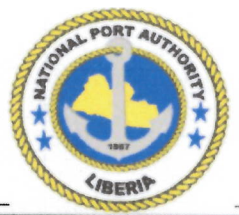




OFFICE OF THE MANAGING DIRECTOR
Freeport of Monrovia
Monrovia, Liberia



NATIONAL PORT AUTHORITY
GATEWAY TO LIBERIA'S ECONOMY

June 5, 2023

Stevenson S. Yond
OFFICER-IN-CHARGE
Public Procurement & Concessions Commission (PPCC)
Republic of Liberia
Executive Mansion Grounds
Capitol Hill, Monrovia, Liberia

Dear Mr. Yond:

REQUEST FOR "NO OBJECTION" TO USE THE RESTRICTED PROCUREMENT METHOD

The Management of the National Port Authority (NPA) wish to request "No Objection" from the Commission in line with Section 50(1)(b) of the PPCA to use the Restricted Bidding Procurement Method with a reduced lead time of two (2) weeks to contract companies for the procurement of Medicare Insurance Coverage.

Our request is predicated on the delay of the passage of our budget for the calendar year 2023 due to the transition of the new administration, technical workings on our procurement plan as well as being in the middle of the calendar year 2023. However, please also note that our earlier procurement plan for the insurance package was approved based on shopping method and we realized that the package was understated. As you are aware, the second quarter is about to elapse and we wish to expedite the procurement of our recurring procurable items.

Mr. Officer-In-Charge, always expect the National Port Authority continued support and cooperation in our collective efforts to promote equity, transparency and integrity in public procurement. Please find attached list of insurance companies.

Please accept assurances of our highest esteem.

Sincerely Yours,

Diana Nebo
MANAGING DIRECTOR-NPA

*Received
Theophilus Hollie
June 7, 2023
Time: 12:00pm*



OFFICE OF THE MANAGING DIRECTOR
Freeport of Monrovia
Monrovia, Liberia





OFFICE OF THE MANAGING DIRECTOR
Freeport of Monrovia
Monrovia, Liberia



NATIONAL PORT AUTHORITY

GATEWAY TO LIBERIA'S ECONOMY

LIST OF INSURANCE COMPANIES

1. Accident & Casualty Insurance Company (ACICO)
2. Activa International Insurance Company (AIIC)
3. Secure Risk Insurance Company (SRIC)
4. Saar Insurance Company SIC)
5. Insurance Company of Africa (ICA)

NATIONAL PORT AUTHORITY
PROCUREMENT PLAN (SBA CORE BUDGET)
SOURCE OF FUNDING: NATIONAL PORT AUTHORITY INTERNALLY GENERATED
FISCAL PERIOD: 2023

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
				BASIC DATA								INDICATOR							
	Item	Code	Contract Package	Bux. Act. Code	Qn	Estimated Cost	Procurement Method	Technical Specs./BUD/Drawings	Prev. 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 Appr - Bid Evaluation Report	Contract Award/ Signing	Advance Payment (mobilization)	Delivery, Inspection (Substantial Completion)	Acceptance & Final Payment	Remarks
Planned	1	IFB No. NP/ASB/NC/B000/2023	Personal Serv Life Insurance Coverage	K6512	1 Firm	5,000	RFQ	6-Mar-23	27-Mar-23	10-Apr-23	24-Apr-23	22-Mar-23	12-Jun-23	26-Jun-23	24-Jul-23	N/A	17-Oct-23	29-Dec-23	
Update		IFB No. NP/ASB/NC/B000/2023	Insurance Coverage	K6512	1 Firm	150,000	RF	6-Mar-23	27-Mar-23	10-Apr-23	24-Apr-23	22-Mar-23	12-Jun-23	26-Jun-23	24-Jul-23	N/A	17-Oct-23	29-Dec-23	
Planned	2	IFB No. NP/ASB/NC/B000/2023	Rice Ration	G4711	12304 bags	414,560	NCB	7-Mar-23	28-Mar-23	11-Apr-23	25-Apr-23	23-Mar-23	13-Jun-23	27-Jun-23	25-Jul-23	N/A	18-Oct-23	29-Dec-23	
Update		IFB No. NP/ASB/NC/B000/2023	Rice Ration	G4711	12304 bags	414,560	RF	7-Mar-23	28-Mar-23	12-May-23	26-May-23	23-Jun-23	14-Jul-23	28-Jul-23	25-Aug-23	N/A	18-Oct-23	29-Dec-23	
Planned	3	IFB No. NP/ASB/NC/B000/2023	ICT Equipment & Supplies	G4741	Assorted	401,000	NCB	9-Mar-23	30-Mar-23	13-Apr-23	27-Apr-23	25-Mar-23	15-Jun-23	29-Jun-23	27-Jul-23	N/A	20-Oct-23	29-Dec-23	
Update		IFB No. NP/ASB/NC/B000/2023	ICT Equipment & Supplies	G4741	Assorted	401,000	NCB	9-Mar-23	30-Mar-23	13-Apr-23	27-Apr-23	25-Mar-23	15-Jun-23	29-Jun-23	27-Jul-23	N/A	20-Oct-23	29-Dec-23	
Planned	4	IFB No. NP/ASB/NC/B000/2023	Marine Cable & Generation Tools	G4659	Assorted	16,000	NCB	9-Mar-23	30-Mar-23	13-Apr-23	27-Apr-23	25-Mar-23	15-Jun-23	29-Jun-23	27-Jul-23	N/A	20-Oct-23	29-Dec-23	
Update		IFB No. NP/ASB/NC/B000/2023	Marine Cable & Generation Tools	G4659	Assorted	16,000	NCB	9-Mar-23	30-Mar-23	13-Apr-23	27-Apr-23	25-Mar-23	15-Jun-23	29-Jun-23	27-Jul-23	N/A	20-Oct-23	29-Dec-23	
Planned	5	IFB No. NP/ASB/NC/B000/2023	Stationary & Supplies	G4761	Assorted	100,250	NCB	10-Mar-23	31-Mar-23	15-Apr-23	28-Apr-23	26-Mar-23	16-Jun-23	30-Jun-23	28-Jul-23	N/A	20-Oct-23	29-Dec-23	
Update		IFB No. NP/ASB/NC/B000/2023	Stationary & Supplies	G4761	Assorted	100,250	NCB	10-Mar-23	31-Mar-23	15-Apr-23	28-Apr-23	26-Mar-23	16-Jun-23	30-Jun-23	28-Jul-23	N/A	20-Oct-23	29-Dec-23	
Planned	6	IFB No. NP/ASB/NC/B000/2023	Plant & Equipment Maintenance	G4312	1 Firm	202,615	NCB	13-Mar-23	3-Apr-23	17-Apr-23	1-May-23	29-Mar-23	19-Jun-23	3-Jul-23	31-Jul-23	N/A	24-Oct-23	29-Dec-23	
Update		IFB No. NP/ASB/NC/B000/2023	Plant & Equipment Maintenance	G4312	1 Firm	202,615	NCB	13-Mar-23	3-Apr-23	17-Apr-23	1-May-23	29-Mar-23	19-Jun-23	3-Jul-23	31-Jul-23	N/A	24-Oct-23	29-Dec-23	
Planned	7	IFB No. NP/ASB/NC/B000/2023	Repairs and Maint. Non-residential Bldg.	F4100	1 Firm	351,000	NCB	14-Mar-23	4-Apr-23	18-Apr-23	2-May-23	30-Mar-23	20-Jun-23	4-Jul-23	1-Aug-23	N/A	25-Oct-23	29-Dec-23	
Update		IFB No. NP/ASB/NC/B000/2023	Repairs and Maint. Non-residential Bldg.	F4100	1 Firm	351,000	NCB	14-Mar-23	4-Apr-23	18-Apr-23	2-May-23	30-Mar-23	20-Jun-23	4-Jul-23	1-Aug-23	N/A	25-Oct-23	29-Dec-23	
Planned	8	IFB No. NP/ASB/NC/B000/2023	Vehicles R & M Services	G4590	1 Firm	73,012	SN	10-Jul-23	31-Jul-23	14-Aug-23	21-Aug-23	18-Sep-23	9-Oct-23	23-Oct-23	6-Nov-23	N/A	28-Nov-23	29-Dec-23	
Update		IFB No. NP/ASB/NC/B000/2023	Vehicles R & M Services	G4590	1 Firm	73,012	SN	10-Jul-23	31-Jul-23	14-Aug-23	21-Aug-23	18-Sep-23	9-Oct-23	23-Oct-23	6-Nov-23	N/A	28-Nov-23	29-Dec-23	
Planned	9	IFB No. NP/ASB/NC/B000/2023	Theoretical Supplies & Parts	G4759	Assorted	111,000	NCB	16-Mar-23	6-Apr-23	20-Apr-23	4-May-23	1-Jun-23	22-Jun-23	6-Jul-23	3-Aug-23	N/A	27-Oct-23	29-Dec-23	
Update		IFB No. NP/ASB/NC/B000/2023	Theoretical Supplies & Parts	G4759	Assorted	111,000	NCB	16-Mar-23	6-Apr-23	20-Apr-23	4-May-23	1-Jun-23	22-Jun-23	6-Jul-23	3-Aug-23	N/A	27-Oct-23	29-Dec-23	
Planned	10	IFB No. NP/ASB/NC/B000/2023	Drainage Maintenance and Waste Treatment	F4100	1 Firm	86,400	NCB	17-Mar-23	7-Apr-23	21-Apr-23	5-May-23	2-Jun-23	23-Jun-23	7-Jul-23	4-Aug-23	N/A	27-Oct-23	29-Dec-23	
Update		IFB No. NP/ASB/NC/B000/2023	Drainage Maintenance and Waste Treatment	F4100	1 Firm	86,400	NCB	17-Mar-23	7-Apr-23	21-Apr-23	5-May-23	2-Jun-23	23-Jun-23	7-Jul-23	4-Aug-23	N/A	27-Oct-23	29-Dec-23	
Planned	11	IFB No. NP/ASB/NC/B000/2023	Heavy Duty Equipment Rental	N720	1 Firm	264,550	NCB	20-Mar-23	10-Apr-23	24-Apr-23	8-May-23	5-Jun-23	26-Jun-23	10-Jul-23	7-Aug-23	N/A	31-Oct-23	29-Dec-23	
Update		IFB No. NP/ASB/NC/B000/2023	Heavy Duty Equipment Rental	N720	1 Firm	264,550	NCB	20-Mar-23	10-Apr-23	24-Apr-23	8-May-23	5-Jun-23	26-Jun-23	10-Jul-23	7-Aug-23	N/A	31-Oct-23	29-Dec-23	
Planned	12	IFB No. NP/ASB/NC/B000/2023	Trucks Rental	H4923	1 Firm	50,000	NCB	21-Mar-23	11-Apr-23	25-Apr-23	9-May-23	6-Jun-23	27-Jun-23	11-Jul-23	8-Aug-23	N/A	1-Nov-23	29-Dec-23	
Update		IFB No. NP/ASB/NC/B000/2023	Trucks Rental	H4923	1 Firm	50,000	NCB	21-Mar-23	11-Apr-23	25-Apr-23	9-May-23	6-Jun-23	27-Jun-23	11-Jul-23	8-Aug-23	N/A	1-Nov-23	29-Dec-23	
			Subtotal			2,220,826													

