



**Liberia Maritime Authority**

P.O BOX10-9042  
1000 MONROVIA, 10 LIBERIA  
1948 Maritime Drive  
Congo Town



**LiMA/COM/LEN/L-0434/'23**

April 12, 2023

Received:  
Dennis Taylor  
Aug. 29 2023  
Time: 15:11 pm

Hon. Bodger Scott Johnson  
**Executive Director**  
Public Procurement & Concessions Commission  
Executive Mansion Grounds, Capitol Hill  
Monrovia, Liberia

Dear Honorable Johnson:

The Procurement Committee of the Liberia Maritime Authority herewith submits to your office its First (1<sup>st</sup>) Quarter Procurement Report for Fiscal Year 2023.

This report summarizes the procurement activities implemented at the Liberia Maritime Authority for the period January to March 2023.

Kind regards

Sincerely,

*L. Eugene Nagbe*

Lenn Eugene Nagbe  
**COMMISSIONER/CEO**



REPUBLIC OF LIBERIA  
LIBERIA MARITIME AUTHORITY



Quarterly Procurement Report  
Fiscal year 2023  
For the 1<sup>st</sup> Quarter January - March

Date: April 11, 2023

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## 1.0 Introduction and Summary

In keeping with Sections 27(g) and 43(9), of the Amended and Restated Public Procurement and Concession Act which requires each Procuring Entity to submit quarterly report to the Commission, We are pleased to submit the Procurement Report for First Quarter of Fiscal Year 2023, for your review and consideration.

During the period under review, *The Liberia Maritime Authority* has not completed the implementation of *procurement packages* out of its Thirty Four (34) contract packages within our approved procurement plan for the period under review.

Out of the total procurement to be implemented thus far, Three (3) contract packages (Courier Service, Freight, Handling & Forwarding Service, and Vehicle Insurance Service) will use the procurement method of Request for Quotation (RFQ). Thirteen (13) Contract Packages (Computer Accessories, Food Stuff, Stationery Supplies, Publication Service, Vehicle Rental Service, Scratch Cards, Printing & Binding Service, Air Ticketing Service, Catering Service, Equipment Maintenance Service, Medical & Life Insurance Service, Construction of Road, and Construction of Annex (Building)) will use National Competitive Bidding (NCB method). Thirteen (13) Contract Packages (Rice Supply, Petroleum Product, Security Supplies & Materials, Office Equipment, Repair of Non Residential Building Maintenance, Cleaning Materials, Office Furniture, Vehicle, Building Maintenance Service, Internet Connectivity Service, Generator Maintenance Service, Security Guard Service, and Communication, Surveillance & Monitoring Equipment) will use Restricted Bidding Method (RB). While Six (6) Consultancy Contract Packages (Financial Consultancy Service, IT Consultancy Service, ISPS Consultancy Service, Press & Public Relation Consultancy Service, HR Training Consultancy Service, and Reality Evaluation Consultancy Service) will use Fixed Budget Selection (FBS).

## 2.0 Challenges

**Delay of the Board resolution is a challenge.** The Board Resolution signals that the Authority's Corporate Budget has been approved by the board members of the Authority. It is an important instrument needed by the Public Procurement & Concession Commission (PPCC) to approve the Authority's Procurement Plan.

## 3.0 Recommendations

With the challenge above mentioned, we recommend that the annual Budget planning process begins early September for the next Procurement Cycle to allow enough time for proper procurement planning and the Board Resolution for the budget of the next fiscal year be sign by all members of the Board before the end of December of each year considering the early approval of the Authority's Procurement Plan by PPCC

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**Minutes****Procurement Committee meeting****Thursday, March 16, 2023**

The Procurement Committee meeting was held in the conference room at the Liberia Maritime Authority Headquarters at 11:30 a.m., on Thursday, March 16, 2023.

The below listed staff were in attendance.

Hon. Lenn Eugene Nagbe	Commissioner /CEO
Cllr. Nya S. Gbaintor	Principal Director /Administration & Legal Services
Mr. Desire S. Satia	Director / Finance
Mr. John Quawah	Director/ Human Resources
Atty. Augustus S. Karr	Director / Legal
Mr. Alexander B. Mitchell	Procurement Manager/ Secretary

**Agenda**

1. Opening Prayer.
2. Re-constituting the Procurement Committee and Unit
3. Discussion on the Procurement Plan Fiscal Year 2023
4. Board Resolution approving Budget 2023
5. Review of Contract Packages drawn from the Procurement Plan for Fiscal Year 2023
6. Discussion on printing of Standard Bidding Documents and Advertisement of Contract Packages
7. Other matters.

