



Republic of Liberia

Public Procurement & Concessions Commission

Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Website: www.ppcc.gov.lr | Email: 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 Jagbe Kwo (Atty).
CHIEF EXECUTIVE OFFICER

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

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

[illegible]

APPROVED BY:

DR. JAMES E. KOLLIE JR.

APPROVAL: -----

Date: August 6, 2019

PROCUREMENT MANAGER / HEAD OF PROCUREMENT UNIT

COMMISSIONER/ HEAD OF THE PROCUREMENT COMMITTEE



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September 8, 2018

R. N. Agbostanu
04/13/19

July 1, 2019- June 30, 2020

[illegible]

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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09/13/19

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

NO.	Contract Package Code	Contract Package	Content of Contract Package
1	IFB NO. LIMA/SBA/NCB/001/19/20	Vehicle Rental Service	This object of procurement is drawn from the budgetary line Transportation: Assorted, because this event occurs when the Authority must rent vehicles for its international staffers, Guests, inspections, etc. \$29,445.00
2	IFB NO. LIMA/SBA/RB/001/19/20	Petroleum Product	This procurable derived from the budgetary line Fuel Generator & Vehicle. The Authority intends to purchase 10,500 gallons of fuel for its generators and utility vehicles; and 387.51 gallons gasoline for its personnel. \$197,004.00.00 @ \$4.00 = \$449,251. Gals
3	IFB NO. LIMASBA/NCB/ 002/19/20	Stationery Supplies	This procurable was drawn from the budgetary line Stationery and supplies \$53,560.00 The Authority intends to purchase: (a) 20 pks pens, (b) 20 pks pencils, (c) 30 record Books (D) A4 paper 100 boxes, (e) Legal paper 50 boxes, 25 boxes folders, (f) 25 boxes manilla folders, (g) 25 boxes envelope, (h) 50 pcs Printers Cartridges, etc. \$25,000.00.00, Janitorial Supplies \$15,000.00 and Canteen supplies \$13,560.00
4	IFB NO. LIMA/SBA/SS/001/19/20	Scratch Cards	This contract package is drawn from the budgetary line Communication. The Authority intends to procure scratch cards for its staff's communication purpose. \$45,180.00 @ \$5.00=9,036 pcs
5	IFB NO. LIMA/SBA/NCB/004/19/20	Printing & Binding	This procurable was drawn from the budgetary line Printing and Binding: Assorted, because the Authority does not know the quantities of documents that will be binded and/or printed for this fiscal year. However, this amount is allocated for printing and binding of the following items (a) Certificates (b) LIMA Acts (c) Annual Reports (List Agreement), etc. \$30,000.00USD
6	IFB NO. LIMA/SBA/RFC/001/19/20	Vehicle Insurance	This procurable was drawn from the budgetary line Vehicle Insurance. The Authority intends to insure Ten (10) utility vehicles under Comprehensive Coverage. \$9,000.00
7	IFB NO. LIMA/SBA/NCB/005/19/20	Air Ticketing	This Contract Package is derived from the budgetary line Means of Foreign travel. The Authority intends to procure Air Tickets at the cost of \$26,750.00 for staff traveling for conferences and workshops at the IMO Headquarters in London, England, RIMU in Accra, Ghana, etc.
8	IFB NO. LIMA/SBA/NCB/006/19/20	Repairs and Maintenance Civil	This procurable was drawn from the budgetary line Maintenance. The Authority intends to maintain and repair their existing facilities/buildings used by the Authority. When the need arises, the Authority must carry out regular maintenance services as may be required. \$15,000.00USD
9	IFB NO. LIMASBA/NCB/ 007/19/20	repairs and Maintenance Machinery & office Equipment	This procurable was drawn from the budgetary line Maintenance, Assorted, because the Authority must carry out equipment maintenance services when the need arises. \$15,000.00USD
10	IFB NO. LIMA/SBA/NCB/008/19/20	Catering /Hall rental Services	Catering service, derived from the budgetary line Item Workshops, Conferences, Hall rental \$20,950.00, and added Entertainment \$6,000.00 which sums up to \$26,950.00 The Authority can not predict the amount of conferences/workshops or quantify them.
11	IFB NO. LIMA/SBA/NCB/009/19/20	Security Guard Service	This is derived from the budgetary line Item Security Guard Services and the Authority intends to hire Security firm to protect the premises of the Authority. \$16,800.00
12	IFB NO. LIMA/SBA/SS/001/19/20	Legal Service	This Contract Package was drawn from the budgetary line Item Professional services. The Authority intends to maintain one (1) legal firm (International Law Group Inc.) U.S. for its legal affairs. This firm has been the Authority's legal representative since 2009 when the Authority receipt an no objection from PPCC to hire a legal firm and the Authority intend to maintain this firm because of the confidentiality nature of its legal affairs. --\$43,500.00
13	IFB NO. LIMA/SBA/NCB/010/19/20	Communication Surveillance Monitoring Equipment	This procurable is drawn from the budgetary line Communication, Surveillance & Monitoring Equipment which is intended to maintain the surveillance and monitoring on those Communication's equipments donated to the Authority by the International Maritime Organization (IMO) to monitor the West African marine activities and to maintain its Communication's tower. \$16,940.00
14	IFB NO. LIMA/SBA/RB/002/19/20	Medical And Life Insurance	This contract package derived from budgetary line Medical and life Insurance for which the Authority intends to procure Medical and Insuranc for Two Hundred Fifty (250) Employees. \$92,208.00

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




09/13/19