

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.

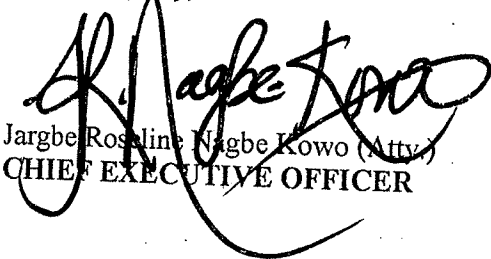
The Commission counsels that you observe Section 40(5) of the PPCA, 2010 which states "each Procuring Entity, shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes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



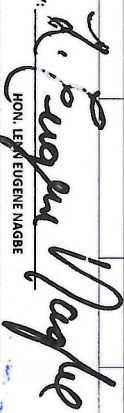
Jargbe Roseline Nagbe Kowo (Atty.)
CHIEF EXECUTIVE OFFICER

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

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

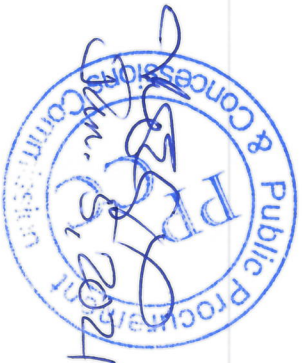
BASIC DATA																		
Item No.	Contract Package	Business Activity Codes	QTY	Est. cost (USD)	Procurement Method	Tech. Spec/BOQ/Drawing	Preparation of Bidding Document	PC Approval- 1 Bid Doc/Tech. Specs	Bid Invitation & Release Doc	Bid/Submission /Public Opening	Submission of Bid Evaluation Report	PC Approval- 2 of Bid Evaluation Report	Contract Award/Signature	Advance Payment (Mobilization)	Delivery/ Inspection (substantial completion)	Acceptance & Final Payment	Remarks	
1	IFB NO. LIMA/SBA/NCB/001/20/21	Vehicle Rental Service	N-7710	1 Firm	\$29,445.00	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	
Update																		
Actual																		
2	IFB NO. LIMA/SBA/RB/001/20/21	Petroleum Product (Diesel & Gasoline)	G-4661	57,274 Gals @ \$3.50	\$200,460.00	RB	7/1/2020	7/10/2020	7/22/2020	7/29/2020	8/21/2020	9/15/2020	9/25/2020	9/30/2020	N/A	6/30/2021	6/30/2021	
Update																		
Actual																		
3	IFB NO. LIMA/SBA/NCB/002/20/21	Stationery Supplies	G-4761	Assorted	\$26,645.00	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	
Update																		
Actual																		
4	IFB NO. LIMA/SBA/NCB/003/20/21	Scratch Cards	J-6190	9,024 @ \$5.00	\$45,120.00	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	
Update																		
Actual																		
5	IFB NO. LIMA/SBA/NCB/004/20/21	Printing & Binding Service	C-1811	Assorted	\$40,000.00	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	
Update																		
Actual																		
Sub total				\$341,670.00														

