



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/006/'20

January 5, 2021

Hon. Lenn Eugene Nagbe
COMMISSIONER
Liberia Maritime Authority
Republic of Liberia

Dear Hon. Nagbe:

Subject: **RECEIPT AND APPROVAL OF SBA, NON SBA, CONSULTANCY AND ADDENDUM
PROCUREMENT PLANS FOR FISCAL YEAR 2020/2021**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Liberia Maritime Authority (LMA) SBA, Non SBA, Consultancy and Addendum Procurement Plans (*Goods, Works and Services*) for Fiscal Year 2020/2021 in accordance with Section 40 (3) of the PPCA, 2010. The Commission, however, wishes to inform you that your Procurement Plan has been duly forwarded to the Ministry of Finance and Development Planning (MFDP), and that the MFDP will process allotments in keeping with the approved Procurement Plans.

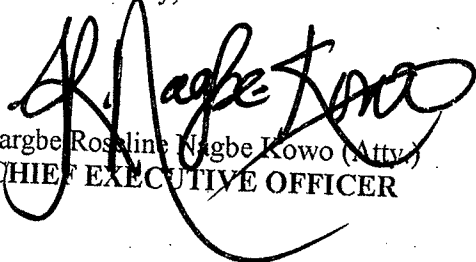
The Commission counsels that you observe Section 40(5) of the PPCA, 2010 which states "each Procuring Entity, shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in its plan. An updated procurement plan shall accompany said notice to the Commission.

Please note that an approval of a method on the procurement plan is deemed as the Commission's full approval and as such a Procuring Entity will not be required to again request the use of said approved method.

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.

Best regards.

Yours sincerely,


Jargbe Roseline 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: Corporate Budget
 July 1, 2020- June 30, 2021

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	BASIC DATA										IMPLEMENTATION DATAS									
	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 Update Actual	1	IFB NO. LIMA/NCB/001/20/21	Press & Public Relation	J-5B13	Assorted	\$39,175.00	NCB	7/1/2020	7/8/2020	7/15/2020	7/21/2020	8/21/2020	9/11/2020	9/18/2020	9/24/2020	N/A	6/30/2021	6/30/2021	
	Planned Update Actual	2	IFB NO. LIMA/SS/001/20/21	Internet Connectivity	J-6110	1 Firm	\$21,600.00	SS	N/A	N/A	N/A	8/21/2020	9/11/2020	9/18/2020	9/24/2020	N/A	6/30/2021	6/30/2021		
	Planned Update Actual	3	IFB NO. LIMA/RFQ/001/20/21	Courier Service	H-5320	Assorted	\$3,500.00	RFQ	7/1/2020	7/8/2020	7/15/2020	7/22/2020	7/29/2020	8/12/2020	8/19/2020	8/26/2020	N/A	6/30/2021	6/30/2021	
	Planned Update Actual	4	IFB NO. LIMA/RFQ/002/20/21	Office Furniture	C-3100 / G-4759	Assorted	\$8,500.00	RFQ	7/1/2020	7/8/2020	7/15/2020	7/22/2020	7/29/2020	8/12/2020	8/19/2020	8/26/2020	N/A	6/30/2021	6/30/2021	
	Planned Update Actual	5	IFB NO. LIMA/NCB/002/20/21	Security Supplies & Materials	C-1392	Assorted	\$21,735.00	NCB	7/1/2020	7/8/2020	7/15/2020	7/21/2020	8/21/2020	9/11/2020	9/18/2020	9/24/2020	N/A	6/30/2021	6/30/2021	
			Sub Total			\$94,510.00														

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

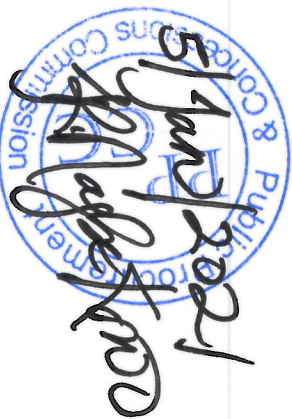
APPROVED BY: 
 HON. LEM EUGENE NAGBE
 COMMISSIONER/CEO / HEAD OF THE PROCUREMENT COMMITTEE

APPROVAL:

Date:




 Jan. 5, 2021



Liberia Maritime Authority
Procurement Plan (Non SBA Core Budget)
Source of Funding: Corporate Budget
July 1, 2020 - June 30, 2021