**Opening Prayer**

The meeting commenced with opening prayer by Atty. Augustus Karr.

**Re-constituting the Procurement Committee and Unit**

The secretary of the Procurement Committee, Mr. Alexander B. Mitchell in a brief remark welcomed all staff members present to the procurement committee meeting and stressed the need to re-constitute the Procurement Committee and Unit every Fiscal Year at the origin of the Procurement Circle. He then presented the list of

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persons to constitute the procurement committee and units and added that the procurement committee should be headed by the Commissioner of the Entity and the unit should be headed by the Procurement Director. Cllr. Nya S. Gbaintor suggested that a new structure may include, Office of the Commissioner, Departments of Administration, Legal Service, Finance, and Human Resource. .

### **Decision Made**

After discussion, it was agreed that the Procurement Committee should consist of the Office of the Commissioner, with the Commissioner or his designate present. The Department of Administration with the Principal Director for Administration & Legal or his designate present. The Department of Finance with the Deputy Chief of Finance or his designate present. The Legal with the Director or his designate present, Director of Human Resource or his designate present, and the Department of Projects with the Director for Projects or his designate present as an observer. The Associate Director for Procurement will remain as secretary to the Procurement Committee and head of the Procurement Unit.

### **Discussion on Procurement Plan for Fiscal Year 2023**

Mr. Alexander B. Mitchell reminded members of the Committee of the Procurement Plan for Fiscal Year 2023 that was distributed to them few days ago which contains thirty four (34) Contract Packages for their perusal and inputs. During the review, the Deputy Chief of Finance, stated that the Authority will not implement all 34 contract packages in the plan because of the lack of funding and timing due to this fiscal year which happen to be an election year. He emphasized that the Authority should focus on the most needed contract package such as Air ticketing, Stationery Supplies, Printing & Binding, Rice, Petroleum Product, Scratch Cards and repairs or Maintenance

### **Decision Made**

After deliberation, it was unanimously agreed that adjustment be made in the plan

### **Board Resolution Approving Budget for Fiscal Year 2023**

Mr. Alexander B. Mitchell, informed members of the Committee that the Board Resolution approving the Budget for Fiscal Year 2023 will be needed to accompany the Procurement Plan to the Public Procurement & Concessions Commission

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(PPCC). He also said, that the Board Resolution usually delays the onward submission of the Procurement Plan to PPCC. Cllr. Gbaintor, being the secretary to the Board then stated that the Authority has a Statutory Board which comprised of four (4) Government's Ministers (Minister of States, Finance & development Planning, Justice and Transports. All of these ministers usually signed the Board Resolution after the Board's meeting approving the Budget for the Fiscal year. He further said that sometime it is difficult to get all of these ministers to sign at once.

### **Decision Made**

After Discussion, the secretary of the Board was instructed by the Commissioner to speed up the signing of the Board Resolution by the ministers.

### **Review of the Contract Packages Drawn from Procurement Plan for Fiscal Year 2023**

The Secretary of the Procurement Committee, Mr. Alexander B. Mitchell presented copies of the Procurement Plan, Budget, Spending Plan and a list of contract packages for Fiscal Year 2023 to each member for their review and inputs. The Plan contained fourteen (14) Non-Small Business Act (Non SBA) Contract Packages, fourteen (14) Small Business Act (SBA) Contract Packages and Six (6) Consultancy Contract Packages and one (1) non SBA (Special Project) Contract Package

### **Decision Made**

After deliberation, the Plan was reviewed and inputs were made.

### **Discussion on Printing of Standard Bidding Document and advertisement of Contract Packages**

Mr. Mitchell, Secretary to the Committee stressed that thirteen (13) of the contract packages are National Competitive Bidding (NCB) and thirteen were also Restricted Bidding (RB) processes. He then added that there is a need for the Committee to approve the Technical Specifications or Terms of Reference in order for these bids to be advertised.

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Mr. Alexander B. Mitchell further stated that the Procurement Plan was completed with all other necessary documents (except the Board Resolution) to be forwarded to the Public Procurement & Concessions Commission (PPCC) for review and subsequent approval.

Atty. Augustus Karr, Director for Legal Services, said that the procurement activities at the Authority were two (2) months behind the normal schedule due to the Board Resolution not being signed by all the ministers

Cllr. Nya Gbaintor, Principal Director for Administration and Legal services, stated that the Board Resolution will soon be completed indicating that, "we are awaiting the Minister of State and Justice's signatures to complete the signatory aspect of the Board Resolution".

