



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

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

DATE: 18-May-2022



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

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
	BASIC DATA																			
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	BUSINESS ACTIVITY CODE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECIFICATIONS	PREP. OF BID DOCUMENT	PG. APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PG. APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	REMARKS	
PLANNED	7	IFB No. 22 NAFAARFC/SBA/003/20	Uniforms and Jackets	G-4771	Assorted	4,000.00	RFQ	1/20/2022	1/24/2022	1/26/2022	1/29/2022	2/14/2022	2/16/2022	2/19/2022	2/21/2022	N/A	3/23/2022	4/22/2022		
UPDATE																				
ACTUAL																				
PLANNED	8	IFB No. 22 NAFAANCB/SBA/003/20	Air Tickets	N-7911	Assorted	28,800.00	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	11/5/2022	12/5/2022		
UPDATE	8	IFB No. 22 NAFAANCB/SBA/003/20	Air Tickets	N-7911	Assorted	78,800.00	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	11/5/2022	12/5/2022		
ACTUAL																				
PLANNED	9	IFB No. 22 NAFAARFC/SBA/004/20	Repairs and Maintenance - ICT Equipment	S-9511	Assorted	4,000.00	RFQ	1/20/2022	1/23/2022	1/25/2022	1/27/2022	2/3/2022	2/8/2022	2/10/2022	2/17/2022	N/A	10/15/2022	11/14/2022		
UPDATE																				
ACTUAL																				
PLANNED	10	IFB No. 22 NAFAARFC/SBA/005/20	Sporting Materials	G-4763	Assorted	6,000.00	RFQ	3/7/2022	3/10/2022	3/14/2022	3/16/2022	3/23/2022	3/11/2022	3/15/2022	3/22/2022	N/A	4/5/2022	5/5/2022		
UPDATE	10	IFB No. 2 NAFAARFB/SBA/003/20	Sporting Materials	G-4763	Assorted	15,786.00	RB	3/7/2022	3/10/2022	3/14/2022	3/16/2022	3/30/2022	3/11/2022	3/15/2022	3/22/2022	N/A	6/20/2022	7/20/2022		
ACTUAL																				
PLANNED	11	IFB No. 2 NAFAARFB/SBA/003/20	Shipping and Handling	H-5229	Assorted	15,000.00	RB	3/7/2022	3/10/2022	3/14/2022	3/16/2022	3/30/2022	3/11/2022	3/15/2022	3/22/2022	N/A	6/20/2022	7/20/2022		
UPDATE	11	IFB No. 2 NAFAARFB/SBA/004/20	Shipping and Handling	H-5229	Assorted	15,000.00	RB	3/7/2022	3/10/2022	3/14/2022	3/16/2022	3/30/2022	3/11/2022	3/15/2022	3/22/2022	N/A	6/20/2022	7/20/2022		
ACTUAL																				
PLANNED	12	IFB No. 22 NAFAARFC/SBA/006/20	Decoration Materials	G-4751	Assorted	1,000.00	RFQ	3/7/2022	3/10/2022	3/14/2022	3/16/2022	3/23/2022	3/11/2022	3/15/2022	3/22/2022	N/A	4/5/2022	5/5/2022		
UPDATE	12	IFB No. 22 NAFAARFC/SBA/005/20	Decoration Materials	G-4751	Assorted	1,000.00	RFQ	3/7/2022	3/10/2022	3/14/2022	3/16/2022	3/23/2022	3/11/2022	3/15/2022	3/22/2022	N/A	4/5/2022	5/5/2022		
ACTUAL																				
					SUB TOTAL	108,800.00														
					GRAND TOTAL	451,774.00														

Prepared By: 
Patricia K. Kyei
PROCUREMENT DIRECTOR

Approved By:



Date: 18-July-2022



Aug 18/2022



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

NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
1.	IFB No. NaFAA/RB/SBA/001/2022	Petroleum Products	This contract package is intended to procure fuel and gasoline for use in NaFAA vehicles and generators and for other operations including benefits to staff and other officials. At an estimated unit cost of US\$4.20, we intend to procure 49,524 gallons of petroleum products. This will be procured from the budget line "Fuel".
2.	IFB No. NaFAA/NCB/SBA/001/2022	Catering Services	This contract package is intended to hire the services of a firm to provide catering services as refreshment for meetings and programs organized by the National Fisheries and Aquaculture Authority, within Monrovia and throughout the nine (9) coastal counties. The procurement will be done into LOTS. This contract package will be funded from the budget line "Entertainment - Refreshment for Meetings and Programs".
3.	IFB No. NaFAA/RfQ/SBA/001/2022	Fumigation Services	This contract package is intended to hire the services of a firm to provide fumigation services (spraying of the Head Office and other offices) for NaFAA. This contract will be funded from the budget line "Professional Services".
4.	IFB No. NaFAA/NCB/SBA/002/2022	Vehicle Rental	This contract package is intended to hire the services of a firm to supply vehicles for local travel by NaFAA staff to areas within and outside Monrovia. Considering that the locations have not been established yet, the type and number of vehicles cannot be established here. This contract will be funded from the budget line "Rentals".
5.	IFB No. NaFAA/RfQ/SBA/002/2022	Office Equipment _ Repairs and Maintenance	This contract package is intended to hire the services of an individual or a firm to repair and maintain all office equipment owned by NaFAA that cannot be repaired by our internal staff. Equipment of such nature includes: Printers, Air Condition, Photocopiers, etc. The procurement will be conducted into LOTS.
6.	IFB No. NaFAA/RB/SBA/002/2022	Office Security Guard Services	This contract package is intended to hire the services of a professional security firm to provide security services at three (3) locations; namely, NaFAA's Head Office, Mesurado Pier Office, and a site in Paynesville. This contract will be funded from the budget line "Professional Services".

NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
7.	IFB No. NaFAA/RFQ/SBA/003/2022	Uniforms and Jackets	This contract package is intended to procure uniforms and jackets for use by Fisheries Inspectors, Enumerators and Observers. When assigned on the field or participating in National Programs, these uniforms and/or jackets will be worn by staff to be identified.
8.	IFB No. NaFAA/NCB/SBA/003/2022	Air Tickets	This contract package is intended to hire the services of a travel agency to supply air tickets to NaFAA when staff are travelling out of Liberia for meetings, conferences or other engagements. This will be funded from the budget line "Foreign Travel – Air Tickets. Note that Foreign Travel – DSA amounting to US\$46,200 will be used as payment for daily sustenance to staff visiting other countries.
9.	IFB No. NaFAA/RFQ/SBA/004/2022	Repairs and Maintenance – ICT Equipment	This contract package is intended to hire the services of a firm to repair the ICT equipment owned by NaFAA. NaFAA has servers, routers, etc. at both of its offices that are prone to breakdown and will need repairs and maintenance and the plan is to have a service provider that will serve our needs, when need be. This contract will be funded from the budget line "General Repairs and Maintenance".
10.	IFB No. NaFAA/RB/SBA/003/2022	Sporting Materials	This contract package is intended to procure boots, jerseys, footballs, whistle, etc. for the teams participating in the ministerial league to be organized. This contract will be funded from the budget line "Entertainment – Sporting Activities". Note that the balance of US\$1,000 will be used as registration fee to the Ministry of Youth and Sports.
11.	IFB No. NaFAA/RB/SBA/004/2022	Shipping and Handling	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.
12.	IFB No. NaFAA/RFQ/SBA/005/2022	Decoration Materials	This contract package is intended to procure decoration materials to include balloons, ribbons, scissors, satin cloth, etc. The female staff of the Authority will use these materials to decorate the halls and other locations when programs are being held.

Prepared by:

Patrick B. Kididii
Procurement Director

Approved by:

Emma Metieh Glasco
Director General

Date:

18-July-2022