



**Liberia Maritime Authority**

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



**LIMA/COM/LEN/L-0435/23**

July 11, 2023

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 Second (2<sup>nd</sup>) Quarter Procurement Report for Fiscal Year 2023.

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

Kind regards

Sincerely,

*L. Eugene Nagbe*

Lenn Eugene Nagbe  
**COMMISSIONER/CEO**



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

REPUBLIC OF LIBERIA  
LIBERIA MARITIME AUTHORITY



Quarterly Procurement Report  
Fiscal year 2023  
For the 2<sup>nd</sup> Quarter April to June

Date: July 11,, 2022

## **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 Second 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**

The Authority's Evaluation Panels take too much time to evaluate a bid which can delay the process for contract award to a vendor.

## **3.0 Recommendations**

We recommend that a timeline be set for evaluation of a bid, which may include Seven (7) to fourteen (14) working days.

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GENERAL INFORMATION
Liberia Maritime Authority
QUARTERLY PROCUREMENT REPORT
2nd Quarter for Fiscal Year 2023

SUMMARY OF PROCUREMENT IN PROGRESS < PROCUREMENT COMPLETED & CONTRACTS SIGNED																			
SPECIFIC INFORMATION																			
Item NO.	Contract Package Code	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	NCB	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	N/A	12/31/2023	N/A	In Progr
2	IFB NO. LIMA/RB/001/23	Internet Connectivity Service	RB	Corporate Funds	N/A	N/A	1 Vendor	N/A	\$40,800.00	N/A	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	RFQ	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	N/A	12/31/2023	N/A	In Progr
4	IFB NO. LIMA/RB/002/23	Office Furniture Security Supplies & Materials	RB	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	N/A	12/31/2023	N/A	In Progr
5	IFB NO. LIMA/RB/003/23		RB	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	N/A	12/31/2023	N/A	In Progr
6	IFB NO. LIMA/RB/004/23	Office Equipment	RB	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	N/A	12/31/2023	N/A	In Progr
7	IFB NO. LIMA/RB/006/23	Rice Generator Maintenance Service	RB	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	N/A	12/31/2023	N/A	In Progr
8	IFB NO. LIMA/RB/007/23		RB	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	N/A	12/31/2023	N/A	In Progr
9	IFB NO. LIMA/RFQ/002/23	Freight Forwarding & Handling	RFQ	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	N/A	12/31/2023	N/A	In Progr
10	IFB NO. LIMA/NCB/002/23	Computer & Accessories	NCB	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	N/A	12/31/2023	N/A	In Progr
11	IFB NO. LIMA/NCB/003/23	Food Stuff	NCB	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	N/A	12/31/2022	N/A	In Progr
12	IFB NO. LIMA/RB/008/23	Cleaning Material	RB	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	N/A	12/31/2023	N/A	In Progr
13	IFB NO. LIMA/RB/005/23	Vehicle	RB	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	N/A	12/31/2023	N/A	In Progr

PREPARED BY:   
 Alexander B. Mitchell  
 Procurement Director

DATE:   
 July 11, 2023

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

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





GENERAL INFORMATION
Liberia Maritime Authority
QUARTERLY PROCUREMENT REPORT
2nd Quarter for Fiscal Year 2023

SUMMARY OF PROCUREMENT IN PROGRESS < PROCUREMENT COMPLETED & CONTRACTS SIGNED																			
SPECIFIC INFORMATION																			
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1	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	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	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	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	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	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	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	N/A	12/31/2023	N/A	In progr.

PREPARED BY :   
 Alexander B. Mitchell  
 Procurement Director

DATE: *July 11, 2023*

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

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







## Minutes

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### Procurement Committee meeting

Wednesday, June 28, 2023

The Procurement Committee meeting was held in the conference room at the Liberia Maritime Authority headquarters on Wednesday, June 28, 2023 at 1:00 P.m.

The below listed Staff were in attendance.

Hon.	Lenn Eugene Nagbe	Commissioner
Cllr.	Nya S. Gbaintor	Principal Director for Administration & Legal Affairs
Mr.	Desire Satia	Deputy Chief/ Finance
Mr.	John Quawah	Director/ Human Resource
Atty.	August Karr	Associate Director for Legal Services
Mr.	Alexander B. Mitchell	Associate Director Procurement / Secretary

#### Agenda

1. Opening Prayer
2. Signing of the last Procurement Committee Meeting's Minutes
3. Presentation of Evaluation Panel's Reports and approval / awarding of contracts
  - a. Stationery Supplies
  - b. Petroleum Products
  - c. Office Equipment
  - d. Computer & Accessories
  - e. Rice
  - f. Air Ticketing Service
  - g. Printer & Binding Service
  - h. Scratch Cards
  - i. Food
  - j. Cleaning Materials
4. Deliberation on the Bid Evaluation Panel Reports by the Committee
5. Other Matters

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**Opening Prayer**

The meeting commenced with opening prayer by Mr. John Quawah

**Signing of the last Procurement Committee Meeting's Minute**

Mr. Alexander B. Mitchell Secretary to the Procurement Committee, presented the last minutes to the Procurement Committee for signatures.

