



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/0487/'19

September 13, 2019

Dr. James F. Kollie

**COMMISSIONER**

Liberia Maritime Authority

Republic of Liberia

Dear Dr. Kollie:

Subject: **PROVISIONAL APPROVAL OF DRAFT PROCUREMENT PLAN FOR FISCAL YEAR 2019/2020**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Liberia Maritime Authority SBA and Non SBA Procurement Plans for FY 2019/2020 in accordance with **Section 40 (3)** of the PPC Act. The Commission however wishes to inform 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 notifications of this information in the tender documents for both framework agreements and advance procurement. For your guidance, the Commission has produced a short note explaining the processes for framework agreements and advance procurement which you can download at <http://ppcc.gov.lr/vr/index.php/documents>

Upon passage of the FY 2019/2020 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for LMA's allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for FY 2019/2020 and staff of your Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the previous fiscal year (2018/2019), for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for fiscal year 2019/2020.

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,

Sincerely Yours

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

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

Liberia Maritime Authority  
 Resident Plan Consultancy (SBA Core Budget)  
 Source of Funding: Corporate Budget  
 July 1, 2019- June 30, 2020

[illegible]

APPROVED BY:  ALEXANDER B. MITCHELL  
PROCUREMENT MANAGER / HEAD OF PROCUREMENT UNIT

APPROVED BY:   
DR. JAMES F. KOLLIE JR.  
COMMISSIONER/ HEAD OF THE PROCUREMENT COMMITTEE

APPROVAL: -----

Date: August 6, 2019

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09/13/19

Liberia Maritime Authority  
Procurement Plan Consultancy SBA Core Budget Explanatory Note  
Fiscal Year 2019/2020

NO.	Contract Package Code	Contract Package	Content of Contract Package
1	RFP NO. LIMA/SBA/FBS/001/19/20		This contract package derived from the budgetary line item Training Consultancy, which the Authority intends to hire a trainer that will train the Authority's staff. \$12,000.00
2	RFP NO. LIMA/SBA/FBS/002/19/20	Training Consultancy	
3	RFP NO. LIMA/SBA/FBS/003/19/20	Business Development Consultancy	This procurable is derived from the budgetary line Business Development and intends to hire a consultant for our business Strategic Planning. (\$18,000.00)
4	RFP NO. LIMA/SBA/FBS/004/19/20	Realty Consultancy	This contract Package was drawn from the budgetary line item Realty Consultancy and the Authority intends to hire a realty consult that will know the real property value of the Authority (\$5,000.00).
5	RFP NO. LIMA/SBA/FBS/005/19/20	Technical Consultancy	This contract Package was drawn from the budgetary line item Technical Consultancy and the Authority intends to hire technical expertise who will help the Authority's corporate Strategic team (\$2,000.00).
6	RFP NO. LIMA/SBA/SS/001/19/20	Financial Consultancy	This procurable is derived from the budgetary line Financial Consultancy and intends to hire a financial consultant to help the Authority's financial Management Team. (\$2,500.00)
7	RFP NO. LIMA/SBA/QCBS/001/19/20	Audit Services	This contract Package was drawn from the budgetary line item Professional Services, and it is Single Source because this payment is to be paid to the General Auditing Commission for auditing service that is on going. \$40,000.00
		Marine Sensitivity Mapping Consultancy	This contract package derived from the budgetary line item Marine Sensitivity Mapping which the Authority intends to procure the service of a firm that will be used to explore our coastal boundaries and environmental sensitive areas. \$75,000.00

PREPARED BY:   
ALEXANDER B. MITCHELL  
PROCUREMENT MANAGER / HEAD OF PROCUREMENT UNIT

APPROVED BY:   
DR. JAMES F. KOLLIE JR.  
COMMISSIONER HEAD OF THE PROCUREMENT COMMITTEE

APPROVAL: .....

DATE: August 6, 2019



*Colleen  
September 8, 2019*

*R. Magbento Provisional  
09/13/19*