Prepared By:
Nathan Nanyem
Procurement Director

Approved By:
Diana Nwankwo
Managing Director, Chairman Procurement Committee

Date



12, 2023

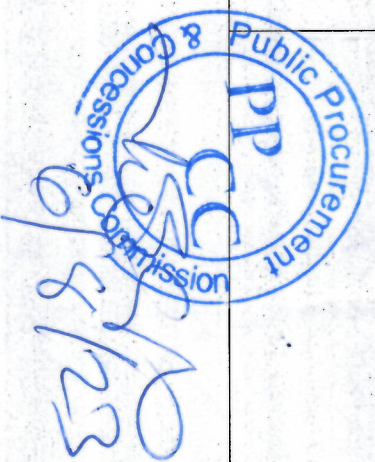
NATIONAL PORT AUTHORITY
Procurement Plan Explanatory Notes
(SBA)
Budget Year: 2023

Item NO.	Contract Package Code	Contract Package	Content of Contract Package
1.	IFB NO. NPA/SBA/RFQ/001/ 2023	Personnel Non-Life Insurance Coverage	This contract package will be used to procure: Personnel Non-Life Insurance Coverage for over 900 employees and dependents. This contract package is contained in the budget line "Medical Insurance"
2.	IFB NO. NPA/SBA/NCB/001/ 2023	Rice Ration	This contract package will be used to procure: 12,204 bags of Rice @ US\$4.00 per bag (50 KG monthly rice ration for employees, contractors and Board members of the National Port Authority)
3.	IFB NO. NPA/SBA/NCB/002/ 2023	ICT Equipment & Supplies	This contract package will be used to procure the below listed items: Under the budget line materials & supplies contained US\$401,000, we applied to Lot 1: USD 350,000 Assorted photocopiers, manual type writers and spare parts, IT devices, projectors, camera, photography equipment and replacement parts, etc.. and allotted the balance to electrical supplies & parts Lot 2: USD51,000 for assorted antiviruses software and replacement parts. Budget line Materials & Supplies
4.	IFB NO. NPA/SBA/NCB/003/ 2023	Marine Crafts & Generators Tools	This contract package is intended to procure: Water craft tools (Pilot & Tugboat), Technical tools A. 20 pcs 20 ton jack, 15 pcs gear box jack, 150 pcs different spanner open end, 25 pcs shafting wrench, 6 pcs water pump, 10 pcs calibrating machine, 10 pcs oil filter belt B. 10 pcs oil filter chain, 15 hack saw, 20 pcs caliber, etc, This contract package was drawn from the budget line tools
5.	IFB NO. NPA/SBA/NCB/004/ 2023	Stationary & Supplies	This contract package will be used to procure: Assorted stationery: A4 sheet -744 boxes, Legal sheet -708 boxes, 400 ctns correction fluid, 200 pen & 10 pcs drafting pens, 200 pencil & 20 pcs white boards, 500 pcs staple machine 1500 ctns stick on pad, 1000 packs folders, etc
6.	IFB NO. NPA/SBA/NCB/005/ 2023	Plant & Equipment Maintenance	This contract package will be used to: Acquire Services and repair generators, Forklifts, Tractors, Top lifts, & other heavy duty equipment as the need arises & subject to administrative decision.
7.	IFB NO. NPA/SBA/NCB/006/ 2023	Repairs and Maintenance Non-residential Bldg.	This contract package will be used for: Maintenance and painting of all NPA Buildings (offices & warehouses), drainage cleaning within the Port network (Freeport of Monrovia, Buchanan, Harper & Greenville)
8.	IFB NO. NPA/SBA/SS/001/ 2023	Vehicles R & M Services	This contract package is intended to: Provide maintenance services and repairs works for vehicles. The sole source method is being used in line with section 55 (1) (b) of the PPCA because the repairs and maintenance