**Presentation of Evaluation Panel Reports**

The Secretary to the Procurement Committee Mr. Mitchell, presented the list of Evaluation Panels of the bids that were evaluated and needed to be reported to the Committee. Cllr. Nya S. Gbaintor suggested that the various panels chairperson be called upon to present their evaluation report. Commencing with Stationery Supplies, Mr. Rockin Kargou, Chairperson for the evaluation Panel (Stationery Supplies), began by stating there were Two (2) vendors, Liberia Home & Office Solution and City Stationery Center that responded to the process, after an extensive evaluation of the vendor's documents and facilities, City Stationery Center emerged as the most responsive bidder that has the capacity to supply stationery supplies to the Authority. Also for Printing & Binding, he noted that two (2) vendors responded to the bid process they are, Mature Print Inc., and P- Priat Inc. After an extensive evaluation of the vendor's documents, Mature Printing Inc. emerged as the most responsive bidder to provide printing & binding services for Lot #s 1 & 2, while P-Priat Inc. provide printing service for Lot # 3 to the Authority. And for Computer, Mr. Kargou further said that there were Three (3) vendors that responded to the process, Computer Shop Inc., Raj Enterprise Inc., and Jetlink Inc. After an extensive evaluation of their documents and facilities, Computer Shop Inc. emerged as the most responsive bidder to supply computers to the Authority. Mr. Kargou, Chairperson for Internet Connectivity Service stated that three (3) vendors responded to the bidding process, namely; Connect Service Liberia, Liberia Telecommunication Corporation and Lone Star Communication. After an extensive evaluation of bidder's documents and facilities, Connect Service Liberia emerged as the most responsive bidder to provide Internet Connectivity Service to the Authority.

Followed by Petroleum Products, Mr. Mark O. Johnson, Chairperson on the evaluation Panel for Petroleum Product, began by stating that three (3) vendors

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responded to the bid process, they were Connex Liberia Limited, Super Petroleum Company, and Aminata & Sons. After an extensive evaluation of the vendor's documents and facilities, Connex Liberia Limited of Monrovia, was recommended as the most responsive bidder that has the capacity to supply Petroleum Products to the Authority.

He further stated that one (1) vendor responded to the bid process to provide Vehicle Maintenance Service to the Authority, after an extensive evaluation of the vendor's documents and facilities, Zwanna Auto Work Shop was considered to provide this service.

Next was Air Ticketing Service. Mrs. Fatu Shaw, Chairperson said, Two (2) vendors (Expert Travel Service and Jos Travels & Tours Inc.) responded to the process, after an extensive evaluation of the vendor's documents and facilities, Jos Travels & Tours Inc., was recommended to provide Air ticketing Services to the Authority.

The next panel, Mr. Alexander Pojah, Chairperson for the evaluation Panels (Rice & Scratch Cards), began by stating that there was only One (1) vendor (Dennis Business Center) that responded to the bid Process, after an extensive evaluation of the vendor's documents and facility, Dennis Business Center of Monrovia was recommended as being a responsive bidder to supply rice to the Authority. He also expressed that Three (3) vendors (Hadearest Comp Shop, Vivid Trading Center and JC & CJ Inc.) responded to the process, after an extensive evaluation of the vendor's documents and facilities, Vivid Trading Center was recommended to supply Scratch Cards to the Authority.

Followed by Mrs. Sando Wessehtues, Chairperson for the evaluation Panel for Cleaning Materials began by stating that one (1) vendors responded to the process which was Vivid Trading Center. After an extensive evaluation of the vendor's documents and facility, Vivid Trading Center of Monrovia was recommended as the most responsive bidder that has the capacity to supply Cleaning materials to the Authority. Followed by the next panel, Ms. Beatrice Kpimgba, Chairperson for the evaluation Panel on Food Stuff began by stating that one (1) vendor (Jilux General Merchandise Inc. responded to the bid Process, after an extensive evaluation of the

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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

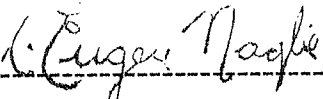
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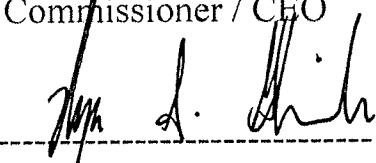
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and advertisements should be done before the end of March or before the 15 day of April 2023.

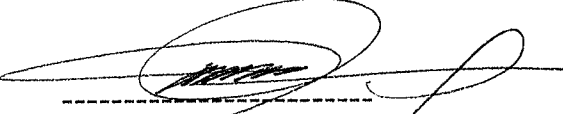
**Other Matters**


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

Signed   
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Hon. Lenn Eugene Nagbe  
Commissioner / CEO

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

  
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Mr. Desire Satia  
Deputy Chief Financial Officer

  
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Mr. John Quawah  
Director/Human Resource

  
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Atty. Augustus S. Karr  
Director /Legal Service

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