



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/499/'21**

November 9, 2021

Hon. Lenn Eugene Nagbe  
**COMMISSIONER/CEO**  
Liberia Maritime Authority  
Republic of Liberia

Dear Hon. Nagbe:

Subject: **PROVISIONAL APPROVAL OF LMA's NON SBA SPECIAL CORPORATE BUDGET PROCUREMENT PLAN FOR FISCAL YEAR 2021.**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Liberia Maritime Authority Non SBA Special Corporate Budget Procurement Plan for Fiscal Year 2021 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 culminated in **framework agreements** for 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>.

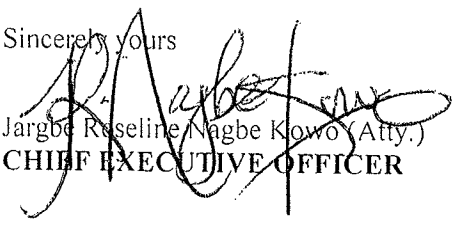
Upon passage of the National Special Budget 2021, you are required to submit a revised/updated procurement plan, detailed budget for LMA in the approved budget, Cash Plan, names and positions of procurement committee members for Budget Year 2021 and staff of your Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the just ended FY 2020/2021, for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for the Special Budget Year.

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

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

Liberia Maritime Authority  
Procurement Plan (Non SBA Core Budget)  
Source of Funding: Special Corporate Budget  
July 1, 2021 - December 31, 2021

BASIC DATA																		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
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	Re
Planned 1	IFB NO. LIM/ANCB/001/21	Publication Services	J-5813	Firms	\$39,175.00	NCB	9/22/2021	9/29/2021	10/6/2021	10/26/2021	11/26/2021	12/13/2021	12/20/2021	12/24/2021	N/A	12/31/2021	12/31/2021	
Update																		
Actual																		
Planned 2	IFB NO. LIM/ANCB/001/21	Internet Connectivity	J-6110	1 Firm	\$10,770.00	SS	N/A	N/A	N/A	N/A	11/26/2021	12/13/2021	12/20/2021	12/24/2021	N/A	12/31/2021	12/31/2021	
Update																		
Actual																		
Planned 3	IFB NO. LIM/ANCB/001/21	Courier Service	H-5320	Assorted	\$2,000.00	RFQ	9/22/2021	9/29/2021	10/6/2021	10/26/2021	11/12/2021	11/19/2021	11/26/2021	12/6/2021	N/A	12/31/2021	12/31/2021	
Update																		
Actual																		
Planned 4	IFB NO. LIM/ANCB/002/21	Security Supplies & Materials	C-1392	Assorted	\$8,215.00	RFQ	9/22/2021	9/29/2021	10/6/2021	10/26/2021	11/12/2021	11/19/2021	11/26/2021	12/6/2021	N/A	12/31/2021	12/31/2021	
Update																		
Actual																		
Planned 5	IFB NO. LIM/ANCB/003/21	Computer & Accessories	G-4651	8 pieces	\$6,200.00	RFQ	9/22/2021	9/29/2021	10/6/2021	10/26/2021	11/12/2021	11/19/2021	11/26/2021	12/6/2021	N/A	12/31/2021	12/31/2021	
Update																		
Actual																		
Planned 6	IFB NO. LIM/ANCB/002/21	Office Generator	C-2710	1 piece	\$65,000.00	NCB	9/22/2021	9/29/2021	10/6/2021	10/26/2021	11/26/2021	12/13/2021	12/20/2021	12/24/2021	N/A	12/31/2021	12/31/2021	
Update																		
Actual																		
					Sub Total	\$131,360.00												

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

APPROVED BY:   
HON. LENNY EUGENE NAGBE  
COMMISSIONER/CEO/ HEAD OF THE PROCUREMENT COMMITTEE

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





**Liberia Maritime Authority**  
**Procurement Plan (Non SBA Core Budget)**  
**Source of Funding:Special Corporate Budget**  
**July 1, 2021- December 31, 2021**

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

APPROVED BY: [Signature]  
HON. LENN EUGENE NAGBE  
COMMISSIONER/CEO / HEAD OF THE PROCUREMENT COMMITTEE

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

Date: \_\_\_\_\_






Liberia Maritime Authority  
Procurement Plan Non SBA Special Corporate Budget Explanatory Note  
Fiscal Year 2021

