



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 Roseine Nagbe Kowo (Atty).  
**CHIEF EXECUTIVE OFFICER**

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

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

APPROVAL: \_\_\_\_\_

Date: August 6, 2019

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September, 2019

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

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
BASIC DATA													July 1, 2019 - June 30, 2020						
Item No.	Code	Contract Package	Business Activity Codes	QTY	Est. cost (USD)	Procurement method	Tech. Spec/BOQ/ Drawing	Preparation of Bidding Document	PC Approval/ 1 Bid Doc/Tech. Specs	Bid Invitation & Release Doc	Bid/ Submission /Public. Opening	Submission of Bid Evaluation Report	PC Approval- 2 of Bid Evaluation Report	Contract Award/Signature	Advance Payment (Mobilization)	Delivery/ Inspection (substantial completion)	Acceptance & Final Payment	Remarks	
Planned	7	IFB NO. LIMA/NCB/004/19/20	Rice	2,996 bags @ \$15.00	\$44,640.00	NCB	5/1/2019	5/13/2019	5/22/2019	5/31/2019	6/28/2019	7/18/2019	7/25/2019	8/6/2019	N/A	6/30/2020	6/30/2020		
Update																			
Actual			Forwarding Freight & Handling																
Planned	8	IFB NO. LIMA/RFQ/003/19/20		Assorted	\$3,000.00	RFQ	5/1/2019	5/8/2019	5/15/2019	5/22/2019	6/5/2019	6/12/2019	6/19/2019	7/3/2019	N/A	6/30/2020	6/30/2020		
Update																			
Actual																			
Planned	9	IFB NO. LIMA/NCB/005/19/20	Office Equipment	Assorted	\$15,000.00	NCB	5/1/2019	5/13/2019	5/22/2019	5/31/2019	6/28/2019	7/18/2019	7/25/2019	8/6/2019	N/A	6/30/2020	6/30/2020		
Update																			
Actual																			
Planned	10	IFB NO. LIMA/NCB/006/19/20	Computer	G-4651	12 pieces	\$12,600.00	NCB	5/1/2019	5/13/2019	5/22/2019	5/31/2019	6/28/2019	7/18/2019	7/25/2019	8/6/2019	N/A	6/30/2020	6/30/2020	
Update																			
Actual																			
Planned	11	IFB NO. LIMA/NCB/007/19/20	Janitorial Supplies	T-9810	Assorted	\$15,000.00	NCB	5/1/2019	5/13/2019	5/22/2019	6/28/2019	7/18/2019	7/25/2019	8/6/2019	N/A	6/30/2020	6/30/2020		
Update																			
Actual																			
Planned	12	IFB NO. LIMA/NCB/008/19/20	Canteen Supply	G-4781	Assorted	\$13,568.00	NCB	5/1/2019	5/13/2019	5/22/2019	6/28/2019	7/18/2019	7/25/2019	8/6/2019	N/A	6/30/2020	6/30/2020		
Update																			
Actual																			
			Sub Total		\$103,808.00														

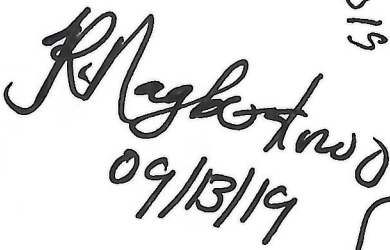
PREPARED BY:   
ALEXANDER B. MITCHELL  
PROCUREMENT MANAGER / HEAD OF PROCUREMENT UNIT

