance procurement which you can download at <http://ppcc.gov.lr/vr/index.php/documents>.

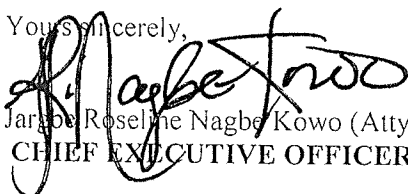
Upon the passage of the National Budget 2022, you are required to submit a revised/updated procurement plan, details budget for CARI's allocation in the approved budget, Cash plan, names and positions of the Procurement Committee members for FY 2022 and staff of the Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the just ended six months budget, for stated submission will serve as a precursor for the Commission granting you final approval of your recurrent procurement plan for fiscal year 2022.

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.

Kind regards

Yours sincerely,

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

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

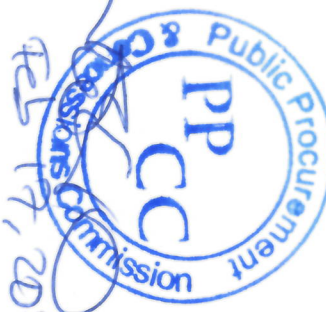
**Name of Entity: CENTRAL AGRICULTURAL RESEARCH INSTITUTE  
 PROCUREMENT PLAN: CORE BUDGET (SBA)  
 Source of Funding: GOVERNMENT OF LIBERIA Budget Period/Fiscal year: 2022**

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	Business Activity Code	QTY	ESTIMATED COST (USD)	PROCU REMENT METH OD	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)	AC	
PLANNED	1	IFB No.: CARL/SBA/RFQ/001/2022	Stationeries	G4761	Assorted	8,000.00	RFQ	10/12/21	19/12/21	21/12/21	25/02/22	4/03/22	8/03/22	12/03/22	17/03/22	N/A	30/03/22	30.	
UPDATE																			
ACTUAL																			
PLANNED	2	IFB No.: CARL/SBA/RB/001/2022	Petroleum products	G4653	4,000 bags @ US\$4.00	16,000.00	RB	16/12/21	21/12/21	10/01/22	25/02/22	15/03/22	17/03/22	21/03/22	28/03/22	N/A	15/04/22	30.	
UPDATE																			
ACTUAL																			
PLANNED	3	IFB No.: CARI/SBA/RB/002/2022	Agricultural Supplies & Inputs	G4653	Assorted	151,000.00	RB	16/12/21	21/12/21	10/01/22	25/02/22	12/03/22	17/03/22	21/03/22	28/03/22	N/A	15/04/22	30.	
UPDATE																			
ACTUAL																			
						<b>subtotal</b>													
						<b>175,000.00</b>													

Prepared by:   
 Procurement Director/ Manager

Approved by:   
 Head of Entity/Chairman Proc. Committee

Date: 16/02/22   
 16/02/22




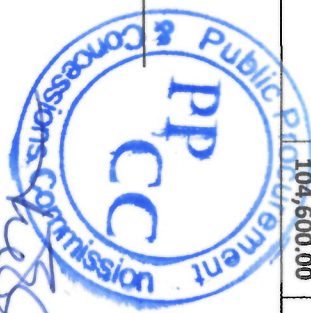




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PLANNED	6	IFB No.: CARI/SBA/RFQ/004/2022	Food & Catering services	G4711	assorted	3000.00	RFQ	10/12/21	19/12/21	21/12/21	25/02/22	12/03/22	16/03/22	20/03/22	24/03/22	N/A	30/03/22	30
UPDATE																		
ACTUAL																		
PLANNED	7	IFB No.: CARI/SBA/NCB/001/2022	Security & Guide Services	N8010	1 firm	99,600.00	NCB	16/12/21	21/12/21	10/01/22	25/02/22	24/03/22	29/03/22	4/04/22	11/04/22	N/A	30/12/22	30
UPDATE																		
ACTUAL																		
PLANNED	8	IFB No.: CARI/RFQ/005/2022	Vehicle Insurance	K6512	1 firm	2,000.00	RFQ	10/12/21	19/12/21	21/12/21	25/02/22	10/03/22	15/03/22	21/03/22	26/03/22	N/A	30/03/22	30
UPDATE																		
ACTUAL																		
				<b>GRAND TOTAL</b>		<b>104,600.00</b>												

