



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/518/'22**

August 8, 2022

Hon. Emma Metieh Glassco
DIRECTOR GENERAL
National Fisheries and Aquaculture Authority
Republic of Liberia

Dear Hon. Glassco:

Subject: **RECEIPT & APPROVAL OF THE NATIONAL FISHERIES AND AQUACULTURE
AUTHORITY UPDATED SBA ANNUAL PROCUREMENT PLAN FOR FISCAL YEAR 2022.**

We present our compliments and acknowledge receipt of your letter which sought the approval of the Commission's for the National Fisheries and Aquaculture Authority's (NaFAA) submission, of its Updated SBA Procurement Plan for FY 2022 in accordance with **Section 40(3)** of the PPCA, **2010** and inform NaFAA that its Procurement Plan will be duly forwarded to the Ministry of Finance and Development Planning (MFDP), and that the MFDP will process allotments, upon conclusion of stipulated processes.

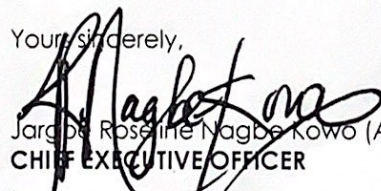
The Commission counsels that you observe **Section 40(5)** of the PPCA, 2010 which states, "each Procuring Entity, shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes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

Please note that an approval of a method on the 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.

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

NATIONAL FISHERIES AND AQUACULTURE AUTHORITY
CORE BUDGET PROCUREMENT PLAN
Source of Funding: INTERNALLY GENERATED REVENUE (NaFAA APPROVED BUDGET 2022)
Fiscal Period: January 1, 2022 - December 31, 2022

ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	BASIC DATA			IMPLEMENTATION DATES										REMARKS
				QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECIFICATIONS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOCUMENT REVIEW	BID INVITATION & RELEASE OF BID	BID SUBMISSIONS	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNATURE	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT
PLANNED	1	IFB No. NSF/AN/RB/001/2022	Q-4510	5 units	191,500.00	RB	11/13/2022	12/20/2022	12/25/2022	1/31/2022	2/21/2022	2/28/2022	3/17/2022	3/21/2022	N/A	4/23/2022	5/23/2022
UPDATE	1	IFB No. NSF/AN/RB/001/2022	Q-4510	3 units	80,000.00	RB	11/13/2022	12/20/2022	12/25/2022	1/31/2022	2/21/2022	2/28/2022	3/17/2022	3/21/2022	N/A	4/23/2022	5/23/2022
ACTUAL																	
PLANNED	2	IFB No. NSF/AN/RB/001/2022	G-4741	Assorted	52,000.00	NCB	12/28/2021	1/4/2022	1/20/2022	1/10/2022	2/7/2022	2/14/2022	2/21/2022	2/28/2022	N/A	4/29/2022	6/8/2022
UPDATE																	
ACTUAL																	
PLANNED	3	IFB No. NSF/AN/RB/002/2022	G-4773	Assorted	16,500.00	NCB	12/28/2021	1/4/2022	1/11/2022	1/13/2022	2/10/2022	2/17/2022	2/24/2022	3/10/2022	N/A	11/7/2022	12/7/2022
UPDATE																	
ACTUAL																	
PLANNED	4	IFB No. NSF/AN/RB/003/2022	G-4722	Assorted	12,000.00	NCB	12/28/2021	1/4/2022	1/11/2022	1/13/2022	2/10/2022	2/17/2022	2/24/2022	3/10/2022	N/A	11/7/2022	12/7/2022
UPDATE																	
ACTUAL																	
PLANNED	5	IFB No. NSF/AN/RB/004/2022	G-4641	Assorted	5,500.00	RFQ	11/10/2022	11/17/2022	12/1/2022	12/4/2022	2/7/2022	2/13/2022	2/17/2022	2/24/2022	N/A	4/15/2022	5/15/2022
UPDATE																	
ACTUAL																	
PLANNED	6	IFB No. NSF/AN/RB/004/2022	J-5190	10000 pcs	50,000.00	NCB	12/28/2021	1/4/2022	1/11/2022	1/13/2022	2/10/2022	2/17/2022	2/24/2022	3/10/2022	N/A	11/7/2022	12/7/2022
UPDATE																	
ACTUAL																	
				SUB TOTAL	218,000.00												