Handwritten signature and date:
6/8/23

Handwritten signature and date:
July 12, 2023

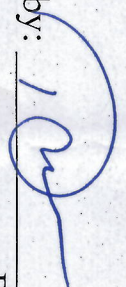
			services will be provided by ¹¹ the eventual winners in keeping with the warranty agreement that bars vehicle under warranty to be serviced by another service provider.
9.	IFB NO. NPA/SBA/NCB/007/ 2023	Electrical Supplies & Parts	This contract package will be used to procure: Heavy duty electrical cables, transformers, heavy duty circuit breakers, electrical terminals, connectors, electrical pipes, etc. this package is contained in budget line electricity and supplies. Additional amount of US\$51,000 is added to this budget line to procure assorted antivirus software, assorted extension coils, surface cables, network coils, etc.. The amount added is deducted from the budget line materials & supplies.
10.	IFB NO. NPA/SBA/NCB/008/ 2023	Drainage Maintenance and Waste Treatment	This contract package will be used to: Maintain and treat drainages in the Freeport of Monrovia, Buchanan Port, Greenville Port & Harper Port respectively to reduce and control the presence of pest, termites and other harmful living and non-living organisms that have a real potential to threaten the wellbeing of staffers and port users.
11.	IFB NO. NPA/SBA/NCB/009/ 2023	Heavy Duty Equipment Rental	This contract package will be used to rent: A. 25 pcs jack hammer, 10 compressor, 15 pcs drills, Etc... . The contract package is contain in the Rent & Hire of Plant component of the budget ¹²
12.	IFB NO. NPA/SBA/NCB/010/ 2023	Trucks Rental	This contract package will be used to rent: 25 trucks to transport materials and goods to Buchanan, Greenville and Harper Ports the contract package is contain in the "Rent and Hire of Plant component of the budget"
13.	IFB NO. NPA/SBA/NCB/011/ 2023	Vehicles Rental	This contract package will be used to procure Rentals of light and heavy duty vehicles, the rental of these vehicles is sometimes abrupt due to the emergency nature of guests visiting NPA coupled with unforeseen mechanical problems with management assigned vehicles
14.	IFB NO. NPA/SBA/RB/001/ 2023	Petroleum Products (Gasoline & Diesel)	This contract package will be used to procure: LOT 1 A. 86,400 gals operational fuel and lubricant (Freeport of Monrovia, Buchanan, Harper & Greenville) USD432,000 (prevailing price @5.00) LOT2 A. 73,982.6 gals of Fuel Coupon benefits (Adm.)for employees (Freeport of Monrovia, Buchanan, Harper & Greenville) USD369,913
15.	IFB NO. NPA/SBA/NCB/012/ 2023	Scratch cards (Communication)	This contract package will be used to procure: A. 41,488 pcs of scratch cards for employees (Freeport of Monrovia, Buchanan, Harper & Greenville), Note: This package cost (USD207,440) is embedded in postage & communication component of the budget with the balance US\$1,000,000 allotted to postage in the SBA budget plan



22.	IFB NO. NPA/SBA/NCB/018/ 2023	Janitorial Services	This contract package is intended to: Hire the services of a firm to collect debris in and the surrounding of the port premises (Freeport of Monrovia, Buchanan, Greenville & Harper)
23.	IFB NO. NPA/SBA/NCB/019/ 2023	Fumigation Services	This contract package will be used to procure: Fumigation services for the National Port Authority (Freeport of Monrovia, Buchanan, Greenville & Harper)
24.	IFB NO. NPA/SBA/NCB/020/ 2023	Maintenance Server QuickBooks	This contract package is intended to: Provide for data upgrades, database corruption fixes, QuickBooks add-on applications to extend functionality, QuickBooks procedures documentation & integrating QuickBooks with other applications,
25.	IFB NO. NPA/SBA/NCB/021/ 2023	Equipment & Software for ISPS Implementation	This contract package will be used to procure: Specialized ID Card printers for Access Pass production: A. 400 DTC 550 ribbon (YMCKO) B. 600 pcs lamination film C. 8pcs cameras D. ID Card software two user) E. 100000 PVC plain card F. 800 signage (Security Level 3 in 1, No Pass No Access, Restricted Area, No Smoking, NPA Private Property No Trespassing etc..) Note: This package is contain in ISPS Implementation component of the budget

No.	Item	Amount	Disclosure
1	Water and Sewage	1,850.00	Allocation for sewage bills and monthly water supply to offices - Liberia Water & Sewage Corporation (LWSC)
2	Public Relations (Media Relations)	71,285.00	Allocation for press coverage, newsletter, brochures and catalogues, business events, bid documents and newspaper publication. These items are not procurable by the NPA, instead they are channel to the Ministry of Information Culture & Tourism for execution.

Prepared by: 
Nyemah Nyanway
Procurement Director

Approved by: 
Diana Nebo
Managing Director/Chairman Proc. Committee

Date: 26/5/2023



2023