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

APPROVAL:   
Senator  
September 9, 2019

Date: August 6, 2019



  
09/13/19 Provisional

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

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

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

APPROVAL: \_\_\_\_\_

Date: August 6, 2019



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Sept 9, 2017

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

Contract Package Code		Contract Package	Content of Contract Package
1	IFB NO. LIMA/NCB/001/19/20	Press & Public Relations	This procurable derived from the budgetary line press & public relations and it is assorted: Because of Press conferences, publication on radio and in the print media are unforeseen circumstances and events that occur, sometimes on a daily basis. \$27,000.00
2	IFB NO. LIMA/SS/001/19/20	Internet Connectivity	This contract package derived from the budgetary line Subscription. The Authority intends to subscribe Libtelco for Internet connectivity service, which is the only source provider of such services for the government of Liberia. \$21,600.00
3	IFB NO. LIMA/RFQ/001/19/20	Courier Service	This contract package was drawn from the budgetary line Postage & Courier which is intended for posting & receiving of (a) Mails (b) Parcels etc... \$3,500.00
4	IFB NO. LIMA/RFQ/002/19/20	Office Furniture	This contract package derived from the budgetary line Furniture & Fixture. The Authority intends to purchase 10 Desk chairs, 5 Office desk, 15 carbinets, 10 Box shelves, 30 visitor chairs, 15 windows blinds etc... \$9,380.00
5	IFB NO. LIMA/NCB/002/19/20	Security Supplies & Materials	This contract package is derived from the budgetary line Security Materials & Supplies and is intended to procure Security uniforms including boots, hand cuffs, rain suits, and other security materials. \$19,420.00
6	IFB NO. LIMA/NCB/003/19/20	Generator Maintenance (Spare Parts)	This contract package is derived from the budgetary line Generator Maintenance and is intended to procure spare parts for LIMA's own Generators at the end of every month. LIMA's Maintenance team maintained the Authority's generators. \$20,000.00
7	IFB NO. LIMA/NCB/004/19/20	Rice	This Contract Package is derived from the budgetary line Other Benefits and is intended to procure Two thousand Nine Hundred seventy six (\$2,996 @15.00) bags of 25kg rice for LIMA staff at the end of every month. (\$44,640.00)
8	IFB NO. LIMA/RFQ/003/19/20	Forwardin Freight & Handling Service	Assorted, because these are unforeseen circumstances that may occur and must be handled by The Authority on a needs basis. \$3,000.00
9	IFB NO. LIMA/NCB/005/19/20	Office Equipment	This object of procurement is drawn from the budgetary Machinery and Office Equipment for which the Authority intends to procure 6 office ice boxes, 15 air conditioners, 10 televisions, 10 photo copy machines, 15 paper shredders, 5 Office safes, 15 precutators, etc. \$15,000.00
10	IFB NO. LIMA/NCB/006/19/20	Computer	This contract package is a budgetary line item Computer and Accessories. The Authority intends to procure 10 Desk Tops, 7 Laptop, 3 Drive Software, 25 users Antivirus, network cable, channel, routers etc. \$12,600.00
11	IFB NO. LIMA/NCB/007/19/20	Janitorial Supplies	This contract package is a budgetary lineStationary Supplies, this Supplies in intended to procure Janitorial materials for the Authority use. \$15,000.00

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

APPROVED BY: Dr. James E. Koller Jr  
COMMISSIONER OF THE LIBERIA MARITIME AUTHORITY

APPROVAL: .....

DATE: August 16, 2019



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September 2, 2019


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

Contract Package Code		Contract Package	Content of Contract Package
12	IFB NO. LIMA/NCB/008/19/20	Canteen Supply	The Authority has a need for this contract package therefore, \$13,568.00 was allocated from budgetary line Stationery and Supplies for Canteen Supply, which is intended for the purchase soft drinks, water, milk, juices, sugar, coffee, etc., to be used for consumption by LIMA staff.
13	IFB NO. LIMA/NCB/009/19/20	Vehicle Maintenance Service	This object of procurement is drawn from the budgetary line Maintenance: This is the cost the Authority intend to expand for maintaining Ten (10) Utility vehicles. \$30,000.00
14	IFB NO. LIMA/NCB/010/19/20	Office Generator	This procurable is drawn from the budgetary line Office Generator which the Authority intend to procure one (1) generator to be used as stand by for MRMA/CC. \$11,000.00
15	IFB NO. LIMA/NCB/001/19/20	Headquarter Construction & Architecture	The Authority has a need for this contract package because there is a ongoing construction work for the Authority's headquarter since 2014, therefore, \$550,000.00 was allocated from budgetary line Headquarter Construction & Architecture, for additional funding intended for the ongoing construction and architectural work.
16		Water	Cash to be paid to the Liberia Water & Sewer Corporation (LWSC) as water & sewer bills. (\$7,200.00)
17		Electricity	Cash to be paid to the Liberia Electricity Corporation (LEC) as electricity bills. (\$24,000.00)
18		Rent	Cash pay on the Authority's rental lease agreement \$57,000.00
19		Board Related Fees	Cash pay to each board member as sitting fees after every board meetings and other related Board matters. \$88,000.00
20		Corporate Social Responsibility	Cash pay out to local organizations, communities, schools etc...as goodwill of the Authority in cases of disaster and other emergency. \$10,000.00

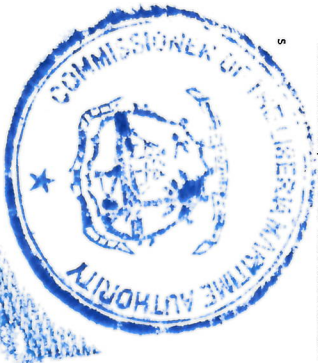
PREPARED BY:   
ALEXANDER B. MITCHELL

PROCUREMENT MANAGER / HEAD OF PROCUREMENT UNIT

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

APPROVAL: .....

DATE:  August 6, 2019



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September 9, 2019*

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