Prepared By: 
 PROCUREMENT DIRECTOR

Approved by:



Date: 18-July-2022

NATIONAL FISHERIES AND AQUACULTURE AUTHORITY
CORE BUDGET PROCUREMENT PLAN
Source of Funding: INTERNALLY GENERATED REVENUE (NaFAA APPROVED BUDGET 2022)
Fiscal period: January 1, 2022 - December 31, 2022

ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECIFICATIONS/DESCRIPTION	POB OF BID (COUNTRY)	POB OF BID (CITY)	PC APPROVAL OF BID DOCUMENT SPEC	BID INVITATION RELEASE OF BID DOC	BID REMISE/ENQUIRY LIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL OF BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (SCHEDULE)	DELIVERY, INSPECTION & EVALUATION (COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS
PLANNED	7	IFB No. NAF/AA/RFQ/0005/2022	C-3314	Assorted	28,000.00	NCB	12/28/2021	14/2/2022	1/1/2022	1/1/2022	1/13/2022	2/10/2022	2/17/2022	2/24/2022	3/10/2022	N/A	11/7/2022	12/7/2022	
UPDATE	7	IFB No. NAF/AA/RFQ/0005/2022	C-3314	Assorted	32,000.00	NCB	12/28/2021	14/2/2022	1/1/2022	1/1/2022	1/13/2022	2/10/2022	2/17/2022	2/24/2022	3/10/2022	N/A	11/7/2022	12/7/2022	
ACTUAL																			
PLANNED	8	IFB No. NAF/AA/RFQ/0006/2022	C-1811	Assorted	113,300.00	NCB	12/28/2021	14/2/2022	1/1/2022	1/1/2022	1/13/2022	2/10/2022	2/17/2022	2/24/2022	3/10/2022	N/A	11/7/2022	12/7/2022	
UPDATE	8	IFB No. NAF/AA/RFQ/0006/2022	C-1811	Assorted	132,254.00	NCB	12/28/2021	14/2/2022	1/1/2022	1/1/2022	1/13/2022	2/10/2022	2/17/2022	2/24/2022	3/10/2022	N/A	11/7/2022	12/7/2022	
ACTUAL																			
PLANNED	9	IFB No. NAF/AA/RFQ/0007/2022	G-4641	Assorted	7,000.00	RFQ	1/10/2022	1/1/2022	1/2/2022	1/2/2022	1/24/2022	2/7/2022	2/12/2022	2/17/2022	2/24/2022	N/A	4/15/2022	5/15/2022	
UPDATE																			
ACTUAL																			
PLANNED	10	IFB No. NAF/AA/RFQ/0007/2022	G-4711	1923 bags	25,000.00	NCB	12/28/2021	14/2/2022	1/1/2022	1/1/2022	1/13/2022	2/10/2022	2/17/2022	2/24/2022	3/10/2022	N/A	11/7/2022	12/7/2022	
UPDATE																			
ACTUAL																			
PLANNED	11	IFB No. NAF/AA/RFQ/0007/2022	F-4100	1 Bldg	50,000.00	RB	12/28/2021	14/2/2022	1/2/2022	1/2/2022	1/10/2022	2/7/2022	2/12/2022	2/17/2022	3/7/2022	N/A	5/6/2022	7/5/2022	
UPDATE																			
ACTUAL																			
PLANNED	12	IFB No. NAF/AA/RFQ/0007/2022	G-4653	Assorted	1,500.00	RFQ	10/10/2022	2/7/2022	2/1/2022	2/1/2022	2/14/2022	2/28/2022	3/5/2022	3/10/2022	3/17/2022	N/A	5/6/2022	7/5/2022	
UPDATE																			
ACTUAL																			
				SUB TOTAL	247,754.00														