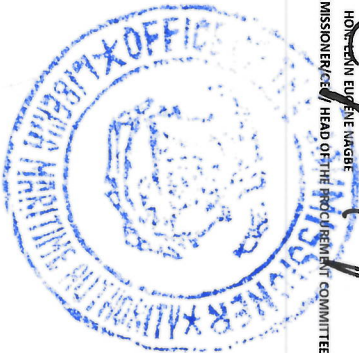
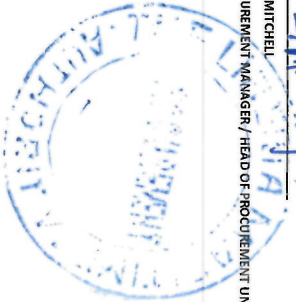
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Planned Update	6	IFB NO. LIMA/NCB/009/20/21	Generator Maintenance (Spare Parts)	4 Pieces	\$18,400.00	NCB	7/1/2020	7/8/2020	7/15/2020	7/21/2020	8/21/2020	9/11/2020	9/18/2020	9/24/2020	N/A	6/30/2021	6/30/2021	
Actual																		
Planned Update	7	IFB NO. LIMA/NCB/004/20/21	Rice	2,960 bags @ \$15.00	\$44,400.00	NCB	7/1/2020	7/8/2020	7/15/2020	7/21/2020	8/21/2020	9/11/2020	9/18/2020	9/24/2020	N/A	6/30/2021	6/30/2021	
Actual																		
Planned Update	8	IFB NO. LIMA/REQ/003/20/21	Forwarding Freight & Handling	Assorted	\$3,000.00	RFQ	7/1/2020	7/8/2020	7/15/2020	7/22/2020	7/29/2020	8/12/2020	8/19/2020	8/26/2020	N/A	6/30/2021	6/30/2021	
Actual																		
Planned Update	9	IFB NO. LIMA/NCB/ 005/20/21	Office Equipment	Assorted	\$15,000.00	NCB	7/1/2020	7/8/2020	7/15/2020	7/21/2020	8/21/2020	9/11/2020	9/18/2020	9/24/2020	N/A	6/30/2021	6/30/2021	
Actual																		
Planned Update	10	IFB NO. LIMA/NCB/ 006/20/21	Computer	15 pieces	\$14,600.00	NCB	7/1/2020	7/8/2020	7/15/2020	7/21/2020	8/21/2020	9/11/2020	9/18/2020	9/24/2020	N/A	6/30/2021	6/30/2021	
Actual																		
		Sub Total			\$95,400.00													

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

APPROVED BY: 
HON. EDWIN EUGENE NANGBE
COMMISSIONER/CEO / HEAD OF THE PROCUREMENT COMMITTEE

APPROVAL:


Date:



Liberia Maritime Authority
Procurement Plan (Non SBA Core Budget)
Source of Funding: Corporate Budget
July 1, 2020- June 30, 2021

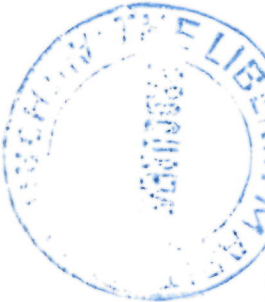
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Planned Update	11	IFB NO. LIMA/NCB/007/20/21		Janitorial Supplies	T-9810	Assorted	\$15,640.00	NCB	7/1/2020	7/8/2020	7/15/2020	7/21/2020	8/21/2020	9/11/2020	9/18/2020	9/24/2020	N/A	6/30/2021	6/30/2021
Actual																			
Planned Update	12	IFB NO. LIMA/NCB/008/20/21		Food Stuffs Supply	G-4781	Assorted	\$15,640.00	NCB	7/1/2020	7/8/2020	7/15/2020	7/21/2020	8/21/2020	9/11/2020	9/18/2020	9/24/2020	N/A	6/30/2021	6/30/2021
Actual																			
Grand Total					\$221,190.00														

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

APPROVED BY: 
HON. IREN EUGENE NABOR
COMMISSIONER / HEAD OF THE PROCUREMENT COMMITTEE

APPROVAL:

Date:



Liberia Maritime Authority
Procurement Plan Non SBA Core Budget Explanatory Note
Fiscal Year 2020/2021

