



Republic of Liberia

## Public Procurement & Concessions Commission

Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Website: [www.ppcc.gov.lr](http://www.ppcc.gov.lr) | Email: [info@ppcc.gov.lr](mailto:info@ppcc.gov.lr) | Phone Short Code: 4357

Ref. PPCC/RL/CEO/0713/19

October 18, 2019

Hon. Emma Metieh Glassco

**DIRECTOR GENERAL**

National Fisheries and Aquaculture Authority

Republic of Liberia

Dear Hon. Glassco:

Subject: **PROVISIONAL APPROVAL OF DRAFT PROCUREMENT PLAN FOR FISCAL YEAR 2019/2020**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the National Fisheries and Aquaculture Authority SBA, Non SBA and Consultancy Procurement Plans for FY 2019/2020 in accordance with **Section 40 (3)** of the PPC Act. The Commission however wishes to inform you that your plan has been **Provisionally Approved** pending the passage of the national budget.

Please be advised that your Entity can carry out procurement activities based on this provisionally approved draft procurement plan culminating in **framework agreements** for recurrent procurement items. Please ensure to include notifications of this information in the tender documents for both framework agreements and advance procurement. For your guidance, the Commission has produced a short note explaining the processes for framework agreements and advance procurement which you can download at <http://ppcc.gov.lr/vr/index.php/documents>

Upon passage of the FY 2019/2020 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for NaFAA's allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for FY 2019/2020 and staff of your Procurement Unit.

Please duly revert to the Commission as indicated by the stated responses made to the queries, submitted by Mr. Augustine Manoballah on October 16, 2019 (See attached)

Please be reminded to also duly submit your contract award information for all procurement contracts awarded in the previous fiscal year (2018/2019), for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for fiscal year 2019/2020.

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.

Sincerely Yours


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  
SBA PROCUREMENT PLAN  
Source of Funding: INTERNALLY GENERATED REVENUE (NaFAA APPROVED BUDGET 2019/2020)  
Fiscal period: July 1, 2019 - June 30, 2020

BASIC DATA																	IMPLEMENTATION DATES									
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19							
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS(BOD/DRAW/ NGS)	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/PUB LIC OPENING	SUBMISSION OF BID REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT								
PLANNED	1	IFB No. NaFAA/RB/SBA/001/1 9/20	Petroleum Products	G-4661	54,115 gals @3.80	205,639.18	RB	7/1/2019	7/8/2019	7/15/2019	7/20/2019	8/3/2019	8/10/2019	8/17/2019	9/7/2019	N/A	6/1/2020	6/22/2020								
UPDATE																										
ACTUAL																										
PLANNED	2	IFB No. NaFAA/RB/SBA/002/1 9/20	Insurance (Vehicles)	K-6512	1 Firm	21,000.00	RB	1/5/2020	1/12/2020	1/19/2020	1/24/2020	2/21/2020	2/28/2020	3/4/2020	3/18/2020	N/A	5/17/2020	6/16/2020								
UPDATE																										
ACTUAL																										
PLANNED	3	IFB No. NaFAA/NCB/SBA/001 1/9/20	Catering Services	I-5621	1 firm	60,000.00	NCB	7/19/2019	7/26/2019	8/2/2019	8/7/2019	9/4/2019	9/11/2019	9/18/2019	10/2/2019	N/A	6/8/2020	6/22/2020								
UPDATE																										
ACTUAL																										
PLANNED	4	IFB No. NaFAA/NCB/SBA/002 1/9/20	Office Stationery and Supplies	G-4761	Assorted	25,000.00	NCB	7/10/2019	7/17/2019	7/22/2019	7/27/2019	8/24/2019	9/7/2019	9/14/2019	9/28/2019	N/A	6/2/2020	6/23/2020								
UPDATE																										
ACTUAL																										
					SUB TOTAL	311,639.18																				

Prepared By:   
Patricia G. Medall  
PROCUREMENT DIRECTOR

Approved by:   
Emilio Matien Glassco  
DIRECTOR GENERAL


DATE: Sept-6, 2019

*OTB 28*  
*September 18, 2019*

*Provisional*  
*9/18/19*

NATIONAL FISHERIES AND AQUACULTURE AUTHORITY  
SBA PROCUREMENT PLAN  
Source of Funding: INTERNALLY GENERATED REVENUE (NAFAA APPROVED BUDGET 2019/2020)  
Fiscal period: July 1, 2019 - June 30, 2020