Date: 18-July-2022

Approved by:

PROCUREMENT DIRECTOR

[Signature]
 18 Aug 3, 2022



NATIONAL FISHERIES AND AQUACULTURE AUTHORITY
CORE BUDGET PROCUREMENT PLAN
Source of Funding: INTERNALLY GENERATED REVENUE (NFAA APPROVED BUDGET 2022)
Fiscal Period: January 1, 2022 - December 31, 2022

BASIC DATA				IMPLEMENTATION DATES												REMARKS	
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECIFICATIONS/REQUIREMENTS	PREP OF BID DOCUMENT	PG. APPROVAL BID DOCUMENT SPEC	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/UPD	ISSUING OF BID EVALUATION REPORT	PG. APPROVAL BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (REGISTRATION)	DELIVERY/INSPECTION (COMPLETION)	ACCEPTANCE & FINAL PAYMENT
PLANNED	13	IFB No. NFAA/NCB/003/2022	G-4520	Assorted	57,000.00	NCB	12/28/2021	14/2/2022	11/1/2022	11/1/2022	11/1/2022	21/1/2022	21/1/2022	2/24/2022	N/A	11/7/2022	12/7/2022
UPDATE	13	IFB No. NFAA/NCB/003/2022	G-4520	Assorted	85,000.00	NCB	12/28/2021	14/2/2022	11/1/2022	11/1/2022	11/1/2022	21/1/2022	21/1/2022	2/24/2022	N/A	11/7/2022	12/7/2022
ACTUAL																	
PLANNED	14	IFB No. NFAA/SS/001/2022	J-6120	1 FRM	35,600.00	SS	12/20/2022	12/21/2022	12/22/2022	12/23/2022	2/5/2022	21/2/2022	21/2/2022	21/2/2022	N/A	12/16/2022	1/5/2023
UPDATE																	
ACTUAL																	
PLANNED	15	IFB No. NFAA/RS/002/2022	J-6311	Assorted	6,000.00	SS	12/25/2022	1/20/2023	1/27/2023	1/28/2023	21/2/2023	21/2/2023	21/2/2023	2/24/2023	N/A	12/21/2023	1/10/2023
UPDATE																	
ACTUAL																	
PLANNED	16	IFB No. NFAA/RS/003/2022	G-4659	2 units	48,000.00	RB	12/30/2021	1/6/2022	1/6/2022	11/1/2022	21/2/2022	2/5/2022	21/2/2022	2/22/2022	N/A	3/24/2022	4/26/2022
UPDATE																	
ACTUAL																	
PLANNED	17	IFB No. NFAA/RS/004/2022	L-4810	Assorted	5,000.00	RFQ	21/5/2022	21/9/2022	2/21/2022	2/24/2022	3/8/2022	31/1/2022	31/1/2022	31/6/2022	N/A	5/25/2022	6/8/2022
UPDATE																	
ACTUAL																	
PLANNED	18	IFB No. NFAA/RS/005/2022	G-4650	2 pcs	2,000.00	RFQ	21/10/2022	21/12/2022	21/14/2022	21/16/2022	3/2/2022	3/3/2022	3/7/2022	31/6/2022	N/A	4/13/2022	5/13/2022
UPDATE																	
ACTUAL																	
				SUB TOTAL	155,600.00												

Date: 15-July-2022

Approved by:

Procurement Director

Aug 3, 2022



source of Funding: INTERNALLY GENERATED REVENUE (NaFAA APPROVED BUDGET 2022)
Fiscal period: January 1, 2022 - December 31, 2022

Date: 18-July-2023

Aug 3, 2022

Source of Funding: INTERNALLY GENERATED REVENUE (NAFAA APPROVED BUDGET 2022)

Source of Funding: INTERNALLY GENERATED REVENUE (NaFAA APPROVED BUDGET 2022)
Fiscal period: January 4, 2022 - December 31, 2022

Date: 18-July-2022

Approved by:	
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Patricia A. Madia
PROCUREMENT DIRECTOR