Mr. Mitchell, Secretary to the Committee, further reminded the Committee that the requirements (Board Resolution, Budget, and Spending Plan) were needed to be forwarded with the Procurement Plan to the PPCC for approval.

Mr. Mitchell also advised that the Standard Bidding Document be printed for the Instruction to the Bidders (ITB) or vendors before the advertisement is publicized, including the Procurement Plan displaying the values and methods of Contract Packages to be advertised for procurement activities. He then elaborated that there are nine (9) goods and eight (8) services to be advertised in the print media, the PPCC and E-mansion websites. He also reported that the Procurement Unit of the Authority was working on the Standard Bidding Document for each contract package to have it prepared for advertisement before the end of August 2020.

Mr. John Quawah, Director of Human Resource, then suggested that all Standard Bidding Documents of various Contract Packages should be prepared and printed prior to the advertisement in the print media and websites.

### **Decision made**

After deliberation, the Secretary to the Committee was instructed to forward the Procurement Plan to the Office of the Commissioner for his signature and subsequent approval, commence the printing of the Standard Bidding Documents

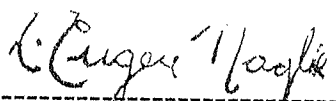
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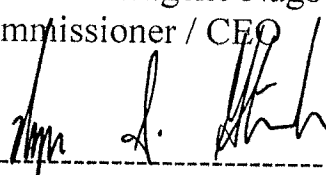
and advertisements should be done before the end of March or before the 15 day of April 2023.

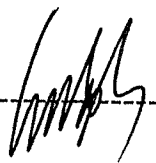
**Other Matters**

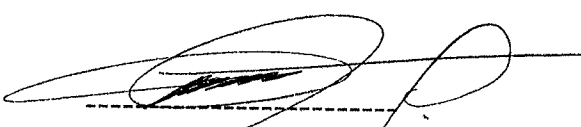
There being no other matters to discuss, the meeting was adjourned at 12:25 p.m.


Signed-----

  
Hon. Lenn Eugene Nagbe  
Commissioner / CEO

  
Cllr. Nya S. Gbaintor  
Principal Director /Administration & Legal Services

  
Mr. Desire Satia  
Deputy Chief Financial Officer

  
Mr. John Quawah  
Director/Human Resource

  
Atty. Augustus S. Karr  
Director /Legal Service

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GENERAL INFORMATION

Liberia Maritime Authority


QUARTERLY PROCUREMENT REPORT

1st Quarter for Fiscal Year 2023

SUMMARY OF PROCUREMENT IN PROGRESS< PROCUREMENT COMPLETED & CONTRACTS SIGNED																	
SPECIFIC INFORMATION																	
Item No.	Contract Package Description	Procurement Method	Source of Funding	Date of Advertisement / Bid Invitation	Date of Closing / Bid Submission	Number of Bid Received	Date of Transmission of Contract Award Notice by PC	Actual Contract Value	Supplier / Contractor / Consultant / Service Provider	Contractor/ Consultant/ Service Provider PPOC VR	Business Legal Owner	Business Beneficiary Owner	Date of Contract Signed	Date of Delivery / Inspection	Proposed Contract Completion Date	Contract Progress Status ( Amount Paid)	Remark
1	IFB NO. LIMA/NCB/001/23	Publication Service	Corporate Funds	N/A	N/A	N/A	N/A	\$55,390.00	N/A	N/A	N/A	N/A	N/A	N/A	12/31/2023	N/A	In Progr
2	IFB NO. LIMA/RB/001/23	Internet Connectivity Service	Corporate Funds	N/A	N/A	1Vendor	N/A	\$40,800.00	N/A	N/A	N/A	N/A	N/A	N/A	12/31/2023	N/A	In Progr
3	IFB NO. LIMA/RFQ/001/23	Courier Service	Corporate Funds	N/A	N/A	N/A	N/A	\$3,500.00	N/A	N/A	N/A	N/A	N/A	N/A	12/31/2023	N/A	In Progr
4	IFB NO. LIMA/RB/002/23	Office Furniture Security Supplies & Materials	Corporate Funds	N/A	N/A	N/A	N/A	\$13,400.00	N/A	N/A	N/A	N/A	N/A	N/A	12/31/2023	N/A	In progr
5	IFB NO. LIMA/RB/003/23	Office Equipment	Corporate Funds	N/A	N/A	N/A	N/A	\$21,735.00	N/A	N/A	N/A	N/A	N/A	N/A	12/31/2023	N/A	In progr
6	IFB NO. LIMA/RB/004/23	Rice	Corporate Funds	N/A	N/A	N/A	N/A	\$18,335.00	N/A	N/A	N/A	N/A	N/A	N/A	12/31/2023	N/A	In progr
7	IFB NO. LIMA/RB/006/23	Generator Maintenance Service	Corporate Funds	N/A	N/A	N/A	N/A	\$46,230.00	N/A	N/A	N/A	N/A	N/A	N/A	12/31/2023	N/A	In progr
8	IFB NO. LIMA/RB/007/23	Freight Forwarding & Handling	Corporate Funds	N/A	N/A	N/A	N/A	\$25,000.00	N/A	N/A	N/A	N/A	N/A	N/A	12/31/2023	N/A	In progr
9	IFB NO. LIMA/RFQ/002/23	Computer & Accessories	Corporate Funds	N/A	N/A	N/A	N/A	\$3,000.00	N/A	N/A	N/A	N/A	N/A	N/A	12/31/2023	N/A	In progr
10	IFB NO. LIMA/NCB/002/23	Food Stuff	Corporate Funds	N/A	N/A	N/A	N/A	\$73,750.00	N/A	N/A	N/A	N/A	N/A	N/A	12/31/2023	N/A	In progr
11	IFB NO. LIMA/NCB/003/23	Cleaning Material	Corporate Funds	N/A	N/A	N/A	N/A	\$55,200.00	N/A	N/A	N/A	N/A	N/A	N/A	12/31/2022	N/A	In progr
12	IFB NO. LIMA/RB/008/23	Vehicle	Corporate Funds	N/A	N/A	N/A	N/A	\$27,600.00	N/A	N/A	N/A	N/A	N/A	N/A	12/31/2023	N/A	In progr
13	IFB NO. LIMA/RB/005/23		Corporate Funds	N/A	N/A	N/A	N/A	\$113,500.00	N/A	N/A	N/A	N/A	N/A	N/A	12/31/2023	N/A	In progr

GENERAL INFORMATION
Liberia Maritime Authority
QUARTERLY PROCUREMENT REPORT
1st Quarter for Fiscal Year 2023

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14	IFB NO. LIMA/SBA/NCB/001/23	Vehicle Rental Service	NCB	Corporate Funds	N/A	N/A	N/A	N/A	\$24,396.00	N/A	N/A	N/A	N/A	N/A	N/A	12/31/2023	N/A	In progr
15	IFB NO. LIMA/SBA/RB/001/23	Petroleum Product	RB	Corporate Funds	N/A	N/A	N/A	N/A	\$496,225.00	N/A	N/A	N/A	GOL	N/A	N/A	12/31/2023	N/A	In progr
16	IFB NO. LIMA/SBA/NCB/002/23	Scratch Card	NCB	Corporate Funds	N/A	N/A	N/A	N/A	\$60,060.00	N/A	N/A	N/A	N/A	N/A	N/A	12/31/2023	N/A	In progr
17	IFB NO. LIMA/SBA/NCB/003/23	Stationery Supplies	NCB	Corporate Funds	N/A	N/A	N/A	N/A	\$175,750.00	N/A	N/A	N/A	N/A	N/A	N/A	12/31/2023	N/A	In progr
18	IFB NO. LIMA/SBA/NCB/004/23	Printing & Binding Service	NCB	Corporate Funds	N/A	N/A	N/A	N/A	\$169,096.00	N/A	N/A	N/A	N/A	N/A	N/A	12/31/2023	N/A	In progr
19	IFB NO. LIMA/SBA/RFQ/001/23	Vehicle Insurance Service	RFQ	Corporate Funds	N/A	N/A	N/A	N/A	\$4,065.00	N/A	N/A	N/A	N/A	N/A	N/A	12/31/2023	N/A	In progr
20	IFB NO. LIMA/SBA/NCB/005/23	Air Ticketing	NCB	Corporate Funds	N/A	N/A	N/A	N/A	\$144,669.00	N/A	N/A	N/A	N/A	N/A	N/A	12/31/2023	N/A	In progr
21	IFB NO. LIMA/SBA/RB/002/23	Repair Maintenance Non Residential Buildings	RB	Corporate Funds	N/A	N/A	N/A	N/A	\$40,000.00	N/A	N/A	N/A	N/A	N/A	N/A	12/31/2023	N/A	In progr

PREPARED BY :   
 Alexander B. Mitchell  
 Procurement Director


DATE:   
 April 12, 2023

APPROVED BY:   
 Hon. Lenn Eugene Napbe  
 Head of Entity / Chairman PC

DATE: \_\_\_\_\_  


GENERAL INFORMATION
Liberia Maritime Authority
QUARTERLY PROCUREMENT REPORT
1st Quarter for Fiscal Year 2023