BASIC DATA																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOCTECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION/ PUB LIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT
PLANNED	5	IFB No. NAFAA/RFQ/SBA/001/19/20 Gabage Collection	E-3821/E-3811	1 Firm	3,600.00	RFQ	7/20/2019	7/27/2019	8/1/2019	8/6/2019	8/20/2019	8/25/2019	8/30/2019	9/1/2019	N/A	5/20/2020	6/19/2020
UPDATE																	
ACTUAL																	
PLANNED	6	IFB No. NAFAA/RFQ/SBA/002/19/20 Fumigation Services	N-8129	1 Firm	5,000.00	RFQ	7/20/2019	7/27/2019	8/1/2019	8/6/2019	8/20/2019	8/25/2019	8/30/2019	9/1/2019	N/A	10/13/2019	11/16/2019
UPDATE																	
ACTUAL																	
PLANNED	7	IFB No. NAFAA/RFQ/SBA/003/19/20 Sporting Materials	G-4641/G-4763	Assorted	6,000.00	RFQ	7/20/2019	7/27/2019	8/3/2019	8/8/2019	8/22/2019	8/27/2019	9/3/2019	9/17/2019	N/A	10/17/2019	11/16/2019
UPDATE																	
ACTUAL																	
PLANNED	8	IFB No. NAFAA/NCB/SBA/003/19/20 Vehicle Rental	H-4922	Assorted	12,000.00	NCB	7/20/2019	7/27/2019	8/3/2019	8/8/2019	9/5/2019	9/10/2019	9/17/2019	10/1/2019	N/A	5/13/2020	6/12/2020
UPDATE																	
ACTUAL																	
				SUB TOTAL	26,600.00												

Prepared By:   
Pauline B. Kiadi  
PROCUREMENT DIRECTOR

Approved by:   
Emma Metch Glasco  
DIRECTOR GENERAL

Date: Sept. 6, 2019




ASB  
28 September 18, 2019

  
09/18/19  
Provisional



NATIONAL FISHERIES AND AQUACULTURE AUTHORITY  
SBA PROCUREMENT PLAN  
Source of Funding: INTERNALLY GENERATED REVENUE (NAFAA APPROVED BUDGET 2019/2020)

BASIC DATA																		IMPLEMENTATION DATES																	
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECIFICATIONS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH 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 (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT																		
9	IFB No. NaFAA/RFO/SBA/004/19/20	Office Equipment - Repairs and Maintenance	S-9511	Assorted	7,000.00	RFQ	10/25/2019	11/1/2019	11/6/2019	11/11/2019	11/25/2019	11/29/2019	11/30/2019	12/14/2019	N/A	6/11/2020	6/25/2020																		
10	IFB No. NaFAA/RB/SBA/003/19/20	Security Guard Services	N-8010	1 Firm	36,800.00	RB	5/3/2019	5/10/2019	5/17/2019	5/22/2019	6/19/2019	6/26/2019	7/3/2019	7/17/2019	N/A	6/10/2020	6/24/2020																		
11	IFB No. NaFAA/NCB/SBA/004/19/20	Office Building - Repairs and Maintenance	F-4330	2bdgs	37,500.00	NCB	9/2/2019	9/9/2019	9/16/2019	9/21/2019	10/19/2019	10/26/2019	11/2/2019	11/16/2019	N/A	6/3/2020	6/28/2020																		
12	IFB No. NaFAA/NCB/SBA/005/19/20	Air Tickets	N-7911	Assorted	90,000.00	NCB	6/3/2019	6/10/2019	6/17/2019	6/22/2019	7/20/2019	7/27/2019	8/3/2019	8/17/2019	N/A	6/12/2020	6/26/2020																		
				SUB TOTAL	171,300.00																														

Prepared By:   
Patrick J. Khaili  
PROCUREMENT DIRECTOR

Approved by:   
Emma Metiah Glassco  
DIRECTOR GENERAL

Date: Sept. 6, 2019

  
Seyce Attah  
September 18, 2019

  
September 18, 2019

NATIONAL FISHERIES AND AQUACULTURE AUTHORITY  
SBA PROCUREMENT PLAN  
Source of Funding: INTERNALLY GENERATED REVENUE (NAFAA APPROVED BUDGET 2019/2020)

