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

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

2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
					BASIC DATA									IMPLEMENTATION DATAS				
em 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	Contaact Award/Signature	Advance Payment (Mobilization)	Delivery/ Inspection (substantial completion)	Acceptance & Final Payment	Remarks
1	IFB N0. 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 N0. LIMA/SBA/RB/001/19/20	Petroleum Product (Diesel & Gasoline)	G-4661	49,251 Gals @ $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 N0. 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 N0. 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 N0. 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
ROCUREMENT MANAGER / HEAD OF PROCUREMENT UNIT

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

APPROVAL: ----------------------

Date:----------------------

12/17/19

Dec/18/2019

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

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	Contaact Award/Signature	Advance Payment (Mobilization)	Delivery/ Inspection (substantial completion)	Acceptance & Final Payment	Remarks
7	IFB N0. 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	
8	IFB N0. LIMA/SBA/NCB/006/19/20	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	
9	IFB NO. LIMASBA/NCB/ 007/19/20	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	
10	IFB N0. LIMA/SBA/NCB/008/19/20	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	
11	IFB N0. LIMA/SBA/NCB/009/19/20	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 N0. LIMA/SBA/SS/001/19/20	Legal Service	M-6910	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	
13	IFB N0. LIMA/SBA/NCB/010/19/20	Comminucation Survliance Monitoring Equipment	J-6130	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 N0. LIMA/SBA/RB/002/19/20	Medical & Life Insurance	K-6511	1 Firm	$92,208.00	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			$588,777.00	s												

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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

Dec/18/2019

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 it's International staffers, Guests, Inspections, etc. $29,445.00
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 =449251, 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 traveling for conferences and workshops at the IMO Headquarters in London, England, RMU 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 representitive since 2009 when the Authority reciept an no objection from PPCC to hire a legal firm and the Authority intend to maintain this firm because of the confidentialty nature of its legal affairs. --$43,500.00
IFB NO. LIMA/SBA/NCB/010/19/20	Comminucation Surveillance Monitoring Equipment	This purcurable is drawn from the budgetary line Comminucation ,Surveillance & Monitoring Equipmen which is intended to maintain the surveillance and monitoring on those Comminucation's equipments donated to the Authority by the International Maritime Organization (IMO)to monitor the West African marine activities and to maintain its Comminucation'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 Insuranec 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

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