



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 Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Ref. PPCC/RL/CEO/173/'23

August 31, 2023

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

Dear Hon. Glassco:

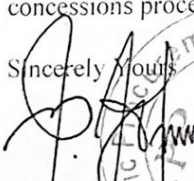
Subject: RECEIPT AND APPROVAL OF NATIONAL FISHERIES AND AQUACULTURE PROCUREMENT PLAN FOR FISCAL YEAR 2023.

We present our compliments and wish to notify you that the Public Procurement and Concessions Commission has received and approved the National Fisheries and Aquaculture Annual Procurement Plans, Addendum SBA Core Budget and Consultancy Procurement Plan for Fiscal Year 2023 in accordance with **Section 40 (3)** of the PPCA, 2010.

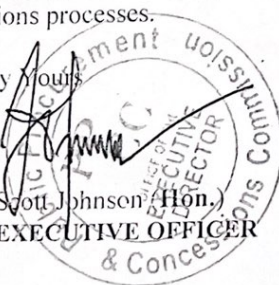
The Commission wishes to inform the National Fisheries and Aquaculture that its Procurement Plan will be duly forwarded to the Ministry of Finance and Development Planning (MFDP), and that the MFDP will process allotments in keeping with the approved Procurement Plans.

The Commission 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,


Bodger Scott Johnson (Hon.)
CHIEF EXECUTIVE OFFICER



NATIONAL FISHERIES AND AQUACULTURE AUTHORITY
NON SBA CORE BUDGET PROCUREMENT PLAN
Source of Funding: INTERNALLY GENERATED REVENUE (NAFAA APPROVED BUDGET 2023)
Fiscal period: January 1, 2023 - December 31, 2023

BASIC DATA																
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECIFICATIONS	FILED OF BID DOCUMENT	RFQ APPROVAL - BID DOCKET	RFQ APPROVAL - RELEASE OF BID	RFQ APPROVAL - SUBMISSION & EVALUATION	RFQ APPROVAL - BID EVALUATION	CONTRACT AWARD & SIGNING	CONTRACT MONITORING	DELIVERY, ACCEPTANCE & PAYMENT	REMARKS
PLANNED	1	NAFAA/RFQ/0001/2023	Scratch Cards	10198 pcs	50,992.00	NCB										
UPDATE																
ACTUAL																
PLANNED	2	NAFAA/RFQ/0001/2023	ICT Software License		10,000.00	RFQ										
UPDATE																
ACTUAL																
PLANNED	3	NAFAA/RFQ/0002/2023	Janitorial Supplies		20,000.00	RFQ										
UPDATE																
ACTUAL																
PLANNED	4	NAFAA/RFQ/0003/2023	Office Consumables (Beverages)		1,500.00	RFQ										
UPDATE																
ACTUAL																
PLANNED	5	NAFAA/RFQ/0004/2023	Electrical Supplies		2,500.00	RFQ										
UPDATE																
ACTUAL																
PLANNED	6	NAFAA/RFQ/0005/2023	IT Supplies		1,500.00	RFQ										
UPDATE																
ACTUAL																
				SUB TOTAL	86,492.00											

Prepared By:

P. A. B. Kusi
 PROCUREMENT DIRECTOR

Approved By:

Samuel Kusi
 CHIEF FINANCIAL OFFICER

Date:

Aug 23, 2023



NATIONAL FISHERIES AND AQUACULTURE AUTHORITY
NON SBA CORE BUDGET PROCUREMENT PLAN
Source of Funding: INTERNALLY GENERATED REVENUE (NAFAA APPROVED BUDGET 2023)
Fiscal Period: January 1, 2023 - December 31, 2023

