

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/1478/'20

September 25, 2020

Hon. Charles A. Gono
DEPUTY COMMISSIONER
Liberia Maritime Authority
Republic of Liberia

Dear Hon. Gono:

Subject: **PROVISIONAL APPROVAL LIBERIA MARITIME AUTHORITY'S DRAFT PROCUREMENT PLAN FOR FISCAL YEAR 2020/2021**

We present our compliments and acknowledge receipt of your letter which sought the approval of the Commission for Liberia Maritime Authority SBA, & Non-SBA and Core Budget, Procurement Plan for FY 2020/2021 in accordance with **Section 40(3)** of the PPC Act. The Commission hereby informs you that your Procurement 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 culminating in **framework agreements** for recurrent procurement items. Please ensure the inclusion of this information in the tender document for your guidance, the Commission has produced a short note explaining the process for framework agreements and advance procurement which you can download at <http://ppcc.gov.lr/vr/index.php/documents>.

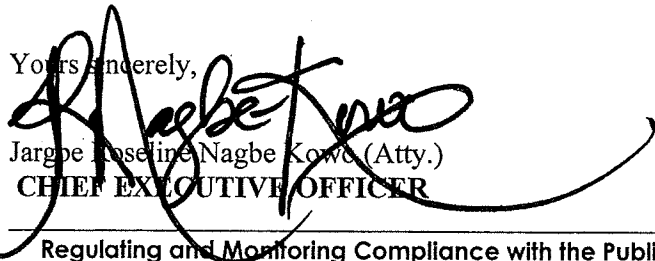
Upon the passage of the FY 2020/2021 National Budget, you are required to submit a revised/updated procurement plan, details budget Liberia Maritime Authority's allocation in the approved budget, Cash plan, names and positions of the Procurement Committee members for FY 2020/2021 and staff of the Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the previous fiscal year (2019/2020), for stated submission will serve as a precursor for the Commission granting you final approval of your recurrent procurement plan for fiscal year 2020/2021.

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

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 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 | 1 | IFB NO. LIMA/NCB/001/20/21 | Press & Public Relation | J-5813 | 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 | |
| Update | | | | | | | | | | | | | | | | | | | | |
| Actual | | | | | | | | | | | | | | | | | | | | |
| Planned | 2 | IFB NO.LIMA/SS/001/20/21 | Internet Connectivity | J-6110 | 1 Rm | \$21,600.00 | SS | N/A | 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 | |
| Update | | | | | | | | | | | | | | | | | | | | |
| Actual | | | | | | | | | | | | | | | | | | | | |
| Planned | 3 | IFB NO. LIMA/RFC/001/20/21 | Courier Service | H-5320 | Assorted | \$3,500.00 | RFC | 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 | 4 | IFB NO. LIMA/RFC/002/20/21 | Office Furniture | C-3100 / G-4759 | Assorted | \$8,500.00 | RFC | 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 | 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 | |
| Update | | | | | | | | | | | | | | | | | | | | |
| Actual | | | | | | | | | | | | | | | | | | | | |
| | | | Sub Total | | | \$94,510.00 | | | | | | | | | | | | | | |

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

APPROVED BY: 
HON. CHARLES A. GONDO
ACTING COMMISSIONER/ HEAD OF THE PROCUREMENT COMMITTEE

APPROVAL:

Date: Sept 11, 2020


9/18/20

Sept 125/2020
R. J. Gbe



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

| BASIC DATA | | | | | | | | | | | | | | | | | | |
|-----------------------|------|-----------------------------|-------------------------------------|----------------------|-----------------|--------------------|------------------------|---------------------------------|------------------------------|------------------------------|---------------------------------|-------------------------------------|---|--------------------------|--------------------------------|---|----------------------------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | IMPLEMENTATION DATA | | | |
| Item No. | Code | Contract Package | Business Activity Codes | QTY | Est. cost (USD) | Procurement method | Tech. Spec/BOC/Drawing | Preparation of Bidding Document | PC Approval- 1 Bid Doc/Tech. | 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 | 6 | IFB NO. LIMA/NCB/009/20/21 | Generator Maintenance (Spare Parts) | 4 Peces | \$18,400.00 | NCB | 7/11/2020 | 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 | 7 | IFB NO. LIMA/NCB/004/20/21 | Rice | 2,960 bags @ \$15.00 | \$44,400.00 | NCB | 7/12/2020 | 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 | 8 | IFB NO. LIMA/REQ/009/20/21 | Forwarding Freight & Handling | Assorted | \$3,000.00 | RFQ | 7/12/2020 | 7/8/2020 | 7/15/2020 | 7/21/2020 | 7/29/2020 | 8/12/2020 | 8/19/2020 | 8/26/2020 | N/A | 6/30/2021 | 6/30/2021 | |
| Planned Update Actual | 9 | IFB NO. LIMA/NCB/ 005/20/21 | Office Equipment | Assorted | \$15,000.00 | NCB | 7/12/2020 | 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 | 10 | IFB NO. LIMA/NCB/ 006/20/21 | Computer | 15 pieces | \$14,600.00 | NCB | 7/12/2020 | 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 | | | \$95,400.00 | | | | | | | | | | | | | |

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

APPROVED BY: 
HON. CHARLES A. GONO
ACTING COMMISSIONER/ HEAD OF THE PROCUREMENT COMMITTEE


9/18/2020



Date: September 11, 2020
Sept/25/2020


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 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 | 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 | |
| Update | | | | | | | | | | | | | | | | | | | |
| Actual | | | | | | | | | | | | | | | | | | | |
| Planned | 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 | |
| Update | | | | | | | | | | | | | | | | | | | |
| Actual | | | | | | | | | | | | | | | | | | | |
| | | Grand Total | | | \$221,190.00 | | | | | | | | | | | | | | |

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

APPROVED BY: Mon. Charles A. Gono
MON. CHARLES A. GONO
ACTING COMMISSIONER / HEAD OF THE PROCUREMENT COMMITTEE

APPROVAL: September 11, 2020
Date: September 11, 2020

9/18/20
9/18/20



Sept 125/2020
R. Nyke

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

| Contract Package Code | | Contract Package | Content of Contract Package |
|-----------------------|----------------------------|--------------------------------------|--|
| 1 | IFB NO. LIMA/NCB/003/20/21 | Press & Public Relations | This procurable derived 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. \$39,175,000.00 |
| 2 | IFB NO.LIMA/SS/003/20/21 | Internet Connectivity | This contract package derived 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/003/20/21 | Courier Service | This contract package was drawn from the budgetary line Postage & Courier which is intended for posting & receiving of (a) Mail (b) Parcels etc.. \$3,500.00 |
| 4 | IFB NO. LIMA/RFC/003/20/21 | Office Furniture | This contract package derived from the budgetary line Furniture & Fixture. The Authority intends to purchase 6 Desk chairs, 5 Office desk, 3 cabinets, 10 Box shelves 20 visitor chairs 3 windows blinds etc.. \$8,500.00 |
| 5 | IFB NO. LIMA/NCB/003/20/21 | 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. \$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. \$19,400.00 |
| 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 @ \$5.00) bags of 25kg rice for LIMA staff at the end of every month. (\$84,900.00) |
| 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 preculators, 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, Cloths, 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, juices, sugar, coffee, etc., to be used for consumption by LIMA staff. |

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

APPROVED BY: 
HON. CHARLES A. GANDI
ACTING COMMISSIONER/ HEAD OF THE PROCUREMENT COMMITTEE

APPROVAL: _____
DATE: September 11, 2020


9/18/20



Sept 125/2020
R. J. [Signature]

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

| Contract Package Code | | 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 meeting and other related board matters. \$89,000.00 | |
| 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 | |

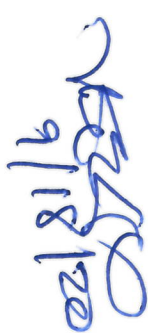
PREPARED BY: 
ALEXANDER B. MITCHELL
PROCUREMENT MANAGER / HEAD OF PROCUREMENT UNIT

APPROVED BY: 
HON. CHARLES A. GONO
ACTING COMMISSIONER / HEAD OF THE PROCUREMENT COMMITTEE



APPROVAL:

DATE: Sept. 7. 2020


9/18/20


Sept 25/2020