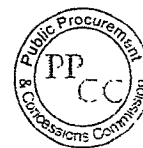




Republic of Liberia
Public Procurement & Concessions Commission
Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Website: www.ppcc.gov.lr | Email: info@ppcc.gov.lr | Phone Short Code: 4357

Ref. **PPCC/RL/CEO/0934/19**

December 18, 2019

Hon. James F. Kollie
COMMISSIONER
Liberia Maritime Authority
Republic of Liberia
Dear Hon. Kollie:

Subject: **RECEIPT AND APPROVAL OF SBA AND NON SBA PROCUREMENT PLANS FOR FISCAL YEAR 2019/2020**

We present our compliments and wish to notify you that the Public Procurement and Concessions Commission has received and approved the **Liberia Maritime Authority** Procurement Plan (*Goods, Works and Services*) for Fiscal Year 2019/2020 in accordance with **Section 40 (3)** of the PPCA, 2010. The Commission wishes to inform the Liberia Maritime Authority that its Procurement Plan has been 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 advises that you observe **Section 40 (5)** of the PPCA, 2010 which states that a Procuring Entity shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plan. The Commission and the Ministry responsible for Finance should be notified in writing of any material changes in the procurement plan and be provided with a copy of the updated procurement plan. 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 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.

Sincerely Yours

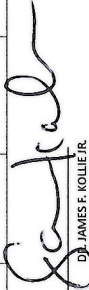

Jargbe Roseline Nagbe Kowo (Atty.)
CHIEF EXECUTIVE OFFICER

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

2	3	4	5	6	7				9	10	11	12	13	14	15			17	18	19	20
					BASIC DATA										IMPLEMENTATION DATA						
Item No.	Code	Contract Package	Business Activity Codes	QTY	Est. cost (USD)	Procurement method	Tech. Spec./BDO/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	Contact Award/Signature	Advance Payment (Mobilization)	Delivery/ Inspection (substantial completion)	Acceptance & Final Payment	Remarks			
1	IFB NO. LIMA/SBA/NCB/001/19/20	Vehicle Rental Service	N-7710	8 Vehicles	\$29,445.00	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				
2	IFB NO. LIMA/SBA/RB/001/19/20	Petroleum Product (Diesel & Gasoline)	G-4651	49,251 Gall @ \$4.00	\$197,004.00	RB	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				
3	IFB NO. LIMA/SBA/NCB/002/19/20	Stationery Supplies	G-4761	Assorted	\$25,000.00	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				
4	IFB NO. LIMA/SBA/NCB/003/19/20	Scratch Cards	J-6190	9,036 @ \$5.00	\$45,180.00	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				
5	IFB NO. LIMA/SBA/NCB/004/19/20	Printing & Binding Service	C-1811	Assorted	\$30,000.00	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				
6	IFB NO. LIMA/SBA/RB/002/19/20	Vehicle Insurance Service	K-6512	1 Firm	\$9,000.00	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				
		Sub total			\$335,629.00																


ALEXANDER B. MITCHELL

PROCUREMENT MANAGER / HEAD OF PROCUREMENT UNIT

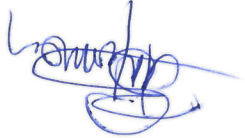
APPROVED BY: 
DR. JAMES F. KOLLIE JR.
COMMISSIONER/ HEAD OF THE PROCUREMENT COMMITTEE

APPROVAL: _____

Date: _____

Delivered 8/18/2019

6/17/19



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

Item No.	Code	Contract Package	Business Activity Codes	QTY	Est. cost (USD)	BASIC DATA				IMPLEMENTATION DATES												Remarks
						7	8	9	10	11	12	13	14	15	16	17	18	19				
						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	Contact Award/Signatures	Advance Payment (Mobilization)	Delivery/ Inspection (substantial completion)	Acceptance & Final Payment					
7	IFB NO. LIMA/SBA/NCB/005/19/20	Air Ticket	N-7911	Assorted	\$26,750.00	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					
		Repairs & Maintenance Civil	F-4100	4 Building	\$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					
		Repairs & Maintenance Machinery & Equipment	S-9511	1 Firm	\$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					
9	IFB NO. LIMA/SBA/NCB/007/19/20	Catering & Hall Rental Services	J-6190 L-6810	1 Firm	\$26,950.00	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					
		Security Guard Service	N-8010	1 firm	\$16,800.00	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					
12	IFB NO. LIMA/SBA/SS/001/19/20	Legal Service	M-4910	1 Firm	\$43,500.00	SS	N/A	N/A	N/A	N/A	6/28/2019	7/19/2019	7/25/2019	8/6/2019	N/A	6/30/2020	6/30/2020					
		Communication Surveillance Monitoring Equipment	J-4330	Assorted	\$16,940.00	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					
14	IFB NO. LIMA/SBA/RB/002/19/20	Medical & Life Insurance	R-4511	1 Firm	\$92,200.00	RB	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					
		Grand total			\$583,777.00	S																


ALEXANDER B. MITCHELL
PROCUREMENT MANAGER / HEAD OF PROCUREMENT UNIT

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

APPROVAL:

Date:


12/17/19


12/17/19

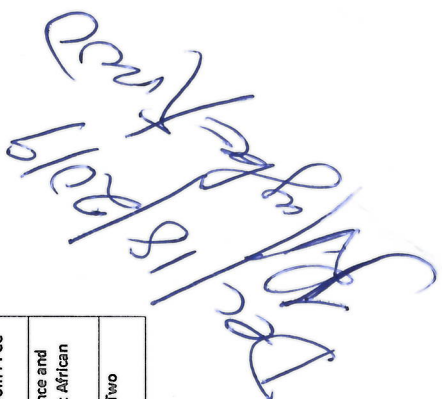
Liberia Maritime Authority
Procurement Plan SBA Core Budget Explanatory Note
Fiscal Year 2019/2020

Contract Package Code	Contract Package	Content of Contract Package
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
IFB NO. LIMA/SBA/RB/001/19/20	Petroleum Product	This procurable was drawn 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 = \$49251. Gals
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
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
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 (Liscr Agreement), etc. \$30,000.00USD
IFB NO. LIMA/SBA/RFQ/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
IFB NO. LIMA/SBA/NCB/005/19/20	Air Ticketing	This Contract Package is derived from the budgetary line Item Means of Foreign travel. The Authority intends to procure Air Tickets at the cost of \$26,750.00 for staff travelling for conferences and workshops at the IMO Headquarters in London, England, RIMU In Accra, Ghana, etc.
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 4 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
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
IFB NO. LIMA/SBA/NCB/008/19/20	Catering /Hall rental Servies	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.
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
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.) ILG , 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
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
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 Insurance for Two Hundred Fifty (250) Employees. \$92,208.00

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

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

APPROVAL: _____ DATE: _____


12/17/19