



REPUBLIC OF LIBERIA
PUBLIC PROCUREMENT & CONCESSIONS COMMISSION
EXECUTIVE MANSION GROUNDS, CAPITOL HILL, MONROVIA, LIBERIA

WEBSITE: www.pgcc.gov.lr EMAIL: info@pgcc.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:

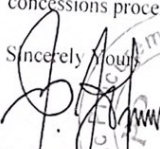
Subject: RECEIPT AND APPROVAL OF NATIONAL FISHERIES AND
AQUACULTURE PROCUREMENT PLAN FOR FISCAL YEAR 2023.

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

Regulating Procurement Compliance for National Development

NATIONAL FISHERIES AND AQUACULTURE AUTHORITY

Prepared By Patrick R. [Signature]

DATE: Aug. 23, 2025



Source of Funding: INTERNALLY GENERATED REVENUE (NIA/AA APPROVED BUDGET 2023)

Prepared by:

PROCUREMENT DIRECTOR

Approved by _____

DIRECTOR GENERAL

Date _____

Aug. 23, 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\$ 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 agent to supply air tickets to NaFAA when staff are travelling out of Liberia for meetings, conferences or other engagements. This will be funded from



NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
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 US\$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 A. Kiadi
 Procurement Director

Approved by: 
Emma Metieh
 Director General

Date: Aug. 23, 2023