Prepared By:

Prepared By:

NATIONAL FISHERIES AND AQUACULTURE AUTHORITY
CORE BUDGET PROCUREMENT PLAN
Source of Funding: INTERNALLY GENERATED REVENUE (NsFAA APPROVED BUDGET 2022)
Fiscal period: January 1, 2022- December 31, 2022

Fiscal period: January 1, 2022 - December 31, 2022																	
BASIC DATA				IMPLEMENTATION DATES													
ITEM NO.	PACKAGE NUMBER (CODE)	BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECIFICATIONS/ DRAWING SET	PREP OF BID DOCUMENT/ BIDDING	PC APPROVAL - BID DRAFTING/ SPECIES	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/ BIDDING/ LUC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD/ SIGNING	ADVANCE PAYMENT (REGISTRATION)	DELIVERY, INSTALLATION & COMPLETION	ACCEPTANCE & FINAL PAYMENT	REMARKS
PLANNED	31	IFB No. NafAARFCQ/013/2022	Assorted	10,000.00	RFQ	1/20/2022	1/24/2022	1/26/2022	1/28/2022	2/11/2022	2/16/2022	2/18/2022	2/25/2022	N/A	10/23/2022	11/22/2022	
UPDATE																	
ACTUAL																	
PLANNED	32	IFB No. NafAAFS/004/2022	1 firm	21,600.00	SS	10/1/2022	2/7/2022	2/8/2022	2/9/2022	2/23/2022	2/28/2022	3/2/2022	3/9/2022	N/A	11/30/2022	12/30/2022	
UPDATE																	
ACTUAL																	
			SUB TOTAL	31,600.00													
			GRAND TOTAL	891,820.00													

Prepared By: _____

Paul A. ...
PROCUREMENT DIRECTOR

Approved by: _____



Date: 18-July-2022

Handwritten signature and date:
 1 Aug 3, 2022

National Fisheries and Aquaculture Authority
Explanatory Notes
Core Budget Procurement Plan
January 1, 2022 to December 31, 2022

NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
1.	IFB No. NaFAA/RB/001/2022	Vehicles	This contract package is intended to procure three (3) units of vehicles for use by NaFAA for its operations, in the following LOTS and description: LOT 1 – 1 SUV, LOT 2 – 2 Minibuses
2.	IFB No. NaFAA/NCB/001/2022	Office Equipment (Computers, Printers, etc.)	This contract package is intended to procure Laptop and Desktop computers, Printers, Shredders, Camera and other office equipment for use by the Authority in its operations.
3.	IFB No. NaFAA/NCB/002/2022	Janitorial Supplies	This contract package is intended to procure assorted janitorial supplies to include chlorax, dettol, powder soap, tissue, napkins, air freshener, etc. for use by NaFAA. This will be funded from the budget line "Supplies and Consumables".
4.	IFB No. NaFAA/NCB/003/2022	Office Consumables	This contract package is intended to procure assorted office consumables for use by NaFAA. Those supplies include Water, Juices, Coffee, Tea, Sugar, Milk, etc. This will be funded from the budget line "Supplies and Consumables".
5.	IFB No. NaFAA/RFQ/001/2022	Rain Gears	This contract package is intended to procure assorted rain gears for use by technical and other administrative staffs of NaFAA. They will include rain boots, rain coats, umbrellas, etc. This will be funded from the budget line "Supplies and Consumables".
6.	IFB No. NaFAA/NCB/004/2022	Scratch Cards	This contract package is intended to procure assorted Lonestar and Orange scratch cards at unit costs of US\$5 or US\$1 to facilitate coordination and information flow in NaFAA operations and daily work. Scratch cards will also be given to Board members as part of their benefit for serving. There are distributors of scratch cards