Fiscal period: July 1, 2019 - June 30, 2020

		BASIC DATA						IMPLEMENTATION DATES											
	ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECIFICATIONS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH 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 (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT	
PLANNED	13	IFB No. NAFAA/RFO/SBA/005/19/20	Repairs and Maintenance, ICT Equipment	S-9511	Assorted	4,000.00	RFO	9/3/2019	9/10/2019	9/17/2019	9/22/2019	10/6/2019	10/11/2019	10/18/2019	11/11/2019	N/A	6/8/2020	6/28/2020	
UPDATE																			
ACTUAL																			
					SUB TOTAL	4,000.00													
					GRAND TOTAL	513,539.18													

Prepared By:   
Patrick P. Khadiji  
PROCUREMENT DIRECTOR

Approved by:   
Emma Meteh Glassco  
DIRECTOR GENERAL

DATE:  5/14/2019



Added  
September 18, 2019

6/18/19  
Provisioned



**National Fisheries and Aquaculture Authority**  
**Explanatory Notes**  
**SBA Procurement Plan**  
**July 1, 2019 to June 30, 2020**

NO.	PACKAGE CODE	CONTRACT PACKAGE	DETAILED DESCRIPTION
1.	IFB NO. NaFAA/RB/SBA/001/19/20	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\$3.80, we intend to procure 54,115 gallons of petroleum products.
2.	IFB NO. NaFAA/RB/SBA/002/19/20	Insurance (Vehicles)	This contract package is intended to hire the services of an insurance company to provide comprehensive and third party liability insurance services for NaFAA fleet of vehicles. An estimate of Thirteen (13) vehicles are expected to be insured – 11 currently owned and 2 to be acquired during the course of the fiscal year. Note that US\$2400 of the total budget will be used toward new registration and renewal of registration of the vehicles. Payments will be made to General Revenue Account and processing handled with the Ministry of Transport.
3.	IFB NO. NaFAA/NCB/SBA/001/19/20	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, throughout the nine (9) coastal counties. This contract package will be funded from the budget line “Entertainment – Refreshment for Meetings and Programs” and will be done into lots.
4.	IFB NO. NaFAA/NCB/SBA/002/19/20	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.
5.	IFB NO. NaFAA/RFQ/SBA/001/19/20	Garbage Collection	This contract package is intended to hire the services of a firm to provide sanitation services (garbage collection from the Head office and other offices) for NaFAA. This contract will be funded from the budget line “Professional Services-Sanitation”.
6.	IFB NO. NaFAA/RFQ/SBA/002/19/20	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”.
7.	IFB NO. NaFAA/NCB/SBA/003/19/20	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”.

*Submitted  
September 18, 2019*

*Approved  
09/18/19*

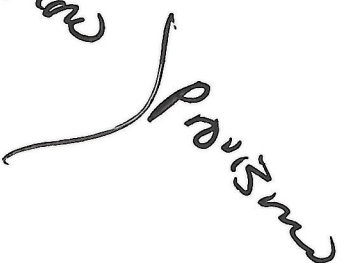
8.	IFB No. NaFAA/RFQ/SBA/003/19/20	Sporting Activities	This contract package is intended to procure assorted sporting materials to include boots, jerseys, football, medals, etc. for use during the Inter-Ministerial League during the next year. The balance of US\$1,000 will be used to pay the fees for registration and other associated fees to the Ministry of Youth and Sports.
9.	IFB NO. NaFAA/RFQ/SBA/004/19/20	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 package will be conducted into LOTS.
10.	IFB NO. NaFAA/RB/SBA/003/19/20	Security Guard Services	This contract package is intended to hire the services of a professional security firm to provide security services at four (4) locations; namely, NaFAA's Head Office, Mesurado Pier office, Omega facility and a site in Paynesville. This contract will be funded from the budget line "Professional Services".
11.	IFB NO. NaFAA/NCB/SBA/004/19/20	Office Building – Repairs and Maintenance	This contract package is intended to hire the services of a firm to perform minor repairs work on the Head Office (at Freeport) of NaFAA. Also, the Authority intends to contract a firm to conduct maintenance works on the building at the Mesurado Fishing Pier.
12.	IFB NO. NaFAA/NCB/SBA/005/19/20	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 on official visits for meetings and conferences.
13.	IFB NO. NaFAA/RFQ/SBA/005/19/20	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 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. Also, there are other ICT equipment (Routers, etc). that will have to be repaired.

Prepared by:   
**Patrick B. Kidii**  
**Procurement Director**

Approved by:   
**Emma Metieh Classco**  
**Director General**

Date: Sept. 6, 2019





  
09/18/19

  
09/18/2019