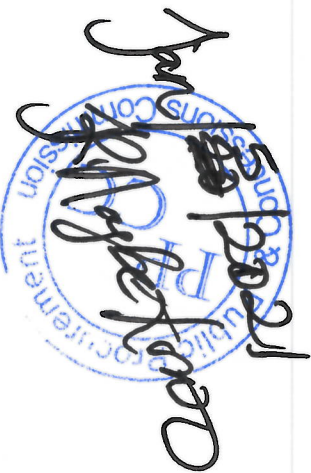
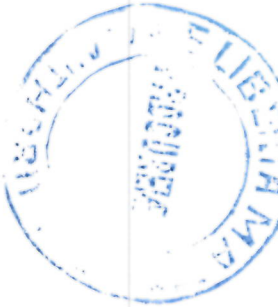
NO.	Contract Package Code	Contract Package	Content of Contract Package
1	IFB NO. LIMA/NCB/001/20/21	Press & Public Relations	This procurable delivered from the budgetary line press & public relations and it is assorted: Because of Press conferences, publication on radio and in the print media are unforeseen circumstances and events that occur, sometimes on a daily basis. \$39,275,000.00
2	IFB NO. LIMA/SS/001/20/21	Internet Connectivity	This contract package delivered 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/RFC/001/20/21	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... \$3,500.00
4	IFB NO. LIMA/RFC/002/20/21	Office Furniture	This contract package delivered from the budgetary line Furniture & Fixture. The Authority intends to purchase 6 Desk chairs, 5 Office desk, 9 cabinets, 10 Box shelves 20 visitor chairs 3 windows blinds etc.. \$8,500.00
5	IFB NO. LIMA/NCB/002/20/21	Security Supplies & Materials	This is contract package is derived from the budgetary line Security Materials & Supplies and it is intended to procure Security uniforms including boots, hand cuffs, rain suits, and other security materials. \$21,735.00
6	IFB NO. LIMA/NCB/003/20/21	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. \$18,400.00
7	IFB NO. LIMA/NCB/004/20/21	Rice	This Contract Package is derived from the budgetary line Other Benefits and is intended to procure two thousand Nine Hundred sixty (\$2,960 @15.00) bags of 25kg rice for LIMA staff at the end of every month. (\$44,400.00)
8	IFB NO. LIMA/RFC/003/20/21	Forwardin Freight & Handling Service	Assorted, because these are unforeseen circumstances of shipments that may occur and must be handled by The Authority on a needs basis. \$3,000.00
9	IFB NO. LIMA/NCB/005/20/21	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, 12 air conditioners, 18 televisions, 7 photo copy machines, 10 paper shredders, 5 Office safes, 15 precursors, etc. \$15,000.00
10	IFB NO. LIMA/NCB/006/20/21	Computer	This contract package is a budgetary line item Computer and Accessories. The Authority intends to procure 12 Desk Tops, 10 Laptop, 5 Drive Software, 20 users Antivirus, network cable, channel, routers etc. \$14,600.00
11	IFB NO. LIMA/NCB/007/20/21	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. \$15,640.00
12	IFB NO. LIMA/NCB/008/20/21	Food Stuffs Supplies	The Authority has a need for this contract package therefore, \$15,640.00 was allocated from budgetary line Stationery and Supplies for Food Stuffs Supply (Canteen Supply), which is intended for the purchase soft drinks, water, milk, juice, sugar, coffee, etc., to be used for consumption by LIMA staff.

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

APPROVED BY: 
HOLLIE E. GAGNE / AGBE
COMMISSIONER/CEO/ HEAD OF THE PROCUREMENT UNIT

APPROVAL:

DATE:



Liberia Maritime Authority
Procurement Plan Non SBA Core Budget Explanatory Note
Fiscal Year 2020/2021

N0.	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. (\$7,200.00)	
14	Electricity	Cash to be paid to the Liberia Electricity Corporation (LEC) as electricity bills. (\$24,000.00)	
15	Rent	Cash pay on the Authority's rental lease agreement \$57,000.00	
16	Board Related Fees	Cash pay to each board member as sitting fees after every board meetings and other related Board matters. \$88,000.00	
17	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	

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

APPROVED BY: 
HON. LEVY EUGENE NASSE
COMMISSIONER/CEO / HEAD OF THE PROCUREMENT COMMITTEE

APPROVAL:

DATE:

