



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/142/'23

March 28 2023

Hon. Emma Metieh Glassco

DIRECTOR GENERAL

National Fisheries and Aquaculture Authority (NaFAA)
Republic of Liberia

Dear Hon. Classco:

Subject: **RECEIPT AND APPROVAL OF NATIONAL FISHERIES AND AQUACULTURE AUTHORITY (NaFAA) 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 Authority (NaFAA) Final Project Procurement Plan (Goods, Works and Services - SBA, Consultancy) for Fiscal Year 2023, in accordance with **Section 40 (3)** of the PPCA, 2010, and Section 55(d).

The Commission conveys to the National Fisheries and Aquaculture Authority that this 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 Plan, 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 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.

Please note that all contracts which cumulative annual value above the threshold of **US\$250,000.00** must be signed by the Minister responsible for Finance and attested by the Minister responsible for Justice. **The Commission requires that you kindly forward copies of all stipulated contracts upon signing, so as to update our records.**

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 ensure the National Interest is assured and ultimately public confidence is maintained in all Public Procurement and Concession processes.

Best regards,


Jagne Rose de Nagbe Kowo (Cllr.)
CHIEF EXECUTIVE OFFICER

Patrice B. Kiadi
April 5, 2023
@10:47 AM

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

NATIONAL FISHERIES AND AQUACULTURE AUTHORITY
SBA 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/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOCUMENT SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION & COMPLETION	ACCEPTANCE & FINAL PAYMENT	REMARKS										
PLANNED	1	IFB No. 3 NaFAA/SBA/RB/001/202	Petroleum Products	G-4661	36,865 gals @ \$9.91	217,872.74	RB	1/13/2023	1/17/2023	1/20/2023	1/30/2023	2/27/2023	3/6/2023	3/13/2023	3/27/2023	N/A		11/27/2023	12/27/2023										
UPDATE																													
ACTUAL																													
PLANNED	2	IFB No. 23 NaFAA/SBA/NCB/001/20	Catering Services	I-5621	1 Firm	95,000.00	NCB	1/13/2023	1/20/2023	1/27/2023	1/31/2023	2/26/2023	3/7/2023	3/14/2023	3/28/2023	N/A		11/27/2023	12/27/2023										
UPDATE																													
ACTUAL																													
PLANNED	3	IFB No. 23 NaFAA/SBA/R/C/001/20	Fumigation Services	N-8129	1 Firm	3,500.00	RFQ	1/20/2023	1/23/2023	1/25/2023	1/27/2023	2/13/2023	2/20/2023	2/22/2023	3/1/2023	N/A		3/31/2023	5/1/2023										
UPDATE																													
ACTUAL																													
PLANNED	4	IFB No. 23 NaFAA/SBA/NCB/002/20	Vehicle Rental	H-4622	1 Firm	60,000.00	NCB	1/13/2023	1/20/2023	1/27/2023	1/31/2023	2/26/2023	3/7/2023	3/14/2023	3/28/2023	N/A		11/27/2023	12/27/2023										
UPDATE																													
ACTUAL																													
PLANNED	5	IFB No. 23 NaFAA/SBA/R/C/002/20	Office Equipment Repairs and Maintenance	S-9511	1 Firm	4,100.00	RFQ	1/20/2023	1/24/2023	1/26/2023	1/30/2023	2/6/2023	2/13/2023	2/15/2023	2/22/2023	N/A		10/23/2023	11/22/2023										
UPDATE																													
ACTUAL					SUB TOTAL	380,472.74																							

Prepared By:

Patricia B. Kuan
PROCUREMENT DIRECTOR

Approved By:

Engr. Melvin Glasco
DIRECTOR GENERAL

DATE: 20-Mar-2023



March 28, 2023
March 1/28/2023



**NATIONAL FISHERIES AND AQUACULTURE AUTHORITY
SBA PROCUREMENT PLAN**

Funding: INTERNALLY GENERATED REVENUE (NAFAA /
Fiscal period: January 1, 2023 - December 31, 2023

[illegible]

PROCUREMENT DIRECTOR

DIRECTOR GENERAL



✓ and
March 28 / 2023

National Fisheries and Aquaculture Authority
Explanatory Notes
SBA Procurement Plan

January 1, 2023 to December 31, 2023



NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
1.	IFB No. NaFAA/SBA/RB/001/2023	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\$5.91, we intend to procure 36,865 gallons of petroleum products. This will be procured from the budget line "Fuel".
2.	IFB No. NaFAA/SBA/NCB/001/2023	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/SBA/RFQ/001/2023	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/SBA/NCB/002/2023	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/SBA/RFQ/002/2023	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. This contract will be funded from the budget line "General Repairs and Maintenance".
6.	IFB No. NaFAA/SBA/NCB/003/2023	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

PPCC
Public Procurement
Commission
Mar. 28, 2023

Robert Paul
March 28, 2023



DETAILED DESCRIPTION		
NO.	PACKAGE CODE	CONTRACT PACKAGE
7.	IFB No. NaFAA/SBA/RFQ/003/2023	Repairs and Maintenance – ICT Equipment
		<p>the budget line “Foreign Travel – Air Tickets. Note that Foreign Travel – DSA amounting to U\$100,000.00 will be used as payment for daily sustenance and incidental expenses to staff visiting other countries.</p> <p>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”.</p>

Prepared by: _____

Patrick B. Kiadii
Procurement Director

Approved by: _____

Emma Meteh Glasco
Director General

Date: 20-Mar-2023


Mar. 28, 2023


March 28, 2023
Maabef