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 Aug 3, 2022

NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
			that we intend to contract to have the scratch cards supplied. This contract will be financed from the budget line "Communications and ICT".
7.	IFB No. NaFAA/NCB/005/2022	Generator Repairs and Maintenance	This contract package is intended to contract a firm to supply spare parts for all the generators owned by the Authority. The package will also consider the provision of spare parts and services for the two new generators to be procured. More to this, the contract package will consider hiring the services of a firm to provide routine and corrective maintenance services on all the generators owned by the Authority. This contract will be financed from the budget line "General Repairs and Maintenance".
8.	IFB No. NaFAA/NCB/006/2022	Printing and Production	This contract package is intended to hire the services of a firm to print billboards, ID cards, call cards, license and permit, receipt books, branded letter heads and envelopes, reports (annual and other special reports), etc. Bidding processes for this contract will be on a LOT-by-LOT basis as there may be other providers of printing services that might not have the expertise and experience in undertaking major printings as may be required but may be able to conduct minor printings.
9.	IFB No. NaFAA/RFQ/002/2022	Safety Gears	This contract package is intended to procure assorted safety gears for use by NaFAA. These include boots, helmets, reflective jackets, etc. for use by sea going observers, enumerators, inspectors and other staff. This will be funded from the budget line "Supplies and Consumables".
10.	IFB No. NaFAA/NCB/007/2022	Rice for Employees	This contract package is intended to procure 1,923 bags of rice at an estimated unit cost of US\$13 for employees of NaFAA, within an established bracket on a monthly basis, and for all staff during the festive seasons (July 26 and Christmas). This will be funded from the budget line "Employee Benefits".
11.	IFB No. NaFAA/RB/002/2022	Office Building - Repairs and Maintenance	This contract package is intended to hire the services of a firm to perform major repair works at the Head Office building of the Authority located at Freeport. Some renovation works were started during the last fiscal period. As the need for additional works arises or as unforeseen breakage or damage occurs, this contract package will cater for that. This contract will be funded from the budget line "Leasehold Improvement".
12.	IFB No. NaFAA/RFQ/003/2022	Agricultural Supplies	This contract package is intended to procure agricultural related supplies for use by the Authority. They will include the procurement of hoes, shovels, diggers, cutlasses, etc. for use by the Department of Aquaculture



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Aug 3, 2022

NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
			and Inland Fisheries in their technical undertakings. This contract will be funded from the budget line "Supplies and Consumables".
13.	IFB No. NaFAA/NCB/008/20/2022	Vehicles Repairs and Maintenance	The Authority has a set of newly acquired and fairly used vehicles - a total of eleven (11). They include 3 Nissan pickups and 8 Toyota vehicles. It is also expected during the course of this budget period that the Authority will acquire five additional vehicles - 1 sedan, 1 double cabin pickup, 1 SUV and 2 minibuses. The Authority intends to contract the services of a garage to service these vehicles. For the vehicles recently acquired and to be acquired during the course of the new fiscal period, the supplier shall be contracted to perform the repairs services due to warranty issues and for compatibility of parts and now requests the approval of the Commission to single source the repairs of those 5 vehicles (1 sedan, 1 double cabin pickup, 1 SUV and 2 minibuses) and other vehicles newly acquired as per requirements of Section 55 (1) (b) of the PPC Act. This will be funded from the budget line "General Repairs and Maintenance".
14.	IFB NO. NaFAA/SS/001/2022	Internet Subscription	This contract package is intended to contract the services of LIBTELCO to provide internet services for NaFAA's two (2) offices. LIBTELCO, being solely the provider of Fiber Optic Internet cables and services and given its authorization to provide same to all government MACs, will be contracted to provide internet services for the year to both of NaFAA offices. In view of the above, we request the approval of the Commission for use of single source in line with Section 55 (1) (a) of the PPCA. This contract will be funded from the budget line "Communications and ICT".
15.	IFB No. NaFAA/SS/002/2022	Data Storage Service	This contract package is intended to re-subscribe to the services of Google. The Company has an online storage platform that can be used to transfer and store data. NaFAA has enumerators in all fishing communities around the country using tablets to collect data on fish and fish species from artisanal fishermen. Also, there is a g-mail suite maintained by the Authority for email exchanges between staff for which each staff has a dedicated email account with domain "nafaa.gov.lr". In view of the above, we request the approval of the Commission for use of single source in line with Section 55 (1) (a) of the PPCA. This will be funded from the budget line "Communications and ICT".



