



Republic of Liberia

## Public Procurement & Concessions Commission

Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Website: [www.ppcc.gov.lr](http://www.ppcc.gov.lr) | Email: [info@ppcc.gov.lr](mailto:info@ppcc.gov.lr) | Phone Short Code: 4357

Ref. PPCC/RL/CEO/0713/'19

October 18, 2019

Hon. Emma Metieh Glassco

**DIRECTOR GENERAL**

National Fisheries and Aquaculture Authority

Republic of Liberia

Dear Hon. Glassco:

Subject: **PROVISIONAL APPROVAL OF DRAFT PROCUREMENT PLAN FOR FISCAL YEAR 2019/2020**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the National Fisheries and Aquaculture Authority SBA, Non SBA and Consultancy Procurement Plans for FY 2019/2020 in accordance with **Section 40 (3)** of the PPC Act. The Commission however wishes to inform you that your 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 to include notifications of this information in the tender documents for both framework agreements and advance procurement. For your guidance, the Commission has produced a short note explaining the processes for framework agreements and advance procurement which you can download at <http://ppcc.gov.lr/vr/index.php/documents>

Upon passage of the FY 2019/2020 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for NaFAA's allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for FY 2019/2020 and staff of your Procurement Unit.

Please duly revert to the Commission as indicated by the stated responses made to the queries, submitted by Mr. Augustine Manoballah on October 16, 2019 (See attached)

Please be reminded to also duly submit your contract award information for all procurement contracts awarded in the previous fiscal year (2018/2019), for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for fiscal year 2019/2020.

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.

Sincerely Yours

Jargbe Roseanne Nagbe Koworatty  
**CHIEF EXECUTIVE OFFICER**

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

NATIONAL FISHERIES AND AQUACULTURE AUTHORITY  
SBA CORE BUDGET PROCUREMENT PLAN (CONSULTANCY SERVICES)  
Source of Funding: INTERNALLY GENERATED REVENUE (NAFAA APPROVED 2019/2020 BUDGET)

Fiscal Period: July 1, 2019 - June 30, 2020

Fiscal Period: July 1, 2019 - June 30, 2020																				
BASIC DATA							IMPLEMENTATION DATES													
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code	No. of Firms/Persons	ESTIMATED COST (USD)	SELECTION METHOD	Request for Expression of Interest, if applicable						Request for Proposals and award of contract							
							PREP. OF TOR & PC APPROVAL	PUBLICATION OF REOI	REOI CLOSING/OPENING	SUBMISSION OF EVALUATION REPORT	PC APPROVAL - EVALUATION REPORT/SHORT LIST	PREPARATION AND SUBMISSION OF RFP DOCUMENT	PC APPROVAL - FINAL TOR & RFP DOCUMENT	INVITATION FOR PROPOSALS	PROPOSAL SUBMISSION & OPENING	SUBMISSION OF TECHNICAL AND FINANCIAL EVALUATION REPORT	PC APPROVAL - COMBINED EVALUATION REPORT	CONTRACT AWARD & SIGNING	COMPLETION (FINAL REPORT) & PAYMENT	
PLANNED	1	RFP No. NAF/AA/ICS/SBA /001/19/20	Health, Safety and Environment Study	M-7020	1 person	4,000.00	ICS	9/15/2019	N/A	N/A	N/A	N/A	10/10/2019	10/17/2019	10/24/2019	11/14/2019	11/21/2019	11/28/2019	12/5/2019	1/19/2020
UPDATE																				
ACTUAL																				
PLANNED	2	RFP No. NAF/AA/ICS/SBA /002/19/20	Human Resource Policy Review	M-7020	1 person	2,000.00	ICS	8/15/2019	N/A	N/A	N/A	N/A	9/9/2019	9/16/2019	9/23/2019	10/14/2019	10/21/2019	10/28/2019	11/4/2019	12/19/2019
UPDATE																				
ACTUAL																				
PLANNED	3	RFP No. NAF/AA/ICS/SB A/001/19/20	Legal Retainer Services	M-6910	1 FIRM	80,000.00	LCS	6/1/2019	N/A	N/A	N/A	N/A	6/16/2019	6/21/2019	6/28/2019	7/19/2019	7/26/2019	8/2/2019	8/16/2019	6/28/2020
UPDATE																				
ACTUAL																				
PLANNED	4	RFP No. NAF/AA/SS/SBA/ 001/19/20	HR & Accounting Software	M-6910	1 FIRM	4,000.00	SS	6/15/2019	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	6/14/2020
UPDATE																				
ACTUAL																				
GRAND TOTAL					90,000.00															

Prepared By: Patrick B. Maslin  
PROCUREMENT DIRECTOR

Approved By: Emma Melian Glasco  
DIRECTOR GENERAL

Date:

Sept. 6, 2019

*[Signature]*

*[Signature]*  
6/18/19  
Procurement

**National Fisheries and Aquaculture Authority**  
**Explanatory Notes**  
**SBA Core Budget (Consultancy Services Procurement Plan)**  
**July 1, 2019 to June 30, 2020**

NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
1.	RFP NO. NaFAA/ICS/SBA/001/19/20	Health, Safety and Environment Study	This contract package is intended to hire the services of an individual to conduct health and safety training studies for the National Fisheries and Aquaculture Authority and recommend measures for a conducive work environment. Said study and recommendations are expected to be in compliance with ISO 9001. This contract will be funded from the budget line "Professional Services".
2.	RFP NO. NaFAA/ICS/SBA/002/19/20	HR Policy Review	This contract package is intended to hire the services of an individual consultant schooled in Human Resource Management to review the Human Resource policy of NaFAA and advice on its consistency with Liberian National Laws and Regulations and international best practices. This contract will be funded from the budget line "Professional Services".
3.	RFP NO. NaFAA/LCS/SBA/001/19/20	Legal Retainer Services	This contract package is intended to hire the services of a legal firm to represent NaFAA in litigation issues that may arise. This contract will be funded from the budget line "Professional Services".
4.	RFP NO. NaFAA/SS/SBA/001/19/20	HR & Accounting Software	This contract package is intended to continue with the firm (Smart Systems) that created the HR and Accounting software that is currently being used in the concern departments in order to continuously conduct check and maintenance for the smooth running of software. US\$4,000 was taken from the contract package "ICT Software License" for this contract package. This contract will be funded from the Budget Line" ICT Software License".

Prepared by:   
**Patrick B. Kiadii**  
**Procurement Director**

Approved by:   
**Emma Metieh Glassco**  
**Director General**

Date: Sept. 6, 2019  
*provision*