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22	IFB NO. LIMA/SBA/NCB/006/23	Equipment Maintenance Service	NCB	Corporate Funds	N/A	N/A	N/A	N/A	\$40,000.00	N/A	N/A	N/A	N/A	N/A	N/A	12/31/2022	N/A	In progress
23	IFB NO. LIMA/SBA/NCB/007/23	Catering Service	NCB	Corporate Funds	N/A	N/A	N/A	N/A	\$36,365.00	N/A	N/A	N/A	GOL	N/A	N/A	12/31/2022	N/A	In progress
24	IFB NO. LIMA/SBA/NCB/003/23	Security Guard Service	RB	Corporate Funds	N/A	N/A	N/A	N/A	\$16,800.00	N/A	N/A	N/A	N/A	N/A	N/A	12/31/2022	N/A	In progress
25	IFB NO. LIMA/SBA/NCB/004/23	Communication Surveillance & Monitoring Equipment	RB	Corporate Funds	N/A	N/A	N/A	N/A	\$14,650.00	N/A	N/A	N/A	N/A	N/A	N/A	12/31/2022	N/A	In progress
26	IFB NO. LIMA/SBA/NCB/008/23	Medical & Life Insurance	NCB	Corporate Funds	N/A	N/A	N/A	N/A	\$101,592.00	N/A	N/A	N/A	N/A	N/A	N/A	12/31/2022	N/A	In progress
27	IFB NO. LIMA/SBA/NCB/009/23	Vehicle Maintenance Service	NCB	Corporate Funds	N/A	N/A	N/A	N/A	\$75,000.00	N/A	N/A	N/A	N/A	N/A	N/A	12/31/2022	N/A	In progress
28	IFB NO. LIMA/SP/NCB/001/23	Building Construction (Annex)	NCB	Corporate Funds	N/A	N/A	N/A	N/A	\$800,000.00	N/A	N/A	N/A	N/A	N/A	N/A	12/31/2022	N/A	In progress

PREPARED BY:   
 Alexander B. Mitchell  
 Procurement Director

DATE: April 12, 2023

APPROVED BY:   
 Hon. Lenn Eugene Nagbe  
 Head of Entity / Chairman PC

DATE: \_\_\_\_\_




GENERAL INFORMATION
Liberia Maritime Authority
QUARTERLY PROCUREMENT REPORT
1st Quarter for Fiscal Year 2023

SUMMARY OF PROCUREMENT IN PROGRESS < PROCUREMENT COMPLETED & CONTRACTS SIGNED

SPECIFIC INFORMATION

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29	RFP NO. LIMA/SBA/FBS/001/23	Financial Consultancy Service	FBS	Corporate Funds	N/A	N/A	N/A	N/A	\$16,500.00	N/A	N/A	N/A	N/A	N/A	N/A	12/31/2023	N/A	In progr
30	RFP NO. LIMA/SBA/FBS/002/23	IT Consultancy Service	FBS	Corporate Funds	N/A	N/A	N/A	N/A	\$12,000.00	N/A	N/A	N/A	GOL	N/A	N/A	12/31/2023	N/A	In progr
31	RFP NO. LIMA/SBA/FBS/003/23	ISPS Consultancy Service	FBS	Corporate Funds	N/A	N/A	N/A	N/A	\$30,000.00	N/A	N/A	N/A	N/A	N/A	N/A	12/31/2023	N/A	In progr
32	RFP NO. LIMA/SBA/FBS/004/23	Press & Public Relation Consultancy Service	FBS	Corporate Funds	N/A	N/A	N/A	N/A	\$40,000.00	N/A	N/A	N/A	N/A	N/A	N/A	12/31/2023	N/A	In progr
33	RFP NO. LIMA/SBA/FBS/005/23	HR Training Consultancy Service	FBS	Corporate Funds	N/A	N/A	N/A	N/A	\$12,000.00	N/A	N/A	N/A	N/A	N/A	N/A	12/31/2023	N/A	In progr
		Ready Evaluation Consultancy Service	FBS	Corporate Funds	N/A	N/A	N/A	N/A	\$8,000.00	N/A	N/A	N/A	N/A	N/A	N/A	12/31/2023	N/A	In progr

PREPARED BY:   
 Alexander B. Mitchell  
 Procurement Director

DATE: *April 12, 2023*

APPROVED BY:   
 Hon. Lemn Eugene Nagbe  
 Head of Entity / Chairman PC

DATE: \_\_\_\_\_