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Aug 3, 2022

DETAILED DESCRIPTION

NO.	PACKAGE CODE	CONTRACT PACKAGE	DESCRIPTION
16.	IFB No. NaFAA/RB/003/2022	Generator	This contract package is intended to procure two (2) pieces of generators – 100 Kva. Both 100 KVa generators will replace existing generator at the Administrative Office (Freeport).
17.	IFB No. NaFAA/RFQ/004/2022	Hall Rental	This contract package is intended to rent halls for hosting of townhall meetings in Montserrado and other environs for awareness campaigns and other businesses NaFAA will conduct. This will be funded from the budget line "Rentals".
18.	IFB No. NaFAA/RFQ/005/2022	Motorbike	This contract package is intended to procure two motorbikes for staff of the Authority. The bike is needed to ease the transportation issue for the staff as they leave work late and comes early in the morning.
19.	IFB No. NaFAA/RFQ/006/2022	ICT Software License	This contract package is intended to procure assorted ICT software licenses to be used on the computers of the authority. Basically, this procurement will entail the procurement of antivirus, Microsoft office, windows, etc. This will be funded from the budget line "Communication and ICT".
20.	IFB No. NaFAA/RFQ/007/2022	Water Supply	This contract package is intended to procure water for use in the bathrooms. Many times, there is no access to the national water grid. Hence, the need to contract the services of a vendor to also supply water to use in the bathrooms at the two offices and do washing. This will be funded from the budget line "Utility".
21.	IFB No. NaFAA/RFQ/008/2022	Electrical Supplies	This contract package is intended to procure assorted electrical supplies ranging from light bulbs, surge protectors, sockets, door bells, wires, breakers, etc. This will be funded from the budget line "Supplies and Consumables".
22.	IFB No. NaFAA/RFQ/009/2022	IT Supplies	This contract package is intended to procure assorted IT supplies such as routers, internet cables, USB cables, computer peripheral units, etc. This will be funded from the budget line "Supplies and Consumables".
23.	IFB No. NaFAA/NCB/009/2022	Furniture and Fixture	This contract package is intended to procure assorted furniture and fixture items for use by NaFAA. Those items include office desk, chairs, cabinets, safe, etc.
24.	IFB No. NaFAA/NCB/010/2022	Vehicle Insurance	This contract package is intended to hire the services of an insurance company to provide comprehensive and third-party vehicle insurance services for NaFAA's fleet of vehicles. The Authority currently has 11 vehicles



NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
			and is expected to procure additional five during the period. Also, some set of vehicles are expected to be acquired and insured under the vehicle loan scheme to be initiated by the Authority.
25.	IFB No. NaFAA/NCB/011/2022	Office Stationery and Supplies	This contract package is intended to procure assorted stationery items for use in the operations of the Authority. Stationery to be procured includes: inks, toners and cartridges, A4 papers, Legal papers, pens, pencil, box files, manila folders, paper clips, staple machines, staple pins, binding clips, correction fluid, etc.
26.	IFB No. NaFAA/RFQ/010/2022	Sanitation	This contract package is intended to hire a sanitation firm to remove garbage from the offices of the Authority. This will be funded from the budget line "Professional Services".
27.	IFB No. NaFAA/RFQ/011/2022	Motor Bikes Repair and Maintenance	This contract package is intended to procure spare parts and service for NaFAA's motor bikes. The bikes are used for the operations of the Authority. This contract package will be funded from the budget line "General Repairs and Maintenance".
28.	IFB No. NaFAA/SS/003/2022	VMS Subscription	There has been a long-standing arrangement with FIMS LTD. to enable NaFAA/GoL subscribe to a vessel monitoring system used internationally. Over the period, a formal contract, on an annual basis, has been entered into. The draft of the contract is available and attached to this plan. We seek the approval of the Commission for sole source to continue with FIMS Ltd. for the current fiscal period at the same cost. This contract will be funded from the budget line "Communications and ICT".
29.	IFB No. NaFAA/RFQ/012/2022	Construction of Fish Market	This contract package is intended to hire the services of a construction firm to construct a fish market in one of the coastal counties. Efforts are underway to acquire a suitable land space and the Authority shall work collaboratively with its partner, FAO, to complete design, tender and pay for the construction of the fish market.
30.	IFB No. NaFAA/RB/004/2022	Intercom System (PABX)	This contract package is intended to procure an Intercom System to interconnect all offices at the Administrative and Technical Buildings. This is a communication system that will ease the challenge of walking to offices to request the presence of another staff or to share information. It will also serve as an easy medium to ensure interaction with fisherfolks and the general public. A hotline will be made available when this system is setup. This contract package will be funded from the budget line "Office Equipment"