Prepared by:   
Procurement Director/ Manager



Approved by:   
Head of Entity/Chairman Proc. Committee

Date: 16/02/22

  
R. J. Johnson







**Name of Entity: CENTRAL AGRICULTURAL RESEARCH INSTITUTE**  
**PROCUREMENT PLAN: CORE BUDGET (SBA)**  
**Source of Funding: GOVERNMENT OF LIBERIA Budget Period/Fiscal year: 2022**

**EXPLANATORY NOTE**

FISCAL PERIOD: 2022

NO.	PACKAGE CODE	CONTRACT PACKAGE	EXPLANATORY NOTE
1	IFB N CARI/SBA/RFO/001/2022	Stationary	This contract package is intended for the purchase of stationery and supplies including A4 sheets legal sheets staple pins, notepads and cartridges, etc. US\$ 8,000.00 is charged to the budgetary line item stationary
2	IFB.No.: CARI/SBA/RB/ 001/2022	Agricultural Tools and Supplies	This contract package is intended to hire a firm to provide agricultural supplies and inputs, such as per-emergency herbicides, post emergency herbicide, fungicide insecticide. Note: due to the limited number of suppliers of agricultural chemicals the entity finds it more efficient using the restricted bidding method of procurement.
3	IFB No.: CARI/SBA/RB/002/2022	PERLUEM PRODUCTS	This contract package is intended for the purchase gallons of gasoline under the SBA Plan, based on the approved Ministry of commerce price for petroleum products, the procured gasoline and fuel will be used for CARRI's vehicles and generators. Given the number of vendors of gasoline in Liberia, the entity has decided to use the Restricted Bidding Method to in other to be more efficient.

Prepared by:   
 Procurement Director/ Manager




Approved by: 

Head of Entity/Chairman Proc. Committee



Date: 16/02/2022



  
 16/02/2022

  
 Feb. 17, 2022



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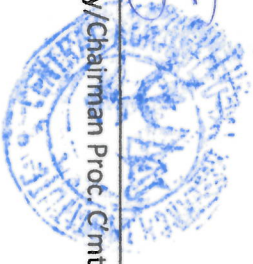
NO.	PACKAGE CODE	CONTRACT PACKAGE	EXPLANATORY NOTE
4	IFB No.: CARI//SBA/RFO/003/2022	Vehicle Spare Parts	This contract package is intended for the purchase of Spare Parts for CARI's vehicles for the fiscal year under consideration.
6	IFB No.: CARI/RFO/007/2022	Vehicle insurance	This contract package is intended to provide insurance coverage for vehicles in use by CARI for the current fiscal year.
7	IFB No.: CARI/LCS/001/2022	Agricultural Research	Funds on this line will be used to contract individual consultants to conduct agricultural researches in country. This fund will be paid to Contracted researchers through the Civil Service Agency (CSA)
8	IFB No.: CARI//SBA/RFO/006/2022	Food & Catering Services	This amount is intended to provide catering services for mini workshops and training held by CARI during the course of this budget period
9	IFB No.: CARI/SBA/NCB/001/2022	Security and Guide services	This amount is for the hiring of a security firm, to provide security guide services on the compound, project sights, and other needed locations.
10	IFB No.: CARI/SBA/RFO/004/2022	Generator spare parts & repair.	This amount is intended to provide spare parts for generator use to provide electricity at CARI.

Prepared by:   
 Procurement Director/ Manager



*Handwritten notes:*  
 158844  
 Feb 17, 2022

Approved by:   
 Head of Entity/Chairman Proc. Cmtee



Date: 16/02/2022

*Handwritten notes:*  
 158844  
 Feb 17, 2022