NO.	Contract Package Code	Contract Package	Content of Contract Package
1	IFB NO. LIMA/NCB/001/21	Publication Services	This contract package derived from the budgetary line Press & Public Relations (\$39,175.00) is allocated for this contract package to be used during the special fiscal year 2021. : Because: Press conferences, publication on radio and in the print media are unforeseen circumstances and events that occur at anytime on a daily basis.
2	IFB NO.LIMA/SS/001/21	Internet Connectivity	This contract package derived from the budgetary line Subscription. The Authority intends to subscribe to Libtelco for internet connectivity service, which is the only source provider of such services for the government of Liberia. \$10,770.00
3	IFB NO. LIMA/RFG/001/21	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... \$2,000.00
4	IFB NO. LIMA/RFG/002/21	Security Supplies & Materials	This is 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. \$8,215.00
5	IFB NO. LIMA/RFG/003/21	Computer & Accessories	This contract package is a budgetary line item Computer and Accessories. The Authority intends to procure 4 Desk Tops, 5 Laptop, 5 Drive Software , 20 users Antivirus, network cable, channel , routers, Photo copler Machines, Paper shredder etc. \$6,200.00
6	IFB NO. LIMA/NCB/002/21	Office Generator	This contract package is derived from the budgetary line Office Generator and is intended to procure a 300 KVA Generator for the new LIMA's Head Office at Oldest Congo Town \$65,000.00.
7	IFB NO. LIMA/RFG/004/21	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 four (4) Generators at the end of every month. LIMA's Maintenance team maintained the Authority's 150 KVA, 20 KVA, 50KVA, and 30 KVA generators. \$7,031.00
8	IFB NO. LIMA/RB/001/21	Rice	This Contract Package is derived from the budgetary line Other Benefits and is intended to procure Two thousand Two Hundred Forty (\$2,240 @15.00) bags of 25kg rice for LIMA staff at the end of every month. (\$33,600.00)has been allocated to be used for this Special Budget Year. Restricted Bidding Method is applied in accordance with section 50, a & b.
9	IFB NO. LIMA/RFG/005/21	Forwarding Freightng & Handling Service	This contract package derived from the budgetary line Frieight, Forwarding, & Handling ,and it is assorted because these are unforeseen circumstances of shipments that may occur and must be handled by The Authority on a needs basis. \$1,500.00
10	IFB NO. LIMA/RB/ 002/21	Electrical Appliances	This object of procurement is drawn from the budgetary line, Office Equipment for which the Authority intends to procure 6 office ice boxes, 12 air conditioners, 18 televisions, , 5 Office safes, 15 precuators, etc. \$18,000.00. Restricted Bidding Method is applied in accordance with section 50, a & b.
11	IFB NO. LIMA/RFG/006/21	Janitorial Supplies	This contract package is a budgetary line Stationery Supplies , the Authority intends to procure Cleaning materials such as, The Soap, Clorax, Detergents, Blooms,mops,etc., for the Authority use. \$5,300.00 has been allocated to be used for this Special Budget Year.
12	IFB NO. LIMA/RFG/007/21	Food Stuffs Supplies	The Authority has a need for this contract package therefore, (\$4,700.00 )is from the budgetary line Stationery and Supplies for Food Stuff supplies (Canteen Suppliso which is intended for the purchase of assorted canteen supply to be used by LIMA's Staff for

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APPROVAL: 

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



Liberia Maritime Authority  
Procurement Plan Non SBA Special Corporate Budget Explanatory Note  
Fiscal Year 2021

NO.	Contract Package Code	Contract Package	Content of Contract Package
13		Water	Cash to be paid to the Liberia Water & Sewer Corporation (LWSC) as water & sewer bills. (\$1,200.00)
14		Electricity	Cash to be paid to the Liberia Electricity Corporation (LEC) as electricity bills. (\$11,000.00)
15		Corporate Social Responsibility	Cash pay out to local organizations, communities, Schools etc...as goodwill of the Authority in cases of disaster and other emergency. \$17,200.00.

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