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NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
31.	IFB No. NaFAA/RFQ/013/2022	Building Materials	This contract package is intended to procure assorted building materials to include locks, cement, hand tools, wheelbarrows, cutlasses, sand, crushed rocks, etc. that will be used in minor renovation works at the Authority. In some instances, casual laborers are contracted to perform these minor renovation works, beyond the reach of our staff. When these arise, the building materials are procured for use in the work. This contract package will be funded from the budget line "Building Maintenance"
32.	IFB No. NaFAA/SS/004/2022	Subscription Fees – Land Phones	This contract package is intended to pay monthly subscription fees to the would be service providers of the land phone services. It is understood that a four digit hotline will be established where the general populace will call in at no cost to them. Hence, NaFAA will be invoiced monthly by the service provider who will then be paid from this budgetline. We need seek the approval of the Commission under Section 55 to have this included in the contract to be consummated.
33.		Electricity	The Liberia Electricity Corporation supplies electricity to the two offices of the Authority. Payments for these utilities with budget amount US\$15,000 (Electricity) to be consumed will be handled by both the Departments of Administration and Finance.
34.		Local Travel/Domestic Travel	This budget line has no procurement relations. Local Travel – Transportation is given to staff on a daily basis as they commute to undertake NaFAA activities without a vehicle assigned. There is a budget of US\$3,500 that will be financed from petty cash. Local Travel – DSA, amounting to US\$46,500, will be used to finance the upkeep of staff visiting places outside Monrovia.
35.		Public Relations	This budget line has no procurement relations. The Department of Communications, working along with the Finance Department, connects with media houses – many times, more than two (2) – to cover activities of the Authority or to publish instruments (invitation for bids, press releases, etc.) of the Authority.
36.		Vehicle Loan Scheme	This budget line is intended to provide vehicles to staff on the basis of a loan to be paid for through monthly salary deductions over an agreed period. Management intends to acquire 15 SUVs and 6 Sedans based on the staff survey conducted. Staff will make a decision on the brand and type of vehicle they prefer within their salary range and management will engage the vendor on their behalf to acquire the vehicle for their use. Those



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			staff will continue to use the acquired vehicles at their convenience and will fully own the vehicle when payments are completed. This can not be handled procurement wise as endusers will have specific brand requirements and will be making payments through their personal earnings (monthly salary deductions) but only best to disclose herein to the Commission for information purpose.
37.		Vehicle Registration	This budget line has no procurement relations. The Department of Finance the responsibility of registering the vehicles. The Authority will procure five (5) vehicles and this budget line will be used to register the vehicles. The line will also be used to update the registration of some of the vehicles that has already expired. Payments will be made to General Revenue Account and processing handled by the Finance Department with the Ministry of Transport.
38.		Purchase of Land	This budget line has no procurement relations. The team from NaFAA will work with the affected community to identify a suitable land for construction of the fish market. We will further liaise with the Liberia Land Authority to conduct the survey, prepare and probate the land.

Prepared by: Patrick B. Kjadii
Procurement Director

Approved by: Emma Metieh Glassco
Director General

Date: 18 July 2022

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