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: _____



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

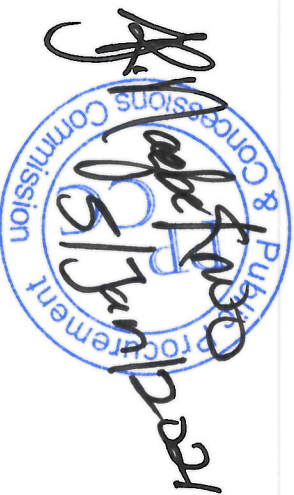
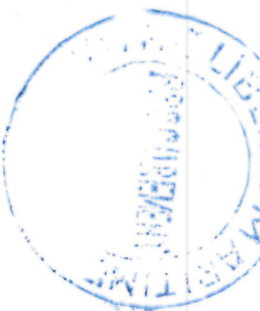
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	BASIC DATA														IMPLEMENTATION DATA					
	Item No.	Code	Contract Package	Business Activity Codes	QTY	Est. cost (USD)	Procurement method	Tech. Spec/BOQ/Drawing	Preparation of Bidding Document	PC Approval- 1 Bid Doc/Tech. Specs	Bid Invitation & 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	6	IFB NO. LIMA/SBA/RCQ/001/20/21	Vehicle Insurance Service	K-6512	1 Firm	\$9,000.00	RB	7/1/2020	7/10/2020	7/22/2020	7/29/2020	8/21/2020	9/15/2020	9/25/2020	9/30/2020	N/A	6/30/2021	6/30/2021		
Update																				
Actual																				
Planned	7	IFB NO. LIMA/SBA/NCB/005/20/21	Air Ticket	N-7911	Assorted	\$61,100.00	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		
Update																				
Actual																				
Planned	8	IFB NO. LIMA/SBA/NCB/006/20/21	Repairs & Maintenance Civil	F-4100	4 Building	\$40,000.00	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		
Update																				
Actual																				
Planned	9	IFB NO. LIMA/SBA/RCQ/002/20/21	Repairs & Maintenance Machinery & Equipment	S-9511	1 Firm	\$8,000.00	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		
Update																				
Actual																				
Planned	10	IFB NO. LIMA/SBA/NCB/007/20/21	Catering & Hall Rental Services	J-6190 L-	1 Firm	\$22,950.00	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		
Update																				
Actual																				
			Sub total			\$141,050.00														

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

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

APPROVAL: _____

Date: _____



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

BASIC DATA																			IMPLEMENTATION DATA										
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20										
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	11	IFB NO. LIMA/SBA/NCB/008/20/21	Security Guard Service	N-8010	1 firm	\$16,800.00	NCB	5/1/2020	5/14/2020	5/25/2020	6/1/2020	6/29/2020	7/15/2020	7/28/2020	8/10/2020	N/A	6/30/2021	6/30/2021											
Actual																													
Planned Update	12	IFB NO. LIMA/SBA/NCB/009/20/21	Communication Surveillance Monitoring Equipment	Assorted	\$16,940.00	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	13	IFB NO. LIMA/SBA/RS/009/20/21	Medical & Life Insurance	1 Firm	\$99,024.00	RB	7/1/2020	7/20/2020	7/22/2020	7/29/2020	8/21/2020	9/15/2020	9/25/2020	9/30/2020	N/A		6/30/2021	6/30/2021											
Actual																													
Planned Update	14	IFB NO. LIMA/SBA/NCB/010/20/21	Vehicle Maintenance Service	1 firm	\$13,600.00	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																													
			Grand total		\$623,094.00																								

PREPARED BY:

[Signature]

ALEXANDER B. MITCHELL

PROCUREMENT MANAGER / HEAD OF PROCUREMENT UNIT

APPROVED BY:

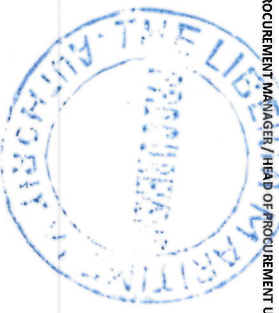
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HON. LENN UGENE NAGBE

COMMISSIONER/CEO/ HEAD OF THE PROCUREMENT COMMITTEE

APPROVAL:

DATE:



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Jan 5, 2021



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

NO.	Contract Package Code	Contract Package	Content of Contract Package
1	IFB NO. UIMA/SBA/NCB/005/20/21	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, local's inspections to the coastal countries, etc. \$29,945.00
2	IFB NO. UIMA/SBA/RB/001/20/21	Petroleum Product	This procurable derived from the budgetary line Fuel Generator & Vehicle. : The Authority intends to purchase 12,000 gallons of fuel for its generators and utility vehicles; and 4,527.4 gallons gasoline for its personnel. \$200,480.00.00 @ \$3.50 = \$7,214 Gas
3	IFB NO. UIMA/SBA/NCB/002/20/21	Stationery Supplies	This procurable was drawn from the budgetary line Stationery and supplies \$57,925.00 The Authority intends to purchase: (a) 20 pils pens; (b) 20 pils 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.\$26,645.00.00, Janitorial Supplies \$15,640.00 and Canteen supplies \$15,640.00
4	IFB NO. UIMA/SBA/NCB/003/20/21	Scratch Card	This contract package is drawn from the budgetary line Communication. The Authority intends to procure scratch cards for its staff's communication purpose. \$45,120.00 @ \$5.00=9,024 pcs
5	IFB NO. UIMA/SBA/NCB/004/20/21	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) UIMA Acts (c) Annual Reports (Licor Agreement), etc. \$40,000.00USD
6	IFB NO. UIMA/SBA/RBQ/001/20/21	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. UIMA/SBA/NCB/005/20/21	Air Ticketing	This Contract Package is derived from the budgetary line Foreign Travel \$126,750.00. The Authority intends to procure Air Tickets at the cost of \$61,100.00 for staff traveling for conferences and workshops at the IMO Headquarters in London, England, RMU in Accra, Ghana, etc.
8	IFB NO. UIMA/SBA/NCB/006/20/21	Repairs and Maintenance Civil	This procurable was drawn from the budgetary line Maintenance \$80,000.00. 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. \$40,000.00USD
9	IFB NO. UIMA/SBA/RBQ/002/20/21	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. \$9,000.00USD
10	IFB NO. UIMA/SBA/NCB/007/20/21	Catering /Hall rental Services	Catering service, derived from the budgetary line Item Workshops, Conferences, Hall rental \$16,950.00, and added entertainment \$6,000.00 which sums up to \$22,950.00 The Authority can not predict the amount of conferences/workshops or quantity them.
11	IFB NO. UIMA/SBA/NCB/008/20/21	Security Guard Service	This object of procurement derived from the budgetary line Item Professional Services \$233,300.00 which the Authority intends to hire a Security firm to protect the premises of the Authority@ MIBWMC, Bushrod Bland, Security Guard Service \$16,800.00
12	IFB NO. UIMA/SBA/NCB/009/20/21	Communication Surveillance Monitoring Equipment	This procurable is drawn from the budgetary line Communication, Surveillance and 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
13	IFB NO. UIMA/SBA/RB/009/20/21	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. \$93,024.00
14	IFB NO. UIMA/SBA/NCB/010/20/21	Vehicle Maintenance Service	This object of procurement derived from the budgetary line Item Maintenance, the Authority intend to use said amount of \$13,600.00 for the maintenances of ten (10) utility's vehicles.
15	IFB NO. UIMA/SBA/NCB/011/20/21	Sensitivity Mapping Service	This contract package derived from the budgetary line Item Professional Services which the Authority intends to Maintain the service of this firm (West Africa RPID Solution & Natural Resources Management WARM) that has an existing contract from the last fiscal year to explore and mapped up our coastal boundaries, Confidential trail and environmental sensitive areas. \$75,000.00
16	IFB NO. UIMA/SBA/SS/001/20/21	Legal Advisory Service	This Contract Package was drawn from the budgetary line Item Professional services \$233,300.00. The Authority intends to maintain its 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 redepen no objection from PCCC to hire a legal firm and the Authority intend to maintain this firm because of the confidentiality nature of its legal affairs, it is an existing contract. -\$66,000.00

PREPARED BY:

ALEXANDER B. MITCHELL

PROCUREMENT MANAGER / HEAD OF PROCUREMENT UNIT

APPROVED BY:

JOHN LENN EUGENE NAGBE

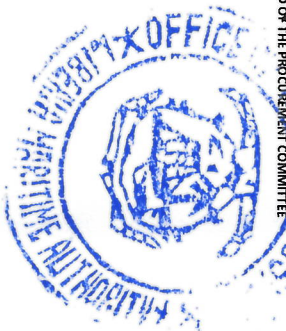
COMMISSIONER/ CEO/HEAD OF THE PROCUREMENT COMMITTEE

APPROVAL:

DATE:



Handwritten signature and date: Jan 5/2021



Handwritten signature and date: 5 Jan 2021