BASIC DATA										IMPLEMENTATION DATES									
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECIFICATIONS OR REF	PREP. OF BID DOCUMENT	RF APPROVAL - RELEASE OF BID SPEC.	RF APPROVAL - RELEASE OF BID SPEC.	SUBMISSION OF BID DOCUMENT	SUBMISSION OF BID DOCUMENT	RF APPROVAL - BID EVALUATION REPORT	RF APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNATURE	CONTRACT AWARD & SIGNATURE	DELIVERY, INSTALLATION & COMPLETION	ACCEPTANCE & FINAL PAYMENT	REMARKS
PLANNED	7	IFB No. NAFAA/NT/0006/2023 Generators Repairs and Maintenance	C-3114	1 Firm	3,400.00	RFQ	1/10/2023	1/17/2023	1/23/2023	1/26/2023	2/9/2023	2/14/2023	2/20/2023	2/27/2023	2/27/2023	N/A	4/18/2023	5/18/2023	
UPDATE	7	IFB No. NAFAA/NT/0006/2023 Generators Repairs and Maintenance	C-3114	1 Firm	6,400.00	RFQ	1/10/2023	1/17/2023	1/23/2023	1/26/2023	2/9/2023	2/14/2023	2/20/2023	2/27/2023	2/27/2023	N/A	4/18/2023	5/18/2023	
ACTUAL																			
PLANNED	8	IFB No. NAFAA/NCB/0002/2023 Feeding and Production	C-1811	1 Firm	132,605.00	NCB	1/13/2023	1/20/2023	1/27/2023	1/31/2023	2/28/2023	3/7/2023	3/14/2023	3/28/2023	3/28/2023	N/A	11/27/2023	12/27/2023	
UPDATE	8	IFB No. NAFAA/NCB/002/2023 Feeding and Production	C-1811	1 Firm	148,605.00	NCB	1/13/2023	1/20/2023	1/27/2023	1/31/2023	2/28/2023	3/7/2023	3/14/2023	3/28/2023	3/28/2023	N/A	11/27/2023	12/27/2023	
ACTUAL																			
PLANNED	9	IFB No. NAFAA/NCB/003/2023 Vehicle Repairs and Maintenance	G-4520	1 Firm	22,000.00	NCB	1/13/2023	1/20/2023	1/27/2023	1/31/2023	2/28/2023	3/7/2023	3/14/2023	3/28/2023	3/28/2023	N/A	11/27/2023	12/27/2023	
UPDATE	9	IFB No. NAFAA/NCB/003/2023 Vehicle Repairs and Maintenance	G-4520	1 Firm	48,200.00	NCB	1/13/2023	1/20/2023	1/27/2023	1/31/2023	2/28/2023	3/7/2023	3/14/2023	3/28/2023	3/28/2023	N/A	11/27/2023	12/27/2023	
ACTUAL																			
PLANNED	10	IFB No. NAFAA/NCB/004/2023 Rice for Employees	G-4711	2,138 bags	36,616.00	NCB	1/13/2023	1/20/2023	1/27/2023	1/31/2023	2/28/2023	3/7/2023	3/14/2023	3/28/2023	3/28/2023	N/A	11/27/2023	12/27/2023	
UPDATE																			
ACTUAL																			
PLANNED	11	IFB No. NAFAA/SS/001/2023 Internet Subscription	J-6120	1 FIRM	40,956.00	SS	1/13/2023	1/20/2023	1/27/2023	1/31/2023	2/28/2023	3/7/2023	3/14/2023	3/28/2023	3/28/2023	N/A	11/27/2023	12/27/2023	
UPDATE	11	N/A	N/A	N/A	0.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
ACTUAL																			
PLANNED	12	IFB No. NAFAA/NT/0007/2023 Mail Rental	L-6810	Assessed	5,000.00	RFQ	2/15/2023	2/20/2023	2/22/2023	2/27/2023	3/13/2023	3/16/2023	3/20/2023	3/22/2023	3/22/2023	N/A	5/31/2023	6/14/2023	
UPDATE																			
ACTUAL																			
				SUB TOTAL	245,421.00														

Prepared By:

Procurement Director

2435610
Aug 30, 2023



Date: *Aug 23, 2023*



NATIONAL FISHERIES AND AQUACULTURE AUTHORITY
NON SBA CORE BUDGET PROCUREMENT PLAN
Source of Funding: INTERNALLY GENERATED REVENUE (NFAA APPROVED BUDGET 2023)
Fiscal Period: January 1, 2023 - December 31, 2023

BASIC DATA																	IMPLEMENTATION DATES									
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECIFICATIONS	PRE- or BID DOCUMENT	PC APPROVAL - BID SPECIFICATION	BID APPROVAL - RELEASE OF BID	BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AMOUNT & SCHEDULE	ADVANCE PAYMENT (DEDUCTION)	DELIVERY / ACCEPTANCE	REMARKS										
PLANNED	13	NFAA/RB/0008/2023	Non Potable Water	E-3600	225,000 Gals	RFQ	12/28/2022	1/14/2023	1/10/2023	1/30/2023	2/13/2023	2/28/2023	3/14/2023	3/28/2023	N/A	4/25/2023	5/25/2023									
UPDATE																										
ACTUAL																										
PLANNED	14	NFAA/RB/0017/2023	Vehicle Insurance	K-5512	1 Firm	RB	1/13/2023	1/20/2023	1/27/2023	1/31/2023	2/28/2023	3/7/2023	3/14/2023	3/28/2023	N/A	11/27/2023	12/27/2023									
UPDATE																										
ACTUAL																										
PLANNED	15	NFAA/SS/0022/2023	Data Storage Service	J-4311	1 Firm	SS	1/13/2023	1/20/2023	1/27/2023	1/31/2023	2/28/2023	3/7/2023	3/14/2023	3/28/2023	N/A	11/27/2023	12/27/2023									
UPDATE	15	NFAA/SS/0022/2023	Data Storage Service	J-4311	1 Firm	SS	1/13/2023	1/20/2023	1/27/2023	1/31/2023	2/28/2023	3/7/2023	3/14/2023	3/28/2023	N/A	11/27/2023	12/27/2023									
ACTUAL																										
PLANNED	16	NFAA/RB/0009/2023	Office Stationery and Supplies	G-4761	Assorted	RFQ	12/28/2022	1/14/2023	1/10/2023	1/30/2023	2/13/2023	2/28/2023	3/7/2023	3/14/2023	3/28/2023	4/25/2023	5/25/2023									
UPDATE																										
ACTUAL																										
PLANNED	17	NFAA/RB/0015/2023	Sanitation	E-3611	1 Firm	RFQ	2/15/2023	2/20/2023	2/22/2023	2/27/2023	3/13/2023	3/16/2023	3/20/2023	3/22/2023	N/A	5/31/2023	6/14/2023									
UPDATE																										
ACTUAL																										
PLANNED	18	NFAA/RB/0011/2023	Motor Bikes Repairs and Maintenance	G-4540	1 Firm	RFQ	3/30/2023	4/6/2023	4/7/2023	4/11/2023	4/25/2023	5/1/2023	5/3/2023	5/10/2023	N/A	6/12/2023	7/12/2023									
UPDATE																										
ACTUAL																										
				SUB TOTAL	45,000.00																					

Prepared By:

Procurement Director

Approved By:

Finance Manager

Director General

Date:

12/23/2023


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Handwritten date: Aug 30, 2023



NATIONAL FISHERIES AND AQUACULTURE AUTHORITY
NON SBA CORE BUDGET PROCUREMENT PLAN
Source of Funding: INTERNALLY GENERATED REVENUE (NAFAA APPROVED BUDGET 2023)
Fiscal Period: January 1, 2023 - December 31, 2023

BASIC DATA														
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL DIS	RFQ OF BO DOCUMENT	RF APPROVAL - BO DOCUMENT REVIEW	RF APPROVAL - RELEASE OF BO DOCUMENT	BO SUBMISSION DATE	BO EVALUATION DATE	RF APPROVAL - BO EVALUATION DATE	CONTRACT AMOUNT (USD)
19	NAFAA/0003/2023	VMS Subscription	J-6301	1 firm	30,600.00	RF	1/19/2023	1/29/2023	1/27/2023	1/31/2023	2/28/2023	3/7/2023	3/14/2023	3/28/2023
20	NAFAA/0012/2023	Public Water	G-4722	1,500 Sacks	6,000.00	RFQ	1/19/2023	1/17/2023	1/29/2023	1/26/2023	2/9/2023	2/14/2023	2/20/2023	2/27/2023
21	NAFAA/0013/2023	Counter Services	M-5320	1 Firm	5,000.00	RFQ	3/7/2023	3/16/2023	3/14/2023	3/16/2023	3/23/2023	3/31/2023	4/6/2023	4/11/2023
22	NAFAA/0005/2023	Office Equipment	G-4741	Assigned	15,000.00	NCB	1/13/2023	1/29/2023	1/27/2023	1/31/2023	2/28/2023	3/7/2023	3/14/2023	3/28/2023
23	NAFAA/0002/2023	Repair and Maintenance of Non Residential Building	F-4100	1 Firm	40,000.00	RF	1/13/2023	1/29/2023	1/27/2023	1/31/2023	2/28/2023	3/7/2023	3/14/2023	3/28/2023
SUB TOTAL					96,500.00									
GRAND TOTAL					474,613.00									

Prepared By: 
 Procurement Director

Approved By: 
 Fisheries and Aquaculture Authority Director

Date: Aug. 23, 2023



National Fisheries and Aquaculture Authority
Explanatory Notes
Non-SBA Core Budget Procurement Plan
January 1, 2023 to December 31, 2023

NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
1.	IFB No. NaFAA/NCB/001/2023	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 that we intend to contract to have the scratch cards supplied. This contract will be financed from the budget line "Communications and ICT".
2.	IFB No. NaFAA/RFQ/001/2023	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".
3.	IFB No. NaFAA/RFQ/002/2023	Janitorial Supplies	This contract package is intended to procure assorted janitorial supplies to include chlorox, 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/RFQ/003/2023	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/004/2023	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".
6.	IFB No. NaFAA/RFQ/005/2023	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".

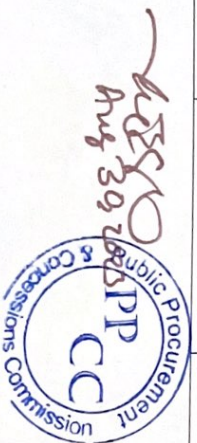
WDE S/O
Aug 30, 2023



NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
7.	IFB No. NaFAA/RFQ/006/2023	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. 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/002/2023	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/NCB/003/2023	Vehicles Repairs and Maintenance	The Authority has a set of newly acquired and fairly used vehicles - a total of Thirteen (13) vehicles. They include Seven (7) Toyota Hilux DC pickups, three (3) Nissan Hardbody DC pickups, one (1) Toyota RAV 4, One (1) Toyota Fortuner SUV, and One (1) Toyota Prado SUV. The Authority intends to contract the services of a garage to service these vehicles. This will be funded from the budget line "General Repairs and Maintenance".
10.	IFB No. NaFAA/NCB/004/2023	Rice for Employees	This contract package is intended to procure 2,130 bags of rice at an estimated unit cost of US\$17 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.	N/A	Internet Subscription	This contract package, intended to contract the services of LIBTELCO to provide internet services for NaFAA's two (2) offices, is no longer being funded from the Authority's internally generated revenue; ergo, it has been removed from the Non-SBA Core Budget Procurement Plan and it will now be funded by the World Bank.



NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
12.	IFB No. NaFAA/RFQ/007/2023	Hall Rental	This contract package is intended to rent halls for hosting of townhall meetings in Montserrat and other environs for awareness campaigns and other businesses NaFAA will conduct. This will be funded from the budget line "Rentals".
13.	IFB No. NaFAA/RFQ/008/2023	Non-Potable Water	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 of vehicles and others. This will be funded from the budget line "Utility".
14.	IFB No. NaFAA/RB/001/2023	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 13 vehicles to be insured. Also, we anticipate insuring an additional 5 vehicles during the fiscal period.
15.	IFB No. NaFAA/SS/002/2023	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 e-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".
16.	IFB No. NaFAA/RFQ/009/2023	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.
17.	IFB No. NaFAA/RFQ/010/2023	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".



NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
18.	IFB No. NaFAA/RFQ/011/2023	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".
19.	IFB No. NaFAA/SS/003/2023	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. Also, an addition to the System is anticipated. Discussions are underway to hire the services of SpeedCast to cater to the additional service needs. This contract will be funded from the budget line "Communications and ICT".
20.	IFB No. NaFAA/RFQ/012/2023	Potable Water Supply	This contract package is intended to procure drinking water for use by staff of the Authority. This will be funded from the budget line "Utility".
21.	IFB No. NaFAA/RFQ/013/2023	Courier Services	This contract package is intended to contract the services of a firm to handle shipping and handling activities of the Authority. A custom brokerage firm will be contracted to perform this service in close consultation with NaFAA.
22.	IFB No. NaFAA/NCB/005/2023	Office Equipment	This contract package is intended to procure assorted office equipment, such as computers and computer supplies for the Authority. This will be funded from the budget line "Office Equipment".
23.	IFB No. NaFAA/RB/002/2023	Repair and Maintenance of Non-Residential Building	This contract package is intended to hire the services of a construction firm to perform repair and maintenance works at the Authority's Offices. The works will include changing of the roofs, tiles, painting, improvement of the fence and building storage. This will be funded from the budget lines "Building Maintenance" and "Leasehold Improvement".
24.		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 U\$4,500 that



NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
			will be financed from petty cash. Local Travel – DSA, amounting to US\$65,500, will be used to finance the upkeep of staff visiting places outside Monrovia.
25.		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.
26.		Vehicle Registration	This budget line has no procurement relations. The Department of Finance has the responsibility of registering the vehicles. The line will 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.

Prepared by: Patrick B. Kadii
Procurement Director

Approved by: Emma Metieh Classico
Director General

Date: Aug. 23, 2023

